

CITY OF WEST TORRENS



Notice of Committee Meeting

NOTICE IS HEREBY GIVEN in accordance with Sections 87 and 88 of the *Local Government Act 1999*, that a meeting of the

CORPORATE PLANNING, POLICY AND PERFORMANCE PRESCRIBED COMMITTEE

Members: Councillor C O'Rielley (Presiding Member), Mayor Trainer,
Councillors: G Palmer, G Nitschke, K McKay, M Farnden, M Hill, A Mangos

of the

CITY OF WEST TORRENS

will be held in the Mayor's Reception Room, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

**TUESDAY, 9 MAY 2017
at 6.30pm**

**Terry Buss
Chief Executive Officer**

City of West Torrens Disclaimer

Please note that the contents of this Committee Agenda have yet to be considered by Council and Committee recommendations may be altered or changed by the Council in the process of making the formal Council decision.

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1 MEETING OPENED**1.1 Evacuation Procedures****2 PRESENT****3 APOLOGIES****Committee Members:**

Cr Arthur Mangos

4 DISCLOSURE STATEMENTS

Committee Members are required to:

1. Consider Section 73 and 75 of the *Local Government Act 1999* and determine whether they have a conflict of interest in any matter to be considered in this Agenda; and
2. Disclose these interests in accordance with the requirements of Sections 74 and 75A of the *Local Government Act 1999*.

5 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of the meeting of the Corporate Planning, Policy and Performance Prescribed Committee held on 14 March 2017 be confirmed as a true and correct record.

6 COMMUNICATION BY THE CHAIRPERSON**7 PRESENTATIONS**

Nil

8 REPORTS OF THE CHIEF EXECUTIVE OFFICER

8.1 Annual Service Plans 3rd Quarter 2016/17 Progress Update

Brief

This report presents the 3rd quarter review of the 2016/17 Annual Service Plans and progress in the delivery of Council's Community Plan.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The Annual Service Plans 3rd Quarter Progress Report 2016/17 be received.
2. The action entitled 'Develop an Urban Design Framework' be reallocated from the City Assets 2016/17 Service Plan to the City Strategy 2016/17 Service Plan.
3. The completion dates for the nominated actions from the City Assets 2016/17 Service Plans be revised as detailed in the report.

Introduction

The *Annual Service Plans 3rd Quarter Progress Report (Attachment 1)* outlines Council's progress in implementing its *Community Plan*.

This Progress Report provides updates on the delivery of Actions from the 2016/17 Annual Service Plans that implement the *Community Plan Aspirations* as outlined in Figure 1.

Figure 1 Community Plan Aspirations



Below is an explanation of the reporting format:

Pie Charts

The pie charts graphically illustrate how Council as a whole, and each individual department, is progressing with the delivery of Annual Service Plan Actions.

Action Status

The status of the Actions presented in the Quarterly Report may be Monitor or Off-track. On-track and Completed Actions are not presented in the Report.

Monitor means the Action has not progressed to where the relevant department manager was expecting, but it is within 70-90% of the quarterly target. When the status of an Action is Monitor, the attached quarterly report shows a yellow traffic light () in the right hand column. Off-track means the Action has not progressed to where the relevant department manager was expecting and is less than 70% of the quarterly target. When the status of an Action is Off-track, the attached quarterly report shows a red traffic light () in the right hand column. An explanation of why a particular Action has Off-track or Monitor status is contained within the *Annual Service Plans 3rd Quarter Progress Report*.

Discussion

The performance of the organisation, as a whole, is as follows:

- 94.5% On-track/Completed,
- 4.5% Monitor; and
- 1.0% Off-track.

Note that figures may be greater or less than 100% due to rounding effects.

In the third quarter, a number of actions were completed, many ahead of schedule. These related to:

1. Plan and implement the 2017 Summer Festival,
2. Develop and proactively promote the special health oriented collections of the Library,
3. Explore opportunities to develop the Plympton Community Centre as a Positive Ageing Hub,
4. Raise awareness of and support monitoring and reporting on the City of West Torrens Public Health Plan,
5. Consult on draft Climate Change Action Plan (now incorporated into AdaptWest project),
6. Work with Western Region councils to conduct Urban Heat Island mapping for the region,
7. Undertake 100% of public swimming pool inspections during the Summer season, and
8. Undertake a review and update of all Asset Management Plans.

Two (2) actions have been reported as 'off track', which represents 1.0% of the total number of actions. These relate to:

- Coordinate preparation of an economic development Strategy for the City of West Torrens (first draft by June 2017), and
- Undertake Disability Discrimination Act (DDA) works and fire compliance upgrades at WA Satterly Hall and Reedbeds Community Centre.

An Economic Development Strategy for the City of West Torrens background 'context' paper was circulated for input, and a project brief was refined in consultation with key stakeholders. Due to the high profile of the project and implications across the organisation, it has been decided that a more collaborative approach to the project scope be followed to mature the project prior to consultant engagement.

Disability Discrimination Act work and fire compliance upgrades have been completed at WA Satterly Hall. However the Reedbeds Community Centre project has been delayed due to ongoing investigation, together with the users of the facility, on alternate options for the upgrade of the building. Additionally, some projects have been placed on hold until key staff positions are filled.

Nine (9) actions have been reported as needing to be 'monitored', which represents 4.9% per cent of the total number of actions and are as follows:

1. Develop a framework for reporting against key human resources policies,
2. Progress the Philip St/West Thebarton Rd concept to detailed design (Thebarton Technical Hub Master Plan),
3. Deliver Council's approved stormwater capital works, including Stage 3 of the Lockleys Area Catchment and Maria St Thebarton,
4. Complete construction of a roundabout at George and Dew Streets, Thebarton intersection,
5. Develop a laneways strategy to guide the typical cross sections, space and infrastructure requirements for laneways across the City,
6. Review and update Council's Transport Strategy and Bicycle Strategy and incorporate them into one document,
7. Develop an Urban Design Framework to guide the construction, management and renewal of a consistent, distinct and attractive urban environment,
8. Undertake a footpath condition audit to inform Council's footpath replacement program, and
9. Undertake the 2016/17 capital works program to deliver asset renewal timed at the lowest life cycle cost.

Due to various factors including awaiting completion of works by another organisation, unforeseen additional works required and realignment of timeframes with the PDI Act Policy and Advocacy Project, the above projects are now slightly off track. As a consequence, the completion dates are unable to be met, and so it is proposed that the scheduled completion dates be revised as below:

- Progress the Philip St/West Thebarton Rd concept to detailed design (Thebarton Technical Hub Master Plan) (revise completion date from 31/03/2017 to 30/06/2017);
- Develop a laneways strategy to guide the typical cross sections, space and infrastructure requirements for laneways across the City (revise completion date from 31/03/2017 to 30/06/2017); and
- Undertake a footpath condition audit to inform Council's footpath replacement program (revise completion date from 31/03/2017 to 30/06/2017);

The City Assets department has been working collaboratively with the City Strategy team to develop a project brief for the development of an Urban Design Framework to guide the construction, management and renewal of a consistent, distinct and attractive urban environment. Through this process, the City Strategy team was nominated to lead this project. As such, it is requested that this action be removed from the City Assets 2016/17 Service Plan and added to the City Strategy 2016/17 Service Plan.

Conclusion

The Annual Service Plans 3rd Quarter Progress Report outlines Council's progress in implementing its Community Plan.

Three actions have been reported as off track and nine actions have been reported as requiring monitoring, with consequent proposals to reallocate one action from the City Assets 2016/17 Service Plan to the City Strategy 2016/17 Service Plan and revise the completion dates for three actions.

Attachments

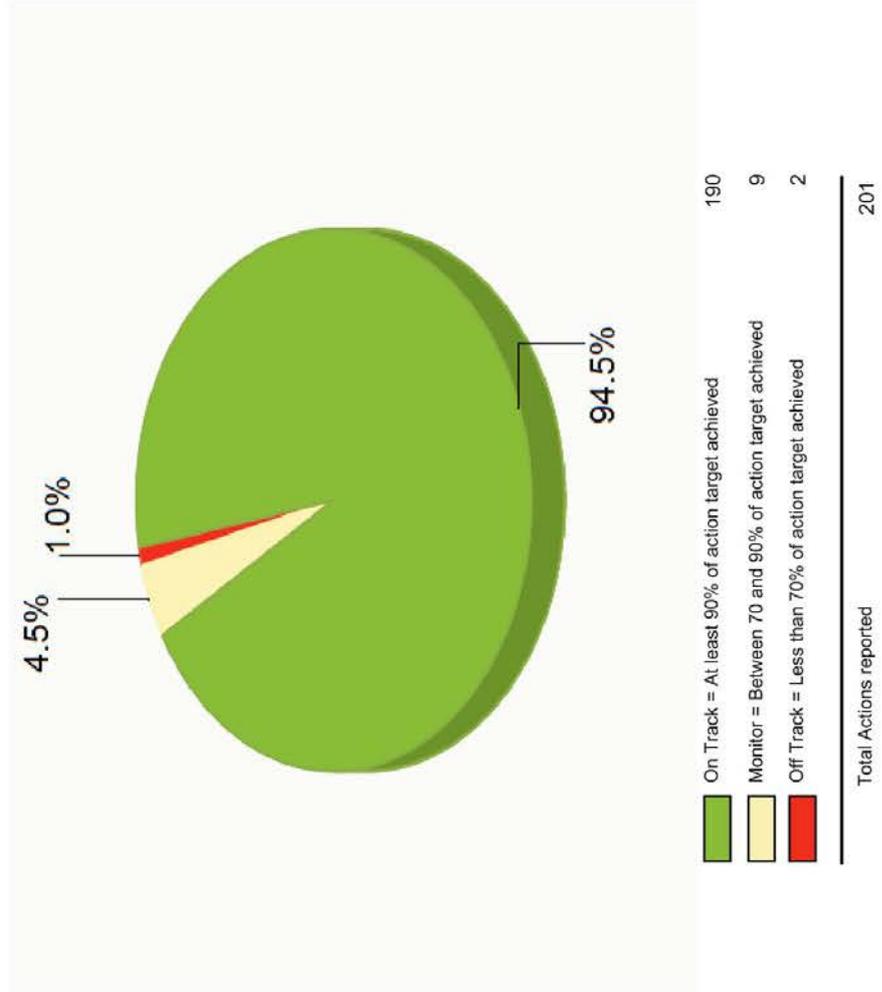
1. **Annual Service Plans 3rd Quarter Progress Report 2016/17**



Annual Service Plans 3rd Quarter Progress Report 2016/17

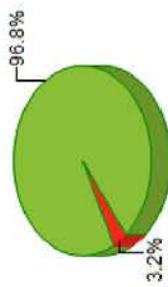
January - March 2017

City of West Torrens

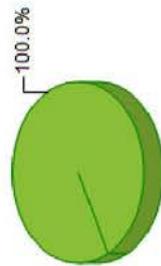


Business and Community Services Division

Strategy and Business



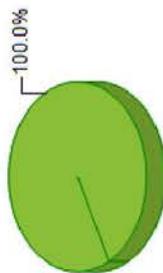
Community Services



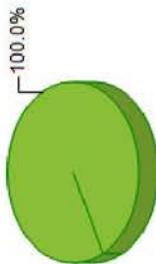
| | |
|--------------------------------------------------------|-----------|
| On Track = At least 90% of action target achieved | 63 |
| Monitor = Between 70 and 90% of action target achieved | - |
| Off Track = Less than 70% of action target achieved | 1 |
| Total Actions reported | 64 |

Corporate and Regulatory Services Division

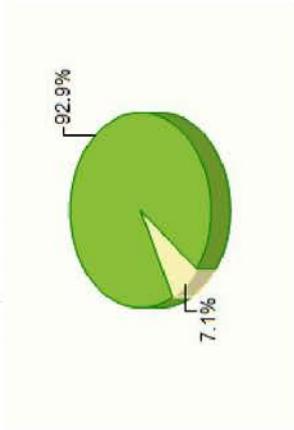
Information Services



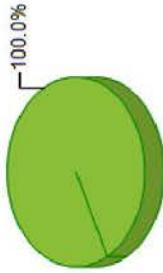
Regulatory Services



People and Culture



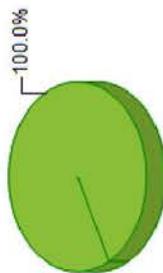
Financial Services



| | |
|--------------------------------------------------------|-----------|
| On Track = At least 90% of action target achieved | 56 |
| Monitor = Between 70 and 90% of action target achieved | 1 |
| Off Track = Less than 70% of action target achieved | - |
| Total Actions reported | 57 |

Office of the Mayor and CEO

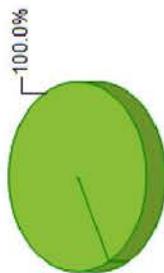
Office of the Mayor and CEO



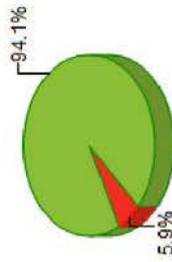
| | |
|----------------------------------------------------------------------------------------------|-----------|
| ■ On Track = At least 90% of action target achieved | 19 |
| ■ Monitor = Between 70 and 90% of action target achieved | - |
| ■ Off Track = Less than 70% of action target achieved | - |
| Total Actions reported | 19 |

Urban Services Division

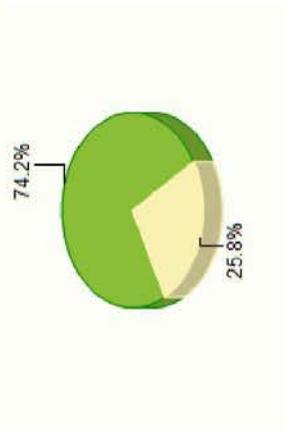
City Development



City Works



City Assets



| | |
|--------------------------------------------------------|----|
| On Track = At least 90% of action target achieved | 52 |
| Monitor = Between 70 and 90% of action target achieved | 8 |
| Off Track = Less than 70% of action target achieved | 1 |

Total Actions reported **61**

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Business and Community Services Division

Aspiration: 11 A Thriving Business Environment

Long Term Strategy: 11.1 Support the development and growth of local business and jobs.

5 Year Strategy: 11.1.1 Develop partnership arrangements and networking opportunities with economic development agencies and key business sectors in the City

| ACTION | STATUS | % COMP. | TARGET | COMP. DATE | EXEC. COMMENTS | RESP. OFFICER | PROGRESS INDICATOR |
|------------------------------------------------------------------------------------------------------------------------------|-------------|---------|--------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------|
| 11.1.1.1 Coordinate preparation of an economic development strategy for the City of West Torrens (first draft by June 2017). | In Progress | 15% | 50% | 30/06/2017 | An Economic Development Strategy background 'context' paper was circulated for input, and a project brief was refined in consultation with key stakeholders. In consultation with management, it was agreed that due to the high profile of the project and implications across the organisation, a more collaborative approach to the project scope be followed to mature the project prior to consultant engagement. | Team Leader Strategic Planning |  |

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Corporate and Regulatory Services Division

Aspiration: 17 Leading governance and administration practices

Long Term Strategy: 17.1 Regularly review, update and adopt leading governance and administrative practices
5 Year Strategy: 17.1.10 Promote innovation and continuously improve all of Council's operations and activities.

| ACTION | STATUS | % COMP. | TARGET | COMP. DATE | EXEC. COMMENTS | RESP. OFFICER | PROGRESS INDICATOR |
|------------------------------------------------------------------------------------|-------------|---------|--------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------|
| 17.1.10.11 Develop a framework for reporting against key human resources policies. | In Progress | 60% | 75% | 30/06/2017 | The development of a framework for reporting against key human resources policies is in progress. This action is slightly off track as actual reporting cannot commence until customisation of the corporate HR/Payroll system (CHRIS21) has been completed. | HR Coordinator |  |

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Urban Services Division

Aspiration: 6 Enhanced Natural Environment

Long Term Strategy: 6.1 Create green streetscapes and open spaces.

5 Year Strategy: 6.1.1 Design streetscapes to maximise opportunities for greening.

| ACTION | STATUS | % COMP. | TARGET | COMP. DATE | EXEC. COMMENTS | RESP. OFFICER | PROGRESS INDICATOR |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|--------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------|
| 6.1.1.1 Progress the Philip Street West Thebarton Road concept to detailed design (Thebarton Technical Hub Master Plan) to maximise streetscape greening. | In Progress | 85% | 100% | 31/03/2017 | Detailed design and documentation incorporating maximum streetscape greening is almost near completion. The project is slightly off track due to delays in SA Power Network completing the undergrounding of power. It is however anticipated that the project will be completed by end June 2017. It is therefore requested that the completion date for this action be extended to 30 June 2017. | Manager City Assets |  YELLOW |

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 9 Effective Stormwater Infrastructure

Long Term Strategy: 9.2 Minimise the risk of flooding to existing communities and future developments.
5 Year Strategy: 9.2.2 Provide infrastructure and ongoing maintenance appropriate for long-term stormwater and flood management.

| ACTION | STATUS | % COMP. | TARGET | COMP. DATE | EXEC. COMMENTS | RESP. OFFICER | PROGRESS INDICATOR |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|--------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------|
| 9.2.2.1 Deliver Council's approved stormwater capital works, including Stage 3 of the Lockleys Area Catchment and Maria St Thebarton. | In Progress | 65% | 75% | 30/06/2017 | The contract has been awarded for the Henley Beach Rd crossing at Rutland Ave. Works are scheduled to commence by the end of April 2017. Tendering is currently underway for the Henley Beach Rd road crossing at May Tce. The Maria St stormwater drainage works are currently slightly off track due to the unforeseen necessity to upgrade the George St trunk drain. | Coordinator Engineering Services |  |

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 10 An Accessible and Reliable Transport Infrastructure

Long Term Strategy: 10.1 Facilitate the healthy, safe and effective movement of people through the City.
5 Year Strategy: 10.1.1 Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.

| ACTION | STATUS | % COMP. | TARGET | COMP. DATE | EXEC. COMMENTS | RESP. OFFICER | PROGRESS INDICATOR |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|---------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------|
| 10.1.1.1 Complete construction of a roundabout at George and Dew Streets, Thebarton intersection. | In Progress | 70% | 80% | 30/06/2017 | This project is slightly off track due to the unforeseen necessity to upgrade the major stormwater trunk drain along George St. | Manager City Assets |  |
| 10.1.1.3 Develop a laneways strategy to guide the typical cross sections, space and infrastructure requirements for laneways across the City. | In Progress | 75% | 100% | 31/03/2017 | Typical cross-sections design has been developed. A policy concept is currently being developed for laneways development as part of the PDI Act Policy and Advocacy project. As such, the project timeframe has been realigned with the PDI Act Policy and Advocacy project timeframes. It is therefore requested that the completion date for this project be extended until 30 June. | Traffic Engineer |  |
| 10.1.1.7 Review and update Council's Transport Strategy and Bicycle Strategy and incorporate them into one document. | In Progress | 65% | 75% | 30/06/2017 | An initial review of both plans has been undertaken to determine the extent to which they have been implemented, opportunities for integration and a contextual review of the two documents. This has resulted in a scope for the update of the Transport Strategy. Update of the documents is however delayed due to current staff vacancies. | Traffic Engineer |  |

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 12 A Vibrant City

Long Term Strategy: 12.1 Foster a vibrant and inviting City.

5 Year Strategy: 12.1.3 Enhance and promote the distinctive identity of West Torrens and the attractions of key localities in the city.

| ACTION | STATUS | % COMP. | TARGET | COMP. DATE | EXEC. COMMENTS | RESP. OFFICER | PROGRESS INDICATOR |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|--------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------|
| 12.1.3.1 Develop an Urban Design Framework to guide the construction, management and renewal of a consistent, distinct and attractive urban environment. | In Progress | 65% | 75% | 30/06/2017 | City Assets has been working together with City Strategy to develop a project brief. As it has been decided that the City Strategy team take lead of this project, it is requested that this action be removed from the City Assets 2016/17 Service Plan and added to the City Strategy 2016/17 Service Plan. | Project Engineer |  |

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 15 Proactive Asset Management

Long Term Strategy: 15.1 Ensure assets are utilised to their optimal capacity and maintained at acceptable standards.
5 Year Strategy: 15.1.1 Manage Council's assets with consideration to economic, social, cultural and environmental values.

| ACTION | STATUS | % COMP. | TARGET | COMP. DATE | EXEC. COMMENTS | RESP. OFFICER | PROGRESS INDICATOR |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|--------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------|
| 15.1.1.3 Undertake a footpath condition audit to inform Council's footpath replacement program. | In Progress | 75% | 100% | 31/03/2017 | The consultant brief has been completed and a request for expression of interest is out. The project is off track due to awaiting the development of mobility devices for capturing data. It is therefore requested that the completion date for this action be extended to 30 June 2017. | Coordinator Asset Management |  |
| 15.1.1.5 Undertake the 2016/2017 capital works program to deliver asset renewal timed at lowest life cycle cost. | In Progress | 65% | 75% | 30/06/2017 | All capital works have commenced and are in various stages. It is likely the projects below will be requested to be carried over to 2017/18 for the following reasons : a) West Thebarton Road - Major delay in SAPN works completion. b) George Street - Detailed design and stormwater design are ongoing c) Mortimer Street - In the process of concept consultation d) Aldridge Terrace - In the process of concept consultation | Project Engineer |  |
| 15.1.1.13 Undertake Disability Discrimination Act (DDA) works and fire compliance upgrades at WA Satterley Hall and Reedbeds Community Centre. | In Progress | 40% | 75% | 30/06/2017 | The upgrade of WA Satterley Hall has been completed. Reedbeds Community Centre project has been delayed due to ongoing investigation, together with the users of the facility, alternate options for the upgrade of the building. Due to staff vacancy, some projects have been placed on hold until positions are filled. | Manager City Works |  |

8.2 Draft 2017/18 Departmental Annual Service Plans

Brief

This report presents the draft 2017/18 annual departmental service plans which aid in the delivery of the Council's *Community Plan*.

RECOMMENDATION(S)

The Committee recommends to Council that it endorses the 2017/18 departmental service plans, subject to any changes in the budget and any minor editorial and formatting changes.

Introduction

Departmental annual service plans (**drafts provided under separate cover**) are the key instruments towards the implementation of Council's *Towards 2025* Community Plan.

In accordance with its Corporate Planning Framework, Council's ten departments develop an annual service plan each year.

Each annual service plan sets priority actions which are linked to the delivery of the short-term strategies in the overarching *Towards 2025* Community Plan and strategies in Council's suite of strategic management and corporate plans

Discussion

Subject to any changes made by Council to the draft Annual Budget and Business Plan 2017/18, the ten draft service plans take effect on the 1 July 2017.

Delivery of the actions in the annual service plans is monitored by the Corporate Policy, Planning and Performance (CPPP) Committee through quarterly reports. In most cases, the majority of service plan actions are progressed and delivered as planned. Occasionally, due to resourcing issues, changes in priorities or external influences etc. requests are made through the CPPP Committee for actions to be deferred, removed or assigned to another department.

The Chief Executive Officer is authorised to make minor amendments to annual service plans when required, subject to those amendments being reported quarterly to the Corporate Policy Planning and Performance Committee.

The 2017/18 departmental annual service plans are provided in draft form as any significant changes to the 2017/18 budget following public consultation may impact the delivery of specified projects contained within the service plans.

Incomplete actions from the 2016/17 service plans may also be rolled over into the next years' service plan to ensure their delivery and, if this is the case, a request for a budget carryover may also be made to Council.

Actions that will not be completed in 2016/17 may not be known until the end of the financial year and any requests to roll over actions will be made through the fourth quarter report.

It should be noted that actions shown in black text are unique to that department, while actions shown in blue text are common to every department and address corporate-wide issues relating to Records Management, Work Health and Safety and Injury Management, the Employee Performance Development Program, the Organisational Cultural Development Program and the Continuous Improvement Program.

Conclusion

Departmental Annual Service Plans (**drafts provided under separate cover**) are the key instruments in the focus of resources towards the implementation of Council's *Community Plan*.

This report presents the draft 2017/18 annual departmental service plans for the Committee's consideration.

Attachments

- 1. Draft 2017/18 Departmental Annual Service Plans (under separate cover)**

8.3 Elected Member Nominations to External Boards and Attendance at Conferences

Brief

The *Code of Practice - Procedures at Meetings* and *Council Policy - Elected Members Attendance at Conferences* have been reviewed as result of legislative changes to the *Local Government Act 1999* and are presented to the Corporate Planning, Policy and Performance Prescribed General Committee for consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The draft *Code of Practice - Procedures at Meetings* be approved
2. The draft *Council Policy - Elected Members Attendance at Conferences* be approved.
3. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the *Code of Practice - Procedures at Meetings* and the *Council Policy - Elected Members Attendance at Conferences*.

Introduction

The *Code of Practice - Procedures at Meetings* and the *Council Policy - Elected Members Attendance at Conferences* have been reviewed as a result of the introduction of the material conflict of interest provisions in the *Local Government Act 1999* (the Act).

Discussion

Legislative framework

The material conflict of interest provisions set out at section 73 of the Act provide that a member of a Council (defined also to include Committee members for committees established under section 41 and Board members of subsidiaries established under sections 42 and 43 of the Act) will have a material conflict of interest in a matter to be discussed at a Council (or committee or board) meeting if any of the prescribed persons **would** gain a benefit, or suffer a loss (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting.

Section 74 (6) of the Act prescribes that the material conflict of interest provisions, outlined above, do not apply to a matter of ordinary business of the Council of a kind prescribed by regulation for the purposes of this section.

Regulation 8AAA of the *Local Government (General) Regulations 2013* (the Regulations) allows for the preparation, discussion, adoption or revision of a policy relating to allowances, benefits, training and development. However, this does not extend to the decisions that are made pursuant to the policy and therefore a material conflict of interest may exist.

Nomination to an external board or committee for which a sitting fee is payable is not considered to be ordinary business pursuant to Regulation 8AAA and therefore the material conflict of interest provisions need to be considered.

With regard to both scenarios it is important that Elected Members fully consider whether they **would** gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) **depending on the outcome** of the consideration of the matter at the meeting. If so, they will have a material conflict of interest.

In dealing with a material conflict of interest, Council members must inform the meeting of their interest and immediately leave the meeting room when the matter is discussed so they cannot view or hear any discussion or voting.

It is important to note that the Act provides for a criminal offence for failing to comply with the material conflict of interest provisions.

City of West Torrens Provisions

Under current practice an Elected Member may nominate themselves to attend a conference or for nomination to an external board or committee.

Given that Council's consideration of such nominations may result in an Elected Member declaring a material conflict of interest in the matter and having to leave the chamber while the matter is under discussion, the Council's *Code of Practice - Procedures at Meetings* (**Attachment 1**) has been updated to include a formal procedure for dealing with nominations.

The proposed wording has been included at clause 29(5) and states:

Nominations

Pursuant to sections 73 and 74 of the Act, Elected Members wishing to nominate themselves to a board or committee who would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter, or to attend a conference or seminar must:

- (a) register their interest in nominating with the Chief Executive Officer prior to the matter being presented to a meeting of the Council.
- (b) inform the meeting at which the nomination is presented of the member's material interest in the matter.
- (c) leave the room while the matter is being discussed and voted on unless an approval to remain in the room has been granted in accordance with section 74(3) of the Act.

The *Council Policy - Elected Members Attendance at Conferences* (the Policy) provides information on the attendance of Elected Members at conferences and related events. Elected Members are required to seek Council approval to attend conferences when a cost is expected to be incurred i.e. registration fees, travel and accommodation costs.

The Policy has also been revised (**Attachment 2**) to make reference to the proposed provision in the Code with clause 6.2 of the Policy stating:

'Elected members wishing to nominate themselves to attend a conference or seminar must register their interest in nominating with the Chief Executive Officer, accordance with clause 29(5) of the Council's Code of Practice - Procedures at Meetings.'

Elected Members who are nominated in the instances discussed and who do not declare a material conflict of interest and leave the room, and are later found to have had such an interest, may be found guilty of committing an offence under section 74 of the Act and may face a maximum penalty of \$15,000 or 4 years imprisonment.

Conclusion

The *Code of Practice - Procedures at Meetings* and the *Council Policy - Elected Members Attendance at Conferences* have been revised in order to establish a process for dealing with material conflicts of interest for Elected Members wishing to nominate to attend conferences or training and for nomination to external boards and committees.

Attachments

- 1. Proposed Code of Practice Procedures at Meetings**
- 2. Proposed Council Policy - Elected Members Attendance at Conferences**

CITY OF WEST TORRENS



Statutory Code: Code of Practice - Procedures at Meetings

| | |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classification: | Statutory Code |
| First Issued: | 19 April 2005 |
| Dates of Review: | 21 March 2006, 15 May 2007, 6 May 2008, 8 October 2008, 7 June 2011, 5 November 2013, October 2015, March 2017 |
| Commencement | 8 December 2015 |
| Version Number: | 9 |
| Objective ID: | A7837 |
| Applicable Legislation: | <ul style="list-style-type: none"> • Local Government (Procedures at Meetings) Regulations 2013 (SA) • Mandatory Code of Conduct for Council Members |
| Related Policies or Corporate Documents: | <ul style="list-style-type: none"> • Elections Period Caretaker Policy • Code of Practice - Access to Meetings and Documents |
| Associated Forms: | |
| Note: | |
| Responsible Manager: | General Manager Business and Community Services |
| Confirmed by General Manager: | Date |
| Approved by Executive: | Date |
| Endorsed by Council: | Date |

City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

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City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

Code of Practice - Procedures at Meetings

INTRODUCTION

The City of West Torrens is committed to the principle of honest, open and accountable government and encourages community participation in the business of Council.

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) stipulate the statutory procedures to be undertaken during the operation of Council and Council Committee meetings. Under these Regulations, Council may adopt a Code of Practice for its Council and Council Committee meetings that varies certain of these provisions if they are capable of variation.

Further, Sections 86(8) and 89(1) of the *Local Government Act 1999* (the Act) provides that if a procedure(s) is not prescribed by Regulation, Council or a Council Committee when delegated to do so can determine its own procedure(s) so long as it is not inconsistent with the Act or Regulations.

The variations to prescribed meeting procedures that have been adopted by Council have been inserted (in a shaded text box) in this Code of Practice to enable them to be read in conjunction with the formal requirements of the Regulations.

The combined document is regarded as the City of West Torrens' Code of Practice for Procedures at Meetings (Code of Practice).

Those 'sub-regulations' contained in the Regulations are identified throughout the Code of Practice in accordance with the exact numeric value ascribed to them in the Regulations. City of West Torrens procedures are described as 'clause(s)'.

This Code of Practice provides guidelines for Elected and Independent Members relating to procedures at Council and Council Committee meetings. It is also available to the public to assist their understanding of the procedures associated with the operation of both Council and Council Committee meetings. As recommended by legislation, this Code of Practice is reviewed annually.

The Council may, at any time, by resolution supported by at least 2/3 (two-thirds) of the Members entitled to vote on the resolution, alter or substitute or revoke this Code of Practice.

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1. Interpretation (Regulation 3)

“**Act**” means the *Local Government Act 1999*;

“**clear days**” see sub-regulation (2) and (3);

“**deputation**” means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

“**formal motion**” means a motion -

- (a) that the meeting proceed to the next business, or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned¹ ;

“**Guiding Principles**” see regulation 4;

“**member**” means a member of the council or council committee (as the case may be);

“**point of order**” means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

“**presiding member**” means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

“**written notice**” includes a notice given in a manner or form determined by the council.

- (1) In the calculation of “**clear days**” in relation to the giving of notice before a meeting -
 - (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (2) For the purposes of the calculation of clear days under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
- (3) For the purposes of these regulations, a vote on whether *leave of the meeting* is granted may be conducted by a show of hands (but nothing in this sub regulation prevents a division from being called in relation to the vote).

¹ See regulation 12 for specific provisions about formal motions

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2. Guiding Principles (Regulation 4)

The following principles (the “**Guiding Principles**”) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee -

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting.
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

PART 2 - MEETINGS OF COUNCILS AND KEY COMMITTEES

DIVISION 1 - PRELIMINARY

3. Application of Part (Regulation 5)

The provisions of this Part apply to or in relation to -

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

4. Discretionary Procedures (Regulation 6)

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least 2/3 of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least 2/3 of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).

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- (8) This regulation does not limit or derogate from the operation of regulation 20².

DIVISION 2 PRESCRIBED PROCEDURES

5. Commencement of Meetings and Quorums (Regulation 7)

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of the members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the chief executive officer must:
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

City of West Torrens Provisions:

- (6) Prior to the commencement of business at a Council or Committee meeting, a senior officer will read the Fire Evacuation Statement.
- (7) Prior to the commencement of business at a Council or Committee meeting the presiding member will draw the attention of members to the Disclosure Statement relating to *Sections 73 and 74 of the Local Government Act 1999* and seek any disclosures by elected members. Any disclosure of interest will be recorded in the Minutes.
- (8) The presiding member may alter the order of business listed in the agenda with the leave of the Council or Committee, e.g. if the majority of the gallery is interested in a particular item.

² Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be:

- (a) as determined by the council; or
- (b) in the case of a council committee where a determination has not been made by the council, as determined by the committee.

(See sections 86(8) and 89(1) of the Act.)

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- (9) When there are people in the public gallery:
- (a) Council staff will determine (when possible) their reason for attending and identify any relevant report(s) on the agenda.
 - (b) The relevant information will be provided to the presiding member as soon as is practicable, prior to the beginning of the Council meeting if possible.
 - (c) After the item 'Elected Member Reports' in the Council agenda, and prior to the adjournment into Standing Committees, the presiding member will seek the leave of the meeting to bring forward the reports that are of specific interest to persons in the Public Gallery.
 - (d) The Council will not adjourn into Committee(s) but instead consider the report and the presiding member will remain in the Chair while the matters are discussed.
 - (e) The presiding member will direct a brief statement to the Gallery advising of Council's intention to consider the relevant item(s) and, after the Council has determined a direction, to advise the Gallery of the outcome(s).

6. Minutes (Regulation 8)

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will -
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of proceedings of a meeting must include -
 - (a) the names of the members present at the meeting; and
 - (b) in relation to each member present -
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any variation, alteration or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member; and
 - (g) an account of any personal explanation given by a member; and
 - (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and

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- (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
- (j) details of any adjournment of business; and
- (k) a record of any request for documents to be tabled at the meeting; and
- (l) a record of any documents tabled at the meeting; and
- (m) a description of any oral briefing given to the meeting on a matter of council business; and
- (n) any other matter required to be included in the minutes by or under the Act or any regulation.

City of West Torrens Provisions:

- (5) Minutes will be forwarded by either hard or soft copy to Members, as requested, and placed on Council's website and extranet.
- (6) The minutes of Council and Council Committee meetings will not include voting patterns other than divisions.
- (7) With regard to Council Committees, a motion to the effect that the Committee meeting recommendations be adopted, will be sufficient, if carried, to endorse the recommendations of the Council Standing or General Committees as Council resolutions.

7. Questions (Regulation 9)

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- (2) If notice of a question is given under sub-regulation (9.1):
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.

City of West Torrens Provisions:

- (3.1) With regard to sub-regulation (9.3) a maximum of two clarification questions may be asked by a member unless the presiding member grants leave for a member to ask more.
- (3.2) A member may ask a question prior to the moving of a motion or during debate on a motion (or an amendment) for clarification purposes only, without losing their right to speak to the motion (or amendment).

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- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

City of West Torrens Provisions:

- (5.1) With regard to sub-regulation (9.5) a question without notice and the reply will only be entered in the minutes when the members present at the meeting resolve that an entry should be made at the time the question is addressed.

- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

8. Petitions (Regulation 10)

- (1) A petition to the council must:
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners;
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under sub-regulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
- (3) Sub-regulation (2) may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Provisions:

- (4) The original of each page of the petition must be presented by the head petitioner to Council's Administration and identify the name and contact details of the head petitioner.
- (5) Each page of the petition presented to the Council must restate the whole of the request or submission of the petitioners.
- (6) The name and address of each person who signed or endorsed the petition must be clear and legible.
- (7) Electronically submitted petitions will only be accepted if they meet the requirements detailed in regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice.

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- (8) If the petition does not comply with regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice, the petition will not be accepted or presented to Council for its consideration.
- (9) If a page of a petition does not comply with regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice, the signatures on that page will not be taken into account by the Council when considering the petition.
- (10) When a petition is placed on the Council Agenda in accordance with regulation (10.2), no debate on or in relation to the petition will take place and the only motion that may be moved is:
 - (a) That the petition be received and referred to a Council Committee or officer for consideration and a report back to Council.
- (11) On receipt of the petition, in accordance with (10.2), a summary of the first page only will be provided to Council as an attachment to an initial report which sets out the request or submission of the petitioners. When the report on the petition is subsequently considered by Council the entire petition will be attached to the Agenda report except any page or pages not complying with sub-regulation (5).

9. Deputations (Regulation 11)

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The chief executive officer must transmit a request received under sub-regulation (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

City of West Torrens Provisions:

- (8) Deputations will only be heard at a full Council meeting.
- (9) A request for a deputation must be received by 5pm on the Wednesday prior to the Council meeting at which they wish to appear.
- (10) Deputations received after 5pm on the Wednesday prior to the Council meeting will be presented to the Council meeting for it to determine whether to accept the deputation or not.

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- (11) If the presiding member declines a request for a deputation then a report, which may be in the form of a late report if the request was received after the agenda has been produced, will be presented to Council indicating that the presiding member has declined the request.
- (12) Any person(s) wishing to appear as a deputation, and claiming to represent an organisation and/or body, must, prior to the Council or Council Committee meeting at which they wish to appear, advise the Chief Executive Officer in writing of the date of formation and/or incorporation of their organisation and/or body, and provide a copy of the constitution and rules of the organisation and/or body, and a list of members.
- (13) If an association, organisation or body is generally known, the requirements of clause (12) above will not be required.
- (14) A deputation, which must not exceed three people, will not exceed 5 minutes in total, not including questions from Members, except with the leave of the presiding member.
- (15) The name(s) of the representor(s) and subject matter will be recorded in the minutes of a Council or Council Committee meeting but the details of the content of the deputation will not be included.

10. Motions (Regulation 12)

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under sub-regulation (3) is lost, a motion to the same effect cannot be brought:
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,
 whichever is the sooner.

City of West Torrens Provisions:

- (5) If a Member, who has given notice of a motion in accordance with sub-regulation (2), is absent from the meeting at which the motion is to be considered, the motion will lapse unless written authority has been provided by the Member for the notice of motion to be presented by another Member.
- (6) When placing a motion with notice in a Council or Council Committee Agenda, the CEO may take the opportunity to provide written comments to assist Council to make informed decisions.
- (7) A member must seek and obtain the leave of the meeting to withdraw a motion with notice given in accordance with regulation 12.

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- (8) A member must seek and obtain the leave of the meeting to alter the wording of a motion with notice given in accordance with regulation (12).

- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.

City of West Torrens Provisions:

- (5.1) If possible, Members are encouraged to provide any motions without notice in writing to the CEO's office by 6pm on the day of the meeting to expedite the minute taking process.
- (5.2) A motion without notice will not, having regard to the Guiding Principles, be accepted for debate at the Council or Council Committee meeting at which it is brought forward unless:
- (a) the presiding member determines that the matter is one of urgency; or
 - (b) in the opinion of the presiding member, the motion relates to an issue that does not require substantive information in order to make an informed decision on the motion.

- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).

City of West Torrens Provisions:

- (7.1) If a motion without notice is not accepted for debate, in accordance with clause (7) above, it will be deferred until the next Council or Council Committee meeting (as the case may be) when it will be treated as a motion with notice in accordance with regulation (12.1 and 12.2).
- (7.2) If a motion without notice is accepted for debate at a Council meeting, the Mayor will provide the CEO with an opportunity to comment on the proposed motion to assist Council to make an informed decision.
- (7.3) If a motion without notice is accepted for debate at a Council Committee meeting, the presiding member will provide the relevant general manager with an opportunity to comment on the proposed motion to assist the Committee to make an informed decision.

- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.

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City of West Torrens Provisions:

(9.1) Notwithstanding regulation (12.9), the presiding member may seek a seconder to a motion before allowing the mover of the motion to speak in support of the motion.

(10) A member may only speak once to a motion except:

- (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
- (b) with leave of the meeting; or
- (c) as the mover in reply.

(11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.

City of West Torrens Provisions:

(11.1) Notwithstanding sub-regulation (11), a member who has already spoken to a motion before the presiding member, may move or second an amendment provided that the member is neither the mover nor seconder of the original motion.

(11.2) Notwithstanding sub-regulation (12.11), a member who has already spoken to a motion or amendment before the presiding member, may move or second a second amendment provided that the member is neither the mover nor seconder of the original motion nor the amendment.

(11.3) A member who has spoken to a motion may speak to both an amendment and a second amendment, for no more than five minutes respectively, other than the member who have moved or seconded the original motion.

(12) A member who has not spoken in the debate on a question may move a formal motion.

(13) A formal motion must be in the form of a motion set out in sub-regulation (14) (and no other formal motion to a different effect will be recognised).

(14) If the formal motion is:

- (a) *that the meeting proceed to the next business*, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
- (b) *that the question be put*, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or

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- (c) *that the question lie on the table*, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) *that the question be adjourned*, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) *that the meeting be adjourned*, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost:
- (a) the meeting will be resumed at the point at which it was interrupted: and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under sub-regulation (14)(c) lapses at the next general election. .
- (20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Sub-regulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Provisions:

- (22) A member wishing to move a motion that is different from that recommended in the agenda is required to make available a written copy of their motion to assist the presiding member in the conduct of the meeting and the accurate recording of the minutes of the meeting.

11. Amendments to Motions (Regulation 13)

- (1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.

City of West Torrens Provisions:

- (1.1) Notwithstanding sub-regulation (11.1), a member who has already spoken to a motion before the presiding member, may move or second an amendment provided that the member is neither the mover nor seconder of the original motion.

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- (1.2) Notwithstanding sub-regulation (12.11), a member who has already spoken to a motion or amendment before the presiding member, may move or second a second amendment provided that the member is neither the mover nor seconder of the original motion nor the amendment.
- (1.3) A member who has spoken to a motion may speak to an amendment and a second amendment, for no more than five minutes, other than the members who have moved the original motion.

- (2) An amendment will lapse if it is not seconded at the appropriate time.

City of West Torrens Provisions:

- (2.1) A member moving or seconding an amendment will speak to the amendment at the time of moving or seconding the amendment.
- (2.2) Notwithstanding clause (2.1), the presiding member may seek a seconder to an amendment before allowing the mover of the amendment to speak in support of the amendment.
- (2.3) If the amendment is not seconded then the amendment will lapse.

- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Sub-regulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

12. Variations etc. (Regulation 14)

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

13. Addresses by Members etc.(Regulation 15)

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.

City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Sub-regulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Provisions:

- (7) A member or officer at a Council meeting must stand when speaking to a matter being considered at the meeting unless:
 - (a) that person is prevented from doing so by a physical disability; or
 - (b) the presiding member determines otherwise.
- (8) A member or officer at a Council Committee meeting may remain seated when speaking to a matter being considered at a Council Committee meeting.
- (9) If two or more members at a Council meeting rise to speak to a matter at the same time, or two or more members at a Council Committee meeting indicate at the same time they wish to speak to a matter being considered at the meeting, the presiding member will decide which member will be heard first.
- (10) A member must, at all times during a meeting, address and refer to another Member or an officer or employee by the member's, officer's or employee's official title or designation.
- (11) A member speaking at a meeting must not make a personal reflection on, or impute an improper motive to, another member or officer.

14. Voting (Regulation 16)

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Sub-regulation (3):
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

15. Divisions (Regulation 17)

- (1) A division will be taken at the request of a member.

City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places; and
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats; and
 - (c) the presiding member will count the number of votes and then declare the outcome.
- (4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Sub-regulation (3) may be varied at the discretion of the council pursuant to regulation 6.

16. Tabling of Information (Regulation 18)

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

17. Adjourned Business (Regulation 19)

- (1) If a formal motion for a substantive motion to be adjourned is carried:
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provision of this regulation may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

City of West Torrens Provisions:

- (5) Council and Council Committee meetings will conclude at or before 10.30pm unless the meeting formally resolves on each specific occasion to continue beyond that time. When a meeting is likely to continue beyond 10.30pm a motion is to be put to the meeting whether to continue or adjourn to another date and time.

NOTE: whenever a meeting is set to conclude before all agenda business has been completed, it must occur by way of a formal motion.

18. Short-term Suspension of Proceedings (Regulation 20)

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least 2/3 of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under sub-regulation (1).
- (3) If a suspension occurs under sub-regulation (1):
- (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension:
 - (i) the provisions of the Act must continue to be observed³, and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if:
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least 2/3 of the members present at the meeting resolve that the period should be brought to an end.

19. Chief executive officer may submit report recommending revocation or amendment of council decision (Regulation 21)

- (1) The chief executive officer may submit a report to council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is considered.

³ See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

PART 3 - MEETINGS OF OTHER COMMITTEES

20. Application of Part (Regulation 22)

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

21. Notice of Meetings for Members (Regulation 23)

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee; and
- (b) that notice need not be given for each meeting separately; and
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting; and
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

22. Public Notice of Committee Meetings (Regulation 24)

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

23. Minutes (Regulation 25)

- (1) The minutes of the proceedings of a meeting must include:
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member a; and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.

City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

City of West Torrens Provisions:

(1.1) The minutes of the Council proceedings must also include:

- (a) the name and title of each member of the management team present.
- (b) the name and title of each member of the executive management team who is an apology.

(1.2) The minutes of Committee meeting proceedings must include:

- (a) the name and title of each member of the management team present.
- (b) the name and title of each member of the executive management team who is an apology.

(2.2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

PART 4 - MISCELLANEOUS**24. Quorum for Committees (Regulation 26)**

- (1) The **prescribed number** of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the **prescribed number** of members of a council committee is:
 - (a) unless paragraph (b) applies, a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the Council.

Note:
See also section 41(6) of the Act.

25. Voting at Committee Meetings (Regulation 27)

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) **Each member of a council who is a member of a council committee and who is present** at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

26. Points of Order (Regulation 28)

- (1) The presiding member may call to order a member who is in breach of the Act or these regulations.

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- (2) A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under sub-regulation (5) is put.
- (7) A resolution under sub-regulation (5) binds the meeting and, if a ruling is not agreed with:
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.

27. Interruption of Meetings by Members (Regulation 29)

- (1) A member of a council or council committee must not, while at a meeting:
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- (2) Sub-regulation (1)(b) does not apply to a member who is:
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of sub-regulation (1) has occurred, those members may, by resolution:
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who:
 - (a) refuses to leave a meeting in contravention of sub-regulation (4); or
 - (b) enters a meeting in contravention of a suspension under sub-regulation (5), is guilty of an offence.

Maximum penalty: \$1250.

City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

28. Interruption of Meetings by Others (Regulation 30)

- (1) A member of the public who is present at a meeting of a council or council committee must not:
 - (a) behave in a disorderly manner; or
 - (b) cause an interruption.

Maximum penalty: \$500.

City of West Torrens Provisions:

- (2) A member of the public who interrupts the orderly conduct of a meeting must, on being requested to do so by the presiding member, immediately leave the place where the meeting is being held.
- (3) If a person(s) does not leave the place where the meeting is held at the request of the presiding member, a senior officer of Council will contact SAPOL requesting their immediate attendance to remove that person(s).

29. Other Matters (City of West Torrens Provision)

(1) Mayor's Report

- (1.1) The Mayor's report must only contain information relating to the official duties of the Mayor since his/her last report.
- (1.2) The Mayor's report will be included in the agenda, but not the minutes, of a Council meeting and any issues raised by the report can be made the subject of a separate motion.

(2) Elected Members Reports

- (2.1) Each Council meeting will provide the opportunity for elected members to provide written reports for inclusion in the minutes of the meeting on their attendance at meetings and conferences on behalf of, and/or endorsed by, Council.
- (2.2) Reports should be provided to the CEO's office by midday on the day of the Council meeting to enable them to be collated in readiness for inclusion in the minutes of the meeting
- (2.3) Members may speak to their written reports at the meeting on a 'by exception' basis.
- (2.4) Elected members may provide brief verbal reports or updates on matters not suited to being dealt with as a question or a motion, but only with the prior agreement of the presiding member.

(3) Tabling of Information by Elected Members

- (2.1) Written information tabled by elected members at a Council meeting will be placed in the elected members' bookshelf and not included in the Council minutes.

City of West Torrens Statutory Code - Code of Practice - Procedures at Meetings

(2.2) If Elected Members wish for the information to be considered by Council then a motion with or without notice needs to be raised under the relevant section of the agenda for a report to be brought back to the next or subsequent meeting of Council.

(4) Conduct of Members

The prescribed Code of Conduct for Council Members must be adhered to at all meetings.

(5) Nominations

Pursuant to sections 73 and 74 of the Act Elected Members wishing to nominate themselves to a board or committee who would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter, or to attend a conference or seminar must:

- (a) register their interest in nominating with the Chief Executive Officer prior to the matter being presented to a meeting of the Council.
- (b) inform the meeting at which the nomination is presented of the member's material interest in the matter.
- (c) leave the room while the matter is being discussed and voted on unless an approval to remain in the room, has been granted in accordance with section 74(3) of the Act.

City of West Torrens Council Policy - Elected Members' Attendance at Conferences

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City of West Torrens Council Policy - Elected Members' Attendance at Conferences

Council Policy - Elected Members' Attendance at Conferences

1. Purpose

- 1.1 This policy provides information on the attendance of Elected Members at conferences and related events, including expenditure reimbursement requirements.

2. Introduction

- 2.1 The City of West Torrens (CWT) recognises that conferences which are bona fide, relevant and appropriate to council business, may involve Elected Member attendance and travel anywhere in Australia, and possibly overseas.
- 2.2 The City of West Torrens accepts that it is in the interests of the residents and ratepayers of the area that Elected Members are exposed to the views and experiences of local government outside of the city and state.

3. Key Principles

- 3.1 This Council policy is underpinned by a number of key principles:
- 3.1.1 That value for money occurs in the expenditure of CWT funds;
- 3.1.2 That CWT is open and transparent in dealing with the attendance of Elected Members at conferences;
- 3.1.3 That conferences supported by Council are directly or closely related to the performance or discharge of the roles and duties of Elected Members; and
- 3.1.4 That all approvals to attend conferences are based on merit and the benefits of attendance to Elected Members and the Council.

4. Legislative Context

- 4.1 Section 44 (3)(g) of the [Local Government Act 1999](#) (the Act) denies the Council the power to delegate the payment or reimbursement of expenses in the absence of a formal policy or specific financial provision.
- 4.2 Section 77(1)(a) of the [Act](#) provides an Elected Member with an entitlement to the reimbursement of expenses incurred in performing or discharging official functions or duties.
- 4.3 Regulation 6(e) of the [Local Government \(Members Allowances and Benefits\) Regulations 2010](#) provides an Elected Member with an entitlement to the reimbursement of expenses incurred in attending a conference or other similar event.

City of West Torrens Council Policy - Elected Members' Attendance at Conferences

5. Definitions

5.1 Conference

A conference refers to the coming together of people for the purpose of information sharing and professional development, and includes seminars, assemblies, congresses, summits and conventions.

5.2 Reasonable Amounts Tax Determination

The *Reasonable Amounts Tax Determination* refers to a public ruling published each financial year by the Australian Taxation Office (ATO) on what is considered reasonable for claims made for travel allowances and the reimbursements of travel expenses.

6. Council Approval

6.1 The Chief Executive Officer (CEO) will present a report to Council seeking nominations for an Elected Member and possibly the partner of an Elected Member to be approved to attend a conference. This report will:

- Provide details on the conference program; and
- Address the criteria for approval specified in this policy.

6.2 Elected members wishing to nominate themselves to attend a conference or seminar must register their interest in nominating with the Chief Executive Officer, accordance with clause 29(5) of the Council's Code of Practice - Procedures at Meetings.

6.3 A resolution of the Council in response to such a report must specify:

- The names of all Elected Members that Council is supporting to attend the conference;
- The extent to which the expenses of Elected Members are to be paid or reimbursed;
- A brief justification by the Elected Member wishing to attend a conference which will be included in the minutes of the meeting;
- Whether the partners of Elected Members will be supported to attend the conference; and
- The financial support being provided to the partners of Elected Members, including whether expenses associated with partner programs, flights, accommodation, meals and other items are being met.

6.4 Once Council approval has been given, an "[Authority to Travel](#)" form must be completed and signed by the Chief Executive Officer. This form must be completed before any bookings are made, and be consistent with the approval of the Council.

6.5 Variations may be made to travel arrangements provided they are consistent with the approval of the Council, and a further "[Authority to Travel](#)" form is completed and authorised by the CEO. Variations that are not consistent with the approval of

City of West Torrens Council Policy - Elected Members' Attendance at Conferences

Council cannot be authorised by the CEO and will need to be referred to Council for reconsideration.

- 6.6 The Office of the CEO will organise travel, accommodation and conference bookings, and arrange for Council to be invoiced for these costs. However, travel arrangements may be independently organised by Elected Members, subject to the requirements of this policy.

7. Criteria for Approval

- 7.1 Consideration will be given to the following criteria when deciding a conference proposal:

- That the benefits of the conference to the Elected Member and the Council are sufficient to warrant support;
- That the conference is directly or closely related to the performance or discharge of the role and duties of the Elected Member;
- That the conference offers value for money; and
- That funds are available in the adopted budget of the Council.

- 7.2 Consideration must be given to whether local programs are available to meet Council requirements before an interstate or overseas event is supported.

8. Expenditure Reimbursement

8.1 Travel

- 8.1.1 Every attempt will be made to book flights, if required, at the lowest cost possible. Late bookings and flight changes are to be avoided.
- 8.1.2 CWT will pay all flight costs directly associated with getting to and from a conference, subject to a tax invoice being submitted. Flights will normally be booked and paid on-line.
- 8.1.3 Elected Members will travel economy class only in Australia, but may upgrade if at no cost to Council.
- 8.1.4 Flight travel is permitted on the day before a conference begins and on the day after a conference ends.
- 8.1.5 An Elected Member may travel to a conference venue by private motor vehicle, notwithstanding that additional costs will be incurred, but these additional costs will be paid by the member, not the Council. The CEO must ensure that the Council is fully indemnified against any losses associated with the use of a private vehicle by an Elected Member.
- 8.1.6 Council will not pay for additional accommodation or meal expenses resulting from travel being undertaken in a motor vehicle when travel by commercial means is available over a shorter period of time.
- 8.1.7 An expenditure reimbursement form must be used to claim vehicle expenses (in accordance with the [Elected Members Allowances, Facilities, Support and Benefits Policy](#)). Reimbursement rates will be as prescribed in

City of West Torrens Council Policy - Elected Members' Attendance at Conferences

the Reasonable Amounts Tax Determination, information about which can be found at the Australian Taxation Office website - <http://www.ato.gov.au/>

- 8.1.8 Taxis if used should whenever possible be paid via cab-charge dockets or cards. Dockets are available from the Office of the CEO and will be provided on the basis of the itinerary of the Elected Member.

8.2 Accommodation

- 8.2.1 Accommodation costs associated with a conference will be paid by Council, and the amount paid will be based on the package rates quoted by the conference organisers.

- 8.2.2 If no package rates are quoted, accommodation rates will be as detailed in the taxation determination of the Australian Taxation Office entitled:

"Income tax: what are the reasonable travel and overtime meal allowance expense amounts for (financial year)?" (the Reasonable Amounts Tax Determination)

- 8.2.3 This document can be viewed by clicking on the following hyperlink to the web-site of the Australian Taxation Office at <http://www.ato.gov.au/>.

- 8.2.4 The reasonable amounts in table 3 of the determination are to be used.

- 8.2.5 Overseas accommodation costs will be determined on a case by case basis.

- 8.2.6 Accommodation costs may be paid for the night prior to the commencement of a conference and the night of the final day of the conference.

- 8.2.7 All additional costs associated with an extended stay must be met by the Elected Member.

8.3 Meal and Incidental Expenses

- 8.3.1 The daily rates to cover breakfast, lunch, dinner and incidental expenses are as specified in the Reasonable Amounts Tax Determination, with table 3 to be used for all Elected Members.

- 8.3.2 Amounts will be based on departure and return times of the member travelling, and will be reduced when meals are provided as a part of the conference package.

- 8.3.3 Higher rates and / or additional expenditure may be claimed for meals and incidentals, but will need to be justified fully. This will require the submission with the claim of all receipts for all meals and incidental expenses incurred.

- 8.3.4 An Elected Member is not entitled to meal allowances:

- For Breakfast - when departure from home occurs after 7.00am or arrival home occurs before 8.00am;
- For Lunch - when departure from home occurs after 12 noon or arrival home occurs earlier than 2.00pm;
- For Dinner - when departure from home occurs after 6.00pm or arrival home occurs earlier than 6.30pm.

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8.3.5 Incidental expenditure will be for full days only. The following represents 4 full days:

- Departing Monday at 9.00am; and
- Returning Friday of the same week at 5.00pm;

8.4 Other Expenses

8.4.1 Other expenses may be incurred and if justified and reasonable may be reimbursed. A tax invoice and receipt must accompany any such claim.

8.4.2 Claims that might be considered include:

- Special entertainment expenses;
- Hire car costs; and
- Internet connection charges.

8.4.3 Approval to incur such costs must be sought from the CEO before the expenditure is incurred.

8.5 Elected Member Partner Expenses

8.5.1 Council approval must be obtained for the costs of an Elected Member's partner to be paid or reimbursed.

8.5.2 Partner expenses will only be met to the extent covered in the resolution by Council.

9. **Travel Advance Claims**

9.1 Claims may be made and approved for meal and incidental expenses to be paid in advance.

9.2 Travel advances must be based on the Reasonable Amounts Tax Determination, in particular the reasonable amounts referred to in 8.2.3 of this policy.

9.3 If a travel advance has been provided, there is no requirement following a conference for a claim to be submitted or receipts to be tabled, unless additional costs have been incurred for which reimbursement is required.

10. **Delegation to the CEO**

The CEO is delegated power to authorise payment or reimbursement of Elected Member expenses pursuant to this policy.

8.4 Community Plan Statutory Review

Brief

This report presents the updated *Towards 2025 Community Plan* for Council's endorsement.

RECOMMENDATION(S)

The Committee recommends to Council that the updated *Towards 2025 Community Plan* be adopted as Council's overarching Strategic Management Plan as required under s122 of the *Local Government Act 1999* (Act).

Introduction

At its 13 December 2016 meeting Council approved the draft reviewed *Towards 2025 Community Plan* (the Community Plan) be released for a period of community consultation and be brought back, with a summary of community feedback, for consideration and approval.

Discussion

Consultation on the Community Plan commenced Wednesday 14 December 2016 and concluded following the final event of the Summer Festival on Saturday 11 February 2017. The Community Plan was made available online, promoted via social media and Messenger Press, and discussed with community members at three events over the Summer Festival program.

Submissions were invited in writing, via email or in person. No written feedback was received, 95 conversations were held with residents, visitors and past residents.

Because the Community Plan is two years into its four year lifespan, and was informed by a comprehensive community engagement program, conversations focussed on:

- Making people aware of the Community Plan;
- Promoting the City's vision; and
- Sharing people's thoughts on what does or does not make CWT the best place to live, work and enjoy life.

The purpose of this engagement was to identify community determined indicators to support the community driven strategies that make up the Community Plan. Conversations revealed what people thought they would see if the city was achieving its vision.

When considering the City of West Torrens as a place to live, work and enjoy life the feedback from residents, visitors and past residents was positive.

Proximity

The City is valued for its proximity to all the 'things' different generations could want to access. This includes:

- Grocery, specialty shopping, wholesalers and markets;
- Entertainment venues, restaurants, cafes and pubs;
- Schools, including close access to universities and frequent and multiple forms of public transport;
- Open Spaces such as the River Torrens; and
- Jobs; either within West Torrens or within close proximity.

Infrastructure

Streetscape upgrades and improvements were noticed by residents as a sign of progress by the Council. Footpath works, road works and green streets including raingardens were identified as signs the city is changing.

Active Neighbourhoods

Neighbourhoods were viewed as walkable. This was identified as an outcome of having close access to a range of services and good infrastructure for cycling and walking. Cycling, walking and dog walking were three activities listed as indicators of healthy neighbourhoods. This activity was attributed to a feeling of safety.

Diversity

Cultural, social and generational diversity was viewed as a contributor to greater understanding and community connection by residents and past residents. It was commonly commented that the people of West Torrens make it a great place to live.

Council Services

Council services were valued. This was listed as primarily as events, city maintenance, the library and community centres.

Affordability

The West was nominated as affordable, to live or rent, in comparison to other inner, middle or coastal suburbs. The feeling of affordability was enhanced when discussed in conjunction with location, infrastructure, walkability, diversity and the services provided by Council.

Three suggested improvements were discussed during the consultation period:

1. Clean up and improve the River Torrens path network to reduce impact between different users;
2. Improve the liveability of residential areas close to or within business districts; and
3. Provide more Council managed performance, arts and culture venues.

Based on this feedback it is proposed to reduce the number of indicators in the plan to reflect community perceptions of what the City's vision looks like in practice. Currently the plan has 82 indicators, which are aligned at the five-year strategy level. The updated plan contains 19 indicators, which link Council's vision to the four community and two corporate themes and associated aspirations of the Community Plan.

The updated Community Plan is provided for reference as **Attachment 1**. Once approved, the document will be redesigned by the Media and Events team in accordance with our current corporate plans design.

Conclusion

At its 13 December 2016 meeting Council approved the draft reviewed *Towards 2025 Community Plan* (the Community Plan) be released for a period of community consultation. Consultation on the Community Plan commenced Wednesday 14 December 2016 and concluded following the final event of the Summer Festival on Saturday 11 February 2017.

The purpose of this engagement was to identify community determined indicators to support the community driven strategies that make up the Community Plan. Feedback provided by the community has been used to inform a reduced set of indicators that more directly reflect the City's vision.

Attachments

1. Updated Community Plan April 2017



 **Towards 2025 Community Plan**

Post consultation draft April 2017



Access to Document

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Document History

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| 5.0 | 04.17 | <i>Towards 2025 Community Plan (revised following consultation)</i> | City of West Torrens |

Production Acknowledgment

This document was produced by the City of West Torrens, with valuable assistance from members of the West Torrens community who contributed during public consultation. Front cover photos by John Kruger.

Kaurna Acknowledgement

The City of West Torrens acknowledges the Kaurna Aboriginal people and their descendants are still and will always be the first peoples of the land. The City of West Torrens commits to valuing and supporting the Kaurna people's inherent relationship to the land.



'Spirit of Family' by Sherry Rankine and Jacob Stengel.

Foreword from the Mayor and Chief Executive Officer



The City of West Torrens is an attractive metropolitan location given its close proximity to the Adelaide Central Business District (CBD) and the coast, and easy access to a vast range of retailing opportunities and employment. The area is in a state of economic change and growth, with new housing developments, roadways and shopping facilities. It is important that the decisions we make today outlast the city's rapidly changing environment, now and into the future.

The *Towards 2025* Community Plan is Council's strategic planning project to determine key priorities for the city for the next two decades. The plan was comprehensively reviewed in 2009, and the new *Towards 2025* Community Plan was developed in close consultation with the people who live and work within the City of West Torrens to capture their needs and expectations for the future.

During that consultation period, Council received an overwhelming response from the community, with input received from more than 2,000 individuals, including residents, business leaders, Members of Parliament, Elected Members and staff. Consultation with neighbouring councils, as well as other government agencies, was also considered important to ensure that the plan was aligned wherever possible and to enable partnership opportunities.

The valuable feedback received during this process, along with consideration of existing Council plans, the State Strategic Plan and various other government plans, resulted in the following City of West Torrens 'Towards 2025 Community Plan'.

In 2013-14 Council again undertook an extensive consultation and engagement process through the *Our Place* program in order to understand how community needs and aspirations may have changed over the past 5 years, or indeed remained the same. Over 1,300 conversations, comments and suggestions were recorded using a reply-paid postcard mailed to all residents and businesses in West Torrens, pop-up 'listening posts' at various locations around the city, an 'Our Backyard' event, 'Picture Our Place' competition, Council's website and Community Panel.

Feedback received from the community during our most recent review in 2016-17 has made an important contribution to this, the updated *Towards 2025* Community Plan.

Council remains committed to strive for excellence in serving our diverse community and we look forward to working with you to ensure that the City of West Torrens continues to be the best place to live, work and enjoy life.



Hon. John Trainer
Mayor



Terry Buss
Chief Executive Officer

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City of West Torrens profile



A rich history

Formed in 1853, the City of West Torrens was among South Australia's first settled regions and is the second oldest metropolitan council in South Australia. Originally a small part of the Kaurna country, the region possessed valuable resources in the River Torrens and the Patawalonga River for the Kaurna people.

West Torrens was home to many of South Australia's first settlers and historic businesses including Colonel William Light, John Morphett, James Hurtle Fisher, John White, Taylor Brothers, Thomas Hardy, Fauldings and Hallet and Sons.

Our landscape

The City of West Torrens comprises 36 square kilometres of Adelaide's western metropolitan area. It is bounded by the Torrens River to the north; Adelaide City to the east; ANZAC Highway, to the south; and Gulf St Vincent and local streets to the west.

The greatest percentage of the land area is dedicated to residential development with approximately six per cent of the total land area dedicated to public open space. Adelaide Airport occupies a significant area of land within the city, taking up approximately 20 per cent of the total land area.

Major features of the city include the River Torrens, River Torrens Linear Park, Adelaide Airport, SA Athletics Stadium, Netball SA Stadium, Adelaide Shores tourist and recreation precinct, Thebarton Oval, Richmond Oval, and the Keswick National Rail Terminal.

A diverse community

With an estimated resident population of approximately 59,000 the overall picture of West Torrens is of a culturally diverse community with a higher proportion of older residents who are now entering the frail elderly stage. Approximately 30% of the population of the City of West Torrens was born overseas with the largest groups being those born in the United Kingdom, India, Greece, China and Italy. The community is also undergoing population renewal, with increasing numbers of younger people (predominately young adults in the 20 - 34 year age group) moving in to the area.



Towards 2025 Community Plan



What is the Community Plan?

The *Towards 2025 Community Plan* is the lead document in Council's suite of strategic management plans.

This Plan is a statement of what the City of West Torrens will do to help achieve the community's vision of:

West Torrens - committed to being the best place to live, work and enjoy life.

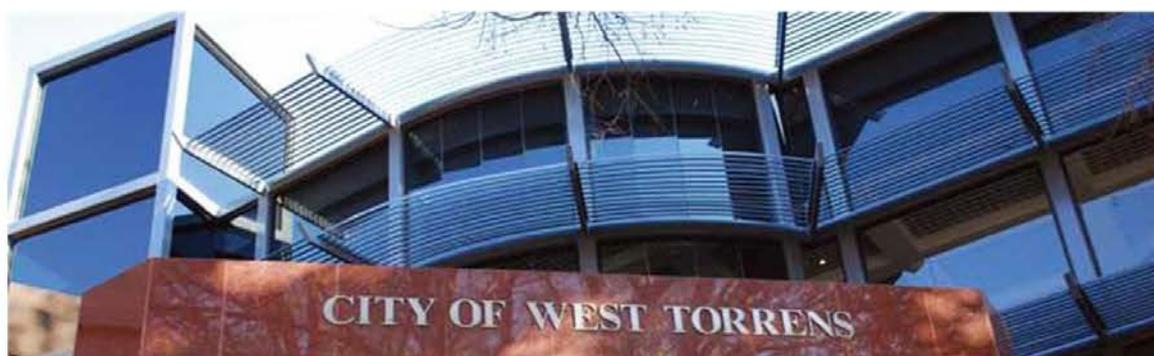
The Community Plan is supported by more specific strategies and plans that guide our decision making and the day-to-day management of our City. These include:

- 10-Year Financial Management Plan,
- the Strategic Directions Report
- Council's Asset Management Plans (Buildings, Roads, Footpaths, Stormwater), and
- Annual Business Plan

Why does Council need a Community Plan?

The *Local Government Act 1999* identifies that one of the objectives of a council is to 'be responsive to the needs, interests and aspirations of individuals and groups within its community' and to 'seek to provide services, facilities and programs that are adequate and appropriate'. In particular, section 122 requires councils to 'develop and adopt plans' for the management of their area, to be called collectively the 'strategic management plans'.

Strategic planning establishes the future direction for the entire Council in consultation with the local community - that is everyone who lives in, works in or visits the council area. It provides an opportunity to determine Council's long-term objectives, evaluate its operations, and develop strategies to address the unique local issues. It also enables Council to identify opportunities to contribute to the achievement of State Government objectives, explore the potential to work in partnership with other government organisations in service delivery and participate, where appropriate, in activities on a regional basis.



Context for developing a Plan



How the plan was developed

In 2013-14 the 'Our Place: Share your Story. Shape Your Future' program of comprehensive community consultation and engagement saw over 1,300 comments and conversations received or recorded. This consultation and engagement program shaped the strategies of the plan adopted by Council in 2014-15.

In 2016-17 the plan was required to undergo a review, two years after the election of a new Council, in accordance with the *Local Government Act* (1999). An audit of the Plan's delivery was undertaken and changes to the legislative and policy environment were considered. Consultation on the Plan was undertaken over the Summer Festival program of events to identify a reduced number of indicators that reflected the community's perception of what delivering the Plan's vision would look like.

Structure of the Plan

The following structure supports the City's vision for its community:

Themes

The Community Plan has six broad themes; four are community focused and two corporate.

Indicators of progress

Indicators of progress are what the community summarised successful delivery of each theme could look like in practice.

Aspirations

Under each theme, aspirations reflect the key issues identified through community consultation.

Long-term strategies

These have been identified to work towards achieving community aspirations, as well as addressing challenges and opportunities that impact on Council's operations.

Short-term strategies

These support the long-term strategies. They will be implemented throughout the organisation via annual departmental service plans and employee job descriptions and performance agreements.



Community aspirations 

Committed to being the best place to live, work and enjoy life.

Community Life 

Community aspirations:

- A community that embraces diversity
- Active, healthy and learning communities
- An engaged community

- Indicators of progress:
- Attendance at community events
 - Participation in community services
 - Volunteering rate

Natural Environment 

Community aspirations:

- Reduction of our ecological impact
- Enhanced natural environment

- Indicators of progress:
- Tree canopy cover
 - Storm water detention, treatment & reuse volume
 - Waste to landfill

Built Environment 

Community aspirations:

- A well-designed built environment
- An appealing and valued open space network
- Accessible and reliable transport options.

- Indicators of progress:
- Dwelling diversity
 - Community satisfaction with assets
 - Number of people cycling, walking and using public transport

City Prosperity 

Community aspirations:

- A thriving business environment
- A vibrant city

- Indicators of progress:
- Employment diversity
 - Business type diversity
 - Visitor perception

Financial Sustainability 

Corporate aspirations:

- Sustainable financial management
- Proactive asset management

- Indicators of progress:
- Financial Sustainability Ratios
 - Asset Sustainability Ratios
 - Income received through grants
 - Infrastructure improvements

Organisational Strength 

Corporate aspirations:

- Strong partnerships and working relationships
- Leading governance and technology

- Indicators of progress:
- Staff satisfaction
 - Customer satisfaction with Council Services
 - Productivity gains through continuous improvement

Council's roles



The City of West Torrens has set out long-term and short-term strategies and anticipated outcomes based on the six themes developed through community consultation.

While Council is not able to directly provide all of the services and facilities required by the community, it may have a role in supporting and influencing other service providers, or providing advice on the services and facilities that are available to the community.

The various roles of Council are reflected in the terminology used throughout this document. Where the following terms are used, they can be taken to mean:

Advocate

Appeal for, or on behalf of the community to service providers and other levels of government.

Facilitator

Help a group of people or organisations understand their common objectives and assist them to plan to achieve them.

Leader

Guide the community by example in direction, course or action.

Partner

Work in cooperation and share responsibility with other people or groups to achieve a common goal.

Service provider

Directly responsible for funding and providing a service.

The following pages outline the long-term and short-term strategies that Council will undertake to deliver on the community's aspirations. Indicators of progress will reflect our progression as a city towards attainment of the aspirations



Community Life



The City of West Torrens prides itself on building strong relationships with the local community as people are the heart and soul of West Torrens. In the diversity of our community, lies our strength and identity.

Opportunities for people of all ages, abilities and cultural backgrounds to pursue healthy, safe and connected lifestyles are offered to the West Torrens community, through Council hosted and supported events and activities such as the Summer Festival, school holiday programs, seniors events, multicultural programs, local community and recreation facilities and through an impressive library service which attracts an estimated 250,000 people per year.

Future Challenges:

- An ageing population will increase demand for support and care services, but also brings opportunities in ensuring services and facilities are flexible, universally accessible and appropriate to our changing demographic.
- Economic changes may lead to greater financial pressure, higher unemployment and under-employment of our community. This may result in increased community utilisation of Council services and facilities. The challenge is to create and support multipurpose facilities where residents from diverse social backgrounds can socialise, play and learn.
- The impact of our changing climate is also likely to increase pressure on Council's services, and is an important consideration in supporting a healthy and resilient community.
- Meeting the expectations of an increasingly informed community wishing to have input into Council's decision making requires us to actively engage with our residents in an ongoing and transparent manner in a rapidly changing media environment.

**Community aspiration:
A community that embraces diversity**

Long-term strategies

Recognise and celebrate our diverse community and facilitate opportunities for community connection.

Instil a sense of identity and pride within the West Torrens community.

Short-term strategies

- Provide and support events, programs and local organisations that celebrate and assist our diverse community.
- Facilitate accessibility to information and resources for our diverse community.
- Develop and facilitate the use of community facilities as points of social, recreational and educational interaction.

- Facilitate public awareness and appreciation of our local history.
- Encourage inclusion and participation in local projects, programs and community organisations.

Community aspiration: Active, healthy and learning communities

Long-term strategies

Encourage all members of the community to pursue active and creative lifestyles.

Facilitate life-long learning.

Encourage community awareness of services and resources so they can make informed life choices.

Foster the health and wellbeing of the community.

Short-term strategies

- Collaborate with partners to provide a range of sporting, recreation and physical activity options for all ages and capabilities.

- Facilitate accessibility to arts and cultural performances, exhibitions and events.

- Provide or facilitate access to an evolving range of informal learning opportunities in response to the changing needs of the community.

- Promote the range of community services and resources available to the local community.

- Promote the health and wellbeing of the community through the support and provision of public health education, services and regulatory functions.

- Identify and collaborate with partners to plan for community wellbeing.

Community aspiration: An engaged community

Long-term strategy

Encourage the community to participate in opportunities to influence Council's decision making.

Short-term strategies

- Actively engage and consult with the community on Council's activities using a variety of communications methods.

Natural Environment



The City of West Torrens is committed to ecological sustainability both within the organisation and in the community. It continues to lead by example through developing plans and undertaking activities that help adapt to a changing climate and improving the 'liveability' of Council's area.

Council is reducing greenhouse gas emissions by installing solar panels, using energy efficient devices and appliances, and introducing electric and hybrid cars to its fleet of vehicles, as well as electric bicycles. Council is also managing water resources more sustainably through water conservation measures, installing rainwater tanks, stormwater harvesting and reuse projects, water sensitive urban design, and water quality protection measures.

To avoid and reduce the amount of waste, Council's community waste service includes a three bin system for general household rubbish, recyclables and green organics. This system has helped to reduce the amount of rubbish going to landfill. More recent initiatives include electrical waste recycling, mobile phone recycling and a food waste trial. Enhancing biodiversity values by planting native vegetation in Council's open spaces is also a high priority for Council.

Council is raising community awareness of sustainability issues through community and school education programs and on-ground activities such as informative bus tours, seminars on solar energy and sustainable housing, and national environmental events such as World Environment Day. Council also offers an annual Environmental Grants Program to assist the community develop, facilitate and implement innovative environmental initiatives, as well as to recognise their commitment to the environment.

Future challenges

- Increasing population numbers place more pressure on natural resources to sustain human consumption levels and increasing residential densities could also result in the loss of backyard habitats, large trees and vegetation, and the ability of people to interact with the natural environment.
- West Torrens is located downstream of significant metropolitan Adelaide water catchments resulting in an ongoing risk of flooding. Urban development increases this risk by increasing run off, as does the risk of rising sea levels and extreme weather events predicted to accompany our changing climate.
- Working with the community to adapt to the challenges of climate change and use resources more efficiently will be key priorities, as well as restoring and enhancing the natural environment.

Community aspiration: Reduction of our ecological impact

Long-term strategies

Facilitate the minimisation of waste production and maximise resource recovery.

Progress towards a water-sensitive city.

Prepare for and respond to the challenges of a changing climate.

Short-term strategies

- Promote waste minimisation and resource recovery within Council, community, local businesses and industry.

- Establish alternative waste disposal and utilisation options to reduce waste to landfill.

- Implement water-sensitive urban design, incorporating stormwater management plans, which takes an integrated urban water cycle approach.

- Work in partnership with state and federal governments and other organisations on water resource management projects.

- Minimise mains water consumption in Council's buildings and operations.

- Encourage water-sensitive behaviour in the community.

- Reduce greenhouse gas emissions from Council's operations.

- Encourage the community to adopt climate-friendly behaviour and practices.

- Work collaboratively with our partners, community and businesses to plan for, and adapt to, the impacts of a changing climate.



Community aspiration: Enhanced natural environment

Long-term strategy

Protect and enrich local biodiversity, waterways and the coast.

Short-term strategies

- Plant and maintain a diversity of appropriate tree species as a valued community asset.
- Monitor stormwater quality and investigate treatment options to protect and enhance biodiversity and the natural environment.
- Foster appreciation of the local environment and engage the community in its restoration and maintenance.



Built Environment



Community consultation revealed a positive sense of place and identity felt in West Torrens. This image is largely due to the role Council plays in city design, public realm, open space and development.

In the last two decades West Torrens has begun a trend towards urban renewal that involved an increase in the number of townhouses and home unit dwellings. Housing choice for people of all abilities and at all stages of life, as well as the Council's location between the Adelaide CBD and the coast, offer flexibility and liveability that residents enjoy.

Access to quality open space is recognised as an extremely important issue to the community and facilitating this remains a Council priority. As the size of private backyards diminish Council faces increasing requirements for quality open space and effective infrastructure such as safe walking paths and bikeways.

A significant proportion of West Torrens has been identified as Flood Prone Affected Land. The implementation of a variety of structural and non-structural mitigation measures will continue as a priority and will also give Council the chance to incorporate measures to enhance the quality of the stormwater for potential storage and reuse.

Future Challenges

- The State Government's population growth projection of up to an additional 545,000 people in Greater Adelaide by 2045, will result in increased and changing demands upon community assets including footpaths, roads, storm water and open space.
- City design will be increasingly important to ensure the future built form, to include medium and high density housing, is sustainable, human scale, responsive to human needs, aids crime prevention, mitigates interface issues and protects those parts of the city which have an established residential character.
- Increasing traffic flows through West Torrens requires the ongoing monitoring and implementation of an integrated citywide traffic management plan to address traffic speeds, parking and the increased use of 'greener' travel such as cycling and public transport.
- Interface issues resulting from infill development where residential land abuts industrial land uses resulting in traffic, noise and odour issues will place pressure on local industry to relocate or to move from 'dirty' heavy manufacturing towards 'cleaner' industries such as biotech facilities, logistics and distribution.

Community aspiration: A well-designed built environment

Long-term strategies

Facilitate development that meets the needs of the community.

Facilitate retail, commercial and industrial activity that is compatible with neighbouring land uses.

Foster wellbeing and safety within the built form.

Minimise the risk of flooding to existing communities and future developments.

Short-term strategies

- Support a range of housing types and densities across the city, while conserving areas of character and heritage value.
- Advocate for the provision of adequate public places within the urban form.

- Support a range of retail, commercial and industrial development, while minimising conflicts with neighbouring land uses.
- Enable a range of developments by providing and advocating for quality infrastructure and appropriately zoned land.
- Facilitate mixed use developments at key centres.
- Review Council's Development Plan policies to optimise employment opportunities consistent with other land uses and community needs.

- Maintain health and safety standards in the built form within regulatory requirements.

- Participate in collaborative arrangements with other local catchment councils to coordinate flood mitigation outcomes.

**Community aspiration:
An appealing and valued open space
network**

Long-term strategy

Develop a network of open spaces across the city, based on a balance of environmental, social and economic factors.

Short-term strategy

- Identify opportunities to enhance equitable access to open space to achieve active, vibrant and connected communities.

**Community aspiration:
Accessible and reliable transport
options**

Long-term strategy

Facilitate the healthy, safe and effective movement of people through the city.

Short-term strategies

- Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues
- Develop a network of pedestrian and cycling pathways, cycling lanes and road crossings that support liveability and enable safe access to services and facilities

City Prosperity



The City of West Torrens presents a highly desirable location for business and employment due to its proximity to the Adelaide CBD and high level of road, rail and air transport accessibility. The city has more jobs within its boundaries than residents in the labour force, meaning there is a net inflow of people coming into the City of West Torrens each day to work.

The largest employee base in West Torrens, and indeed in South Australia, is Adelaide Airport, employing approximately 8,000 people. Adelaide Airport and surrounds provide considerable retail and commercial activity and West Torrens is served by shopping centres both within and outside of its boundaries. There are opportunities for existing centres within the city to evolve as mixed use developments similar to the Brickworks Marketplace shopping centre. The Housing Diversity DPA supports new policy to enable such mixed use developments as more efficient and sociable places for the community to visit, leading to increased vitality and economic viability.

The manufacturing sector continues to offer the greatest number of jobs in West Torrens (14.6%). As manufacturing is changing towards 'cleaner' industries, Council is working in collaboration with the State Government to support further development of the biotech precinct in Thebarton through implementation of the jointly developed Thebarton Technology Hub Master Plan.

Developments in technology continue to affect the operation of businesses as people have increased expectations with regards to timeliness, quality of service and communications. Increased technology has also allowed modified work practices, with people electing to work from home or working in their own home-based business. To facilitate these changes and opportunities, maintenance of technology and infrastructure is essential.

Council encourages opportunities for lifelong learning, re-skilling and personal development in the community and supports further education and training through the development of partnerships and networking opportunities with local training and educational providers.

Future Challenges

- The promotion and retention of key employment precincts to meet the needs of the growing population.
- A commitment to ensuring our policies and processes are business-friendly, in order to attract and develop of an appropriate range of businesses.
- Facilitating sustainable population growth within environmental and social constraints also poses a challenge.

**Community aspiration:
A thriving business environment**

Long-term strategy

Encourage economic growth and productivity.

Short-term strategies

- Develop partnership arrangements and networking opportunities with economic development agencies and key business sectors in the City.
- Participate in economic development activities in collaboration with other local and state government organisations, including regional alliances.
- Support the development and growth of local business and jobs, including tourism and export opportunities.
- Develop partnership arrangements and networking opportunities with education and training providers.

**Community aspiration:
A vibrant city**

Long-term strategy

Foster a vibrant and inviting City.

Short-term strategies.

- Embrace emerging technology to meet the evolving needs of our residential and business communities.
- Identify and promote the distinctive identity of West Torrens.



**Community aspiration:
Financial Sustainability**

Local governments are responsible for the delivery of a broad range of services to the community, and their nature and range has grown considerably over the years. But while expenses go up, the ability of councils to increase their income is affected by declining grant funds, limited growth in user and statutory charges and a general reluctance to increase council rates.

To sustain the diverse and growing range of statutory and community service responsibilities, Council endeavours to strengthen its financial position by examining all opportunities to increase income, and decrease dependency on rate revenue, as well as reviewing expenditure with a view toward spending rationalisation.

The management of community assets has been a strong focus, in particular increasing multipurpose facilities and reviewing all Council-owned properties with the aim of identifying those that are no longer needed and those that still hold some value. Money from property sales will continue to be invested into developing community assets and open space such as the Thebarton Community Centre, opened in early 2013.

Future challenges

- Balancing the increasing community expectations and providing a broader range of community services with declining levels of funding.
- The fluctuating nature of Federal and State government funding and the shifting of responsibility for services to local councils from these levels of government without providing the necessary funds.
- Ageing community infrastructure which will need to be replaced, with significant expenditure looming in the next 10 to 20 years.

**Corporate aspiration:
Sustainable financial management**

Long-term strategy

Employ sustainable financial management principles.

Short-term strategies

- Actively seek alternative revenue sources other than rates.
- Facilitate the management of Council's finances consistent with the evolving needs of the community and Council's legislative obligations.

**Corporate aspiration:
Proactive asset management**

Long-term strategy

Ensure assets are utilised and maintained at their optimum.

Short-term strategy

- Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.



Organisational Strength



There are two levels in the structure of local governments: the council, which is composed of elected members, whose focus is on overarching policies and strategies and the outcomes; and the administration, which implements these strategies, delivers services and provides advice and support to the council.

Council has primary accountability to the local community and is required to consult with them on a variety of issues, including our strategic plans, annual program and budget. Additionally, Council is accountable to State Government (and in some instances the Federal Government) legal and administrative review systems.

Effective governance and administrative systems are an integral part of sound management. Risks are inherent in everything the Council does, and as such, risk management must be embedded into the Council's organisational culture and effectively integrated into all decision-making and planning activities. A culture of continuous improvement is also part of the West Torrens approach; thinking creatively about new challenges, seeking fresh ideas and using data to find the best solutions is seen as an integral part of daily work.

Council places strong emphasis on providing a supportive working environment and a safe and healthy workplace for employees and volunteers. Similarly, it is anticipated that employees and volunteers will undertake their duties with professionalism, integrity and efficiency.

Expectations from local, state and national stakeholders have never been more critical than today. In finding long-term solutions, developing and maintaining partnerships with state and federal governments, neighbouring councils, businesses and community groups are seen to have significant potential in increasing operational effectiveness and efficiency.

Future Challenges

- The need to deliver more effective and efficient services with limited financial resources will continue to be a challenge.
- Attraction and retention of employees also poses a future challenge, as the nation's workforce ages and competition for personnel increases.

Corporate aspiration: Strong partnerships and working relationships

Long-term strategy

Foster strong partnerships and working relationships with other organisations.

Short-term strategy

- Further opportunities to provide services and share resources and professional knowledge with other Councils, government departments and private organisations.

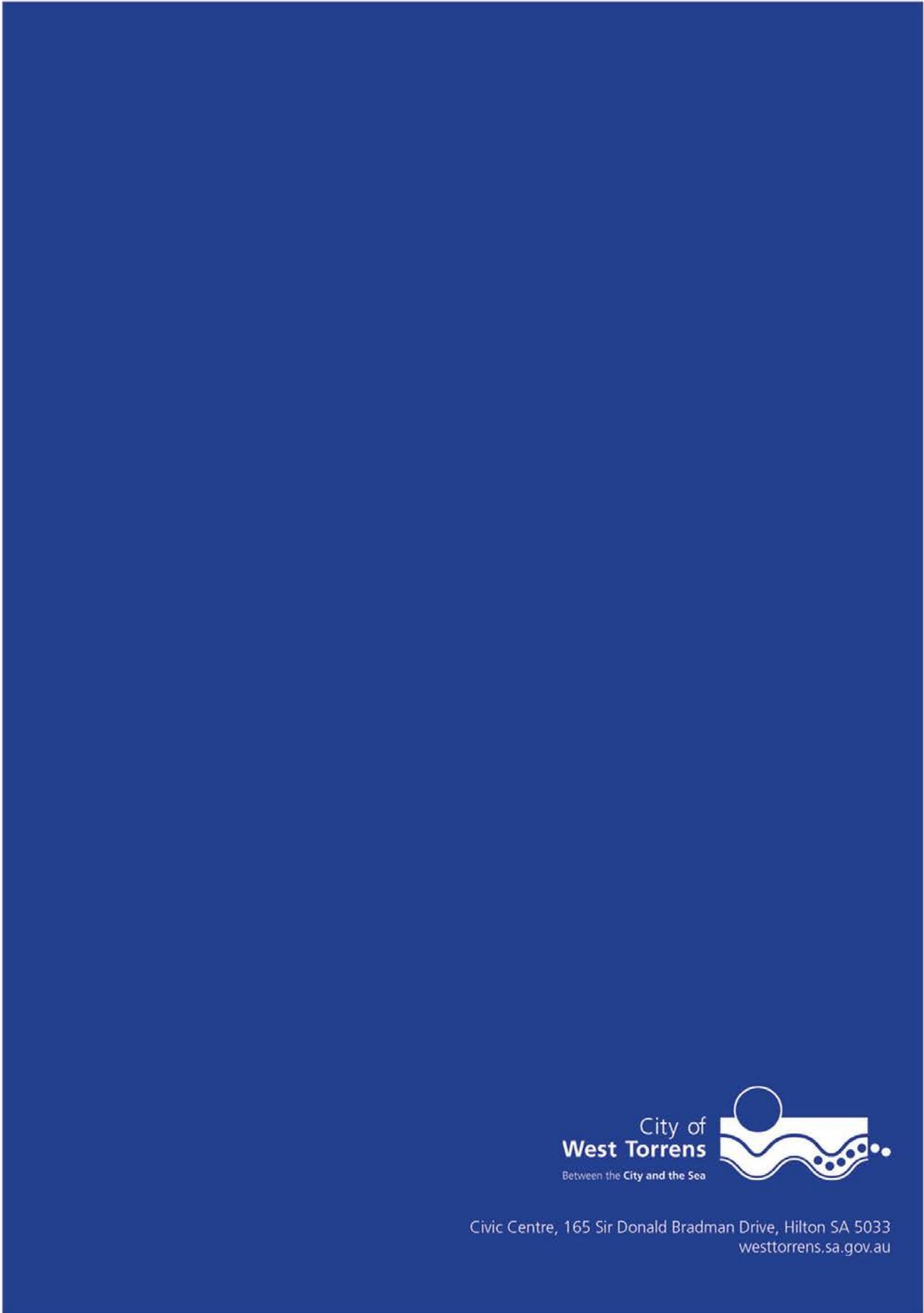
Corporate aspiration: Leading governance and technology

Long-term strategy

Adopt leading governance and information technology systems and practices.

Short-term strategies

- Deliver services to our community in an equitable, efficient and professional manner.
- Ensure that Council decisions and activities are transparent and accountable.
- Promote a risk management culture across Council operations and activities.
- Ensure that Council's plans, projects and activities are aligned with the Community Plan.
- Advocate and support information technology initiatives that optimise the delivery of services to the community.
- Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.
- Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.



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8.5 Progress on Implementing Council Decisions

Brief

This report provides an update on completed and outstanding Council and Committee resolution actions.

RECOMMENDATION(S)

The Committee recommends to Council that the report be received.

Introduction

At the meeting of the former Policy, Planning and Performance Committee on 23 August 2011 a request was made for a report to be provided at each meeting of the Committee of outstanding actions relating to resolutions of Council and Committees.

Furthermore, at the 29 August 2016 meeting of the Committee, the Chief Officer agreed to incorporate completed actions into the attached 'Progress on Implementing Council Decisions Report'. Actions that have been completed since the preceding meeting of the Committee will be included on the report.

Discussion

A copy of the completed actions since 14 March 2017, and outstanding resolution actions to 18 April 2017 is provided for Members' information (**Attachment 1**). Updates/comments are to 2 May 2017.

Conclusion

The Progress on Implementing Council Decisions Report provides an update on completed and outstanding Council and Committee resolution actions for Members' information.

Attachments

1. Progress of Implementing Council Decisions

| Item No | Date | Meeting | Action title | Resolution / Action required | GM | Actions taken | Action status |
|---------|------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1 | 18/04/2017 | Council | 17.1 WestLINK Tram Network | Mangos / Woodward that the City of West Torrens write to the Minister for Transport and Infrastructure, the Hon Stephen Mulligan, MP, to advise that it supports the expansion of the tram network in Adelaide. Further, the Minister be advised that the Council has some concerns regarding the two routes in the Multi Criteria Analysis Detailed Report for the WestLINK tram, and requests the Minister: • To establish a joint working group with Council representation to determine the most appropriate WestLINK route. The joint working group also oversee further community consultation and engagement. • Include Richmond Road via James Congdon Drive within the scope of the current evaluation process. | Terry Buss | Letter sent to Minister Mullighan 1/5/17 as per Council resolution. | In progress |
| 2 | 18/04/2017 | Council | 17.7 City of West Torrens Tidy Street Competition | Woodward / Haese that: 1. It approves the establishment of an annual 'City of West Torrens Tidy Street Competition'. 2. It approves \$5,000 as prize money, in the form of a voucher, to the 'Tidiest Street' in West Torrens. 3. Judging occurs in February/March of each year. 4. A report be presented to the next Civic Committee providing more details on the promotion, application process, viability of engaging with local businesses to provide support to competition participants, judging panel and process etc. | Sue Curran | Currently developing the detail around the competition in conjunction with key stakeholders including Media and Events Team with a report back to the Civic Committee in June 2017. | In progress |
| 3 | 11/04/2017 | Special Finance and Regulatory Prescribed Standing Committee | 9.1 Budget and Annual Business Plan 2017/18 | Woodward / Tsiaparis that \$200,000 in dog kennel funding be removed from the draft Budget and Annual Business Plan for 2017/18. Rypp / Woodward that \$200,100 in funding to facilitate post-radio frequency identification system changes in the Hamra Centre be removed from the draft Budget and Annual Business Plan for 2017/18. Mangos / McKay that \$105,000 in funding for the purchase of portable CCTV equipment be added to the draft Budget and Annual Business Plan for 2017/18. Mangos / McKay that \$150,000 in funding to upgrade the bluestone cottage be added to the draft Budget and Annual Business Plan for 2017/18. Mangos / Tsiaparis that a table showing State Government charges that are a part of the draft Budget and Annual Business Plan for 2017/18 be included in the Summary Annual Business Plan for Council that is circulated to ratepayers with their rates notices, with this table to show how these charges have increased. McKay / Palmer that the 2017/18 budget and annual business plan as amended by the Committee be released for public consultation. | Bill Ross | Documentation being updated and summary Annual Business Plan being prepared for community consultation. | In progress |
| 4 | 04/04/2017 | Council | 12.2 Community Facilities General Committee Item 8.3 Weigall Oval Trainers Association Lease | Woodward / Farnden that: 1. The Weigall Oval Trainers' Association be offered a further term of up to two years for their use of Weigall Oval and that the Chief Executive Officer be authorised to set the length of the renewed term following notification of the success or otherwise of Council's funding application under the State Government/ LGA Infrastructure Partnership initiative, and the associated budgetary approvals for the redevelopment of Weigall Oval. 2. The licence fee at commencement of the renewed term be \$1.00 per year. 3. The Mayor and the Chief Executive Officer be authorised to sign and seal any documentation in regard to the grant of the renewed term. | Angelo Catinari | The Weigall Oval Trainers' Association advised of Council's resolution on 10/04/2017. Draft lease is currently being progressed. | In progress |
| 5 | 04/04/2017 | Council | 17.2 2017 Shandong Outbound Mission | O'Rielly / Nitschke that: 1. Notes and supports local businesses participating in the outbound business mission to Shandong Province in May 2017 as part of the South Australian Government outbound business mission to China. 2. Endorses the participation of the Mayor, Chief Executive Officer and Program Leader Partnerships to participate in the State Government delegation to Shandong in May 2017 to support businesses from within the City of West Torrens who have registered an interest in China and to officiate the Letter of Intent prepared for Weifang City, People's Republic of China, as the first step in establishing a Friendly Cooperative Relationship Agreement. 3. Authorises the Mayor and Chief Executive Officer to commence negotiations with Weifang City of the People's Republic of China around establishing a Friendly Cooperative Relationship Agreement by forwarding a suitable Letter of Intent setting out the purpose of enhancing mutual understanding and friendship that strengthens friendly exchange and cooperation between the peoples of Weifang City of the People's Republic of China and the City of West Torrens of the Commonwealth of Australia. 4. Supports an appropriate budget adjustment being made as part of the March 2017 budget review to cover any shortfall in costs from existing budget lines for Council's participation in the 2017 outbound business mission to Shandong Province, China. | Terry Buss | Arrangements made for Deputy Mayor Mangos, T Buss and A Christopoulos to participate in outbound business mission to Shandong Province. Letter of intent organised and sent to appropriate authority in anticipation of friendly city agreement to be established with Weifang City during visit with formal signing to take place at a later date. CEO to provide update on action on return from mission. | In progress |
| 6 | 04/04/2017 | Urban Services Prescribed Standing Committee | 11.3 Land Acquisition - Ashley Street / Hardys Road Roundabout Torrensvile | McKay / Nitschke that the Chief Executive Officer and the Mayor be authorised to sign and seal any future documentation required for the acquisition of land for the Ashley Street / Hardys Road roundabout project. | Angelo Catinari | The draft purchase contract is currently being prepared. | In progress |
| 7 | 04/04/2017 | Urban Services Prescribed Standing Committee | 11.4 Falcon Reserve and Frank Norton Reserve - Installation of Fence | Vlahos / O'Rielly that: 1. No further action is to be taken by the Administration in regard to installation of a full barrier safety fence at Falcon Reserve and Frank Norton Reserve. 2. A partial barrier structure solution is to be installed to address the concerns of the petition while not comprising the design and landscape elements of Falcon Reserve. 3. The head petitioner (of the Falcon Reserve petition) be advised accordingly. 4. A partial barrier be installed near the playground area at Frank Norton Reserve. | Angelo Catinari | Consultant engaged for Falcon Reserve. Frank Norton fence has been ordered and installation has been scheduled. Head petitioner to be advised accordingly. | In progress |
| 8 | 04/04/2017 | Urban Services Prescribed Standing Committee | 11.5 Ruthven Avenue, Glandore - Update from Petition and Consultation for Tree Removal of Japanese Pagoda Trees | Farnden / O'Rielly that: 1. The Sophora japonica (Japanese Pagoda) street trees, as detailed within the Agenda report be removed and replaced with a species to be agreed between the Administration and the ward Elected Members after further consultation with the residents. 2. The head petitioner and all residents / ratepayers of Ruthven Ave, Glandore be advised accordingly. | Angelo Catinari | The Administration has scheduled a meeting with Elected Members to discuss matter further. Head petitioner and all residents / ratepayers of Ruthven Avenue, Glandore to be advised accordingly. | In progress |
| 9 | 28/03/2017 | Community Facilities Prescribed General Committee | 8.2 Weigall Oval - Update | Tsiaparis / Farnden that the report be noted and that the Administration be instructed to proceed with the program and timing of works identified for Stage 1 of the Weigall Oval Masterplan subject to final approval of the required Stage 1 budget. | Angelo Catinari | The detail design and documentation for tender is currently being progressed. | In progress |
| 10 | 28/03/2017 | Community Facilities Prescribed General Committee | 8.9 Thebarton Community Centre - Update of Works Plan | Nitschke / Demetriou that: 1. The detailed design and technical specification suitable for building construction and delivery of the building improvements, utilising the remaining Thebarton Community Centre project funds in the current budget for 2016/2017 proceed to be developed. 2. A further report to be brought back to this Committee for consideration once the detailed design works have been completed. | Angelo Catinari | Consultants engaged and project underway. Once design is complete, an update report will be presented to a future Community Facilities Committee meeting. | In progress |
| 11 | 28/03/2017 | Community Facilities Prescribed General Committee | 8.11 Community Centre After-Hours Staffing Options | Mayor Trainer / Nitschke that Option 4 be adopted by the Committee as the preferred option to provide more responsive, sustainable and flexible customer support to after-hours hirers of Council's community centres. | Pauline Koritsa | Developing casual job description for internal recruitment | In progress |
| 12 | 28/03/2017 | Community Facilities Prescribed General Committee | 8.12 Hilton RSL - Condition Assessment and Future Works Plan | Vlahos / Demetriou that: 1. The Future Options Study report proceed to be developed and a further report detailing a recommendation be provided back to the Community Facilities General Committee. 2. The budget funding required to deliver the scope of works for Works Phase 1 be referred to the 2017 / 2018 budget process. | Angelo Catinari | 28 April 2017 - Item on hold pending further discussions. | In progress |
| 13 | 21/03/2017 | Strategy and Community Prescribed Standing Committee | 11.1 Underdale and Torrensvile Urban Employment Development Plan Amendment - Review of zone policy options | McKay / Rypp that the Administration prepares Development Plan Amendment documentation for the implementation of the Urban Renewal Zone in the Underdale and Torrensvile study area for Council's consideration. | Pauline Koritsa | Staff have engaged professional services to undertake a preliminary assessment of the Industry Zone as part of the process to rezone the area for more sensitive land use. The preliminary assessment is to provide the Council with baseline information on the likely site contamination issues that may be present across the study area that may affect rezoning options. | In progress |

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| 14 | 21/03/2017 | Strategy and Community Prescribed Standing Committee | 11.2 Aircraft Noise Management in the West Torrens Development Plan | Polito / Hill that: 1. Given the Minister for Planning's preference for aircraft noise management to be addressed through the Planning and Design Code, the Administration writes to the Minister for Planning advising that the Council seeks to contribute to the development of aircraft noise management provisions and other airport planning matters in the Planning and Design Code. 2. The Administration undertakes research on land use policy options for the management of aircraft noise in existing urban areas and report back to the Council. | Pauline Koritsa | The Administration wrote to the Minister for Planning 4 April 2017 advising that the Council seeks to contribute to the development of aircraft noise management provisions and other airport planning matters in the Planning and Design Code. | In progress |
| 15 | 07/03/2017 | Urban Services Prescribed Standing Committee | 11.1 Declaration of Private Road in Mile End as Public Road | Vlahos / O'Rielly that: 1. The process be commenced to convert private sections of Elm Avenue, Mile End to a public road. 2. The required public notification be undertaken under Section 210 of the Local Government Act 1999 to declare the portion of the road known as Elm Avenue in the area of Mile End, Hundred of Adelaide as shown in Deposited Plan 2422 to be public road. 3. A further report be presented to the Urban Services Committee following the public notice period to provide an update of this project. | Angelo Catinari | Relevant documentation is currently being prepared together with the public notification. | In progress |
| 16 | 28/02/2017 | Civic Committee | 7.1 Sponsorship Application from Koori Kids | McKay / Woodward that it approves the \$450 sponsorship request from Koori Kids for its NAIDOC Week School Initiative. | Pauline Koritsa | Letter to Koori Kids - NAIDOC Week School Initiative - Successful - 27.03.2017 (A1987489) | In progress |
| 17 | 07/02/2017 | Council | 17.1 Fees and Charges 2017-18 | Mangos / Haese that the fees and charges as detailed in Attachment 1 of the report be adopted pursuant to Section 188 of the Local Government Act 1999, subject to: 1. Proposed dog registration fees on page 7 of Attachment 1 - Fees and Charges 2017/18 being amended to provide a 50 per cent discount on all dogs registered on or after 1st January provided they are at the mandatory registration age of 3 months when registered. 2. Reference being deleted on page 4 of Attachment 1 - Fees and Charges 2017/18 to facility hire being "subject to endorsement of Corporate Planning, Policy and Performance Committee" 3. Dog registration fees for the 2016/17 financial year be amended to provide a 50 per cent discount on all dogs registered on or after 8 February 2017 provided they are at the mandatory registration age of 3 months when registered. 4. A refund of 50 per cent of the registration fee be made for all dogs registered between 1 January 2017 and 7 February 2017, subject to these dogs being at the mandatory registration age of 3 months when registered. Council also resolved that: Hill / Nitschke that the fees relating to Parking Permits be deferred to the next CPPP meeting on 14 March 2017 for consideration. | Bill Ross | 6th March 2017 Dog registration fees on page 7 altered to provide for 50% discount on part year registrations Reference on page 4 deleted 2016/17 fees & charges document amended to provide for 50% discount on part year registrations Refunds of 50% raised by Compliance dept 6/3/17 - Still to complete - Parking Permit Fees - to be decided on 14th March by CPPP | In progress |
| 18 | 07/02/2017 | Urban Services Prescribed Standing Committee | 11.2 Request for Liquor Licence - Western Youth Centre | Demetriou / Nitschke that: 1. The Western Youth Centre Inc.(WYC) be advised that Council (in its capacity as landlord) provides its consent for the grant of a Limited Club (Liquor) Licence at the facility to the Western Youth Centre Cricket Club on condition that the WYC, in its capacity as lessee of the facility, take responsibility for ensuring that there is no breach of the relevant Act or of the conditions of the liquor licence or anything that may result in the liquor licence being revoked or suspended. 2. The Western Youth Centre Inc. be further advised that the standard conditions contained within Council's Liquor Licensing policy (as follows at 2.3-2.12) will, where applicable, apply and that the following conditions will be embodied within a Deed of Variation (or similar document) to the existing lease agreement: 2.1 The liquor licence be solely for use by the Western Youth Centre Cricket Club. 2.2 The liquor licence to operate only during the cricket season and only between the hours of 6:30pm and 11:00pm on Saturdays when the "A" Grade Cricket team plays a home match or at times when a designated fundraising event has been approved by the WYC. 2.3 There shall be no entertainment on or in any balcony or outdoor area (the intention is to minimise the impact of noise). 2.4 There shall be no loudspeakers placed on or in the fascia of the premises, balcony or in any adjacent outdoor area or footpath (the intention is to minimise the impact of noise). 2.5 The Licensee shall at all times ensure that noise levels should be in accord with EPA Guidelines and the Liquor Licensing Regulations. 2.6 All entertainment shall cease one hour prior to closing time (to reduce disturbance to residents). 2.7 No loudspeaker shall be placed closer than 4 metres to any entrance to or exit from the premises and at all times, any such loudspeaker is to be directed away from entrances or exits and into the premises proper (to minimise the 'spill out' of noise emissions). 2.8 All external doors and windows are to be closed when the 'in-house' sound system is in use (other than for playing low level background music), live entertainment is being undertaken or a jukebox is available for use (to minimise the 'spill out' of noise emissions). 2.9 No garbage or refuse, including empty bottles and cans, is to be moved from inside the premises to outside storage bins or areas between the hours of 11pm and 7am the following morning after an event (to reduce disturbance to residents). 2.10 Garbage or refuse, including empty bottles and cans, is not to be available for collection by waste disposal or similar operators (other than operators employed or organised by the CWT) between the hours of 11pm and 7am the following morning after an event (to reduce disturbance to residents). 2.11 The Licensee shall have displayed at all exits from the premises clearly visible signs in the form of: "Please Leave These Premises As Quietly and Quickly As Possible to Reduce Disturbance to Nearby Residents" (wording is discretionary). 2.12 The premises or entertainment to take place within the premises shall not be advertised or promoted by the licensee or any of its entertainers by way of posters or other advertising material fixed, attached or marked on any Council property without the authorisation of the CWT or any private property without | Angelo Catinari | Deed of variation currently being prepared and awaiting signature. | In progress |
| 19 | 07/02/2017 | Urban Services Prescribed Standing Committee | 11.3 Reid Street Permit Update | Nitschke / Palmer that: 1. A permit for a term of 5 years commencing on 30 November 2016 at an initial permit fee of \$20,900 pa plus GST be granted to Thebarton Management Pty Ltd for use of that portion of Reid Street Thebarton as delineated in Attachment 1 of the report. 2. The permit fee escalate by Adelaide All Groups Consumer Price Index (CPI) (or similar index should that index be discontinued) on each anniversary of the commencement date. 3. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation giving effect to the grant of permit. | Angelo Catinari | 07/03/2017 - Letter sent to permit holder advising of Council's decision from its meeting held on 7 February 2017 along with the permit documentation for signing. Currently awaiting receipt of documentation. | In progress |
| 20 | 17/01/2017 | Urban Services Prescribed Standing Committee | 11.1 Potential Road Closures - Craig Street, Richmond, and Tyson Street, Ashford | Vlahos / Mangos that: 1. The report be noted. 2. Council Administration be authorised to commence the process of closure of the identified portion of road (extension of Weaver Avenue) on the northern side of Craig Street, Richmond (as per Attachment 3). 3. Further reports be provided to the Council as, and when, appropriate milestones are reached and/or when any additional authorisation(s) may be required as part of the road closure process and sale of the extension of Weaver Avenue that is north of Craig Street | Angelo Catinari | 30/01/2017 - Letter sent to owners of adjoining properties advising of Council's resolution and seeking an indication from them as to whether they have any interest in purchasing the land. 06/03/2017 - Engage consultant to commence road closing process. Preliminary plans lodged with the Surveyor-General. | In progress |
| 21 | 17/01/2017 | Urban Services Prescribed Standing Committee | 11.2 Proposed Footpath Installation - Horsley Street, Lockleys and Neptune Crescent, West Beach | McKay / Rypp that: 1. The scheduled footpath construction works on the eastern side of Horsley Street, Lockleys, as approved within the 2016/17 budget, be deferred to allow for wider consultation with local residents in neighbouring streets. 2. The Administration proceeds with the scheduled footpath construction works on the western and southern side of Neptune Crescent, West Beach, as approved within the 2016/17 budget. 3. The Administration advises the residents of Horsley Street and Neptune Crescent of Council's decision. | Angelo Catinari | 06/03/2017 - Letter sent to all residents of Neptune Crescent, West Beach advising of Council's decision. 06/03/2017 - Currently drafting wider consultation letter for Horsley Street, West Beach. | In progress |
| 22 | 17/01/2017 | Urban Services Prescribed Standing Committee | 11.3 Cummins House Lease | Demetriou / Hill that: 1. Approval be sought from the Department of Planning Transport and Infrastructure (DPTI) for the grant of a short term extension of the current lease of Cummins House, on similar terms and conditions as the existing lease agreement, until 31 December 2018, or until such time as a final agreed position has been negotiated and determined by the parties 2. The Mayor and Chief Executive Officer be authorised to sign and seal such short term agreement. 3. The Administration be authorised to enter into formal negotiations with representatives from the the Department of Planning Transport and Infrastructure for the acquisition by Council of the Cummins House property. 4. A further report(s) be provided to Council should formal Council input be required throughout, or alternatively at the conclusion of, the negotiation process. | Angelo Catinari | 27/01/2017 - Letter sent to DPTI advising of Council's resolution and seeking appointment to commence negotiations. 30/01/2017 - Email sent to Cummins Society reps and caretakers providing link to report and minutes address newspaper article. 07/03/2017 - Awaiting letter of response from DPTI. | In progress |

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| 23 | 17/01/2017 | Urban Services Prescribed Standing Committee | 11.4 Private Parking Area Agreement - Charter Hall | Nitschke / Mangos that: 1. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation to enter into an agreement with Charter Hall Limited under the Private Parking Areas Act to police the private parking area at 38 South Road Torrensville. 2. No timed parking restrictions be included in the agreement. | Angelo Catinari | 07/03/2017 - Private parking agreement forwarded to Charter Hall for execution. Currently awaiting signed documentation. | In progress |
| 24 | 13/12/2016 | Council | 15.2 Westside Bikeway Bike Park | Woodward / McKay that Council investigate options, including community consultation, for a children's bike park within the Westside Bikeway as part of the 2017-2018 budget and business plan. | Angelo Catinari | Concept level planning to be included in Council's Budget 2017/18 and currently included within the Weigall Oval Stage 1 works. | In progress |
| 25 | 13/12/2016 | Strategy and Community Prescribed Standing Committee | 11.1 Community Plan Statutory Review | Demetriou / Tsiaparis that: 1. The reviewed Towards 2025 Community Plan be subject to public consultation pursuant to Council Policy - Public Consultation. 2. The feedback resulting from the public consultation be presented to Council, along with a final version of the reviewed Towards 2025 Community Plan, for its consideration and approval. | Pauline Koritsa | Community Plan currently out for community consultation, closing 11 February. Revised Community Plan to be presented to the 9 May CPPP meeting. | In progress |
| 26 | 13/12/2016 | Strategy and Community Prescribed Standing Committee | 11.2 Review of Community Land Management Plans | Woodward / Nitschke that the updated draft Community Land Management Plans be subjected to public consultation/notification pursuant to Council Policy - Public Consultation for a period of 21 days commencing 30 January 2017. | Pauline Koritsa | Community Land Management Plans currently out for consultation, closing 20 February. Report to be presented to May CPPP meeting. | In progress |
| 27 | 13/12/2016 | Urban Services Prescribed Standing Committee | 11.1 Request for Sign/Monument - Beare Avenue Reserve, Netley | Tsiaparis / Mangos that: 1. The applicant, the Kangaroo Island Pioneers Association (KIPA), be advised that Council provides its consent for the placement of interpretive signage, at Council's expense, featuring the wording provided within the applicant's submission (as per Attachment 3) on Beare Avenue Reserve, Netley. 2. Council's Administration proceed to develop a stylised historic sign. | Angelo Catinari | The Administration have advised the applicant via email of Council's resolution. Council Officers' will now proceed with developing a sign. Meeting scheduled with manufacturer for early March 2017 for the development of a pedestal sign. 07/03/2017 - Sign design 80% developed. Sign design still being finalised. | In progress |
| 28 | 13/12/2016 | Urban Services Prescribed Standing Committee | 11.4 DPTI - Request to Erect Informational Signage - South Road, Torrensville | Nitschke / Mangos that: 1. The report be noted. 2. Council grant its consent in its capacity as landlord for the erection/installation of a gantry type Variable Message Sign by the Department of Planning, Transport and Infrastructure (DPTI) on Council land close to the air raid shelter on South Road, Torrensville, in accordance with the plans provided in Attachment 3 of this report, subject to any necessary planning consent. 3. Council enter into a licence (and associated permit) with DPTI, as indicated in the plans in Attachment 2 of this report, for a period of 5 years commencing from the date of installation, at a nominal rental of \$10p.a. (plus GST) payable on demand. 4. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation in regard to the grant of a lease/licence and associated permit. | Angelo Catinari | 10/01/2017 - The draft licence has been prepared by City Assets and forwarded to DPTI for comment with letter advising of Councils' resolution. Awaiting a response from DPTI. | In progress |
| 29 | 13/12/2016 | Urban Services Prescribed Standing Committee | 11.7 Verran Avenue, Bennett Street and Ruddock Avenue Petition | Vlahos / O'Rielly that: 1. Traffic management issues raised by the petitioners be deferred to the Richmond/Mile End Local Area Traffic Management program. 2. Alteration of parking controls and installation of new street lighting in Ruddock Avenue be endorsed subject to consultation with directly affected residents. | Angelo Catinari | 21/12/16 - draft consultation material being developed. 07/03/2017 - Parking controls completed. Awaiting street lighting upgrade. | In progress |
| 30 | 22/11/2016 | Community Facilities Prescribed General Committee | 8.2 Torrensville Bowling Club Update and Request for signage | Demetriou / Haese that: 1. The report be noted. 2. The Club be advised that Council provides its consent in its capacity as landlord for the club to erect 2 new signs at the end of the northern green and 2 new signs at the end of the southern green, in accordance with the information provided in the club's letter of 28 September 2016, subject to any necessary development consents being sought and obtained. 3. The Administration be authorised to enter into formal negotiations with the club in regard to the granting of a new long term lease for the club's premises (conditional upon the club surrendering its existing licence should this be necessary) and that the commercial arrangements that the club seeks to enter into (advertising and sub-lease of portion of the premises) be factored into the commencing rental under such a new lease. 4. A further report be provided to Council outlining the terms and conditions of the proposed new lease prior to the matter being referred for public consultation. | Angelo Catinari | 20/01/2017 - Council valuer asked to provide a ground rental for Torrensville Bowling Club extended site. 30/01/2017 - Draft lease agreement provided to Torrensville Bowling Club for negotiation purposes. Discussed 7+7+7 (21 year) lease. Torrensville Bowling Club to discuss lease arrangements at their Board Meeting to be held on 14 March 2017 and provide a response to Council. Draft lease was tabled at Council's meeting held on 2 May 2017. | In progress |
| 31 | 22/11/2016 | Community Facilities Prescribed General Committee | 8.3 Apex Park and Lockleys Oval - update | Haese / Demetriou that: 1. The report be noted; 2. The updated plan relating to the equestrian facilities be endorsed; 3. The updated cost information for the clubroom/community building be noted; and 4. The fitout information included within the room data sheets be endorsed. 5. That a decision on the status of the existing Scouts Club building located in the South-West corner of the park be deferred until further discussion with stakeholders occurs. | Angelo Catinari | 21/12/16 - There is currently a request from West Beach Lions Club to utilise existing scouts club building. 16/01/2017 - The Administration met with the Lions Club representatives on site to inspect the Scouts Building. Also advised that as the current lease (Scouts) is still operational, any interim shared use would need to be negotiated with them. Report presented to the Community Facilities Committee meeting held on 28 March 2017 and the Committee recommendations were adopted by Council at its meeting on 4 April 2017. | In progress |
| 32 | 22/11/2016 | Community Facilities Prescribed General Committee | 8.5 Camden Oval Update | Demetriou / Tsiaparis that: 1. The report be noted. 2. The updated plan for the Camden Oval Complex, included as Attachment 1 to the report, be endorsed. 3. Council's Administration continue to instruct and meet with the nominated contractor and consult with the impacted lessee and licensee stakeholders in regard to progressing delivery of detailed design plans for the complex. 4. Subject to the nominated architects meeting capacity and capability requirements, a Project Advisory Group, comprising relevant Ward Councillors and Administrative staff, be established to provide input into and oversee the delivery of the detailed design plans for the Camden Oval complex. 5. The Camden Athletics Club be advised that Council supports their request for commemorative pavers to be placed within the site to recognise winners of the Camden Classic foot race. | Angelo Catinari | 21/12/16 - Awaiting fee offer from the architects. 07/03/2017 - Currently engaging consultants. Consultants engaged and progressing with detailed design. 28 April 2017 - This item supersedes items 7.4 from Community Facilities meeting of 27 September 2016 and Item 7.3 from Community Facilities 26 July 2016. | In progress |
| 34 | 18/10/2016 | Council | 9.3 Item 17.1 Oakmont Crescent Reserve, Novar Gardens - Proposed Upgrade Brought Forward for Consideration at This Point in the Meeting | Hill / Demetriou that: 1. Local ward councillors and staff conduct a meeting with community representatives with varying views from around the Oakmont reserve to reach a negotiated compromise regarding the reserve's redevelopment and further, that the outcomes of the meeting be referred back to Council for a final decision on the reserves future development. 2. The one tree immediately adjacent 19 Miller Court, labelled as AP20 in the petitioners documents, be removed by Council at its earliest convenience, and any trees overhanging powerlines also be pruned as soon as possible. | Angelo Catinari | 27/10/16 - Council officers are currently making arrangements for the public consultation meeting which will be scheduled to take place before the end of the calendar year. Public consultation letter to resident to be sent early March 2017. Report to be presented to the Urban Services Standing Committee meeting to be held on 6 June 2017. | In progress |
| 35 | 04/10/2016 | Council | 17.2 Section 29 Development Plan Corrections | Demetriou / Palmer that the proposed corrections to the West Torrens Council Development Plan, pursuant to section 29 of the Development Act 1993, be deferred and subsequently considered along with any other feedback from Council on the Minister's Inner and Middle Metropolitan Corridor Infill Development Plan Amendment. | Pauline Koritsa | 08/03/2017 - The Minister recently wrote to Council advising that DPTI has initiated investigations pursuant to sections 24 and 26 of the Development Act 1993, for the drafting of two Development Plan Amendments (DPAs) to review urban corridor design policies and zoning. Council staff will liaise with DPTI on the inclusion of corrections as the DPA progresses. Staff are awaiting a formal process to commence for the updated approach to the IMMCI DPA, at which stage the corrections will be presnted for inclusion in the updated policy. | In progress |

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| 36 | 04/10/2016 | Urban Services Prescribed Standing Committee | 11.3 Leased Kindergarten Properties Within the City of West Torrens | Mangos / O'Rielly that: 1. The report be noted. 2. Council endorse the proposed amendment to the previously agreed Property Review strategy for dealing with the three (3) remaining kindergarten properties at Glandore, Kurralta Park and Netley. 3. Ground leases for the three (3) remaining kindergarten properties be negotiated with the Department for Education and Child Development (excluding the requirement to divest the properties) and a further report be provided to Council following the completion of these negotiations. 4. That the Administration seek clarity on the letter received from Department for Education and Child Development specifically around the requirement for an early termination clause, clarity around the words "no imminent plans in the near future to relocate any of the kindergartens ..." and seek clarification on the Department's longer term plans for the kindergartens. | Angelo Catinari | In accordance with Council resolution 4/10/16, letter sent to Mr Adam Daly, Property Officer in the Department for Education and Child Development, dated 11 October 2016 - requested the information/clarification sought in resolution 4. Negotiations regarding the ground leases are contingent on the response received. 30/12/16 - response has been received from DECD. Update report to be presented to the Community Facilities Committee to be held on 23 May 2017. Update report to be presented to the Urban Service Standing Committee meeting to be held on 6 June 2017. | In progress |
| 37 | 04/10/2016 | Governance Prescribed Standing Committee | 11.1 Naming of a Road - Main Street Lockleys | McKay / Nitschke that, pursuant to s219 of the Local Government Act 1999, the extension of Main Street, Lockleys arising from the land division at the end of Main Street, Lockleys be named Main Street. | Pauline Koritsa | Newspaper article and allocation of the road name for Main Street Lockleys have been done. Once the notice appears in the Gazette, emails will be sent to the Valuer General, Surveyor General and the Registrar General | In progress |
| 38 | 27/09/2016 | Community Facilities Prescribed General Committee | 7.1 Apex Park and Lockleys Oval Masterplan - Update Report | Haese / Rypp that: 1. The report be noted. 2. The amended plans be endorsed and that the Administration, via the Project Advisory Group, continue to work with the consultants to deliver detailed design plans, initially for Apex Park, and subsequently for Lockleys Oval. | Angelo Catinari | A meeting was held between Council staff and the consultants from Walter Brooke on 26 October - confirmed that consultants can proceed with developing the detailed design plans for Apex Park. Another meeting to be held around 10 November in relation to Lockleys Oval. 30/12/16 - consultants are continuing with detailed design and documentation. Update report presented to the Community Facilities Committee held on 28 March 2017. Recommendation endorsed by Council at its meeting held on 4 April 2017. | In progress |
| 39 | 27/09/2016 | Community Facilities Prescribed General Committee | 7.6 Weigall Oval - Update Report | Demetriou / Rypp that: 1. The report be noted. 2. The plans and concepts provided within this report be endorsed and that the Administration continue to progress the detailed design documentation to deliver the Stage 1 Masterplan outcomes. | Angelo Catinari | A meeting between Council staff and the consultants to progress detailed design and documentation was held on 21/10/16. 3/1/17 - design continuing. Report presented to the Community Facilities Committee held on 28 March 2017. Recommendation endorsed by Council at its meeting on 4 April 2017. | In progress |
| 40 | 20/09/2016 | Council | 16.1 Promote donating unwanted hard waste items | Haese / Rypp that Council promotes, via its website, social media and Talking Points, especially at key times such as spring and summer, a positive message about donating good quality items to charities and op shops for resale rather than being disposed of in bins or via the hard waste collection service. | Bill Ross | In progress - Item currently under review by Regulatory Services. | In progress |
| 41 | 20/09/2016 | Council | 20.2 Lockleys Oval - Coalition Governments Election Commitment | Mangos / Palmer that CEO write to Senator the Hon Fiona Nash and the Hon Simon Birmingham, seeking clarification of the funding commitment of \$3,250,000 to Lockleys Oval. | Terry Buss | CEO wrote to Senator the Hon Fiona Nash and the Hon Simon Birmingham, seeking clarification of the funding commitment. As at 7 March 2017 the Administration had not received any further advice from either Senator regarding the funding commitment. | In progress |
| 42 | 20/09/2016 | Finance and Regulatory Prescribed Standing Committee | 11.6 Review of Hard Waste Collection Trial | Woodward / O'Rielly that the current at-call hard waste collection trial be extended until 30 September 2017 in its current form. At the conclusion of the extension the cost, service levels, and results of community survey be presented to Council for consideration. | Bill Ross | Variation to the Hard Waste At Call agreement has been undertaken to reflect Council's resolution in extending the program until 30 September 2017 | In progress |
| 43 | 20/09/2016 | Strategy and Community Prescribed Standing Committee | 11.2 Carparking Fund Legal Advice | Palmer / McKay that, as a result of the assenting of the Planning, Development and Infrastructure Act 2016, the establishment of a car parking fund and an associated Car Parking Contribution Fund policy be deferred until such time as the transitional legislation that will apply to an 'off-setting contribution scheme' is known. | Pauline Koritsa | 3/11/2016 - Updated advice has been received from KelliedyJones on 4 October 2016 advising that the transitional legislation outlines that an existing car parking fund will automatically become an off-setting scheme under section 197 of the PDI Act on the date of its commencement. Investigations on location and nature of a car parking fund/off setting scheme will be commenced. Staff are monitoring the transitional implementation of sections to the PDI Act 2016. Section 197 has not yet been activated. | In progress |
| 44 | 20/09/2016 | Finance and Regulatory Prescribed Standing Committee | 11.4 Hours of Operation 2016/17 - Christmas and New Year | Demetriou / Palmer that the hours of operation of the Civic Centre, Hamra Centre Library and Depot be noted. | Bill Ross | Notices will be placed in key areas closer to the dates. | In progress |
| 45 | 02/08/2016 | Urban Services Prescribed Standing Committee | 11.1 George Street Upgrade Stage 2 - Street Consultation Summary | Nitschke / Vlahos that: 1. The report be received. 2. The Administration proceeds with the George Street - Stage 2 upgrade based on a revised version of the Option 3 road design (Attachment 1 of report). (This design variation will provide an additional two (2) on-street parking spaces and require the removal and replacement of a further two (2) existing street trees.) | Angelo Catinari | 7/9/16 - The detailed design works have commenced. Design and documentation of upgrade 90% complete. | In progress |
| 46 | 26/07/2016 | Community Facilities Prescribed General Committee | 7.4 Thebarton Oval Complex Update - Torrensville Bowling Club / South Australian Amateur Football League (SAAFL) | Rypp / Haese that: 1. The report be noted; 2. The options presented by the club's consultant (other than the area identified as "indicative carparking extension (by Council)") be approved in principle and that the Torrensville Bowling Club be advised of this. 3. The Administration be authorised to enter into negotiations with the SAAFL to vary (reduce) the land currently occupied by the SAAFL and that, subject to satisfactory negotiations, a Deed of Variation be prepared at the cost of the Torrensville Bowling Club, to give effect to the reduction in land to be occupied by the SAAFL for execution by the SAAFL and Council. Further, that the Mayor and Chief Executive Officer be authorised to sign and seal the Deed of Variation. 4. Providing the SAAFL agrees to relinquish the additional land sought by the Torrensville Bowling Club on terms satisfactory to Council, and executes a Deed of Variation giving effect to this, the Administration be authorised to enter into negotiations with the Torrensville Bowling Club for the grant of a new long term lease over the land proposed to be occupied by the Torrensville Bowling Club. 5. A further report be provided to Council on completion of satisfactory negotiations between the Administration and the Torrensville Bowling Club outlining the proposed terms and conditions of the new lease, prior to necessary public consultation of the proposed grant of lease, to the Torrensville Bowling Club. | Angelo Catinari | 30/08/2016 - the Secretary of the Torrensville Bowling Club has been advised of Council's in principle approval for the options presented by the Club and a copy of the resolution of Council from its meeting on 26 July 2016 has also been provided to the Club. A further report will be presented to Council in relation to the terms and conditions of a new lease. 2/11/16 - Council staff are currently developing Deed of Variation with SAAFL and Torrensville Bowling Club. Awaiting finalisation of Torrensville Bowling Club design prior to commencing negotiations with SAAFL. | In progress |
| 47 | 03/05/2016 | Urban Services Prescribed Standing Committee | 9.1 Light Rail Expansion | Mayor Trainer / Cr McKay that: 1. Provide in principle support to the expansion of light rail; 2. Participate in the development of a comprehensive study into the State Government's AdeLINK light rail network, provided that a comprehensive governance process is developed outlining local government's involvement and role in the scoping study; and 3. Participate in further discussions with the Federal Government, State Government and neighbouring Councils within the proposed AdeLINK light rail network regarding funding and delivery options. | Terry Buss | Continuing. CEO and GM Urban Services attending meetings as required. Also refer item 17.1 18 April 2017 meeting - motion to write to Minister Mullighan requesting establishment of a joint working group. | In progress |
| 48 | 19/04/2016 | Council | 15.1 Capital Budget for Community Facilities | Woodward / Dua that: 1. The \$6 million set aside in the 2015/16 capital budget for the Camden Oval precinct development pursuant to a resolution of the Community Facilities General Committee on 22 September 2015, and subsequently endorsed by Council on 6 October 2015, be reduced to \$5.5 million; 2. \$1 million be allocated to the redevelopment of Weigall Oval Stage 1 from the unspent 2015/16 capital budget for community facilities, currently \$6.568 million; and 3. \$500,000 be added to the budget for the Camden Oval precinct development from the proceeds of future asset sales when these sales occur. | Bill Ross | The changes in items 1 and 2 were picked up in the March budget review which was being presented to Council on 17 May 2016 - completed. Item 3 is on hold until an asset sale occurs - in progress. | In progress |

| Item No | Date | Meeting | Action title | Resolution / Action required | GM | Actions taken | Action status |
|---------|------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 49 | 20/10/2015 | Council | 15.1 Household Waste Working Party | Demetriou / McKay that a working party be formed to investigate and report on the disposal of household waste etc. The working party will consist of Crs Demetriou, McKay and Woodward, and two staff appointed by the Chief Executive Officer. The working party will report its outcome back to Council in three months. Note: Motion carried at the 8/12/2015 meeting of Council recommending that the outcome of the Working Party's investigations be reported by 30 June 2016. | Bill Ross | GM Corporate and Regulatory and Manager Regulatory Services are the two staff representatives. The Working Party has met on a number of occasions, which includes visits to the Waste Transfer Station, Aspitech, Visy, Suez/ResourceCo, APR and PGS. It has also met with Green Industries SA and Electronic Recycling Australia. A trip to Mildura is no longer intended. Work is about to commence on formulating a plan of action. | In progress |
| 50 | 22/09/2015 | Community Facilities Prescribed General Committee | 9.1 Honour Boards | Noting that the matter was not urgent, Cr McKay asked if the number of honour boards under Council's care and control could be advised, together with their dimensions and total surface area? The Administration undertook to investigate and report back to a future meeting. | Pauline Koritsa | Consulted with Cr McKay to clarify focus is on War Memorial honour boards. Scoped out task with Dean Ottanelli. Workers being deployed to locate, identify, measure and photograph boards in preparation for report back. | In progress |
| 51 | 25/08/2015 | Civic Committee | 7.2 Thebarton Community Centre - Signage and Public Artworks | Demetriou / Trainer that the Administration undertake additional research into public art installations at Thebarton Community Centre and environs that reflect the history of the area including early migration, settlement and industry, and report back on possible options at a future meeting of this Committee. | Pauline Koritsa | Investigations underway concerning art installations of this nature undertaken by other councils and cultural agencies. Consultation with City Works concerning possible location options being developed. EOI and project description documents completed. This has now been incorporated in to wider design brief for the upgrade and refurbishment of Thebarton Community Centre proposals. Recommend deferral to 2016/17 financial year. Upgrades for TCC currently being considered with a view to developing a plan for 2016/17. This includes signage. Request for quote being prepared for artwork | In progress |
| 54 | 18/04/2017 | Council | 17.2 Review of Council's By-laws | Polito / Mangos that it notes: 1) That no submissions resulted from the public consultation undertaken, pursuant to s249 of the Local Government Act 1999 and Council Policy - Public Consultation in relation to the following draft By-laws and associated policies: • By-law No.1 -Permits and Penalties • By-law No.2 - Local Government Land • By-law No.3 - Roads • By-law No.4 - Moveable Signs • By-law No.5 - Dogs • Council Policy - Advertising on Council Land and Infrastructure, • Council Policy - Use of Public Footpaths and Roads for Business Purposes • Council Policy - Memorials 2) The response received from the Dog and Cat Management Board, resulting in a slight amendment of proposed By-law No 5 - Dogs, prior to public consultation. 3) The response received the Minister of Transport, in relation to proposed By-law No. 2 - Local Government Land and the proposed By-law No 5 - Dogs, resulting in no changes to those two proposed By-laws prior to public consultation. 4) That the next stage of the By-law review process will be undertaken by Council's lawyers at the completion of which a report will be presented to Council to facilitate the subsequent making of the By-laws. | Sue Curran | Noted. A future report will be presented to the Council Meeting of 2 May 2017. | Completed |
| 55 | 18/04/2017 | Council | 17.3 Proposed Amendments to the Local Government (Elections) Act | Woodward / Demetriou that the feedback contained within the report be provided as Council's response to the Local Government Association on the proposed amendments to the Local Government (Elections) Act 1999. | Sue Curran | The LGA was advised by email of Council's feedback in relation to the matter on 19 April 2017. | Completed |
| 56 | 18/04/2017 | Council | 17.4 Appointment to the Corporate Planning, Policy and Performance Prescribed General Committee | Woodward / Mangos that Councillor Farnden be appointed to the Corporate Planning, Policy and Performance Prescribed General Committee until the end of Council's current term of office. | Sue Curran | Committee information updated. | Completed |
| 57 | 18/04/2017 | Council | 17.5 Community Grant Application from the Lions 201C1 District Convention Committee 2017 | Mangos / Haese that it approves the \$2,500 community grant funding request from the Lions 201C1 District Convention 2017 Committee to assist with its proposed Lions Community Family Fun Day, celebrating 100 years of community service. | Sue Curran | Letter of approval sent to applicant. | Completed |
| 58 | 18/04/2017 | Council | 17.6 Sponsorship Application from Netley Kindergarten | Demetriou / Mangos that it approves the \$3,000 sponsorship request from Netley Kindergarten for its Joe Wells Reserve upgrade filming project. | Sue Curran | Letter of approval sent to applicant | Completed |
| 59 | 18/04/2017 | Council | 17.8 Nomination to the West Torrens Historical Society | Woodward / Haese that Cr Nitschke be nominated as the Council representative on the West Torrens Historical Society until the end of Council's current term of office. | Sue Curran | The West Torrens Historical Society (WTHS) has been notified by email of the nomination of Cr Nitschke to the WTHS Committee. | Completed |
| 60 | 18/04/2017 | Council | 17.10 National General Assembly of Local Government 2017 | McKay / Polito that: 1. Council approves the attendance of Mayor Trainer and Cr Demetriou at the ALGA National General Assembly being held at the National Convention Centre in Canberra from 18-21 June 2017; 2. Expenses be reimbursed in accordance with Council Policy; and 3. Subject to their confirmation, Council approves the attendance of the spouses/partners of attending Elected Members and further, consistent with Council Policy, that costs other than airfares be met by Council. | Terry Buss | ALGA registrations confirmed for Mayor Trainer and Cr Demetriou. Travel arrangements made. | Completed |
| 61 | 04/04/2017 | Council | 17.1 Request for Reimbursement of Expenses | Palmer / Haese that it delegates authority to the Chief Executive Officer to reimburse Councillor Mangos for reasonable expenses incurred in accordance with Council Policy for his attendance at meetings as a Deputy Member to the Local Government Association of SA Board for the term of his membership concluding 2018. | Terry Buss | Authority delegated and reimbursements to be made to Cr Mangos as and when required. | Completed |
| 62 | 04/04/2017 | Council | 17.3 2017 Local Government Association Showcase and Ordinary General Meeting | Rypp / Tsiaparis that: 1. The voting delegates to the LGA General Meeting be Mayor Trainer and Cr Mangos (proxy). 2. Subject to their confirmation, Council approves the attendance of Mayor Trainer and Cr/s Palmer and Mangos at the Local Government Association Showcase and Ordinary General Meeting on Thursday 20 to Friday 21 April 2017 at the Adelaide Convention Centre, Adelaide. 3. Expenses be reimbursed in accordance with Council policy. 4. Subject to their confirmation, Council approves the attendance of the spouses/partners of attending Elected Members and further, consistent with Council policy, that the cost of any incidental meals be met by Council. | Terry Buss | LGA Showcase and OGM registrations confirmed for Mayor Trainer and Cr/s Palmer and Mangos. No further action required. | Completed |
| 63 | 04/04/2017 | Urban Services Prescribed Standing Committee | 11.1 Weslo Holdings Pty Ltd - Update | Nitschke / Mangos that: 1. Weslo Holdings Pty Ltd (Weslo) be advised that Council does not consent to its request to release it from that part of the lease that relates to 164 South Road, Torrensville at this time. 2. Weslo be further advised that Council would be prepared to reconsider Weslo's request if, and/or when, the additional renewal available under the lease agreement is properly exercised (for the further term of 5 years from 1 July 2018). | Angelo Catinari | Weslo Holdings Pty Ltd advised by letter of Council's resolution on 10 April 2017. | Completed |
| 64 | 04/04/2017 | Urban Services Prescribed Standing Committee | 11.2 Proposed Variable Speed Limit - Henley Beach Road between South Road and Rawlings Avenue | Mayor Trainer / Haese that Council inform the Department of Planning, Transport and Infrastructure that it does not support the proposed speed limit of 40km/hr but would consider a 50km/hr speed limit provided there is appropriate community consultation that supports the change. | Angelo Catinari | Correspondence sent to DPTI on 24 April 2017 advising of Council's resolution. | Completed |

| Item No | Date | Meeting | Action title | Resolution / Action required | GM | Actions taken | Action status |
|---------|------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 65 | 04/04/2017 | Urban Services Prescribed Standing Committee | 11.6 Prudential Report - Lockleys Oval and Apex Park and Mellor Park Projects | Rypp / Haese that: 1. It consider, note and acknowledge the contents of the Prudential Report prepared by JAC Comrie Pty Ltd in regard to the Lockleys Oval and Apex Park and Mellor Park upgrade projects. 2. A copy of the Prudential Report undertaken by JAC Comrie Pty Ltd in regard to the Lockleys Oval and Apex and Mellor Park upgrade projects be made available at Council's Civic Centre for public inspection. | Angelo Catinari | Copy of the Prudential report made available at Council's Civic Centre for public inspection on 5 April 2017. | Completed |
| 66 | 28/03/2017 | Community Facilities Prescribed General Committee | 8.4 Request to Lease Log Cabin (Scouts) Building at Apex Park | Vlahos / Haese that the Lions Club of West Beach be advised that, as the log cabin in the south-western corner of Apex Park is currently leased to Scouts SA, the Council is unable to currently consider the Club's request for the grant of lease of it. Further, and given this, Council advise the Club that in the short term Council may be able to offer alternative accommodation for the Club's consideration. Following construction of the new clubroom building at Apex Park such temporary arrangements will be reviewed. | Angelo Catinari | Correspondence provided to the Lions Club of West Beach on 10 April 2017 advising of Council's resolution. | Completed |
| 67 | 28/03/2017 | Community Facilities Prescribed General Committee | 8.5 Adelaide Baseball Club - Request for Earlier Access to Playing Fields during Baseball Season | Fanden / Haese that the Weigall Oval Trainers' Association (WOTA) and the Adelaide Angels Baseball Club be advised that the request to vary the WOTA hours of use from 6.00am - 9.00am on weekends to 6.00am - 10.00am on Saturdays; and 6.00am - 8.00am on Sundays to allow the baseball club access to the baseball fields from 8:00am on Sunday mornings from 1 October until 31 March for the remainder of the lease/licence terms of the respective groups not be granted. | Angelo Catinari | Correspondence provided to Weigall Oval Trainers' Association and the Adelaide Angels Baseball Club on 10 April 2017 advising of Council's resolution. | Completed |
| 68 | 28/03/2017 | Community Facilities Prescribed General Committee | 8.10 Community Room (173 Sir Donald Bradman Drive) Terms and Conditions | Demetriou / Tsiaparis that: 1. The draft Terms and Conditions of Hire for the Community Room located at 173 Sir Donald Bradman Drive, Cowandilla SA 5033, documented in Attachment 1 [of the Agenda report], be approved. 2. The fees and charges for the hire of the Community Room located at 173 Sir Donald Bradman Drive, Cowandilla SA 5033 documented in Attachment 2 [of the Agenda report] be approved for the remainder of the 2016/17 financial year. 3. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature, as required, to the Terms and Conditions of Hire - Community Rooms. | Pauline Koritsa | Approved at Council Meeting (4 April 2017) - will be put in use when Community Room is ready for hire. | Completed |
| 69 | 21/03/2017 | Council | 15.1 Public Lighting Procurement Process | Woodward / Fanden that: That the City of West Torrens write to Department of Planning Transport and Infrastructure and copy to the Local Government Association to seek an independent review of the procurement process to select a new retailer for public lighting, with the objective to: 1. Confirm how the increase of ~50% represents a justifiable commercial outcome for Adelaide metropolitan councils; 2. Provide specific factors and percentage contribution that led to the increase; and 3. Advise what transparency exists in the contract to demonstrate fair value for Adelaide metropolitan councils. For example, a cost plus margin for the retailer. | Terry Buss | Letter generated and sent on Thursday 30 March 2017 (A1987217) | Completed |
| 70 | 21/03/2017 | Council | 17.1 Promoting Greater Awareness of Council Services - Positioning Local Government to Respond to Rate Capping | Woodward / O'Rielly that: 1. Notes the unanimous decision of South Australian councils at the 2016 LGA Ordinary General Meeting to reject rate capping; 2. Continues to oppose rate capping in any form; 3. Agrees to support and participate in the LGA's public awareness campaign including placing material in quarterly rates notices; and 4. Notes that the LGA will continue to work with all Members of Parliament and political parties to ensure rate capping is not imposed on South Australian communities. | Pauline Koritsa | No further action required at this stage. | Completed |
| 71 | 21/03/2017 | Council | 17.3 Australian Mayoral Aviation Council Annual Conference 2017 | (1) Polito / Rypp that: 1. Council approves the attendance of Mayor Trainer and Cr Palmer at the Annual AMAC Conference at the Novotel Sydney Brighton Beach, Sydney from Wednesday 3 to Friday 5 May 2017. 2. Expenses be reimbursed in accordance with Council policy. 3. Subject to their confirmation, Council approves the attendance of spouses/partners of attending Elected Members and further, consistent with Council policy, that the cost of any incidental meals be met by Council. (2) Tsiaparis / Palmer that: 1. Council approves the attendance of Acting Mayor Mangos at the Annual AMAC Conference at the Novotel Sydney Brighton Beach, Sydney from Wednesday 3 to Friday 5 May 2017. 2. Expenses be reimbursed in accordance with Council policy. 3. Subject to their confirmation, Council approves the attendance of spouses/partners of attending Elected Members and further, consistent with Council policy, that the cost of any incidental meals be met by Council. | Terry Buss | Conference registrations confirmed and travel and accommodation bookings made for Mayor Trainer and Cr Palmer. | Completed |
| 72 | 21/03/2017 | Finance and Regulatory Prescribed Standing Committee | 11.1 Review of Council Decision | Polito / Nitschke that: 1. In accordance with Council's discretionary powers to grant a rebate of rates as provided for at Section 166 of the Local Government Act 1999, no rebate of rates be offered relevant to 281 Henley Beach Road, Brooklyn Park. 2. No kerbside waste collection service be offered to the property at 281 Henley Beach Road, Brooklyn Park in accordance with, and consistent with Council's Waste Minimisation and Recycling Services Policy. | Bill Ross | Mr Spagnoli advised of the Council decision. Completed. | Completed |
| 73 | 14/03/2017 | Corporate Planning Policy and Performance Prescribed Committee | 8.1 Annual Service Plans 2nd Quarter 2016/17 Progress Update | Acting Mayor Mangos / Hill that: 1. The Annual Service Plans 2nd Quarter Progress Report 2016/17 be received. 2. The action entitled 'Coordinate preparation of an optimal water mix study for the City of West Torrens' be deleted from the City Strategy 2016/17 Annual Service Plan. 3. The action entitled 'The promotion of the City of West Torrens as a tourist destination' be reallocated from the Office of the Mayor and CEO 2016/17 Service Plan to the City Strategy 2016/17 Service Plan. 4. The completion dates for the nominated actions from the City Assets, Information Services and Financial Services 2016/17 Service Plans be revised as detailed in the report. | Pauline Koritsa | Actions completed | Completed |
| 74 | 14/03/2017 | Corporate Planning Policy and Performance Prescribed Committee | 8.2 Mendelson Foundation Support Policy Review | Hill / Acting Mayor Mangos that: 1. The revised Council Policy - Mendelson Foundation Support be approved. 2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the Council Policy - Mendelson Foundation Support. | Pauline Koritsa | Policy has been reviewed and was adopted by Council on 21 March 2017. The Policy Hub and website have been updated accordingly. | Completed |
| 75 | 14/03/2017 | Corporate Planning Policy and Performance Prescribed Committee | 8.3 Council Policy - Flags | Palmer / Acting Mayor Mangos that: 1. The revised Council Policy - Flags be approved. 2. The Chief Executive Officer be delegated to approve applications to fly a flag from a registered charity and the policy to contain a clause to that effect. 3. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the Council Policy - Flags. | Pauline Koritsa | The updated Policy has been placed on the City's website and the policy hub on 24 March 2017. | Completed |
| 76 | 14/03/2017 | Corporate Planning Policy and Performance Prescribed Committee | 8.4 Review of the Council Policy - Internal Review of Council Decisions | Acting Mayor Mangos / Palmer that: 1. The draft Council Policy - Internal Review of Council Decisions be approved. 2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the Council Policy - Internal Review of Council Decisions. | Pauline Koritsa | The Internal Review of a Council Decision Policy has been reviewed and was adopted by Council in 21 March 2017. The updated policy has been placed on the City's website and the policy hub. | Completed |
| 77 | 14/03/2017 | Corporate Planning Policy and Performance Prescribed Committee | 8.5 Parking Permit Fees | Hill / Acting Mayor Mangos that: The 2017/18 Parking Permits, Exemptions and Vouchers fees be as follows: [see CPPP Minutes 14 March 2017 for Table] | Bill Ross | Finance and Regulatory advised of the decision taken. | Completed |

9 OUTSTANDING REPORTS / ACTIONS

10 OTHER BUSINESS

Nil

11 CONFIDENTIAL

12 NEXT MEETING

11 July 2017, 6.30pm in the Mayor's Reception Room.

13 MEETING CLOSE

CITY OF WEST TORRENS



ATTACHMENT

UNDER SEPARATE COVER

Corporate Planning, Policy and Performance Prescribed Committee

9 May 2017

Item 8.2 Draft 2017/18 Departmental Annual Service Plans

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8.2 Draft 2017/18 Departmental Annual Service Plans
Attachment 1 Draft 2017/18 Departmental Annual Service Plans 1



City Assets

Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

Mission and Values

City Assets

OUR MISSION

Effective long term planning and sustainability in the management of Council assets.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

Business Overview**City Assets****RECENT ACHIEVEMENTS**

Completed detailed design for Apex Park and Weigall Oval redevelopments.
 Completed May Tce major stormwater trunk drain construction.
 Completed Tennyson Ave road reconstruction.

PLANNING CONTEXT

A Better Place to Live (State Public Health Plan).
 City of West Torrens Community Plan and Corporate Planning Framework.
 Commonwealth Financial Assistance grants.
 Government Gazette.
 Legislative requirements, including:
 - Australian Road Rules
 - Local Government Act 1999
 - Road Traffic Act 1961
 - SA Public Health Act 2011
 - Work Health Safety Act 2012
 Roads to Recovery Program.
 Special Local Roads program.
 State Bicycle Fund.
 The 30 Year Plan for Greater Adelaide.
 The State Seven Strategic Priorities.

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Business Overview cont.**City Assets****STAKEHOLDERS**

Adelaide Airport Limited.
 Adjoining Councils
 Brown Hill / Keswick Creek Stormwater Catchment Partners.
 City of West Torrens Elected Members and officers
 General community and users of Council's facilities, infrastructure and amenity assets.
 Local Government Grants Commission.
 Local Government Mutual Liability Scheme.
 Local Government Workers Compensation Scheme.
 Specialist Consultancy Services - Engineering, Project Management, Landscape, Occupational Health and Safety, etc.
 State Government Agencies - including SA Water, SA Power Networks, Department of Environment and Natural Resources, Adelaide and Mount Lofty Ranges Natural Resources Management Board, Environmental Protection Agency (EPA)
 Stormwater Management Authority.

CPPP 9 May 2017

Draft 2017-18 Departmental Annual Service Plans

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Core Services**City Assets****Asset Management**

The effective and efficient creation/maintenance of Council's infrastructure and property assets, via on-going capital/maintenance works programs, 10 year Asset Management Plans/Long Term Financial Plans and Information Systems.

Long-term Strategy:

Ensure assets are utilised and maintained at their optimum.

Capital Project Management

Undertake the planning, design/documentation and contract management of Council's Annual Capital Works Program.

Long-term Strategies:

Minimise the risk of flooding to existing communities and future developments.

Facilitate the healthy, safe and effective movement of people through the city.

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Engineering Services

The management of stormwater by the establishment of new and upgraded drainage systems, localised flood analysis, water quality and stormwater harvesting. Development assessment referrals, technical advice and service utility installation management.

Long-term Strategies:

Progress towards a water-sensitive city.

Minimise the risk of flooding to existing communities and future developments.

Core Services cont.**City Assets****Property Services**

To identify, hold, manage and develop real property assets that lead to the provision and maximisation of appropriate community benefits and service delivery and conversely identify real property assets that are surplus to Council's requirements.

Long-term Strategy:

Ensure assets are utilised and maintained at their optimum.

Traffic Management

The measurement and study of traffic and parking, including activities ranging from traffic data collection and analysis, to parking signage and line marking, accident studies, travel demand management and the development of intelligent transport systems. All of these activities contribute towards improving the safety, convenience and economy of the transport systems.

Long-term Strategy:

Facilitate the healthy, safe and effective movement of people through the city.

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Action Plan**City Assets**

Short-term Strategy: Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------|------------|------------|-------------|
| Continue the staged redevelopment of Lockleys Oval Apex Park Master Plan, including: <ul style="list-style-type: none"> Construction of Apex Park; and Completion of detailed design and tender documentation for Lockleys Oval redevelopment. | Property Services | Manager City Assets | 01/07/2017 | 30/06/2018 | Capital |
| Undertake construction of the Camden Oval Precinct Development. | Property Services | Manager City Assets | 01/07/2017 | 30/06/2018 | Capital |
| Undertake Stage 1 construction of the Weigall Oval redevelopment. | Property Services | Manager City Assets | 01/07/2017 | 30/06/2018 | Capital |
| Deliver Council's approved stormwater capital works, including Stage 4 of the Lockleys Area Catchment and Maria St Thebarton. | Engineering Services | Coordinator Engineering Services | 01/07/2017 | 30/06/2018 | Capital |
| Undertake the 2017/2018 capital works program to deliver asset renewal timed at the lowest life cycle cost. | Capital Project Management | Project Engineer | 01/07/2017 | 30/06/2018 | Capital |
| Investigate the maximum use and return for Council facilities, including: <ul style="list-style-type: none"> Lease renewals and new lease negotiations; Utilisation and occupancy rates; and Reviewing current market value for comparative tenancy arrangements. | Property Services | Senior Property Officer | 01/07/2017 | 30/06/2018 | Operating |
| Undertake Disability Discrimination Act (DDA) upgrades to bus stops. | Traffic Management | Traffic Engineer | 01/07/2017 | 30/06/2018 | Capital |

Short-term Strategy: Implement water-sensitive urban design, incorporating stormwater management plans, which takes an integrated urban water cycle approach.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------|---------------------------------------------|-----------------------------|-------------|
| Complete the Stormwater Catchment Management Plan. | Engineering Services | Coordinator Engineering Services | 01/07/2017 | 30/06/2018 | Operating |
| Short-term Strategy: Participate in collaborative arrangements with other local catchment councils to coordinate flood mitigation outcomes. | Service Profile | Responsibility | Start <td>Finish <td>Budget Type</td> </td> | Finish <td>Budget Type</td> | Budget Type |
| Work with other Councils to develop catchment-based stormwater and flood management plans, including Brownhill Keswick Creek. | Engineering Services | Manager City Assets | 01/07/2017 | 30/06/2018 | Capital |

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Action Plan

City Assets

Short-term Strategy: Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------|--------------------|------------------|------------|------------|-------------|
| Complete the construction of a roundabout at George and Dew Streets, Thebarton intersection. | Traffic Management | Traffic Engineer | 01/07/2017 | 30/06/2018 | Capital |
| Implement the Torrensville Thebarton Local Area Traffic Management Plan. | Traffic Management | Traffic Engineer | 01/07/2017 | 30/06/2018 | Capital |
| Develop the Novar Gardens and Camden Park Local Area Traffic Management Plan. | Traffic Management | Traffic Engineer | 01/07/2017 | 30/06/2018 | Capital |
| Commence development of the Richmond/Mile End Local Area Traffic Management Plan. | Traffic Management | Traffic Engineer | 01/07/2017 | 30/06/2018 | Operating |
| Review and update Council's Transport Strategy and Bicycle Strategy and incorporate them into one document. | Traffic Management | Traffic Engineer | 01/07/2017 | 30/06/2018 | Operating |
| Undertake preliminary designs for two road bridge realignments. | Traffic Management | Project Engineer | 01/10/2017 | 30/06/2018 | Operating |

Short-term Strategy: Develop a network of pedestrian and cycling pathways, cycling lanes and road crossings that support liveability and enable safe access to services and facilities.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|---------------------------------------------------------------------------------------------|--------------------|------------------|------------|------------|-------------|
| Design new lighting for the Captain McKenna (Watson Ave to Tapleys Hill Rd) shared pathway. | Traffic Management | Traffic Engineer | 01/10/2017 | 31/03/2018 | Capital |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|------------|------------|-------------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Manager City Assets | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote a risk management culture across Council operations and activities.

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|-----------------------------------------------------|-------------------|-------------------------|------------|------------|-----------|
| Undertake the annual review of insurance schedules. | Property Services | Senior Property Officer | 01/04/2018 | 30/06/2018 | Operating |

Action Plan

City Assets

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|------------|------------|-----------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager City Assets | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager City Assets | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager City Assets | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|------------|------------|-----------|
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager City Assets | 01/07/2017 | 30/06/2018 | Operating |



City Development

Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

CITY OF WEST TORRENS

2017/18 Draft Annual Service Plan

Mission and Values

City Development

OUR MISSION

To facilitate a quality built environment that meets sustainable outcomes.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

Business Overview**City Development****RECENT ACHIEVEMENTS**

Planning applications continued to be handled within suitable time frames. Continued to provide advice and support to our customers. Online applications for Section 12 Certificates to increase the ease of use for customers. Added to the information that is available via the internet so that our customers can access further information from their own home or office.

PLANNING CONTEXT

Building Code of Australia
 City of West Torrens Community Plan and Corporate Planning Framework
 Development Act 1993 and Regulations 2008.
 Environment Protection (Noise) Policy 2007
 Land and Business (Sale and Conveyancing) Act 1994
 Local Government Act 1999
 The State Seven Strategic Priorities
 The 30 Year Plan for Greater Adelaide
 Work Health Safety Act 2012
 Planning, Development & Infrastructure Act 2016 and Regulations 2016

STAKEHOLDERS

City of West Torrens Elected Members and officers
 Building Fire Safety Committee
 Businesses
 Community and residents
 Department of Planning, Transport & Infrastructure
 Department of Environment, Water & Natural Resource
 Development Assessment Panel
 Development Industry
 Ratepayers

Core Services**City Development****Corporate Leadership and Management**

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Development Assessment

Managing the development assessment process to ensure high quality development which reflects the needs of the community, through the interpretation of policy contained within Council's Development Plan.

Long-term Strategies:

Facilitate development that meets the needs of the community.

Facilitate retail, commercial and industrial activity that is compatible with neighbouring land uses.

Foster a vibrant and inviting City.

Land Information Management

A Section 12 Certificate is required under the Land & Business (Sale & Conveyancing) Act before buying or selling a house. Council provides potential purchasers with details of a property, including:

- The zoning of the subject property
- Any approvals granted for the property
- Any outstanding notices or orders
- Special provisions such as whether the property is heritage listed, prone to flooding and/or airport noise affected (as listed in the Development Plan)

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Planning and Building Compliance

Administering the compliance aspects of development and building legislation to ensure orderly development and the application of required building standards.

Long-term Strategy:

Foster wellbeing and safety within the built form.

CITY OF WEST TORRENS

2017/18 Draft Annual Service Plan

Action Plan**City Development****Short-term Strategy: Maintain health and safety standards in the built form within regulatory requirements.**

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------|------------|------------|-------------|
| Ensure that development proposals are constructed in accordance with planning and building consents. | Planning and Building Compliance | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |
| Undertake building compliance inspections in accordance with the Building Inspection Policy. | Planning and Building Compliance | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |
| Provide executive and administrative support to the West Torrens Building Fire Safety Committee, including meeting at least six-monthly. | Planning and Building Compliance | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Support a range of housing types and densities across the City, while conserving areas of character and heritage value.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|------------|------------|-------------|
| Provide and maintain development assessment services in accordance with the requirement of the Development Act 1993 and Development Regulations 2008. | Development Assessment | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|------------|------------|-------------|
| Provide property/land information as requested and continuously improve property/land information systems to increase efficiency and provide effective information. Ensure 100% of requests for information are provided within statutory requirements. | Land Information Management | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. Ensure at least 95% of all records are registered within 30 days of receipt or creation. Action 100% of all tasks within specified timeframes. | Corporate Leadership and Management | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |

CITY OF WEST TORRENS

2017/18 Draft Annual Service Plan

Action Plan

City Development

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|------------|------------|-------------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|------------|------------|-------------|
| Continuously improve development assessment processes, including the review of Standard Operating Procedures and the provision of EPA information with development approvals. | Development Assessment | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager City Development | 01/07/2017 | 30/06/2018 | Operating |



City Works

Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

Mission and Values

City Works

OUR MISSION

To provide effective service delivery in the improvement, upgrade and maintenance of Council assets.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

RECENT ACHIEVEMENTS

Continued to maintain and improve the public infrastructure, property and amenity assets, the built environment and open space areas.

Delivered the Capital, Fleet and Capital Works programs - including reseal, kerb/gutter, footpath, reserve and irrigation programs, property and building assets, light and heavy vehicle and plant replacement.

Provided effective fleet services.

PLANNING CONTEXT

A Better Place to Live (State Public Health Plan)
City of West Torrens Community Plan and Corporate Planning Framework
Commonwealth Financial Assistance grants.
Government Gazette

Legislative requirements include:

- Australian Road Rules
 - Australian Standards
 - Local Government Act 1999
 - Road Traffic Act 1961
 - SA Public Health Act 2011
 - Work Health Safety Act 2012
- Roads to Recovery Program.
Special Local Roads program
State Bicycle Fund.

The 30 Year Plan for Greater Adelaide
The State Seven Strategic Priorities

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Business Overview cont.**City Works****STAKEHOLDERS**

City of West Torrens Elected Members and officers
 Adelaide Airport Limited
 Adjoining Councils.
 Brown Hill / Keswick Creek Stormwater Catchment Partners
 General community and users of Council's facilities, infrastructure and amenity assets.
 Local Government Grants Commission
 Local Government Mutual Liability Scheme
 Local Government Workers Compensation Scheme
 Specialist Consultancy Services - Engineering, Project Management, Landscape, Occupational Health and Safety, etc.
 State Government Agencies - including SA Water, SA Power Networks, Department of Environment and Natural Resources, Adelaide and Mount Lofty Ranges Natural Resources Management Board, Environmental Protection Agency (EPA)
 Stormwater Management Authority

CPPP 9 May 2017

Draft 2017-18 Departmental Annual Service Plans

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CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Core Services

City Works

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Operational Support

Provision of operational support services to Council's internal operations including effective delivery and maintenance of all infrastructure, open space, buildings, vehicles, plant and equipment.

Long-term Strategy:

Ensure assets are utilised and maintained at their optimum.

Public Works Maintenance

Provision and maintenance including cleaning of Council's community assets including civil works, road reserves, drainage, open space and community land, horticultural, and buildings and structures.

Long-term Strategy:

Ensure assets are utilised and maintained at their optimum.

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CITY OF WEST TORRENS

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Action Plan**City Works**

Short-term Strategy: Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|------------|------------|-------------|
| Provide and maintain Council's: <ul style="list-style-type: none"> • buildings and facilities; • road and road reserves; • open space and facilities; • vehicle fleet; and • plant and equipment essential to business operations. | Operational Support | Manager City Works | 01/07/2017 | 30/06/2018 | Operating |
| Continue the upgrade of pedestrian lighting to LED along the River Torrens Linear Park from Tapleys Hill Road. | Public Works Maintenance | Manager City Works | 01/07/2017 | 30/06/2018 | Capital |
| Continue the upgrade of pedestrian lighting to LED along the Westside Bikeway. | Public Works Maintenance | Manager City Works | 01/07/2017 | 30/06/2018 | Capital |
| Undertake the annual playground capital works program to renew and upgrade play facilities as timed by the Asset Management Plan. | Public Works Maintenance | Manager City Works | 01/07/2017 | 30/06/2018 | Capital |
| Undertake the annual capital works program to renew Council buildings, as allocated in the 2017/18 budget and annual business plan. | Public Works Maintenance | Manager City Works | 01/07/2017 | 30/06/2018 | Capital |
| Undertake electrical upgrades at the Thebarton Theatre complex. | Public Works Maintenance | Manager City Works | 01/07/2017 | 30/06/2018 | Capital |
| Undertake Disability Discrimination Act (DDA) works and fire compliance upgrades at Reedbeds Community Centre. | Public Works Maintenance | Manager City Works | 01/07/2017 | 30/06/2018 | Capital |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|------------|------------|-----------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Manager City Works | 01/07/2017 | 30/06/2018 | Operating |

Action Plan

City Works

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|------------|------------|-------------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager City Works | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager City Works | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager City Works | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|------------|------------|-------------|
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager City Works | 01/07/2017 | 30/06/2018 | Operating |



Community Services

Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

Mission and Values

Community Services

OUR MISSION

Support community development and lifelong learning through community engagement and the creation of opportunities for community connections.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

Business Overview**Community Services****RECENT ACHIEVEMENTS**

The Community Services department provided many successful and well-attended programs, including:

- Multicultural Nights;
- Movie Nights;
- local author visits and book launches;
- walking groups;
- Little Day Out events;
- school holiday programs; and
- community gardens.

In collaboration with Council's Media and Communication's team the Summer Festival was a highlight with many youth activities and the very successful addition of the new mobile library van. Volunteering continued to support many of these programs and the volunteer program was successful in obtaining a government grant to provide mental first aid training to volunteers across the region.

The Community Centres and the Hamra Gallery continued to thrive with community bookings, exhibitions and events. Aged Care services, information and advice were provided to over 1000 older residents and a new program of services was initiated through extra Council funding. The library successfully transitioned to being a Radio Frequency Identification Device (RFID) provider, which is changing the nature of customer service in the library. The library sorting machine was purchased and installed to reduce manual handling risks. This initiative won a Work Health and Safety Award.

PLANNING CONTEXT

City of West Torrens Community Plan and Corporate Planning Framework
 City of West Torrens Public Health Plan
 Disability Discrimination Act 1992
 Home and Community Care Act 1985
 Home and Community Care National Service Standards
 Libraries Act 1982
 Local Government Act 1999
 National Aged Care Reform 2014
 SA Public Health Act 2011

STAKEHOLDERS

- Businesses and contractors
- City of West Torrens Elected Members and officers
- City of West Torrens Residents and visitors
- Commonwealth Home Support Program
- Community based groups and agencies
- Government and non-government agencies
- Local residents
- Ministers and Members of Parliament and members of the Legislative Council
- SA Health (OPAL)
- State Government - Public Library Service

Core Services**Community Services****Community Activity**

The Community Services department will be responsive to changing needs and opportunities within the local community and regularly review the progress, customer satisfaction levels and achievements. Services include: children and youth; transport; community resources; community centres; aged care; events and cultural recognition and celebrations; inclusion; recreational activities (walking, sewing); community gardens; grants and sponsorships; and the arts (Gallery).

Long-term Strategies:

- Encourage all members of the community to pursue active and creative lifestyles.*
- Encourage community awareness of services and resources so they can make informed life choices.*

Community Connection

Community Services contributes to the implementation of the Community Plan principally through focussing its services and programs within the domain of "Community Life". The department aims to build strong relationships between Council and the community through ongoing meaningful engagement, networking and the creation of opportunities for community connections. The Community Services department aims to provide a range of services, events and opportunities in a variety of settings for children, youth, disabled, elderly and vulnerable people either by direct service provision or through collaborative ventures, partnerships and grants. Services and programs will be planned, coordinated and delivered in an equitable way to achieve connectedness and active engagement whilst embracing diversity.

Long-term Strategies:

- Recognise and celebrate of our diverse community and facilitate opportunities for community connection.*
- Instill a sense of identity and pride within the West Torrens community.*

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

- Adopt leading governance and information technology systems and practices*

Life-long Learning

The Hamra Centre is a community hub, providing physical and digital resources, opportunities for learning, access to ideas, programs, technology and a place to connect with other members of the community. By providing the tools for greater knowledge and skills the Hamra Centre, via the library, contributes to improved literacy levels, increased community participation, take up of digital technology and feelings of well-being for children, adults and families.

Long-term Strategy:

- Facilitate life-long learning.*

Action Plan

Community Services

Short-term Strategy: Provide and support events, programs and local organisations that celebrate and assist our diverse community.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|------------|------------|-------------|
| Deliver programs and services, such as Youth Expo and Cultural Nights, and participation in the Summer Festival events, to celebrate diversity. | Community Services | Team Leader Library and Team Leader Community Development | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Facilitate accessibility to information and resources for our diverse community.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|------------|------------|-------------|
| Review how customer service is delivered in the RFID environment to ensure library services are customer focussed and in-line with the future direction of public library services. | Community Services | Team Leader Library | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Develop and facilitate the use of community facilities as points of social, recreational and educational interaction.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------|------------|------------|-------------|
| Activate public spaces / spaces through Little Days Out program, working with the community centres and networks, and through the arts. | Community Services | Team Leader Community Development | 01/07/2017 | 30/06/2018 | Operating |
| Set up, promote and hire the new Community Room at 175 Sir Donald Bradman Drive. | Community Services | Team Leader Community Development | 01/07/2017 | 31/12/2017 | Operating |

Short-term Strategy: Encourage inclusion and participation in local projects, programs and community organisations.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|------------|------------|-------------|
| Review networks and partnerships to ensure that they are in line with the current and future community needs and trends. | Community Services | Team Leader Library and Team Leader Community Development | 01/10/2017 | 31/03/2018 | Operating |

Short-term Strategy: Collaborate with partners to provide a range of sporting, recreation and physical activity options for all ages and capabilities.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------|--------------------|-----------------------------------|------------|------------|-------------|
| Implement, review and update the online grants management system. | Community Services | Team Leader Community Development | 01/10/2017 | 31/03/2018 | Operating |

Short-term Strategy: Provide or facilitate access to an evolving range of informal learning opportunities in response to the changing needs of the community.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|------------|------------|-------------|
| Develop and implement strategies to increase presence in the community. | Community Services | Team Leader Library and Team Leader Community Development | 01/07/2017 | 30/06/2018 | Operating |

Action Plan

Community Services

Short-term Strategy: Promote the range of community services and resources available to the local community.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-----------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------|------------|------------|-------------|
| Activate Plympton Community Centre for hire and provide an information and advocacy service to older residents. | Community Services | Team Leader Community Development | 01/07/2017 | 31/03/2018 | Operating |
| Develop a transition plan for the Commonwealth Home Support Program (CHSP) funded clients/services. | Community Services | Team Leader Community Development | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-------------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Manager Community Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-------------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager Community Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager Community Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager Community Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-------------|
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager Community Services | 01/07/2017 | 30/06/2018 | Operating |



City of
West Torrens
Between the City and the Sea

Financial Services

Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

Mission and Values

Financial Services

OUR MISSION

To ensure effective service delivery and statutory compliance in the management of Council's finances.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Business Overview**Financial Services****RECENT ACHIEVEMENTS**

Attained unqualified audited Financial Statement.
 Attained unqualified audited Internal Controls.
 Delivered quality budgets.
 Implemented an improved debt collection process.

PLANNING CONTEXT

A New Tax System (Goods and Services Tax) Act 1999
 Australian & International Accounting Standards
 City of West Torrens Community Plan and Corporate Planning Framework
 Fringe Benefits Tax Act 1986
 Income Tax Assessment Act 1997
 Local Government (SA) Employees Award
 Municipal Officers (SA) Award
 SA Local Government Act 1999
 Work Health Safety Act 2012

STAKEHOLDERS

Audit and Risk Committee
 Australian Taxation Office
 City of West Torrens Elected Members and employees
 External Auditors
 Grants Commission
 Local businesses
 Local Government Association
 Residents and community groups
 Unions

CPPPP 9 May 2017

Draft 2017-18 Departmental Annual Service Plans

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CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Core Services

Financial Services

Budget Management

Provision of accounting and financial planning services to ensure the Council remains financially sustainable and accounts recorded.

Long-term Strategy:

Employ sustainable financial management principles.

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Financial Security

Maintain property, customer, staff and financial databases to ensure accurate and timely payment of accounts, salaries and wages.

Long-term Strategy:

Employ sustainable financial management principles.

Trust Management

Verify and report on the financial activities of the Mendelson Foundation.

Long-term Strategy:

Employ sustainable financial management principles.

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Action Plan**Financial Services**

Short-term Strategy: Facilitate the management of Council's finances consistent with the evolving needs of the community and Council's legislative obligations.

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------|------------|------------|-----------|
| Deliver quality budget outcomes; including the Annual Business Plan, Annual Budget, Long Term Financial Plan and Fees & Charges, on time and with a high level of Elected Member and community acceptance. | Budget Management | Manager Financial Services | 01/01/2018 | 30/06/2018 | Operating |
| Annually review investment performance against policy to ensure maximisation of investment income while ensuring investments are fully secured, and debts recovered in a timely manner. | Financial Security | Manager Financial Services | 01/04/2018 | 30/06/2018 | Operating |
| Ensure seamless management of the Budget Review process to meet compliance with audit and statutory requirements. | Budget Management | Manager Financial Services | 01/10/2017 | 30/06/2018 | Operating |
| Produce the End of Year statutory accounts and ensure a seamless transition via the external audit, Council and Audit Committee processes. | Financial Security | Manager Financial Services | 01/07/2017 | 31/12/2017 | Operating |
| Provide quarterly reporting to Council and the Mendelson Committee regarding the Mendelson Foundation. | Trust Management | Manager Financial Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-----------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Manager Financial Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-----------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager Financial Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager Financial Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager Financial Services | 01/07/2017 | 30/06/2018 | Operating |

Action Plan

Financial Services

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-----------|
| In partnership with Community Services department, review and streamline the Thebarton Hub booking system. | Financial Security | Manager Financial Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager Financial Services | 01/07/2017 | 30/06/2018 | Operating |



Information Services Draft 2017/18 Annual Service Plan

CPPP 9 May 2017

Draft 2017-18 Departmental Annual Service Plans

Mission and Values

Information Services

OUR MISSION

To provide a wide range of information management and information technology services that support the delivery of Council's functions

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

Business Overview**Information Services****RECENT ACHIEVEMENTS**

The information services department provide a wide range of information management and information technology services to Council staff and the Elected Members.

Business achievements in 2016/2017 have included:

- Assisting our mobile workforce to adopt mobile devices to improve efficiency, productivity and accuracy in their roles and service delivery.
- Developing numerous online services to improve business efficiency and services for staff including the Governance Hub, asset inspections, online induction and the corporate calendar.
- Engaging stakeholders and applying more business oriented subject classifications to improve information management.
- Exceeding the 99% availability of IT infrastructure, telephony and business applications.
- Replacing end-of-life IT assets including desktop & tablet computers, Multi-Function Devices and scanner equipment.
- Implementing a community facing GIS portal, West Maps - *public*.
- Transitioning to the Infocouncil agendas and minutes business system.
- Transitioning to the Objective ECM information management system.
- Helping City Development configure and implement online Development Assessment.
- Helping City Works configure and implement Fleet Management and Playground inspections using mobile devices and real-time in-the-field asset management.
- Providing ICT services to the relocated Regulatory Services department.
- Upgrading and modernising our PABX, telephony and Contact Centre solutions.
- Upgrading ageing SQL databases to SQL2012 or better, and
- Upgrading key business applications to keep them current, including our property, financial, asset, human resource, business intelligence, Microsoft Office and content management systems.

PLANNING CONTEXT

City of West Torrens Community Plan and Corporate Planning Framework
Local Government Act 1999
State Records Act 1997 and General Disposal Schedules 20 and 21

STAKEHOLDERS

Business system users including City of West Torrens Elected Members and Officers
ICT Suppliers
Public and business users of Council information via web media
State Records

Core Services**Information Services****Corporate Leadership and Management**

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

Adopt leading governance and information technology systems and practices

Information Management

The provision of information management, mail and stationery services for Council staff and Elected Members. Additionally, the Information Management Unit produces and distributes Council meeting documentation.

Long Term Strategy:

Adopt leading governance and information technology systems and practices

Information Technology

The provision of information, communication and technology direction, support, training and advice across Council.

Long Term Strategy:

Adopt leading governance and information technology systems and practices

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Action Plan**Information Services**

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------|------------|------------|-------------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management Information Management | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Advocate and support information technology initiatives that optimise the delivery of services to the community.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------|------------|------------|-------------|
| Maintain the currency of corporate software, including financial, property, information management, asset management, human resource, web content, GIS and web browser systems. | Information Technology and Information Management | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |
| Information Services published service standards are met or exceeded. The service standards include : <ul style="list-style-type: none"> • Applications availability > 99% • Telephony availability > 99% • IT infrastructure availability > 99% • Mail, stationery and publication standards | Information Technology and Information Management | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |
| Assist the business take-up of available functionality, including: <ul style="list-style-type: none"> • Mobility for field workers • Pathway customer service functionality | Information Technology | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |
| Replace end-of-life IT assets including desktop, tablet computers, Multi-Function Devices and ICT infrastructure equipment. | Information Technology | Manager Information Services | 01/07/2017 | 31/12/2017 | Capital |
| Replace the use of network drives with Objective ECM functionality where the Executive approve to do so. | Information Management | Manager Information Services | 01/07/2017 | 30/12/2017 | Operating |
| Help expand the use of Conquest for asset management | Information Technology | Manager Information Services | 01/07/2017 | 31/03/2018 | Operating |
| Assist the customer service improvements via Pathway and the new Contact Centre business system. | Information Technology | Manager Information Services | 01/07/2017 | 30/11/2017 | Operating |
| Assist the Council's outside workforce with the take-up of mobile, real-time access to business systems | Information Technology | Manager Information Services | 01/07/2017 | 31/03/2018 | Capital |
| Convert the Council's website to be "responsive design", that is, adjust to the size of the device being used. | Information Technology | Manager Information Services | 01/07/2017 | 30/11/2017 | Operating |
| Provide and deliver ICT services to the new City Works depot. | Information Technology | Manager Information Services | 01/07/2017 | 30/12/2017 | Capital |

Action Plan

Information Services

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------|------------|------------|-------------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------|------------|------------|-------------|
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCORE values and addressing opportunities identified employee survey. | Corporate Leadership and Management | Manager Information Services | 01/07/2017 | 30/06/2018 | Operating |



Office of the Mayor and CEO
Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Mission and Values

Office of the Mayor and CEO

OUR MISSION

Working together to provide support to the Mayor, CEO and employees to facilitate the effective management and development of the City of West Torrens, to increase the value of its services for residents and businesses.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Business Overview**Office of the Mayor and CEO****RECENT ACHIEVEMENTS**

Rebranding and launch of City of West Torrens' organisational culture program.
 Increased productivity and capability of the organisation through Lean improvement activities
 Successfully increased the volume of grant and award applications
 Increased awareness of CWT services in the business community

PLANNING CONTEXT

Business Engagement
 Changes to the *Local Government Act 1999*
 China Engagement
 City of West Torrens Community Plan and Corporate Planning Framework
 Economic Development Strategies
 Reforms to the *Development Act 1993*
 Western Region Economic Development Plan
Work Health Safety Act 2012

STAKEHOLDERS

Adelaide Airport Consultative Group
 Adelaide and Mt Lofty Ranges Natural Resources Management Board
 All CWT employees
 Australian Mayoral Aviation Council
 Brown Hill Keswick Creek Catchment Councils
 City of West Torrens Mayor, CEO and Elected Members
 Continuous Improvement (Lean) Facilitators
 CWT community/residents and businesses
 CWT Executive, Management Team and Leadership Team
 Local Government (other SA Councils)
 Media
 Metropolitan CEO Group
 Metropolitan Local Government Group
 State and Federal Government Agencies
 State and Federal MPs
 West Beach Trust - Adelaide Shores

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Core Services**Office of the Mayor and CEO****Continuous Improvement**

Drive, develop and support the Lean Thinking capability of CWT to facilitate continuous business improvement, including:

- CWT to provide better and increased services to the community without increasing costs;
- Increased cohesive working relationships between divisions;
- Increased organisational productivity from improved service processes;
- Consistent momentum of improvement activity; and
- Lean thinking workforce who have the capability and empowerment to recognise and act on improvement opportunities.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Executive Support

Provide secretarial and administrative support to the Mayor and CEO for the effective and efficient delivery of CWT functions, including:

- Streamlined Council agenda process;
- Increased public awareness of, and participation in, Council meetings;
- Increased participation by the community in budget setting;
- Increased community communication and education about CWT projects;
- Streamlined process for dealing with customer and Elected Members requests for service;
- The Office of the Mayor and CEO to be an active resource to all divisions; and
- Facilitate and coordinate Citizenship ceremonies

Long-term Strategies:

Encourage the community to participate in opportunities to influence Council's decision making.

Adopt leading governance and information technology systems and practices.

Partnership Projects

Seek grant and award opportunities and connect people and business to foster economic development in the City of West Torrens, including:

- Increased business investment in the CWT by establishing a reputation for economic development opportunities;
- Successful grant applications to support CWT projects;
- Increased community engagement in the area of economic development;
- Policy development/changes to support economic development in the City; and
- Promote business investment and export opportunities through the State Government's China Engagement Strategy

Long-term Strategies:

Encourage the community to participate in opportunities to influence Council's decision making.

Encourage economic growth and productivity.

Foster a vibrant and inviting City.

Employ sustainable financial management principles.

Action Plan

Office of the Mayor and CEO

Short-term Strategy: Actively engage and consult with the community on Council's activities using a variety of communication methods.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|---------------------------------------------------------------------------------------|----------------------|-----------------------------|------------|------------|-------------|
| Support increased communication with the community for City of West Torrens projects. | Partnership Projects | Program Leader Partnerships | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Develop partnership arrangements and networking opportunities with economic development agencies and key business sectors in the city.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------|------------|-------------|
| Increase successful investment in the City of West Torrens and be recognised for economic development opportunities. | Partnership Projects | Program Leader Partnerships | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Support the development and growth of local business and jobs.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------|------------|-------------|
| Implement successful policy changes to facilitate economic development at City of West Torrens. | Partnership Projects | Program Leader Partnerships | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Actively seek alternative revenue sources other than rates.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------|----------------------|-----------------------------|------------|------------|-----------------------|
| Pursue successful grant applications to support City of West Torrens projects. | Partnership Projects | Program Leader Partnerships | 01/07/2017 | 30/06/2018 | Operating and Capital |

Short-term Strategy: Ensure that Council's decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|------------|------------|-------------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Deliver services to our community in an equitable, efficient and professional manner.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------|------------|------------|-------------|
| Streamline the process for handling Elected Member requests for service. | Executive Support | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |
| Facilitate the effective delivery of civic duties, such as citizenship ceremonies, Australia Day celebrations and Remembrance Day services. | Executive Support | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |

Action Plan

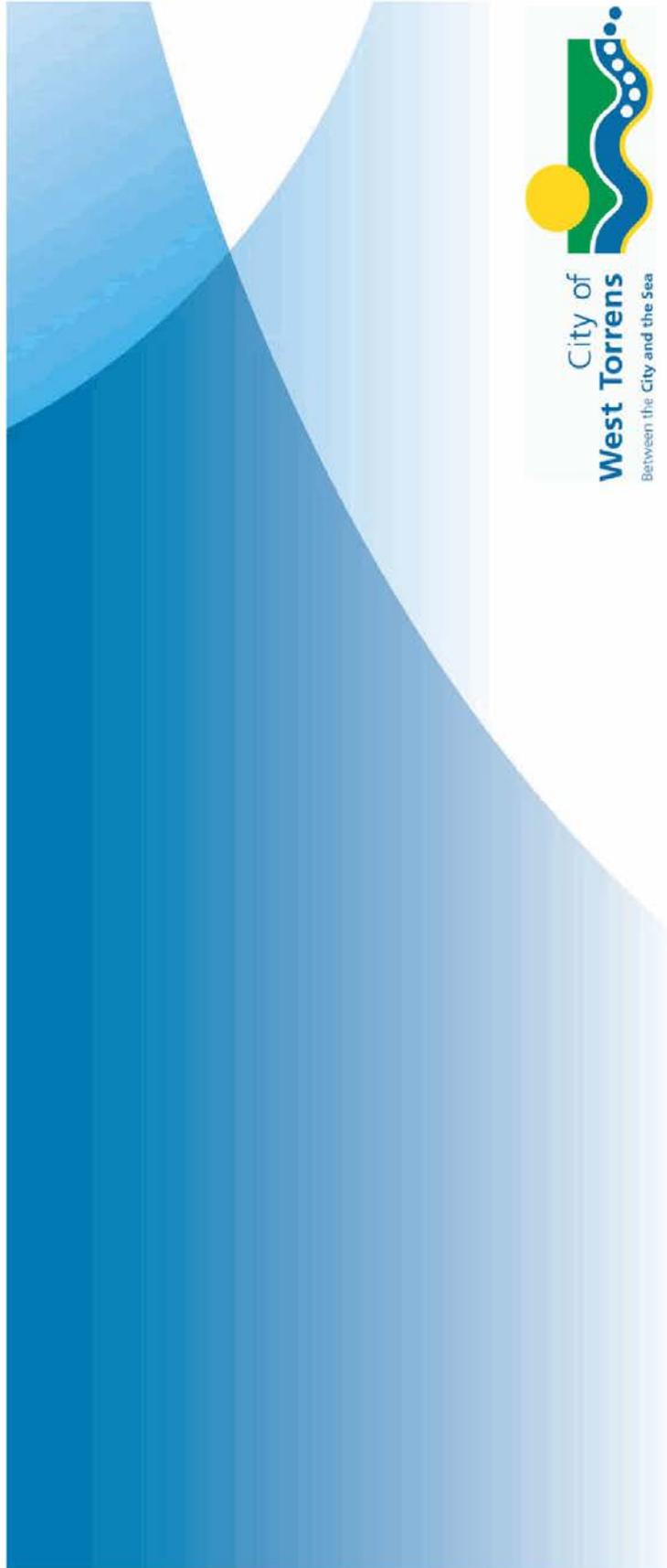
Office of the Mayor and CEO

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential

| Action | Service Profile | Responsibility | Start | Finish | Budget |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|------------|------------|-----------|
| Work with the Manager People & Culture to launch the CWT Culture and Leadership brand. | Corporate Leadership and Management | Chief Executive Officer | 01/07/2017 | 30/06/2018 | Operating |
| Work with the Manager People & Culture to implement the actions within the "People and Culture Action Plan". | Corporate Leadership and Management | Chief Executive Officer | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------|------------|------------|-------------|
| Promote the Office of the Mayor and CEO as a valuable resource to all staff and departments. | Executive Support | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |
| Increase organisational productivity and performance by managing the improvement of business and service delivery processes. | Continuous Improvement | Program Leader Continuous Improvement | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Executive Coordinator | 01/07/2017 | 30/06/2018 | Operating |



People and Culture

Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Mission and Value

People and Culture

OUR MISSION

Develop and deliver achievement focussed solutions that build organisational capability in the areas of customer service, human resource management, workplace culture, work health safety and injury management.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

Business Overview**People and Culture****RECENT ACHIEVEMENTS**

Review of the Work Health Safety and Injury Management Plan to capture the 2016 KPI audit findings.
 100% completion of actions identified within the Work Health Safety and Injury Management Plan as at 30 September 2016.
 Improved the performance dashboard reporting process for Work Health Safety and Injury Management
 Provided education and support to managers with regards to injury management to improve return to work outcomes.
 Continued development of a Customer Service framework.
 Continued a review of Position Management functionality within CHRIS21.
 Implemented a performance management system (EMS Pro).
 Undertook review of the organisation's culture and leadership brand.
 LGE & SAMSOA EA negotiations.

PLANNING CONTEXT

City of West Torrens Community Plan and Corporate Planning Framework
 Cultural development program and employee survey.
 Enterprise Agreements
 Fair Work Act SA 2009
 Human Resources and Service Centre Department operational risk assessments.
 Local Government Act 1999
 Performance Standards for self-insured employers
 Relevant Awards
 Return to Work Act 2014
 Return to Work Regulations 2015
 Work Health and Safety Act and Regulations 2012 (SA)

STAKEHOLDERS

City of West Torrens Elected Members and officers
 Local Government Association Workers Compensation Scheme
 Other internal departments
 Residents/ratepayers/local businesses
 Return to Work SA
 Safework SA
 Various Unions

Core Services

People and Culture

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Customer Experience Management

Provision of high level customer service over the counter and via the contact centre.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Employee Health and Well-being

The ongoing development and management of the claims/return to work management systems and tools to ensure workers receive appropriate, timely and effective services following a work related injury.

The ongoing development and management and review of Work Health and Safety, and Injury Management systems to ensure legislative requirements and Performance Standards for Self-Insurers (PSSI) are met.

Long-term Strategy:

Adopt leading governance and information technology systems and practices

Organisational Capability

Build the people capability through provision of information, frameworks, policies and strategies to meet organisational outcomes.

Long-term Strategy:

Adopt leading governance and information technology systems and practices

Organisational Culture

Provision of frameworks, policies and processes to support organisational and individual performance and culture to achieve individual, departmental and organisational objectives.

Long-term Strategy:

Adopt leading governance and information technology systems and practices

Action Plan

People and Culture

Short-term Strategy: Deliver services to our community in an equitable, efficient and professional manner.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|------------|------------|-------------|
| Ensure Service benchmark KPIs are met or exceeded. These KPIs include: <ul style="list-style-type: none"> Abandoned call rate <3% Average Queue (Call Waiting) time <30 secs Call response level (service level) >80% Call duration <5 mins Call resolution rate >80% | Customer Experience Management | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |
| Work with departments to improve the effectiveness of the customer experience. | Customer Experience Management | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-------------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-------------|
| Ensure implementation of actions within the WHS and IM Plan. | Employee Health and Wellbeing | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |
| Prepare quarterly performance reports to Executive on the progress of WHS and IM Plan. | Employee Health and Wellbeing | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |
| Ensure implementation of actions within the internal Culture Program. | Employee Health and Wellbeing | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |
| Review HR related policies to reflect legislative and organisational changes and/or when scheduled for review. | Employee Health and Wellbeing | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |

Action Plan

People and Culture

Short-term Strategy: *Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.*

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|------------|------------|-------------|
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager People and Culture | 01/07/2017 | 30/06/2018 | Operating |



Regulatory Services

Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

Mission and Values

Regulatory Services

OUR MISSION

Promote community wellbeing and safety by ensuring compliance with legislation through education, monitoring and enforcement.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

Business Overview**Regulatory Services****RECENT ACHIEVEMENTS**

Implemented the 'Food Rating Scheme' with local food businesses.
 Continued to manage and extend the 'At Call Hard Waste Collection' trial service program
 Active involvement in corporate-wide LEAN projects, including instigating and leading those regarding barking dogs and sharps disposal.
 Illegal Dumping Strategy: Continued promotion and enforcement.
 Kerbside bin management: Continued promotion of what goes in each bin, including Bin Tagging program.
 Conducted a 'Microchipping Day' for dogs and cats at a reduced rate to encourage owners to microchip their pets to take advantage of registration rebates and enhance identification of their pet.
 Continuing to implement Mobile Technology within Regulatory Services Department to provide technology out in the field.
 Successfully completed the Immunisation School Based Program, maintained 4 public immunisation clinics and undertook workplace influenza campaign.
Food waste recycling to diverting tonnages from landfill: Continued promotion through free caddies and compostable bags, worm farm and compost bin subsidies
 Continued to promote free vouchers for 6x4 trailer waste disposal and free electrical/electronic waste disposal.
 Community waste and recycling education: Continued promotion via 'Get Wasted' community tours, worm farming and composting workshops and community presentations.
 Continued to improve waste management options for staff events.
 Participation in Public Health Week
 Continued partnership with University of Adelaide in the STARSS vaccination surveillance study at clinics
 Continued involvement in immunisation Register Data Update Project for Adelaide Primary Health Networks
 Entered into service agreement with University of Adelaide for the Meningococcal B Vaccine Herd Immunity Study
 Reviewed the Animal Management Plan
 Reviewed the Fire Hazard Inspection Policy
 Reviewed the Standard Operation Guidelines for Abandoned Vehicles
 Reviewed the Standard Operation Guidelines for Seizure of Dogs
 Equipped every officer with a Microchip Scanner for scanning dogs and cats to enable a quicker return back to the owner
 Launched a Facebook page for impounded dogs to enable owners to view if their dog has gone missing.

PLANNING CONTEXT

Australian Road Rules 1999
 City of West Torrens Animal Management Plan
 City of West Torrens Community Plan and Corporate Planning Framework
 City of West Torrens Public Health Plan
 City of West Torrens Work Health, Safety and Injury Management Plan
 Department of Health and WTCC Service Agreement
 Dog and Cat Management Act 1995
 Enforcement Framework for Regulatory Services
 Environment Protection Act 1993
 Expiation of Offences Act 1996
 Fire and Emergency Services Act 2005
 Food Act 2001
 Local Government Act 1999 and by-laws
 Local Nuisance and Litter Control Act 2016
 Motor Vehicles Act 1959
 Natural Resources Management Act 2004
 Private Parking Areas Act 1986
 Road Traffic Act 1961
 SA Public Health Plan
 South Australian Public Health Act 2011
 Supported Residential Facilities Act 1992
 Unclaimed Goods Act 1987
 Work Health and Safety Act 2012

STAKEHOLDERS

Adelaide Airport Limited
 Adelaide and Mt. Lofty Ranges Natural Resources Management Board
 Adelaide Primary Health Networks
 Animal Welfare League
 Australian Immunisation Registrar
 Authorised Persons Association
 Builders/Developers
 Child and Youth Health
 City of West Torrens Elected Members and officers
 Community Groups
 Department of Communities and Social Inclusion
 Department of Environment, Water and Natural Resources
 Department of Planning, Transport and Infrastructure
 Dog and Cat Management Board
 Educational Institutions
 Environment Protection Authority
 Environmental Health Australia
 Fines Enforcement and Recovery Unit
 Green Industries SA
 Institute of Medical and Veterinary Services
 Local Businesses
 Local Government Association
 Metropolitan Fire Service
 Other Local Government Authorities
 Ratepayers and residents
 RSPCA
 SA Health
 SA Immunisation Co-ordination Unit
 SA Police
 Solo Resource Recovery
 University of Adelaide

Core Services

Regulatory Services

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:
Adopt leading governance and information technology systems and practices.

Education

Enhancing community wellbeing and mitigating risks through active education and awareness campaigns with regard to the effective management of animals, car parking, waste, food handling, public health and activities within the public realm.

Long-term Strategies:
Foster the health and wellbeing of the community.
Facilitate the minimisation of waste production and maximise resource recovery.

Monitoring

Maintaining community wellbeing by undertaking inspections, audits and investigations of adherence to legislative controls with regard to the effective management of animals, car parking, waste, food handling, public health and activities within the public realm.

Long-term Strategy:
Foster the health and wellbeing of the community.

Enforcement

Safeguarding the community's wellbeing through administering and enforcing breaches of legislative controls with regard to the effective management of animals, car parking, waste, food handling, public health and activities within the public realm.

Long-term Strategy:
Foster the health and wellbeing of the community.

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Action Plan**Regulatory Services**

Short-term Strategy: Promote the health and well-being of the community through the support and provision of public health education, services and regulatory functions.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|------------|------------|-------------|
| Actively promote Council's public health programs, immunisation clinics, food safety rating scheme, waste education, and recycling initiatives. | Education | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |
| Implement Council's Animal Management Plan. | Monitoring | Team Leader Compliance | 01/07/2017 | 30/06/2018 | Operating |
| Contribute to the implementation of Council's Public Health Plan | Monitoring | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |
| Conduct routine public health inspections with regard to environmental health, compliance and waste management functions. | Monitoring | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |
| Undertake enforcement where warranted for breaches of controls with regard to environmental health, compliance and waste management functions. | Enforcement | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote waste minimisation and resource recovery within Council, community, local businesses and industry.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|------------|------------|-------------|
| Encourage waste minimisation through the continued promotion of free caddies and compostable bags, worm farms and compost bin subsidies. | Education | Project Officer Waste & Recycling | 01/07/2017 | 30/06/2018 | Operating |
| Continue to undertake educational programs, workshops, bus tours and presentations for the community on waste minimisation. | Education | Project Officer Waste & Recycling | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Establish alternative waste disposal and utilisation options to reduce waste to landfill.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-----------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------|------------|------------|-------------|
| Actively seek alternative waste disposal options through Council's Waste Working Group. | Corporate Leadership and Management | Project Officer Waste & Recycling | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|------------|------------|-------------|
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |

Action Plan

Regulatory Services

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|------------|------------|-------------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|------------|------------|-------------|
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager Regulatory Services | 01/07/2017 | 30/06/2018 | Operating |



Strategy and Business Draft 2017/18 Annual Service Plan

Draft 2017-18 Departmental Annual Service Plans

CPPP 9 May 2017

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Mission and Values**Strategy and Business****OUR MISSION**

To support and advise the organisation and Council to achieve its objectives and legislative compliance in an efficient and effective manner.
 Deliver Council's vision through the development, facilitation and implementation of Strategic and Corporate Planning.

OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

CPPP 9 May 2017

Draft 2017-18 Departmental Annual Service Plans

Business Overview**Strategy and Business****RECENT ACHIEVEMENTS**

Completion of Keswick Ward Supplementary Election.
 Commencement of By-Law review process.
 Continued to attract new followers on social media. Launch of a City of West Torrens Instagram account to coincide with Summer Festival 2017.
 The six Summer Festival events attracted around 9,000 visitors over a six week period.
 Media and Events coordinated the first-ever Summer Festival engagement project and helped showcase services provided by 13 teams across Council.
 The Annual Report for 2015/16 was completed within legislative requirements.
 Community engagement grew with various departments seeking guidance and support from the Media and Engagement Officer.
 Council acquired a new Mobile Promotional Vehicle (MPV) which was rolled out at the Summer Festival and will be used for community and Council events as required.
 Successful regional partnership projects: AdaptWest and Tourism Destination Action Plan
 Review of Community Land Management Plans, Community Plan & reporting on the Public Health Plan
 Bio Blitz in partnership with the Discovery Circle
 Participated in Community grant review
 Advocacy to the State on Planning Policy including: IMMCI, Underdale Torrensville, Private site rezoning, Airport ANEF, Heritage Reform

PLANNING CONTEXT

Australian Standards
 Carbon Neutral Adelaide
 Geographic positioning within the greater Adelaide context
 City of West Torrens Community Plan and Corporate Planning Framework
 Council's Towards 2025 City of West Torrens Community Plan
 The State Strategic Plan
 The 30 Year Plan for Greater Adelaide
 State Infrastructure Plan; Integrated Transport and Land Use Plan
 'Shaping the Future of South Australia' economic development strategy 2014
 State Natural Resource Management Plan
 State Government Climate Change Strategy
 SA Climate Change Adaptation Framework
 Public Health Act 2011; State Public Health Plan
 Commonwealth Airports Act 1996
 Development Act 1993;
 Local Government Act 1999;
 Planning, Development and Infrastructure Act 2016
 Freedom of Information (FOI) Act 1991
 Independent Commissioner Against Corruption (ICAC) Act 2012
 Local Government Act 1999
 Ombudsman Act 1972
 Procurement Framework and Policies
 Risk Management Policy and Framework
 Work Health and Safety Act 2012

CITY OF WEST TORRENS

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Business Overview cont.**Strategy and Business****STAKEHOLDERS**

Audit and Risk Prescribed General Committee
 City of West Torrens Elected Members, departments and officers
 Corporate Planning, Policy and Performance Prescribed Committee
 Development Assessment Panel
 Independent Commissioner Against Corruption / Office of Public Integrity
 Local Government Association
 Local Government Risk Services / Local Government Procurement
 Neighbour and inner rim councils
 Residents/Ratepayers, Community groups and organisations affiliated with CWT
 SA Ombudsman
 SAI Global
 State Government
 State Records
 Suppliers and Contractors
 Visitors

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Core Services**Strategy and Business****Advocacy, Liaison and Professional Advice**

Lead and facilitate intergovernmental and regional partnerships and provide internal advice across Council departments.

Long-term Strategies:

- Foster strong partnerships and working relationships with other organisations.*
- Adopt leading governance and information technology systems and practices.*

Community Education and Initiatives

Deliver events, grants and awareness campaigns for community education outcomes.

Long-term Strategies:

- Foster the health and wellbeing of the community.*
- Progress towards a water-sensitive city.*
- Prepare for and respond to the challenges of a changing climate.*
- Protect and enrich local biodiversity, waterways and the coast.*
- Facilitate development that meets the needs of the community.*
- Foster a vibrant and inviting city.*

Corporate Governance

The Governance Team facilitates good public sector governance and promotes a culture of accountability and transparency across the organisation. This includes implementing sound corporate governance and administrative practices that support the organisation in relation to conformance with legislative requirements including policy review and development, the maintenance of statutory registers and ensuring that decisions are communicated to the wider community and stakeholders.

Long-term Strategy:

- Adopt leading governance and information technology systems and practices.*

Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

Long-term Strategy:

- Adopt leading governance and information technology systems and practices.*

Core Services cont.

Strategy and Business

Corporate Reporting

Undertake quarterly and annual performance reporting that communicates Council's progress towards implementing the Community Plan.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

Media and Events

The Media and Events team is responsible for engaging residents and stakeholders and promoting the work and services of the City of West Torrens through effective communication, engagement, public relations and information provision using a variety of mediums. It is also responsible for co-ordinating major Council events and providing advice and support to Council officers and external Council partners with relation to events within the City of West Torrens.

Long-term Strategies:

- Recognise and celebrate our diverse community and facilitate opportunities for community connection.*
- Instil a sense of identity and pride within the West Torrens community.*
- Encourage community awareness of services and resources so they can make informed life choices.*
- Encourage the community to participate in opportunities to influence Council's decision making.*
- Foster a vibrant city.*

Procurement

The development and implementation of the City of West Torrens procurement roadmap program, including policy, and guidelines that meet best practice in the management of probity risk and the achievement of value for money and support managers and responsible officers in meeting their procurement and contractor management obligations.

Long-term Strategies:

- Foster strong partnerships and working relationships with other organisations.*
- Adopt leading governance and information technology systems and practices.*

Strategic and Corporate Plans

The development of key strategic and corporate plans that guide service delivery to meet community, customer and stakeholders needs.

Long-term Strategy:

Adopt leading governance and information technology systems and practices.

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Action Plan**Strategy and Business****Short-term Strategy: Provide and support events, programs and local organisations that celebrate and assist our diverse community**

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|--------------|---------------|--------------------|
| Facilitate the annual Summer Festival program and seek opportunities to work collaboratively with local community organisations. | Media and Events | Event Coordinator | 01/09/2017 | 31/03/2018 | Operating |
| Provide support and advice on Council-run events to other officers. | Media and Events | Event Coordinator | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Facilitate public awareness and appreciation of our local history.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-----------------------------------------------------|-------------------------------------|--------------------------------|--------------|---------------|--------------------|
| Coordinate an annual Local Heritage Grants Program. | Community Education and Initiatives | Team Leader Strategic Planning | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Encourage inclusion and participation in local projects, programs and community organisations.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|--------------|---------------|--------------------|
| Ensure that consistent, accurate, positive and timely information is provided to our community and stakeholders to give them the best opportunity to be involved. | Media and Events | Team Leader Media and Events | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote the range of community services and resources available to the local community.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|--------------|---------------|--------------------|
| In conjunction with all departments of Council, help identify topics that are of interest and relevance to the local community and provide information on those topics using various mediums such as promotional material and digital media. | Media and Events | Team Leader Media and Events | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Identify and collaborate with partners to plan for community wellbeing.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|---------------------------------------------------|-------------------------------|-----------------------|--------------|---------------|--------------------|
| Review and update of Council's Public Health Plan | Strategic and Corporate Plans | Community Planner | 01/01/2018 | 30/06/2018 | Operating |

CITY OF WEST TORRENS

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Action Plan**Strategy and Business****Short-term Strategy: Actively engage and consult with the community on Council's activities using a variety of communication methods**

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------|------------|------------|-------------|
| Provide support and advice to all departments of Council on community engagement techniques and, where necessary, draft engagement strategies and provide engagement tools to achieve outcomes. | Media and Events | Media and Engagement Officer | 01/07/2017 | 30/06/2018 | Operating |
| During the Summer Festival program ensure that opportunities to engage with the community at each event are provided to departments within Council. Where necessary, provide advice, guidance and support on best practice methods for community engagement. | Media and Events | Media and Engagement Officer | 01/12/2017 | 31/03/2018 | Operating |

Short-term Strategy: Work collaboratively with our partners, community and businesses to plan for, and adapt to, the impacts of a changing climate.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------|------------|------------|-------------|
| Continue the Western Region partnership to progress local and regional implementation of the AdaptWest Plan. | Advocacy, liaison and professional advice | Environmental Sustainability Officer | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Foster appreciation of the local environment and engage the community in its restoration and maintenance.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|------------|------------|-------------|
| Coordinate a Green Communities program consisting of community grants, green rebates and environmental events. | Community Education and Initiatives | Environmental Sustainability Officer | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Support a range of housing types and densities across the city, while conserving areas of character and heritage value.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------|------------|------------|-------------|
| Work across Council departments and in liaison with DPTI to guide the City's transition to the new Planning, Development and Infrastructure Act 2016. | Advocacy, Liaison and Professional advice | Project Leader PDI | 01/07/2017 | 30/06/2018 | Operating |
| Progress the Underdale and Torrensville Development Plan Amendment. | Advocacy, Liaison and Professional advice | Project Leader PDI | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Identify opportunities to enhance equitable access to open space to achieve active, vibrant and connected communities.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------|-------------------------------|------------------------|------------|------------|-------------|
| Develop a City of West Torrens Open Space Plan | Strategic and Corporate Plans | Sustainability Planner | 01/07/2017 | 30/03/2018 | Operating |

CITY OF WEST TORRENS

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Action Plan**Strategy and Business****Short-term Strategy: Identify and promote the distinctive identity of West Torrens.**

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------|------------|------------|-------------|
| Progress the City of West Torrens' Urban Design Framework | Strategic and Corporate Plans | Sustainability Planner | 01/07/2017 | 30/06/2018 | Operating |
| Develop the City of West Torrens' Public Art Strategy and Trail | Strategic and Corporate Plans | Group Leader Strategy | 01/01/2018 | 30/06/2018 | Operating |
| Progress local and regional implementation of the Building Western Adelaide document and Tourism Destination Action Plan. | Advocacy, liaison and professional advice | Team Leader Strategic Planning | 01/07/2017 | 30/06/2018 | Operating |
| Ensure that all CWT promotional material has a consistent style and design to help the community easily identify with CWT services and events. | Media and Events | Team Leader Media and Events | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|---------------------------------------|-------------------------------|-------------------|------------|------------|-------------|
| Complete the Community Needs Analysis | Strategic and Corporate Plans | Community Planner | 01/07/2017 | 31/12/2017 | Operating |

Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|------------|------------|-------------|
| Ensure all Freedom of Information (FOI) applications are processed in accordance with legislative requirements. | Corporate Governance | Team Leader Governance | 01/07/2017 | 30/06/2018 | Operating |
| Ensure Council and Officer decisions, advice and activities are transparent and accountable through management of Register of Interest, coordination of delegations, sub delegations and authorisations and relevant governance training. | Corporate Governance | Team Leader Governance | 01/07/2016 | 30/06/2017 | Operating |
| Ensure effective operations of the City of West Torrens through application of good governance framework, management of Public Registers required by statute or policy and review of Council and Administrative Policies. | Corporate Governance | Team Leader Governance | 01/07/2016 | 30/06/2017 | Operating |
| Develop and implement new by-laws prior to 1 January 2018 ensuring compliance with statutory processes. | Corporate Governance | Team Leader Governance | 1/07/2017 | 31/12/2017 | Operating |
| Continue to implement to procurement roadmap. | Procurement | Senior Strategic Procurement Officer | 01/07/2017 | 30/06/2018 | Operating |
| Draft and adopt the Annual Report. | Media and Events | Team Leader Media and Events | 01/07/2017 | 31/12/2017 | Operating |
| Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements. | Corporate Leadership and Management | Manager Strategy and Business | 01/07/2017 | 30/06/2018 | Operating |

CITY OF WEST TORRENS

Draft 2017/18 Annual Service Plan

Action Plan

Strategy and Business

Short-term Strategy: Ensure that Council's plans, projects and activities are aligned with the community plan.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|------------|------------|-------------|
| Coordinate quarterly performance reporting on the progress of departments' delivery on the Community Plan through Annual Service Plans. | Corporate Reporting | Corporate Planner | 01/07/2017 | 30/06/2018 | Operating |
| Implement the updated Corporate Planning Framework | Corporate Reporting | Corporate Planner | 01/07/2017 | 31/12/2017 | Operating |

Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|------------|------------|-------------|
| Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes. | Corporate Leadership and Management | Manager Strategy and Business | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team. | Corporate Leadership and Management | Manager Strategy and Business | 01/07/2017 | 30/06/2018 | Operating |
| Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey. | Corporate Leadership and Management | Manager Strategy and Business | 01/07/2017 | 30/06/2018 | Operating |

Short-term Strategy: Promote innovation and continuous improvement of Council operations and activities while strengthening relationships between departments

| Action | Service Profile | Responsibility | Start | Finish | Budget Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|------------|------------|-------------|
| Contribute to the review of the contractor management system in conjunction with WHS which includes use of technology to streamline processes and information capture | Procurement | Senior Strategic Procurement Officer | 01/07/2017 | 30/11/2017 | Operating |
| Develop a delegations management system which will provide accurate and timely information to ensure all required delegations are in place. | Corporate Governance | Team Leader Governance | 01/07/2017 | 31/12/2017 | Operating |
| Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year. | Corporate Leadership and Management | Manager Strategy and Business | 01/07/2017 | 30/06/2018 | Operating |