

CITY OF WEST TORRENS



## Notice of Council & Committee Meetings

**NOTICE IS HEREBY GIVEN** in accordance with Sections 83, 84, 87 and 88 of the Local Government Act 1999, that a meeting of the

### Council

and

- Finance and Regulatory Prescribed Standing Committee
- Strategy and Community Prescribed Standing Committee

of the

**CITY OF WEST TORRENS**

will be held in the Council Chambers, Civic Centre

165 Sir Donald Bradman Drive, Hilton

on

**TUESDAY, 16 OCTOBER 2018**

**at 7.00pm**

**Terry Buss PSM  
Chief Executive Officer**

#### **City of West Torrens Disclaimer**

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

This meeting, the reports considered and the Minutes arising, are subject to the provisions of Section 91A of the *Local Government (Elections) Act 1999* and Council's Election Period Caretaker Policy. The Act prohibits councils making designated decisions during the caretaker period. The caretaker period commenced on 18 September 2018 and continues to the conclusion of the election.

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**1 MEETING OPENED****1.1 Evacuation Procedures****2 PRESENT****3 APOLOGIES****4 DISCLOSURE STATEMENTS**

Elected 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 Council held on 2 October 2018 be confirmed as a true and correct record.

**6 MAYORS REPORT**

**(Preliminary report for the agenda to be distributed Friday, 12 October 2018)**

In the two weeks since the last Council Meeting of 2 October 2018 functions and meetings involving the Mayor have included:

**3 October**

6.00pm Participated in the monthly Road Safety Meeting.

**4 October**

9.10am Participated in my regular monthly Coast FM Radio segment.

**5 October**

6.30pm Attended the official opening of the 13th Adelaide Hellenic Cultural Festival "Odyssey" at Olympic Hall.

**7 October**

1.00pm Attended a celebration at the Princess Elizabeth Playground, South Terrace for Anne Millard, sister of former West Torrens Mayor (1989-1998) the late George Robertson, on the occasion of her 89th birthday.

**11 October**

6.00pm Participated in the Australia Day Council of SA Inc. Board Meeting.

In addition, after the compilation of this report on Thursday as part of the Agenda to be distributed on Friday, I anticipate having attended or participated in the following:

**13 October**

10.00am Attending the official opening of the AAL and Conservation Volunteers walking trail at Patawalonga Creek.

**14 October**

12.30pm Attending the Dimitria Greek Festival 2018 Celebration Lunch at the Hellenic Macedonian Cultural Centre.

**16 October**

6.45am Participating in the Australia Day Council of SA special breakfast "Conversation with change makers: Supporting Catherine House and the Hutt Street Centre".

6.00pm Council informal gathering and dinner

7.00pm Council and Committee meetings.

**RECOMMENDATION**

That the Mayor's Report be noted.

**7 ELECTED MEMBERS REPORTS****8 PETITIONS**

Nil

**9 DEPUTATIONS**

Nil

**10 ADJOURN TO STANDING COMMITTEES****RECOMMENDATION**

That the meeting be adjourned, move into Standing Committees and reconvene at the conclusion of the Strategy and Community Prescribed Standing Committee.

**11 ADOPTION OF STANDING COMMITTEE RECOMMENDATIONS****11.1 Finance and Regulatory Committee Meeting****RECOMMENDATION**

That the recommendations of the Finance and Regulatory Committee held on 16 October 2018 be adopted.

**11.2 Strategy and Community Committee Meeting****RECOMMENDATION**

That the recommendations of the Strategy and Community Committee held on 16 October 2018 be adopted.

## **12 ADOPTION OF GENERAL COMMITTEE RECOMMENDATIONS**

### **12.1 Audit and Risk Committee Meeting**

#### **RECOMMENDATION**

That the Minutes of the Audit and Risk Committee held on 9 October 2018 be noted and the recommendations adopted.

## **13 QUESTIONS WITH NOTICE**

Nil

## **14 QUESTIONS WITHOUT NOTICE**

## **15 MOTIONS WITH NOTICE**

### **15.1 Review of Elected Members numbers**

At the meeting of Council on 2 October 2018, Cr George Demetriou moved the following motion which the Presiding Member ruled would be deferred to the meeting of Council on 16 October 2018.

#### **MOTION**

That the Administration review the number of Elected Members from 14 back to 12 in preparation for the next election.

### **15.2 Open space funding in planning legislation**

Cr Cindy O'Rielley gave notice of her intention to move the following motion:

#### **MOTION**

That the Chief Executive Officer write to the Minister for Planning raising Council's concern that the current open space contribution system is not effective in enabling Council to plan and fund for providing areas of local recreation within the City of West Torrens, particularly given the considerable urban uplift and infill development occurring in accordance with the State government's 30-Year Plan for Greater Adelaide. Council seeks the mechanisms for funding open space provision in the planning legislation to be changed to ensure that inner-rim councils, where up-lift and infill is occurring at a rapid pace, have priority access to the fund as it is those communities that are most affected by such development resulting in more demand for open space.

### **15.3 Street lighting in Ashford and Keswick**

Cr John Woodward has indicated his intention to move the following motion:

#### **MOTION**

Given the recent good progress with the LGA and SA Power Networks on LED public lighting, that Council provide a cost/benefit analysis to fix the known and sub-standard street lighting in Ashford and Keswick.

## **16 MOTIONS WITHOUT NOTICE**

## 17 REPORTS OF THE CHIEF EXECUTIVE OFFICER

### 17.1 City of West Torrens Annual Report 2017/18

#### Brief

This report presents the 2017/18 City of West Torrens Annual Report, excluding the 2017/18 Annual Financial Statements and the Financial Statements of the Brown Hill Keswick Creek Stormwater Board.

#### RECOMMENDATION

It is recommended to Council that:

1. It approves the 2017/18 City of West Torrens Annual Report, excluding the 2017/18 Annual Financial Statements and the financial statements of the Brown Hill Keswick Creek Stormwater Board, pursuant to the requirements of s1(1) of the *Local Government Act, 1999*.
2. The Chief Executive Officer be delegated authority to, before the publication of the 2017/18 City of West Torrens Annual Report:
  - a) make minor changes of a technical or editorial nature if required; and
  - b) include the City of West Torrens 2017/18 Annual Financial Statements following their adoption by Council; and
  - c) include the financial statements of the Brown Hill Keswick Creek Stormwater Board once they have been received from the Board.

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#### Introduction

Pursuant to the requirements of the *Local Government Act, 1999* (Act) and the *Local Government (General) Regulations 2013* (Regulations), councils are required to adopt their Annual Reports before 30 November each year.

The Act and Regulations require that the Annual Report must be provided to the Presiding Members of both South Australian Houses of Parliament, the South Australian Local Government Grants Commission, the Parliamentary Library, State Library and National Library of Australia. Presiding Members of both Houses of Parliament require the report to be provided in black and white and in Microsoft Word format only.

The 2017/18 City of West Torrens Annual Report (Annual Report), excluding the 2017/18 Annual Financial Statements (Financial Statements), and the financial statements of Council's only subsidiary body, the Brown Hill Keswick Creek Stormwater Board (BHKC Board), has been prepared and is provided under separate cover for consideration and approval by Council. In accordance with the Act, Council must include the reports of any subsidiary bodies in its annual report.

#### Discussion

The Annual Report provides a summary of Council's operations for the past financial year. Once the 2017/18 Financial Statements are adopted by Council, these will be included in the Annual Report along with the 2017/18 Financial Statements of the BHKC Board, when they have been received by the Administration, as required by legislation and:

- a limited number of hard copies will be made available free of charge to the public who request the document
- it will be uploaded to the City of West Torrens' website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au) for viewing
- an overview of the report will appear in the summer 2019 issue of Talking Points.

Full copies will be distributed in accordance with the requirements of the Act.

**Conclusion**

The City of West Torrens 2017/18 Annual Report, excluding the Annual Financial Statements and those of the Brown Hill Keswick Creek Stormwater Board, is presented for consideration and approval by Council, with subsequent inclusion of Council's financial statements following their adoption by Council and those of the BHKC Board when they have been received by the Administration. The full Annual Report, with the inclusions, will be submitted to the parties identified in the Act by 31 December 2018 as required.

**Attachments****1. Annual Report 2017-18**

# City of West Torrens Annual Report 2017/18



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## From the Mayor and the Chief Executive Officer

As the City of West Torrens' Mayor and Chief Executive Officer, it gives us great pleasure to present the Annual Report for the 2017/18 financial year. While much of the detail is carried in the individual reports, we would like to take a few minutes to share some of the more significant highlights in a year generously peppered with achievements.

As this report has been prepared against the backdrop of the highly-charged rate capping issue, it is perhaps pertinent to mention that the City of West Torrens' opposition to rate capping is neither political nor about giving local government free rein. Rather, it is about ensuring that a democratically elected level of government is accountable to the community it serves. In our case, we have for the past five years managed to keep our rate rises in line with, and sometimes even below, CPI without in any way diluting the range of services we offer. That's because our people remain our greatest asset and it is because of their astuteness and commitment to the tasks at hand that we have been able to eradicate waste while running a tight and efficient organisation that recognises where its priorities lie.

Indeed, our rate rise for the new 2018/19 financial year is once again the second lowest across metropolitan Adelaide and, at 2.3 per cent, is some way below the domestic CPI increase of 2.7 per cent. We are financially sustainable and debt free. We have programs in place to improve efficiencies and effectiveness and we have plans to fully cover our capital and operational expenditure over our 10-year forward estimates with projected rate increases not exceeding 2.5 per cent in any individual year of that decade.

Looking to other highlights of the review period against a number of key objectives we flagged 12 months ago, we have used the past year to 30 June 2018 to deliver on many. At that time we spoke of our ongoing commitment to Council's signature project, the rollout of our community centres program that had its genesis in a stocktake of all our properties and facilities a little over a decade ago.

Underperforming assets were identified and earmarked for sale and the funds – along with State and Federal Government grants – were dedicated to creating state-of the art hubs that, thanks to extensive consultation, had wide community support and met the many and varied needs of the 60,000-plus people who call West Torrens home.

The delivery phase started some years later with the purpose-built multi-use Thebarton Community Centre which, since its completion, has been well utilised and regularly records more than 2,000 bookings during any single year.

Our focus is now firmly on the combined \$10.8 million Lockleys Oval /Apex Park /Mellor Park redevelopment, the \$6 million revamp of the Camden Oval and the \$7 million redevelopment of Weigall Oval. During the reporting period, site works began at Lockleys Oval while the Camden Oval complex upgrade forged ahead with the completion of a new synthetic senior soccer field and will continue in the new year as attention turns to improving the existing facilities and clubrooms.

We also started with Stage 1 of the Weigall Oval complex upgrade, which will continue into 2018/19 with the construction of a new reserve play space, a mosaic of pathways, a number of tennis courts and new car parking facilities.

At the same time, we commenced the much-needed upgrade of Apex Park Reserve which promises to deliver a greatly improved and more amenable and user-friendly facility when completed in the years ahead. Still on development and infrastructure projects, we tackled the reconstruction of numerous streets across the council area of some 37 square kilometres to deliver almost 3,400 lineal metres of kerbing, more than 3,000 square metres of footpaths and just under 150,000 square metres of new or rejuvenated road surfaces.

With our younger residents in mind, we also completed our first ever nature play park at Joe Wells Reserve. One of just a handful across Adelaide, it was designed in conjunction with the children at the adjacent Netley Kindergarten and stands as a beacon to successful community engagement. It features, among others, a central gathering point or meeting circle off which are a myriad play spaces such as a natural climbing structure, a cave, swings, bridges, a sandpit and a creek and rockery, all set amid an interesting topography of hills and valleys surrounded by hints of bushland and natural shade. It will serve both the kindergarten children and the broader community.

The year also saw the relocation of our public works depot to a new and considerably larger site just off Morphett Road and adjacent to Adelaide Airport. The modern facility, formerly the home of Manuele Engineers, was purchased in November 2017 and with its 20,000m<sup>2</sup> of undercover space and generous surrounds, will alleviate many of the access problems of the old Marion Road depot. When the relocation is completed in the latter part of 2018, the old facility will be sold while excess floor space at the new depot will be sub-let to create an additional income stream.

A raft of other smaller projects, from pedestrian lighting and wetland construction to an Active Ageing program that focuses on wellness and healthy ageing and a myriad school holiday programs, all combined to add to the amenity and appeal of our city for residents, businesses and visitors alike and are shared elsewhere in this Annual Report.

The City of West Torrens' spirit of innovation and collaboration was again evident during a year of achievements – and none more so than in the formalisation of the Brown Hill and Keswick Creeks Stormwater Board which follows a long and arduous lobbying period.

The landmark triumph, first considered many years ago to coordinate and oversee the construction of stormwater infrastructure as envisaged in the Brown Hill and Keswick Creeks Stormwater Management Plan, is a partnership between the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens and officially came into existence on 15 February 2018. It will allow member councils to tackle flood mitigation projects across the catchment, while also attending to measures to reduce the impact of flooding on thousands of properties should a one in 100 year storm event occur. A working party has been established to interview and assess applicants for the new entity's board, with positions to be filled in the new financial year.

Our collaborative initiative with regard to the Western Adelaide Region Climate Adaption Plan, developed in association with neighbouring councils the Cities of Charles Sturt, Holdfast Bay and Port Adelaide Enfield, also achieved a significant milestone during 2017/18 when the Western Adelaide Urban Heat Mapping Project was completed.

Designed to identify heat islands and hot spots across the region, it is one of the first deliverables of an ambitious drive to inform decision-making in relation to climate change adaptation, green infrastructure, community health and planning. It will also allow us and our partner councils to respond effectively to its impacts and opportunities.

Turning our attention to matters of a more communal and cultural nature, the year again featured a number of awards – some of which we received, others which we had the honour of bestowing.

Our Community Development Team stepped up to the winners' rostrum when presented with a Local Government award for conceptualising an After School Swim Safety Program that, in conjunction with a number of local schools and the Thebarton Aquatic Centre, teaches newly arrived children the basics of swimming and instils in them a sense of safe activity around bodies of water.

Our West Torrens Art Prize, first launched in 2017 to celebrate the uniqueness of our multicultural city, again drew a large number of excellent entries in 2018, devoted to the chosen theme of 'West Torrens: Past, Present and Future'. The son of Venetian/Croatian migrants, Richard Maurovic proved to be a popular winner of the \$10,000 first prize for his 'Respecting all cultures, Torrensville', painting. The work draws on personal experience and pays tribute to a diverse and inclusive haven characterised by harmonious living infused with a rich tapestry of different languages, tastes, sounds and festivals. It was deemed by the judges to be particularly pertinent to the brief and rich in composition and now hangs proudly in the Council offices.

Further afield, our 2018 Summer Festival remained very much a major attraction, drawing more than 12,000 people to a series of events characterised by food, music and fun. We additionally produced a well-received special issue 'We are West Torrens' magazine to honour the many migrants who have settled in our midst and made an enormous contribution to our lives.

Looking ahead, we will continue to vigorously pursue responsible fiscal management as we strive for a future characterised by financial sustainability, prudent management of community assets and stormwater flood mitigation for all.

We are already hard at work devising plans to nullify, or at least significantly dilute, the anticipated impact of China's National Sword Policy that has seen a major crackdown on what recyclable waste – mostly in the form of recyclable paper, metals and plastic – can be shipped into China. Despite the many challenges we face, not least among them that posed by China Sword, we are determined to protect and preserve our assets for future generations – and ensure that, in the process, they are not left to carry the burden for work that should have been undertaken earlier.

We appreciate that we have much to do during the next 12 months and in the years thereafter but we can take heart knowing that we have a group of Elected Members, an executive team and a staff complement who, together with our cohort of generous volunteers, give us a task force unmatched in local government. We thank each and every one of them for their work over the year.

We commend the City of West Torrens' full Annual Report for 2017/18 to you.

John Trainer OAM  
Mayor

Terry Buss PSM  
Chief Executive Officer

### **The end of a distinguished era** **By Terry Buss PSM, Chief Executive Officer**

As many of you are aware, our long-serving, eloquent and energetic Mayor, John Trainer, will retire from his position ahead of the November 2018 Local Government elections, with his final act being the laying of the wreath at our Armistice Centenary Commemoration on 11 November 2018.

In my capacity as Chief Executive Officer, I have worked closely with John over the past 10 years of his 18-plus years as our Mayor and I would like to make special mention of the man and his exceptional support, counsel, service and leadership to the City of West Torrens.

John was first elected to the position in 2000 and can look back with enormous pride on what has arguably been among the most distinguished terms in our long history. I am confident everyone at the City of West Torrens joins me in thanking him for his outstanding contribution to our city and wishing him well in the next chapter of his life.

## The City of West Torrens

West Torrens has become a sought after place to live, most likely because of its central location between the Adelaide Central Business District (CBD) and the coast.

With a population just shy of 60,000, the need for housing is always increasing and as such new residential developments are springing up at various locations each year.

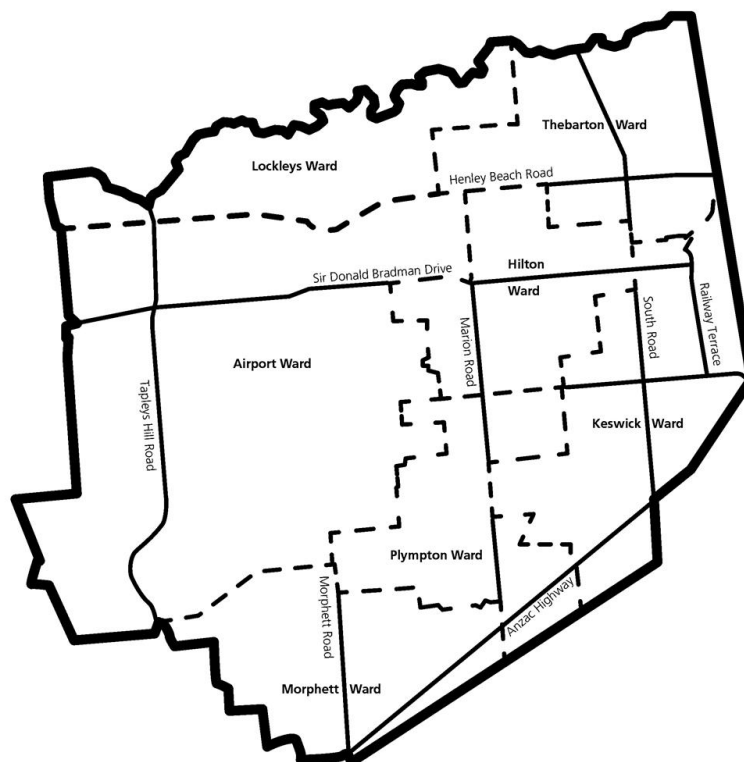
The influx of people to our city it means that the needs for services and amenities are always changing and, as a result, we are currently undertaking major upgrades to numerous recreational spaces to help cater for these needs.

Data released from the Australia Bureau of Statistics show that we are attracting higher proportions of people born in India and China and that more than 30 per cent of our residents were born overseas.

West Torrens is well-known for its larger shopping precincts which attract visitors from further afield. Places such as Ikea, Harbour Town, the Brickworks Marketplace and the Mile End Homemaker Centre all help keep the local economy flourishing.

As a tourism destination our appeal is also increasing with many cyclists taking advantage of the numerous off road bike paths in and around West Torrens and new attractions springing up in various locations. West Beach Parks is a large tourism drawcard for our region, attracting visitors from intrastate, interstate and overseas who enjoy staying in West Torrens while on holidays.

### City of West Torrens ward map



## Elected Council Members

The City of West Torrens' principal decision-making body is the Elected Council in session, with the Mayor and two councillors from each of the city's seven electoral wards voted onto Council for a four-year term of office. For the 2017/18 year the Council comprised:

### MAYOR

Honourable John Trainer OAM

### AIRPORT WARD

Suburbs included: Brooklyn Park (part), Fulham, Lockleys, West Beach, Airport, Glenelg North (part)

Councillor Rosalie Haese

Councillor Garth Palmer

### HILTON WARD

Suburbs included: Brooklyn Park (part), Cowandilla, Hilton, Mile End (part), Richmond (part) Torrensville (part), West Richmond

Councillor Cindy O'Rielly

Councillor George Vlahos

### KESWICK WARD

Suburbs included: Ashford, Glandore, Keswick, Keswick Terminal, Kurralta Park, Marleston (part), Mile End (part), Mile End South, North Plympton (part), Plympton (part) Richmond (part)

Councillor Michael Farnden

Councillor John Woodward

### LOCKLEYS WARD

Suburbs included: Fulham (part), Lockleys (part), Torrensville (part) Underdale (part)

Councillor Kym McKay

Councillor Steven Rypp

### MORPHETT WARD

Suburbs included: Camden Park, Glenelg North, Novar Gardens, Plympton (part)

Councillor George Demetriou

Councillor Megan Hill

### PLYMPTON WARD

Suburbs included: Marleston (part), Netley, North Plympton (part), Plympton (part)

Councillor Arthur Mangos

Councillor Simon Tsiaparis

### THEBARTON WARD

Suburbs included: Mile End (part), Thebarton, Torrensville (part), Underdale (part)

Councillor Graham Nitschke

Councillor Tony Polito

## Council's Representation Quota

In accordance with section 12 of the *Local Government Act 1999* (the Act), a council is required to conduct an Elector Representation Review at least once in every eight years. A review may relate to the composition of the council, or of the wards of the council, or may relate to those matters generally.

The Act sets out the requirements for conducting a review and stipulates timeframes to ensure that members of the public have ample opportunity to make submissions at key stages of the review process.

In order to commence a review, a council is required to prepare a Representations Options Paper which outlines the representation structures available. The paper addresses the representation and governance issues that are likely to arise with respect to the matters under review and also presents the advantages and disadvantages of the options under consideration.

At the end of the consultation process the council must submit a report, detailing a summary of any amendments resulting from the public consultation process, to the Electoral Commissioner of South Australia for certification.

Section 28 of the Act allows for eligible electors to initiate a proposal to alter the boundaries of a council area, or ward boundaries, or the composition of the council. This is a separate process from the automatic review provisions.

An Elector Representation Review began in October 2012 and was completed in November 2013. Ward boundary changes were adopted as part of the Elector Representation Review which came into operation at the conclusion of the Local Government Elections in November 2014.

The next Elector Representation Review is scheduled to be conducted in 2021.

The following table shows a comparison of the elector representation quota for the City of West Torrens compared with similar sized councils in South Australia using the Australian Classification of Local Governments (ACLG) Urban Development Medium (UDM) category.

Council	Electors	Elected Members (including Mayor)	Representation quota
Burnside	31,816	13	2,447
Campbelltown	35,153	11	3,195
Holdfast Bay	27,935	13	2,148
Mitcham	48,453	14	3,460
Norwood, Payneham, St Peters	25,443	14	1,817
Unley	27,688	13	2,129
West Torrens	40,971	15	2,731
Source: Local Government Association of South Australia - July 2018			

## Elected Member Allowances

The register of Elected Member allowances and benefits was available for inspection upon request at the Civic Centre. Elected Member allowances were determined by the State's Remuneration Tribunal.

Allowances payable to members for the 2017/18 financial year were:

Position	Figure per annum	Figure per annum
	(until 6 November 2017)	(from 7 November 2017)
Mayor	\$77,795	\$79,230
Councillors	\$19,449	\$19,808
Additional Allowances		
Deputy Mayor	\$4,863	\$4,952
Chair of a Committee	Chair Prescribed Committee - \$4,863 Chair Non-Prescribed Committee - \$205 sitting fee capped at \$1,229 per annum.*	Chair Prescribed Committee - \$4,952 Chair Non-Prescribed Committee - \$209 sitting fee capped at \$1,251 per annum.*
Member of the Mendelson Foundation	\$4,863	\$4,952
Presiding Member of the Development Assessment Panel (DAP) - until 30 September 2017	\$10,967	Presiding Member of the Council Assessment Panel (CAP) - from 1 October 2017 \$10,697
Member of the Development Assessment Panel (DAP) - until 30 September 2017	\$5,835	Member of the Council Assessment Panel (CAP) from 1 October 2017 \$5,835
Independent Member of Audit and Risk Committee	\$768 sitting fee capped at \$4,862 per annum.	\$782 sitting fee capped at \$4,952 per annum.

Mayor 1 representative; Councillors 14 representatives; Deputy Mayor 1 representative; Mendelson Foundation 2 Elected Members, Development Assessment Panel 3 Elected Members; Council Assessment Panel 1 Elected Member; Audit and Risk 2 Elected Members.

Note: When an Elected Member occupies one or more of the additional positions listed above (e.g. Deputy Mayor and Chair of a Committee) they receive only one additional allowance i.e. Councillor allowance of \$19,808 plus one additional allowance of \$4,952 = \$24,760 in total.

\*As at 07/11/2017 the Remuneration Tribunal determination provided that Chairs of Prescribed Committees be paid an allowance of \$4,952 per annum and Chairs of Non-Prescribed Committees be paid a sitting fee of \$209, capped at \$1,251 per annum.

In addition to the annual allowance determined by the Remuneration Tribunal, Elected Members were provided with communications' equipment such as computers and mobile telephones to assist in the proper discharge and performance of their legislative duties.

Elected Members were also afforded the opportunity to attend training and conferences in order to ensure that their knowledge and understanding of local government is contemporary in order to make sound strategic, policy and financial decisions.

The Mayor was provided with a vehicle to undertake official duties.

Elected Members were required to reimburse Council for any private use of equipment provided.

### **Elected Member training and development**

The *Council Policy - Elected Members' Training and Development* was adopted by Council on 17 March 2015. Elected Members attended a variety of local, state and national seminars and conferences during the 2017/18 period including:

- Local Government Association Roads and Works Conference
- Murray Darling Association 73rd National Conference and Annual General Meeting
- Norman Waterhouse Lawyers Local Government Conference
- Australian Airports Association National Conference
- Australian Local Government Association National Local Roads and Transport Congress
- Local Government Association Council Members Forum
- Local Government Association Conference and Annual General Meeting
- Planning Institute of Australia SA State Planning Conference
- Australian Local Government Association National General Assembly of Local Government
- Council Next Practice Showcase and LGA Ordinary General Meeting
- Australian Mayoral Aviation Council Annual Conference
- City of West Torrens Road Safety Group
- West Torrens Waste Working Party
- Local Government Association Elected Member Facilitated Session - PDI Act - Development of the Community Engagement Charter
- Elected Member Workshop - PDI Update
- Elected Member Strategic Workshop (Confidential)
- SA Power Network Information Session on Public Lighting
- Elected Member Workshop - Development Plan Review with DPTI.



# Elected Council Operations

## Decision making framework

### Council meetings

During the year in review, Council met to consider information, reports and recommendations from the administration, to set budgets and arrive at decisions on strategies and policies to benefit the community.

Regular Council meetings took place on the first and third Tuesday of each month, however only one meeting was held in December 2017 and January 2018. Meetings were held in the City of West Torrens Civic Centre, 165 Sir Donald Bradman Drive, Hilton.

### Notices of meetings

Meeting schedules, agendas and minutes were available at meetings, on public display in the Civic Centre (165 Sir Donald Bradman Drive, Hilton), the Hamra Centre Library (1 Brooker Terrace, Hilton) as well as on Council's website. Members of the public could obtain copies for a fee or view the information free of charge from Council's website.

### Agendas and minutes

Council, Committee and Development Assessment Panel/Council Assessment Panel agendas are placed on public display, not less than three days before meetings at the Civic Centre and Hamra Centre. Minutes of the meetings are also on display at the Civic Centre and Hamra Centre within five days of that meeting having been held at the Civic Centre. Meeting agendas and minutes also appear on Council's website.

### Council committees

Council committees are appointed in accordance with Section 41 of the *Local Government Act 1999*. In line with its 'Terms of Reference', the role of each committee is to consider reports and other information, such as the results of community consultation, and make recommendations to Council. The recommendations are given effect only when adopted by Council. During 2017/18, the City of West Torrens had the following committees.

#### Urban Services Prescribed Standing Committee

Presiding member: Cr John Woodward

Meetings: monthly

Considered and reported to Council on matters affecting the Urban Services Division, such as:

- development and review of relevant strategies
- issuing of leases
- licenses and permits
- traffic management
- maintenance and construction of new Council facilities.

#### Governance Prescribed Standing Committee

Presiding member: Cr Garth Palmer

Meetings: monthly

Considered and reported to Council on matters relating to Council's governance responsibilities including:

- the status of native title claims
- the impacts of State and Federal legislative change upon the Council and the organisational legislative compliance

- policy implications of external agency proposals on Council
- external agency investigations in accordance with policy
- procurement.

**Finance and Regulatory Prescribed Standing Committee**

Presiding member: Cr George Vlahos

Meetings: monthly

Considered and reported to Council on matters relating to the Corporate and Regulatory Division including:

- financial management including budget setting and review
- information technology resources and strategies
- environmental health matters
- waste management
- parking issues.

**Strategy and Community Prescribed Standing Committee**

Presiding member: Cr Arthur Mangos

Meetings: monthly

Considered and reported to Council on matters relating to the Business and Community Services Division including:

- State and Federal grants and subsidies
- Strategy and development proposals
- Promotion of community information
- promotion and development of Library Services.

**Audit and Risk Prescribed General Committee**

Presiding member: Cr Steven Rypp

Meetings: bi-monthly (February, April, June, August and October)

Comprised two Elected Members and three independent representatives and met to evaluate and provide advice on ways to improve the effectiveness of Council's:

- financial management
- risk management
- internal and external audit
- internal controls.

The Committee also made recommendations on the annual budget and financial statements.

**Civic Non-prescribed General Committee**

Presiding member: Cr Simon Tsiaparis

Meetings: bi-monthly (February, April, June, August and October)

Comprised seven Elected Members and met to discuss issues and make recommendations to Council on:

- events and functions
- grants, sponsorship and donations
- Council's civic responsibilities.

**Corporate Planning, Policy and Performance Prescribed Committee**

Presiding member: Cr Cindy O'Reilly

Meetings: bi-monthly (March, May, July, September and November).

Comprised seven Elected Members and met to review and discuss issues and make recommendations to Council on:

- review Council's Community Plan and Strategic Issues
- review Council policies
- review the performance of Council.

**Community Facilities Prescribed General Committee**

Presiding member: Cr Kym McKay

Meetings: bi-monthly (March, May, July, September and November).

Comprised seven Elected Members and met to review and discuss issues and make recommendations to Council on the creation of a network of multi-purpose community facilities (hubs) and neighbourhood development centres. Made recommendations to Council on the various development options, regarding community facilities, including:

- operations
- management
- financial costs
- construction and layout of buildings.

**Chief Executive Officer's Review Prescribed General Committee**

Presiding member: Cr George Demetriou

Meetings: annually

Comprised six Elected Members and met to review and make recommendations to Council in relation to the performance of the Chief Executive Officer.

**Other committees****Development Assessment Panel (DAP)**

In addition to the committees established in accordance with Section 41 of the *Local Government Act 1999*, Council established its independent Development Assessment Panel in accordance with the *Development Act 1993*.

Presiding member: Dr Donna Ferretti (1 July 2017 to 30 September 2017)

Meetings: monthly

Comprised of three Elected Members and four Independent Members. Met to consider and make decisions on certain development applications submitted to Council. Decisions made by DAP are not subject to review by Council. Appeals against most DAP decisions can, however, be made to the Environment, Resources and Development Court.

The DAP was dissolved on 30 September 2017.

**Council Assessment Panel (CAP)**

The Council established its independent Council Assessment Panel in accordance with the *Planning, Development and Infrastructure Act 2016* on 1 October 2017.

Presiding member: Dr Donna Ferretti (1 October 2017 to 14 March 2018)

Presiding member: Ms Colleen Dunn (15 March 2018 to 30 June 2018).

Meetings: monthly

Comprised of one elected member and four independent members. Met to consider and make decisions on certain development applications submitted to Council. Decisions made by CAP are not subject to review by Council. Appeals against most CAP decisions can, however, be made to the Environment, Resources and Development Court.

### **Building Fire Safety Committee**

Meetings: bi-annually.

Comprised two Council staff, a Metropolitan Fire Service (MFS) representative and a member of the public with relevant expertise in building fire safety. There is no Elected Member representation. This Committee operated pursuant to section 71 of the *Development Act 1993*.

### **Working parties**

A number of working parties consisting of Elected Members, staff and members of the community have been established to investigate and examine specific issues and provide advice to the City of West Torrens administration. These year these included:

- City of West Torrens Road Safety Group
- Household Waste Working Party

### **Designated informal gatherings**

Section 90(8) and (8a) of the *Local Government Act 1999* (Act) operate to enable Council to lawfully hold designated informal gatherings or discussions of members of Council or a Council Committee, with or without Council employees, provided that:

- any matters discussed relating to a matter that would ordinarily form part of the agenda for a formal meeting of the Council or a Council Committee are not dealt with in such a way as to obtain, or effectively obtain a decision; and
- the Council has adopted a policy on the holding of designated informal gatherings and discussions and the informal gatherings and discussions comply with the policy

In 2017/2018 the Council held 23 designated informal gatherings of which two were designated confidential under section 90(8) and (8a) of the *Local Government Act 1999*.

### **Public participation**

Members of the public may express their views and opinions to Council in a number of ways including:

#### **Deputations**

A deputation is a verbal way of presenting an issue to the notice of all Elected Members at a Council meeting. It is undertaken in accordance with the Code of Practice - Procedures at Meetings and the *Local Government (Procedures at Meetings) Regulations 2013*.

All deputation requests must be made in writing to the Chief Executive Officer no later than one week before the Council meeting.

#### **Petitions**

A petition is a formal written request or submission to Council, which has been signed by multiple people.

Once the petition has been received it will be presented to Council for consideration and the Head Petitioner will be advised of Council's decision

A petition must meet the requirements of Council's Code of Practice - Procedures at Meetings and the *Local Government (Procedures at Meetings) Regulations 2013* in order to be considered by Council. Each page of the petition must:

- be legibly written, typed or printed

- clearly set out the whole of the request or submission of the petitioners (at the top of each page)
- clearly show the name of each person with their signature and address
- be addressed to the Council and delivered to the Civic Centre
- clearly state the name and contact details of the Head Petitioner.

Pages or names that do not meet this format cannot be counted when Council considers the petition

A standard petition form is available on Council's website and provides a template for compiling a petition.

### **Written requests**

A member of the public may write to the Council on any Council policy, activity or service.

### **Elected Members**

Members of the public may contact Elected Members to discuss any issue relevant to Council. Elected Member contact details are available on Council's website.

### **Website and email**

The Council's website provides an online feedback form which may be completed to provide any comment on Council's services or programs. People can also email Council at [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)

In addition to the above, members of the public can provide feedback and seek information from Council via social media, taking part in Council surveys and other project-based engagement activities. A number of public consultation and engagement activities occurred this year; these are reported on in the Strategy and Business section later in this document.

### Council and standing committee meetings - attendance

Below details the number of Council and committee meetings held from 1 July 2017 - 30 June 2018.

Type of meeting	Number
Council meeting	22
Urban Services Prescribed Standing Committee	12
Governance Prescribed Standing Committee	12
Finance and Regulatory Prescribed Standing Committee	12
Special Finance and Regulatory Prescribed Standing Committee	1
Strategy and Community Prescribed Standing Committee	12
Special Strategy and Community Prescribed Standing Committee	1
Audit and Risk Prescribed General Committee	5
Corporate Planning, Policy and Performance Prescribed General Committee	3
Civic Non-Prescribed General Committee	5
Community Facilities Prescribed General Committee	5
Council Assessment Panel (previously Development Assessment Pane)	12
Chief Executive Officer's Review Prescribed General Committee	1
Building and Fire Safety Committee	1

**Elected Member attendance****Council and Standing Committee meetings**

The information below details the attendances of Elected Members at Council and/or standing committee meetings from 1 July 2017 to 30 June 2018.

Elected Member	Full Council	Special Council	Standing Committees	Special Finance and Regulatory Standing Committee	Special Strategy and Community Standing Committee	Total number of meetings	Leave of absence granted	Apology for meeting	Absent from meeting
Total number of meetings	22	0	48	1	1	72	N/A	N/A	N/A
Mayor J Trainer	21	0	45	1	1	68	3	1	0
Cr R Haese	21	0	44	1	1	67	0	3	2
Cr G Palmer	18	0	40	1	0	59	13	0	0
Cr C O'Rielly	20	0	44	1	1	66	0	6	0
Cr G Vlahos	18	0	38	1	1	58	6	6	2
Cr M Farnden	18	0	38	1	0	57	0	15	0
Cr J Woodward	21	0	46	1	1	69	0	3	0
Cr K McKay	21	0	46	1	1	69	0	3	0
Cr S Rypp	18	0	40	1	1	60	12	0	0
Cr G Demetriou	20	0	44	1	1	66	6	0	0
Cr M Hill	19	0	42	1	0	62	0	10	0
Cr S Tsiaparis	17	0	38	1	1	57	6	9	0
Cr A Mangos	20	0	44	1	1	66	0	6	0
Cr T Polito	14	0	29	1	0	44	14	14	0
Cr G Nitschke	21	0	46	1	1	69	3	0	0

The above figures exclude the Council Assessment Panel (formerly Development Assessment Panel 1 July 2017 - 30 September 2017) and Prescribed General Committees as not all Elected Members were appointed to these committees.

## Confidential items and review of Council decisions

### Confidential items

Section 90(2) of the *Local Government Act 1999* (the Act) specifies that Council and Committee meetings are to be held in a public place. However, this principle is occasionally outweighed by the need to keep information or discussion confidential.

Section 90(3) of the Act details the types of matters which may be discussed in confidence. The relevant subsections that were applied to business items considered during 2017/18 are detailed here.

### Council meetings

From 1 July 2017 to 30 June 2018, five out of 438 items (1.14 per cent) of Council and Standing Committee business were dealt with and/or retained in confidence. The five items remain in confidence as at 30 June 2018.

Confidential orders are reviewed by the Chief Executive Officer on a monthly basis and revoked if required. Any confidential order that exceeds 12 months or requires extension is reviewed by Council.

### 2017/2018 items

Three business items, tabled below, were considered under s90(3)(a) and retained in confidence under s91(7) of the Act on the basis that:

- the matter relates to the negotiations and details of the contractual employment arrangements of an employee and disclosure may breach a duty of confidence owed to the employee and result in the unreasonable disclosure of information concerning the personal affairs of the employee.
- the premature disclosure of this information would be unreasonable given it contains personal information relating to the applicants which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council.

Meeting date	Item	Status
3 October 2017	Chief Executive Officer's Performance Review - 2017	Confidential
6 March 2018	Council Assessment Panel - Presiding Member	Confidential
3 April 2018	Appointment of Council Assessment Panel Independent Members	Confidential

One business item, tabled below, was considered under s(90)(3)(a) and (i) and retained in confidence under s91(7) of the Act on the basis that the information received, discussed or considered in relation to this agenda item involves personal affairs and Council litigation.

Meeting date	Item	Status
17 October 2017	Sale of property for the non-payment of rates	Confidential

One business item, tabled below, was considered under s90(3)(b)(i) and (ii) and retained in confidence under s91(7) on the basis that it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible price for the land to be divested. In addition, Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of Council's commercial position may severely prejudice Council's ability to secure the best possible price for the land for



the benefit of the Council and its community and consequently, Council considers the disclosure of this information would, on balance, be contrary to the public interest.

Meeting date	Item	Status
19 June 2018	Divestment of Council property	Confidential

#### **Confidential items from 2016/17 that were reviewed in the 2017/18 financial year**

Three items that were retained in confidence during the 2016/17 financial year were released in this financial year (2017/18) and one item was retained in confidence as tabled below:

Meeting date	Item	Status
1 November 2016	Development Assessment Panel - Independent Member appointment 2017/18	Confidential
1 November 2016	Chief Executive Officer's Performance Review - 2016	Released 27 October 2017
7 February 2017	Acquisition of premises - Morphett Road, North Plympton	Released 21 September 2017
6 June 2017	Acquisition of premises - Morphett Road, North Plympton	Released 21 September 2017

#### **Confidential Items from 2015/16 that were released in the 2017/18 financial year**

Three items retained in confidence during the 2015/16 financial year were not released in this financial year (2017/18) and still remain in confidence as tabled below.

Meeting date	Item	Status
15 March 2016	Rates Agreement - Adelaide Airport	Confidential
3 May 2016	Divestment Proposal - Brickworks Riverfront Land	Confidential
7 June 2016	Divestment Proposal Update - Brickworks Riverfront Land	Confidential

#### **Confidential Items from 2014/15 that were released in the 2017/18 financial year**

Five items retained in confidence during the 2014/15 financial year were not released in this financial year (2017/18) and still remain in confidence as tabled below.

Meeting date	Item	Status
9 December 2014	Audit and Risk Prescribed Committee structure	Confidential
9 December 2014	Development Assessment Panel - establishment	Confidential
20 January 2015	Brickworks Riverfront Land - expression of Interest	Confidential
3 March 2015	Brickworks Riverfront Land - divestment proposal	Confidential
21 April 2015	Brickworks Riverfront Land - divestment proposal	Confidential

#### **Confidential Items from 2013/14 that were released in the 2017/18 financial year**

One item that was retained in confidence during the 2013/14 financial year was released in this financial year (2017/18) as tabled below. Two items were retained in confidence.

Meeting date	Item	Status
2 July 2013	Thebarton Theatre Complex - upgrade report	Released 8 June 2018
3 September 2013	Update - Thebarton Theatre - fire safety	Confidential
19 November 2013	Brickworks Markets - retained land	Confidential

**Confidential items from 2012/13 that were reviewed in the 2017/18 financial year**

There are no items retained in confidence from the 2012/13 financial year.

**Confidential items from 2011/12 that were reviewed in the 2017/18 financial year**

There are no items retained in confidence from the 2011/12 financial year.

**Confidential items from 2010/11 that were reviewed in 2017/18 financial year**

Three items retained in confidence during the 2010/11 financial year were not released in this financial year (2017/18) and still remain in confidence as tabled below.

Meeting date	Item	Status
23 November 2010	Audit and Risk General Committee structure attachment	Confidential
23 November 2010	Development Assessment Panel - establishment attachment	Confidential
15 March 2011	Development Assessment Panel - replacement independent member	Confidential

**Audit and Risk Prescribed General Committee Meetings**

From 1 July 2017 to 30 June 2018, one out of 30 items (3.33 per cent) of Committee business was dealt with in confidence. The item, tabled below, was considered under s90(3)(k) and retained in confidence under s91(7) of the Act on the basis that the information to be received, discussed or considered in relation to this item is information relating to the tenders received for the provision of statutory audit services to the City of West Torrens.

Meeting date	Item	Status
10 October 2017	External audit tender evaluation	Confidential

### Confidential items from 2016/17 that were released in 2017/18 financial year

One item retained in confidence during the 2016/17 financial year was not released in this financial year (2017/18) and still remain in confidence as tabled below.

Meeting date	Item	Status
17 October 2016	Information Services Security Audit (Audit and Risk Committee)	Confidential

### Civic Committee Meetings

From 1 July 2017 to 30 June 2018, one out of 35 items (2.86 per cent) of Committee business was dealt with in confidence. The item, tabled below, was considered under s90(3)(d)(i) and (ii) and (3)(g) and retained in confidence under s91(7) of the Act on the basis the disclosure of the document could reasonably be expected to prejudice the commercial position of the Council and if the contents of this confidential attachment (Attachment 2) became publicly known at this point in time it may prejudice Council's ability to achieve the best possible price and/or development outcome for the public art on Ashwin Parade project.

Meeting date	Item	Status
27 February 2018	Public art on Ashwin Parade	Confidential

### Chief Executive Officer's Review Prescribed General Committee

From 1 July 2017 to 30 June 2018, there was one meeting of the Chief Executive Officer's Review Prescribed General Committee during the 2017/18 financial year. One business item, tabled below, was considered under s90(3)(a) and retained in confidence under s91(7) of the Act on the basis that the matter relates to the negotiations and details of the contractual employment arrangements of an employee and disclosure may breach a duty of confidence owed to the employee and result in the unreasonable disclosure of information concerning the personal affairs of the employee.

Meeting date	Item	Status
21 September 2017	Chief Executive Officer's performance - 2017	Released 15 February 2018

### Confidential items from 2016/17 that were reviewed in the 2017/18 financial year

There are no items retained in confidence from the 2016/17 financial year.

### **Council Assessment Panel (formerly Development Assessment Panel 1 July 2017 to 30 September 2017)**

Section 56A(12) of the *Development Act 1993*, specifies that Development Assessment Panel (DAP) meetings and Regulation 13(2)(a) (vii) and (viii) of the *Planning, Development and Infrastructure (General) Regulations 2017*, specifies that Council Assessment Panel (CAP) meetings are held in a public place, but on occasions this principle is outweighed by the need to keep the information or discussion confidential.

From 1 July 2017 to 30 June 2018, four of the 31 items (12.9 per cent) of DAP business and six of the 96 items (6.25 per cent) of CAP business were dealt with in confidence under sections 56A(12)(a)(vii) and (viii) and regulation 13(2)(a) (vii) and (viii) in that the items could reasonably be expected to:

- (vii) matters that must be considered in confidence in order to ensure that the assessment panel, or any other entity, does not breach any law, or any order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty
- (viii) legal advice.

### **Review of internal decisions**

Section 270 of the *Local Government Act 1999* provides for the internal review of decisions of the Council, employees and other people acting on Council's behalf. During 2017/18, one (1) application for review of a Council decision were submitted.

Description of matter	Date received	Outcome of review
Internal review request received regarding the refusal to remit fees and charges on a rate repayment schedule.	29 September 2017	Review completed and decision upheld.

In addition, for the period 1 July 2017 - 30 June 2018, 1,631 requests for an internal review of an expiation notice were received. Of these requests 785 expiation notices were waived.

Applicants were notified about their right to apply to the Ombudsman to request an external review should they be dissatisfied with the findings of the Section 270 review.

In accordance with the *Council Policy - Customer Complaints* the Administration received and managed requests for service and general complaints within the 2017/2018 financial year.

### **Access to Council documents**

A list of documents and registers that can be accessed by the public can be found later in this document.

### **Freedom of Information**

During 2017/18, Council processed 15 Freedom of Information (FOI) requests and one request for an internal review of an FOI determination. We also provided our Annual Return to State Records.

Information on the FOI process, application forms, fees and access to documents is available from Council's accredited FOI officers. If required, these officers will assist anyone seeking to amend Council records containing their personal affairs. FOI information and application forms are available from Council, on the website [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au) and on the State Records' website [www.archives.sa.gov.au](http://www.archives.sa.gov.au)

A member of the public wishing to amend the Council's records concerning their personal affairs may email [governance@wtcc.sa.gov](mailto:governance@wtcc.sa.gov) or phone 8416 6333 and request to speak with an accredited FOI officer.

In accordance with Section 9 of the *Freedom of Information Act 1991*, Council must make available for public inspection an annual 'Information Statement' that provides an overview of its structure, functions and documents. This information is detailed in other sections of this annual report and can be viewed on Council's website.

### **Ombudsman enquiries**

Council responded to 14 new enquiries from the SA Ombudsman. No negative findings were made against Council.

### **Subsidiaries**

On 27 February 2018 a notice appeared in the South Australian Government Gazette announcing the establishment of the Brown Hill and Keswick Creeks Stormwater Board.

The Board, to be elected in the 2018/19 financial year, was resolved to be established by the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens pursuant to Section 43 of the *Local Government Act 1999*. This Board will oversee the construction of stormwater infrastructure of the Brown Hill and Keswick Creeks Stormwater Management Plan. The Board's financial statements for the year ended 30 June 2018 appear later in this report.

### **Whistleblowers**

*The Whistleblowers Protection Act 1993* protects people who disclose information about serious wrong doing within the South Australian public sector, including local government.

The City of West Torrens does not tolerate improper conduct by its employees, officers or Elected Members, or the use of reprisals against those who disclose such conduct.

In 2017/18, Council received no valid public interest disclosures. The process for reporting and investigating can be found on Council's website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)

## Management

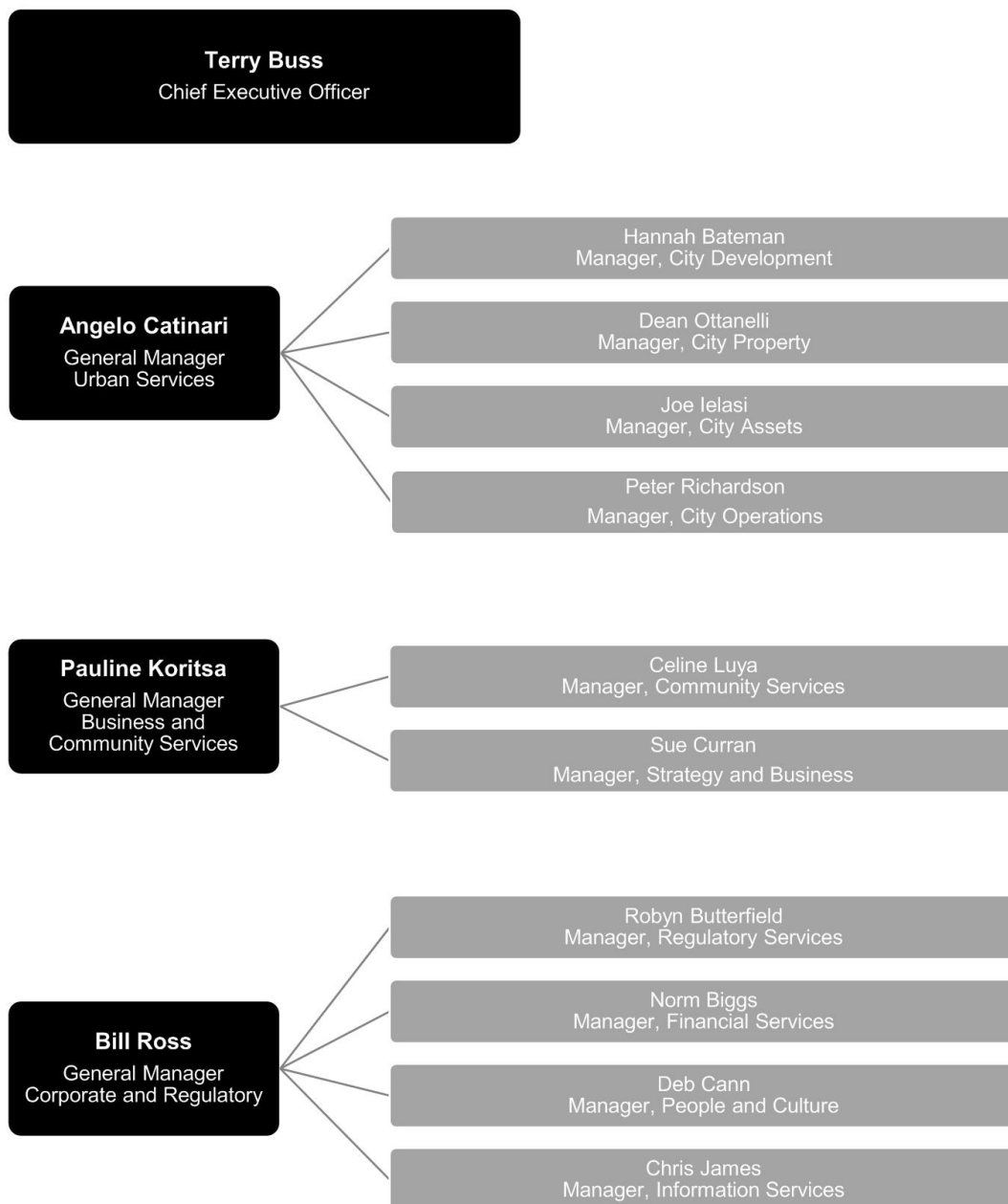
The City of West Torrens' Administration is responsible for the day-to-day operations and affairs of the organisation. It provides advice to the Elected Council on strategies and policy direction, implements Elected Council decisions and ensures that Council and its employees comply with statutory obligations.

Managers and staff also carry out the regulatory and service roles of a local government body. The Management team comprised the Chief Executive Officer, three General Managers and 10 Department Managers, operating under delegated authority according to their levels of training and responsibility.

Management staff are employed on five-year contracts, comprising a package of base salary plus allowances such as use of vehicle and provision of telecommunications equipment. The register of employee remuneration and benefits is available for inspection on request at the Civic Centre. The following flow chart shows the Management structure of the City of West Torrens as at the end of the financial year for 2018.

## Management structure

As at 30 June 2018



## Strategic Management

One of the objectives of a council is to be responsive to the needs, interests and aspirations of individuals and groups within its community. We are also required to provide services, facilities and programs that are adequate and appropriate for our community.

'Strategic planning' establishes the future direction for the entire council in consultation with the local community - that is everyone who lives, works or visits the area. It provides an opportunity to determine the council's long-term objectives, evaluate its operations and develop strategies to address the unique local issues. It also helps us 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.

The *Local Government Act 1999* requires councils to develop and adopt plans for the management of their area that are referred to as strategic management plans. The 'Towards 2025 Community Plan' is the lead document in our 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'. Our priorities and aspirations for the West Torrens' community are outlined on the following page.

Other key strategic management plans complement and support the Towards 2025 Community Plan including:

- The 10-year Financial Management Plan.
- Asset Management Plans.
- Strategic Directions Report.

Collectively, these plans provide the platform to focus our short-term allocation of resources in delivering our vision. They help us package and adopt annual service delivery plans for each department within Council.

Departmental service plans identify and detail projects the Council is focusing on and confirm their position within the overall Towards 2025 Community Plan. They help the Council deliver long-term priorities.

Additional to the array of departmental service plans, the Council prepares an Annual Business Plan and Budget to define priorities and allocate financial resources to ensure activities are delivered according to the long-term vision. The accompanying graph provides a visual snapshot of our overall performance throughout 2017/18 against the Annual Business Plan. Copies of all plans and quarterly reports can be viewed on our website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)

## Community Land Management Plans

During 2016, staff began a review of the City of West Torrens Community Land Management Plans for Council's consideration and adoption. Updated plans were presented at the Council meeting on 15 November 2016 for consideration and subsequent approval, subject to draft plans being put out for public consultation/notification, beginning 30 January 2017. No feedback was received during the 21 day public consultation period and, subsequently the plans were approved by Council at its meeting on 18 July, 2017.

The review of Council's Land Management Plans that was adopted by Council saw the consolidation of 11 plans into three:

- Reserves and Sporting Grounds
- Drainage Lands
- Community and Commercial Facilities.



## Our priorities and aspirations



### Community Life

#### Aspirations

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

#### Progress indicators

- Attendance at community events.
- Participation in community services.
- Volunteering rate.



### Natural Environment

#### Aspirations

- Reduction in our ecological impact.
- Enhanced natural environment.

#### Progress indicators

- Tree canopy cover.
- Stormwater detention, treatment and reuse volume.
- Waste to landfill.



### Built Environment

#### Aspirations

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

#### Progress indicators

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



### City Prosperity

#### Aspirations

- A thriving business environment.
- A vibrant city.

#### Progress indicators

- Employment diversity.
- Business type diversity.
- Visitor perception.



### Financial Sustainability

#### Aspirations

- Sustainable financial management.
- Proactive asset management.

#### Progress indicators

- Financial sustainability ratios.
- Asset sustainability ratios.
- Income received through grants.
- Infrastructure improvements.



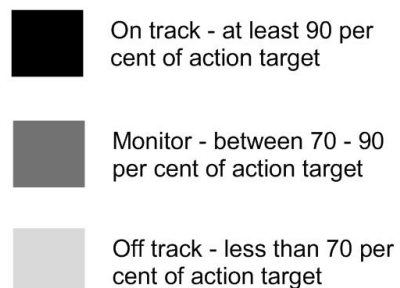
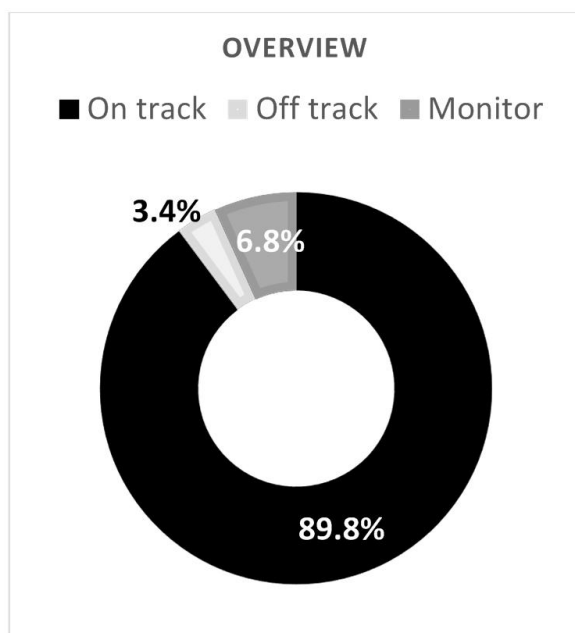
### Organisational Strength

#### Aspirations

- Strong partnerships and working relationships.
- Leading governance and technology.

#### Progress indicators

- Staff satisfaction.
- Customer satisfaction with Council services.
- Productivity gains through continuous improvement.

**Overall performance of the City of West Torrens**

## Office of the Mayor and Chief Executive Officer

The Office of the Mayor and Chief Executive Officer (CEO) provides support to both the Elected Council and administration by researching and developing opportunities for growth and prosperity. This department has both an internal and external focus - internally with regards to continuous improvement and externally around economic development.

### Economic Development

Continuing to build economic opportunities for local business is at the core of our Economic Development vision. Hosting business breakfasts and providing forums for local business representatives to meet and engage has also proven to be successful.

In February 2018 the City of West Torrens (CWT) hosted a business breakfast at the ISPS Handa Australian Open at Kooyonga Golf Course. The theme was to celebrate 'Women making a difference in our community'. With up to 100 different businesses attending to hear from local business leader Angelique Boileau, charity worker Jodie Pyke and co-captain of the Adelaide Crows Chelsea Randall the event was a huge success.

### Grants

In August 2017 the Labor State Government launched its 'Fund My Neighbourhood Program' of which CWT facilitated 31 applications to fund local projects. Unfortunately our projects were not successful, however they have been identified as future projects to possibly be funded.

As the owners of City Mazda Oval (Richmond), the CWT applied for State Government Female Facilities Grant Funding to assist the West Adelaide Football Club in developing a female multipurpose facility that accommodates female facilities and change rooms for women of all ages and levels of experience; we are hopeful for a successful outcome later in 2018.

### Special events

Our Council supported the Pacific School Games, held in Adelaide from 3 to 9 December 2017. The Games were a multi-sport event for school-aged athletes, with many events held in West Torrens. The Council providing funding and assisted with games' implementation.

The Special Olympics National Games were also held in Adelaide from 16 - 20 April 2018. Eleven sporting events saw an estimated 1,000 athletes with intellectual disabilities compete, plus an additional 3,000 family, friends coaches and officials. A number of different sports took place in West Torrens and our Council was an official sport sponsor by sponsoring the football component.

### Community engagement

The year in review saw CWT play a role in facilitating the 'Local Sport Needs Women Forum' on behalf of the State Government. This forum created an opportunity for many local clubs to come together to express their concerns regarding women's sport directly to the Minister for Women.

### Awards

In April 2018 Council was successful in winning the Local Government Professionals - Leadership in Community Services Award - City of West Torrens: Swimming and Water Safety Program. The program offered a complete service to some 18 young migrants in the community who had little or no water safety experience to encourage safety around water and safe swimming experience. More information about this can be found in the Community Services section of the annual report.

### China liaison

The Council continues to liaise with Weifang City in the People's Republic of China and to facilitate the promotion of our local businesses with the City of Weifang. This has been a successful venture for the Council and a number of businesses as relationships continue to grow and cultivate to yield commercial opportunities.

### Continuous Improvement

The Continuous Improvement (CI) team facilitate and coordinate continuous improvement initiatives across the organisation. The team's objective is to support the organisation in process improvement to deliver maximum value for our community through value creation, efficiency and cost savings and improved service delivery.

The primary focus of the team this year was to work with Information Services and City Operations in the implementation of mobile technology for our outdoor workforce. As a result, 70 per cent of vehicles now have mobile devices in use to manage customer requests.

The benefits of transitioning to mobile technology for the community is the improved efficiency and reduction in lead time for customer requests to be actioned. Customers also now have live updates of the progress of their request rather than waiting for hard copy notes to be referred. The results from a trial conducted within our arboriculture team highlight the outstanding improvements in service delivery:

	Before trial (January 2017)	As at May 2018	Improvement
Number of days to action a request	7.5	3	40 per cent
Number of outstanding requests in the system	604	28	95 per cent
Lead time for requests to be complete in system (days)	41.7	8.06	80.4 per cent

### Process standardisation via Process Hub

An organisational Process Hub was developed by the Continuous Improvement team to help drive standard work. The objective of the Process Hub was to:

- create and update processes with a focus on continuous improvement
- establish a 'go to' page for all CWT processes for staff to access
- provide staff with better transparency and understanding of internal processes
- improve document management and information sharing
- reduce defects and waste
- focus on the process rather than people.

There are currently 41 processes uploaded to the Process Hub with a target of 150 by the end of the 2018/19 financial year.

### A3 reporting

The team focus is to imbue 'Lean Thinking' principles and capability throughout the organisation to become inherent in staff and their problem solving activities. Improvements that are driven solely by departments are captured on A3 reports.

A number of projects were initiated in the 2017/18 financial year, to be completed in 2018/19. These improvements will not only streamline CWT process, but have cost saving benefits for our community. Projects include:

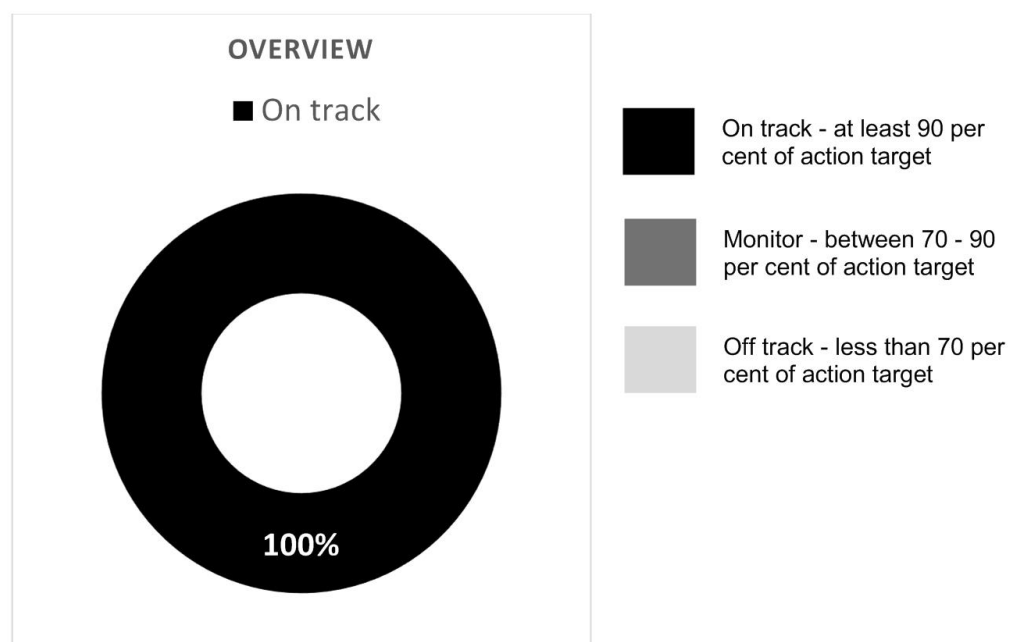
- Reducing contractor rework on Council-owned building inspections.
- Developing a new process for abandoned vehicles.
- Reducing delay time and improving consistency and clarity in our corporate planning process.
- Developing a consistent approach to process events being held on Council-owned land.
- Streamline the booking system for Thebarton Community Centre.
- Developing a centralised register for Elected Member requests.

## The coming year

In this coming year we expect to see our teams continue to develop relationships with local businesses and explore opportunities for economic growth. We will be involved in establishing a sound economic development strategy to better understand the needs of the variety of businesses in West Torrens and to provide opportunities to strengthen the capacity of our business sector.

In terms of Continuous Improvement, the new financial year will focus on the closing out of projects that have been carried over as well as the complete roll out of mobile technology in our City Operations department. The team will also prioritise new projects based on a cost/community benefit matrix and will work with the Risk team to identify potential projects based on audit findings and/or risk opportunities.

## Overall performance of Office of the Mayor and Chief Executive Officer

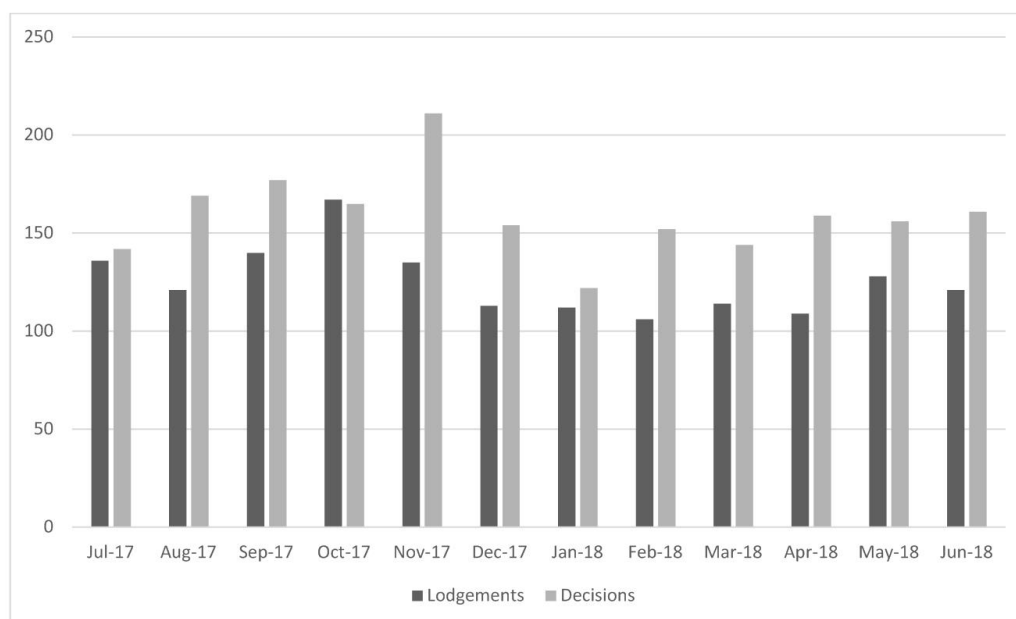


## City Development

The primary responsibility of City Development is to assess development applications and ensure that new development within West Torrens complies with the *Development Act 1993*. New development can range from major initiatives such as establishing new business precincts and multi-residential developments, to house renovations and extensions.

The number of development applications received in 2017/18 decreased by 10 per cent over the previous financial year, with a total of 1,502 applications lodged, representing an average of 125 applications received each month. The number of development applications on which decisions were made in 2017/18 increased by 15 per cent over the previous financial year, with 1,912 applications determined, representing an average of 159 applications each month.

### 2017/18 lodgements and decisions



City Development undertakes paperless assessment of land division development applications and continues to implement new software and processes to increase the number of applications that can be lodged and assessed electronically.

The year in review saw a number of significant developments assessed and continued development trends, key among them being:

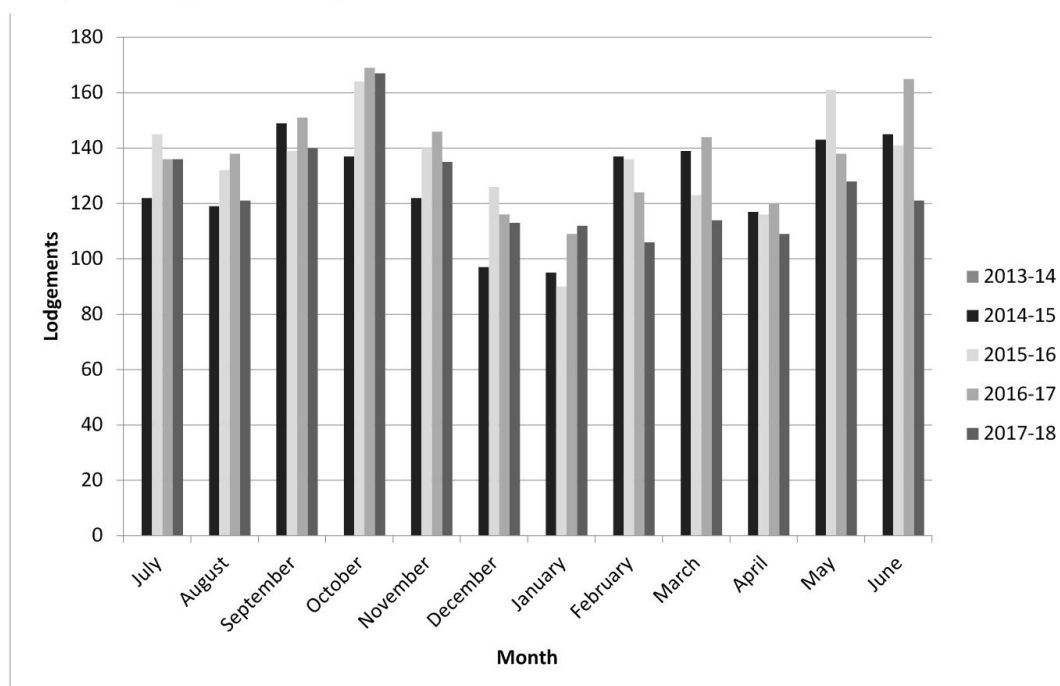
- multi-storey developments within the Urban Corridor Zone along ANZAC Highway, Henley Beach Road and Port Road
- continued medium density infill development within parts of the Residential Zone, particularly in Fulham, Kurralta Park, Lockleys, Marleston, Plympton and North Plympton
- redevelopments of community facilities including Weigall Oval, Camden Oval, Apex Park and Torrensvile Bowling Club
- a number of new childcare centres along major transport corridors
- new development proposed in the recently rezoned Urban Renewal Zone in Torrensvile and Underdale.

### Estimated cost of approved developments

Commercial Cost					
July 17	\$22,007,304	November 17	\$4,765,000	March 18	\$170,000
August 17	\$3,272,500	December 17	\$1,480,000	April 18	\$2,126,895
September 17	\$1,339,000	January 18	\$1,213,000	May 18	\$3,489,789
October 17	\$607,100	February 18	\$50,000	June 18	\$712,008

Residential Cost					
July 17	\$8,135,711	November 17	\$9,365,096	March 17	\$5,787,331
August 17	\$6,776,456	December 16	\$8,657,136	April 17	\$4,156,149
September 17	\$9,346,617	January 17	\$8,692,677	May 17	\$4,331,220
October 17	\$11,378,287	February 17	\$5,128,907	June 17	\$2,455,604

### Comparative application lodgement numbers - 2013/14 to 2017/18



### Council Assessment Panel

Development applications lodged with the City of West Torrens are assessed in one of two ways - either by a member of staff under delegation from Council or by the Council Assessment Panel (CAP) - formerly the Development Assessment Panel (DAP).

Each application is assessed on its individual merits and, if deemed to require a more rigorous or independent assessment, may be referred to the CAP. These could include development applications for large-scale developments, multi-dwelling developments and those that do not satisfactorily meet provisions of the City of West Torrens Development Plan.

During the year the staged passage of the *Planning, Development and Infrastructure (PDI) Act 2016* required Council to replace the former Development Assessment Panel (DAP) with a newly constituted CAP. While the DAP consisted of seven members (four independent and three City of West Torrens' Elected Members) the PDI Act prescribed that the CAP consist of five members (four independent members and one Elected Member). As part of the introduction of the CAP, an Assessment Manager was also required to be appointed. The new CAP and Assessment Manager was required to be in place by 1 October 2017.

Council formally established the new CAP at its meeting of 5 September 2017, with a term of office extending from 1 October 2017 to 30 December 2018. It consisted of all of the existing independent members of the former DAP plus Cr Graham Nitschke. Cr George Demetriou was appointed as a deputy member for Cr Nitschke.

At the end of the March quarter 2018 the Presiding Member Dr Donna Ferretti and independent member Wayne Stokes resigned from the CAP necessitating the appointment of two new independent members, including a new Presiding Member. Council subsequently appointed Colleen Dunn as the Presiding Member at its meeting of 6 March 2018 and, at its meeting of 3 April 2018, Council appointed Chris Menz and Andreea Caddy as independent members and Ben Russ as a deputy independent member.

A total of 12 DAP/CAP meetings were held during 2017/18 with member attendance records indicated below.

Panel member	Attendance	Apologies
Dr Donna Ferretti (Presiding Member until 14 March 2018)	9	0
Colleen Dunn (Presiding Member 14 Mar 2018 - 13 June 2018)	11	1
Jane Strange	11	1
Wayne Stokes (Member until 13 March 2018)	8	1
Andreea Caddy (Member from 1 April 2018)	2	1
Chris Menz (Member from 1 April 2018)	3	0
Cr Graham Nitschke	12	0
Cr George Demetriou (Member until 30 September 2017)	3	0
Cr Tony Polito (Member until 30 September 2017)	2	1
Ben Russ (Deputy Member from 1 April 2018)	Not required	

During the year, 123 development applications were presented to the DAP/CAP for a decision. This represented 6.4 per cent of all applications determined by Council during 2017/18. Eighty-seven percent of applications considered by the CAP were determined in line with the staff recommendation.

## Compliance

A total of 254 illegal and/or non-compliant development issues were reported during 2017/18, reflecting a 38 per cent increase on the previous year. Of these, 45 remain ongoing matters. In addition, seven enforcement notices (pursuant to Sections 69 & 84 – Enforcement Notices – of the *Development Act 1993*) were issued; three were referred to the Environment, Resources and Development Court.



Another key role of City Development is to conduct building inspections of developments under construction to ensure that they are being built in accordance with approved plans. During 2017/18, 346 successful building inspections were undertaken, reflecting a decrease of 25 per cent on the previous year.

### **Liquor license applications**

While decisions regarding liquor licensing are made by the Office of the Liquor and Gambling Commission, for some applications Council has the opportunity to comment before licences are issued, primarily around areas of concern such as approved land use, suitability of the proposal and details of any complaints received that relate to the proposal. Council commented on 37 proposals during the 2017/18 financial year, a 28 per cent decrease on the previous financial year.

### **Section 12 requests**

A section 12 Statement is provided – upon request – when the sale of a property occurs and in accordance with the *Real Property Act 1886*. Council issued 1,518 section 12 statements, which carry information such as property zoning and use of land, during 2017/18, down one per cent on the previous financial year.

### **Value adding to our service**

City Development is committed to continuous improvement and is constantly on the lookout for ways to provide better service to customers.

During the year in review City Development staff provided referral comments on a number of applications assessed by other authorities including the State Commission Assessment Panel (formerly Development Assessment Commission), State Coordinator-General, Minister for Planning and Adelaide Airport Limited.

The online ordering of rates certificates and section 12 requests continued to enjoy strong take-up by conveyancers, with the majority of combined searches and urgent searches being lodged through the online portal.

Staff continued to provide telephone, face to face and written advice to customers upon request, with enquiry numbers remaining constant.

At the same time, the online tracking of development applications remained a valued service, with a growing number of customers welcoming the ability to check the real-time progress of their applications via the internet.

### **Online tracking of applications**

Development application online enquiries					
Year	2013/14	2014/15	2015/16	2016/17	2017/18
Visits	5,212	6,499	9,712	9,819	9,956

## The coming year

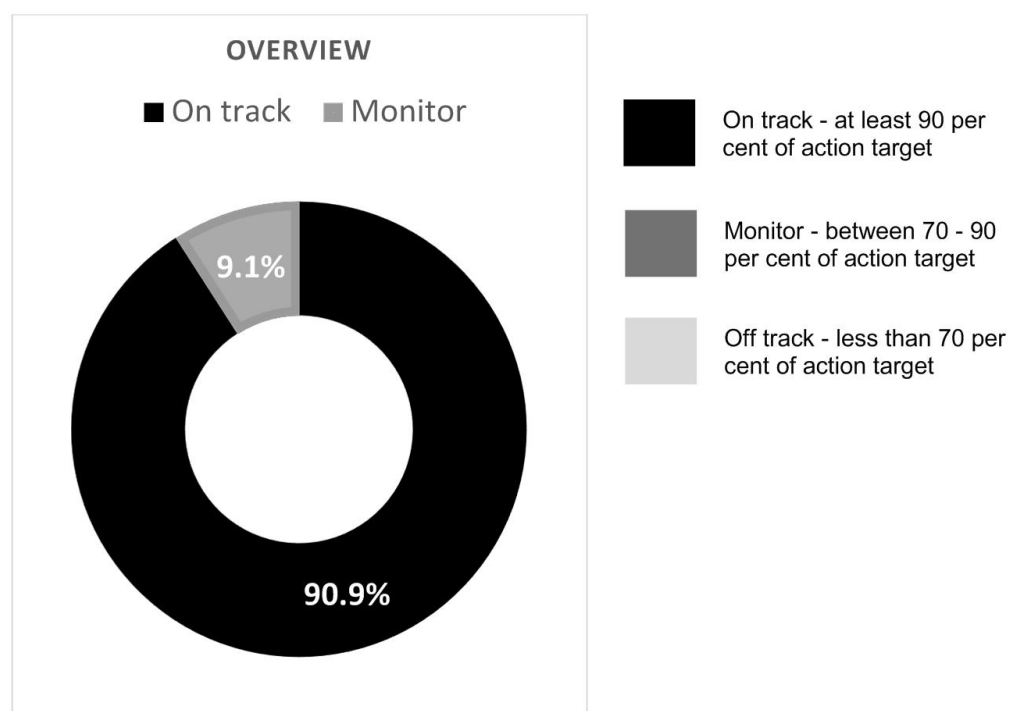
City Development will again focus on a number of major endeavours in the new financial year, including the continued transition from the *Development Act 1993* to the *Planning, Development and Infrastructure Act 2016* and associated staged implementation of new statutory requirements, including the introduction of the Accredited Professional Scheme.

Staff will also continue implementation of the State Government's Liquor Licencing Reform as it relates to Council, including changes to Council's role in the licencing process.

Key areas of focus in the coming year will include:

- handling planning applications within legislated timeframes
- providing accurate and timely advice and support to customers
- streamlining internal processes to further enhance efficiency
- updating and expanding on the range of information available to assist customers through the assessment process, including information on infrastructure requirements
- supporting and facilitating the electronic lodgement and assessment of development applications.

## Overall performance of City Development



## City Operations

Council's City Operations Department is responsible for effectively managing and coordinating the delivery of services and projects to help provide a safe, liveable and enjoyable environment for our community.

Employees and contractors working within City Operations deliver a variety of civil and capital works jobs, provide and deliver services and projects in the horticulture and arboriculture area and cleansing services such as street sweeping and roadside litter collection.

### Civil Works and Services

The Civil Works and Services team maintain and construct the majority of West Torrens' infrastructure and amenities. These works generally include road and footpath maintenance, graffiti removal, line marking, signage, reserve furniture and bus shelter maintenance.

During the past year our team undertook a number of larger projects, including:

- resealing and reconstructing various roads within West Torrens
- replacing road kerb and watertable
- upgrading and replacing footpaths
- upgrading and replacing minor drainage infrastructure
- improvements and minor upgrades to stormwater pumping stations located in Glenelg North and Fulham.

In addition to these projects, we replaced more than 7,900 square metres of concrete, paving, bitumen footpaths and driveways and undertook 550 metres of concrete kerbing maintenance. Our Civil Works and Services team also removed more than 4,300 square metres of graffiti and upgraded and maintained playgrounds, lighting and furniture on parks and reserves.

### Horticultural Services

Horticultural Services' staff are responsible for landscaping the parks, gardens and reserves in West Torrens, caring for our trees and plants and maintaining ovals and irrigation. Works include tree assessment and planting, upgrading of reserves and irrigation, maintenance and pest and weed control.

During the past year our team undertook a variety of projects including:

- developing reserves and open space areas to improve the amenity and minimise water usage
- improving open space and irrigation management on reserves including:
  - Frank Norton Reserve, Torrensville
  - Joe Wells Reserve, Netley
  - Jubilee Park Reserve, Glandore
  - Mile End Common Reserve, Mile End
  - Oakmont Ave Reserve, Novar Gardens
  - St Georges Ave Reserve, Glandore
  - Westside Bikeway, Marlestone / Plympton / Richmond
- building new, and undertaking improvements to, playgrounds at the following reserves:
  - Baroda Ave Reserve, Netley
  - Dove St Reserve, Thebarton
  - East Parkway Reserve, Fulham
  - Joe Wells Reserve, Netley
  - Jubilee Park Reserve, Glandore
  - Lyons St Reserve, Brooklyn Park
  - St Georges Ave Reserve, Glandore
- pruning and maintaining more than 6,500 trees

- establishing new rain gardens in selected streetscapes
- helping plant more than 7,500 species along the River Torrens Linear Park through community planting days and project work.

As part of our greening program we also undertook several initiatives including planting more than 1,300 street and reserve trees.

### Fleet, Cleansing and Support

Our Fleet, Cleansing and Support staff maintain all fleet vehicles, order necessary stock and plant and provide cleansing services for our residents such as street sweeping and cleaning underground stormwater maintenance.

During the past year our City Clean Services team collected more than 80 tonnes of general street rubbish and swept more than 14,000 kilometres of road, collecting an average of 120 tonnes per month of general leaf litter.

Our Fleet Services team maintained more than 400 items of plant and equipment, ranging from light and heavy motor vehicles to earthmoving equipment and power tools.

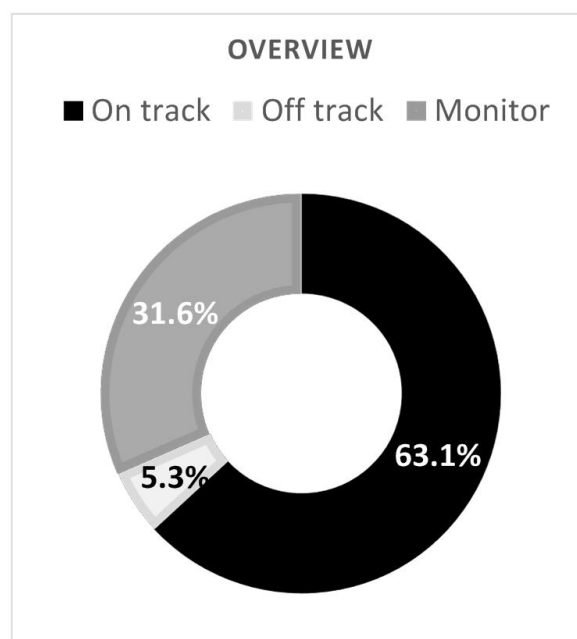
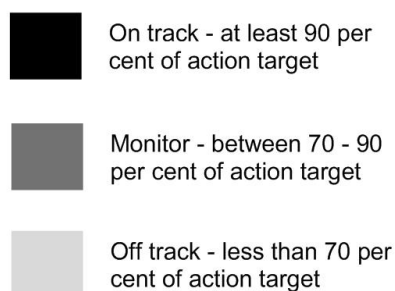
### The coming year

City Operations will continue to provide services for residents to help ensure that our city is an appealing place to live and that our public spaces are safe.

Among the projects planned for the 2018/19 year are:

- The continuation of our block (tree) pruning program to enhance the aesthetics of our street scapes and ensure our trees are healthy and safe - Torrensville, Cowandilla, Mile End, Richmond, Camden Park, Kurralta Park, Keswick and Ashford.
- Upgrading of playgrounds and bus shelters.
- A new footpath maintenance program to help deal with trip hazards quicker to ensure the safety of pedestrians.

### Overall performance of City Operations



## City Property

Employees and contractors working within City Property deliver a variety of building and capital works projects and provide services in building, facility, lease and open space management and maintenance.

Our department is responsible for maintaining and upgrading Council-owned buildings, of which we own more than 120, including sporting, community, recreational and commercial operated facilities.

During the past year our team undertook a variety of building projects including:

- upgrading fire systems, asbestos removal, electrical and building compliance works on Council-owned properties
- upgrades to Thebarton Theatre including the ongoing staged program for improvements to the structural and electrical building systems
- maintenance of the Star Theatre complex as part of a 10-year plan
- minor building works and improvements to:
  - Guides Hall, Kurralta Park
  - Plympton Community Centre, Plympton
  - Thebarton Community Centre, Torrensvile
  - Richmond Oval grandstand, Richmond
  - Peake Gardens Riverside Tennis Club, Marlestone.
- Installation and replacement of new pedestrian LED lighting along the River Torrens Linear Park path in Fulham and the Westside Bikeway, Plympton/Marlestone.
- Purchase of a new depot site located on Morphett Rd, North Plympton to house the staff and resources of City Operations and City Property.

The team has been continuing to improve and upgrade sporting and recreation facilities including:

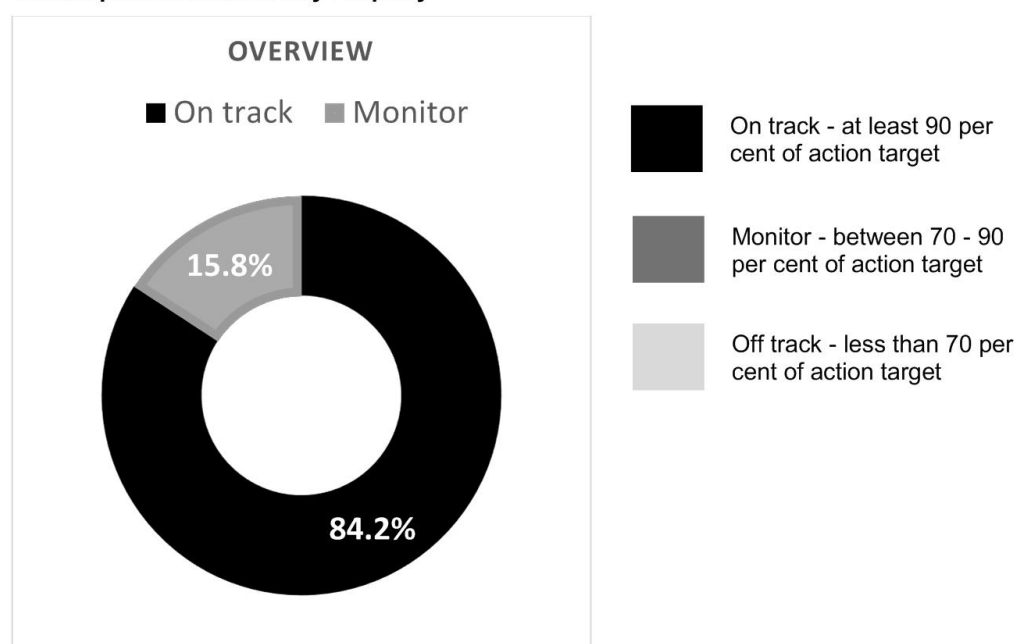
- Stage one of works for the Weigall Oval Complex comprising reserve upgrade, new playground, new tennis courts and car parking.
- The start of the design and documentation for the next stage of the Weigall Oval Complex, (Stages 2 and 3) comprising of a new community and sports building and new sports fields for clubs.
- The completion of the detailed design and documentation and start of works on site for the Camden Oval Complex redevelopment.
- The continuation of the staged project program of the upgrade of the facilities at Lockleys Oval/Apex Park/Mellor Park redevelopment. The project includes improvements and upgrade to the reserves, new buildings and sport facilities.
- Providing assistance to the Torrensvile Bowling Club for the build of its new clubrooms near Thebarton Community Centre. These works have included improvements to drainage and a new wetland area, car parking for Kings Reserve/Thebarton Oval.
- Approval of the Kings Reserve Masterplan by Council in June 2018 which will include a new playground facility, shared pathway linkages between facilities and car parking.

## The coming year

City Property will continue to work with the Elected Council and community to further enhance and improve our amenities and facilities for future generations. Among the projects will be the continuation of several that have started in this reporting year including:

- New LED pedestrian lighting along the Linear Park pathway, Captain McKenna pathway and Westside Bikeway.
- Relocating staff and plant from the depot premises on Marion Road to the new depot facility at North Plympton (including fit out).
- Continuing project works at Weigall Oval, Camden Oval, Lockleys Oval, Mellor Park, Apex Park, Kings Reserve and Westside Bikeway.
- Working with the Torrensville Bowling Club as it builds a first-class bowling facility on South Road, near Thebarton Community Centre.
- Ongoing works to protect, preserve and improve Thebarton Theatre and Star Theatre.

### Overall performance of City Property



## City Assets

City Assets is responsible for managing the portfolios of Traffic and Parking Services, Asset Management, Technical Services and the delivery of capital projects. The core responsibilities of staff include traffic and parking analysis, infrastructure planning, design and construction, management of stormwater and flood mitigation and property management. Staff are also responsible in providing engineering services and developing plans and strategies to achieve long-term sustainability of West Torrens' building and infrastructure assets.

### Major projects

#### George Street upgrade

This past year saw the completion of the upgrade of George Street between South Road and Dew Street, Thebarton, at a cost of \$2.9 million.

The work involved:

- removal of 14 of the 50 trees and the planting of 27 new street trees
- upgrading of major underground stormwater drainage systems
- installation of a roundabout at the intersection of Dew Street
- reconstruction of the road pavement, kerbing and footpaths
- construction of new indented parking bays.

The section of George Street, from South Road to Dew Street, has been in a state of disrepair for many years, particularly in relation to footpath and kerbing condition, as well as increased degrading of the road pavement.

Before undertaking works, Council consulted with residents over several years. We considered a number of options for the reconstruction project and, based upon feedback received that showed a strong desire to preserve the existing trees, agreed to a plan that preserved the maximum number of trees while balancing the renewal of the existing infrastructure. The upgrade of George Street will provide a safer environment for road users and pedestrians.

#### West Thebarton Road and Phillips Street upgrade

Work on a \$6.3 million upgrade to West Thebarton Road and Phillips Street began this year in review. A major transport route between South Road and Port Road, West Thebarton Road will undergo a major transformation in the near future.

### Asset Management

In continuing to meet our aspirations of sustainable financial management and proactive asset management, we continued to assess the renewal, rehabilitation, upgrade and maintenance requirements of our assets based on service levels, standards, performance and consumption. Information from the assessment is used to inform our ongoing capital and maintenance funding requirements and our financial planning process (long-term financial plan).

In the past year we updated and adopted our Asset Management Plans for our major asset classes. In addition, we continued the development and implementation of the playground mobile inspection and works order system.

We also began a rolling program for the condition auditing of our city's stormwater network assets.

## **Roads and footpaths**

In the past year more than \$10 million was spent on transport capital works. These works were identified within our Road and Footpath Asset Management Plans, which are annually reviewed and incorporate customer requests. \$8.3 million of this amount was spent on resealing road surfaces, replacing kerb and gutters and reconstructing roads.

During the year the City of West Torrens spent around \$290,000 on renewing and constructing footpaths across the West Torrens' area. Key upgrades included Ingerson Street, West Beach and Broughton Avenue, Kurralta Park. Major works were also undertaken as part of our city-wide footpath remediation program that addresses footway defect areas along major arterial roads. This remediation program, addressing hazards, provides greater pedestrian safety.

## **Stormwater**

In 2017/18 we began the construction of new underground stormwater drainage in Lockleys North at a cost of more than \$3 million. This project saw us upgrade the existing stormwater drainage in May Terrace, from Sir Donald Bradman Drive to Henley Beach Road. We also began the crossing across Henley Beach Road into Rowells Road and Douglas Street, Lockleys. These projects cost \$1.8 million.

## **Traffic Services**

### **Transport Strategy**

During the year staff continued to implement recommendations from our Council's Transport and Bicycle Strategy to achieve its goals in providing an interconnected transport system.

The Local Area Traffic Management (LATM) study at Underdale, Torrensville and Thebarton was completed and as a result we began installing traffic control solutions. We completed the construction of the roundabout at Hardys Road and Ashley Street intersection, Underdale and also completed the roundabout at the junction of Morphet Road and Stonehouse Avenue at a cost of \$350,000. We began LATM studies for the Novar Gardens /Camden Park precinct area and the Mile End/ Richmond precinct area.

LATM is concerned with the planning and management of the usage of road space within a local traffic area. LATM involves the use of physical devices, street scaping treatments and other measures (including regulations and other non-physical measures) to influence vehicle operation in order to create safer and more pleasant streets in local areas.

In continuing to improve the West Torrens' bicycle network we completed the upgrade of sections of the Reece Jennings and Captain McKenna shared paths, costing \$300,000.

### **Road Safety Group**

The City of West Torrens' Road Safety Group works in conjunction with the Elected Council, staff and external stakeholders such as SA Police, the Department for Transport, Energy and Infrastructure and the community with the aim of promoting road safety and awareness and responding to the road safety concerns of the local community and road users.

The key activity the group undertook in the year in review was the production of a Road Safety calendar. This project saw the Lockleys and Cowandilla Primary Schools participate in an art competition based on a road safety awareness. Seven pieces of art work from each school were selected by the members of the Road Safety Group to develop the calendar.

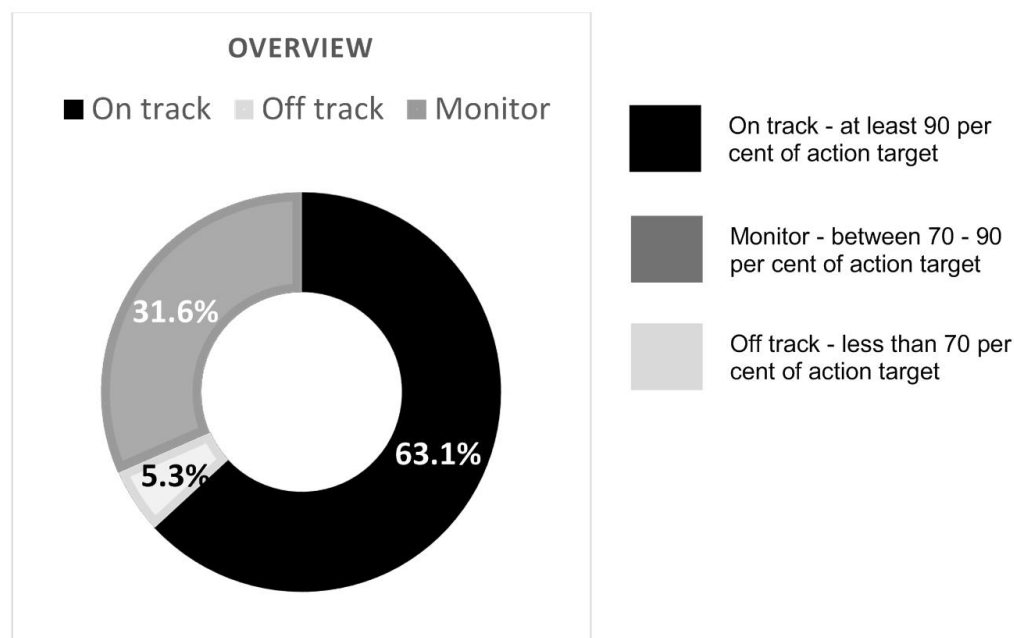


## The coming year

The 2018/19 year will be a busy one for staff as we continue with many ongoing projects. These will include:

- The upgrade of West Thebarton Road - new road pavement, street lighting, kerbing, footpaths, landscaping and urban design and upgrades to bicycle routes.
- Continuing the audit of all stormwater network assets.
- The reconstruction of various roads in suburbs including Fulham, Kurralta Park, Novar Gardens, Plympton, Torrensville and Underdale.
- Traffic management work at identified locations and the continuation of the Torrensville/Thebarton LATM.
- The final stage of the Lockleys stormwater upgrade project (total cost \$1.4 million) - works will include the installation of underground pipes in Clyde Avenue, Arcoona Avenue, Franciscan Avenue, Nobel Avenue, Torrens Avenue, Kent Terrace, Elba Avenue and Kenton Street.
- Upgrading of the Reece Jennings Shared Path at a cost of \$200,000.
- Staging a Mock Crash event at the Thebarton Oval in conjunction with the West Torrens Road Safety Group - to educate young drivers about the impact of a fatal road accident.

## Overall performance of City Assets



## Community Services

The City of West Torrens' Community Services Department encompasses Community Development, Library and Active Ageing. It provides opportunities for the community to learn and connect with each other to reduce social isolation, improve quality of life, promote literacy and bridge the digital divide.

### Community centres

The City of West Torrens manages two community centres - Thebarton and Plympton.

The year in review for Thebarton Community Centre was extremely successful; bookings increased by 17 per cent, making it the busiest year to date.

The centre was utilised for a total of 11,929 hours over 351 days. Thirty five per cent of usage was provided to local community groups free of charge, or at a heavily discounted rate. This equates to an approximate benefit of \$78,000 to community groups and organisations.

Highlights during the year included the Japanese Australian Friendship Association Festival, Fork on the Road, the Australia Day Citizenship Ceremony, a Chinese Mooncake Festival event and many other cultural events, fundraisers and sporting club award nights.

Plympton Community Centre was the focus of some minor renovations and new programs during the past 12 months. The Active Ageing focus at the Centre has been very popular and has included activities around mind stimulation, whole body exercise and socialisation opportunities. Plympton has also become a popular spot for local and cultural community group gatherings, celebrations and educational sessions. The Centre averaged 80 bookings per month and the client base looks set to increase into the future.

### Home Care Service

The aim of our Home Care Service is to provide assistance to older people in our community to enable them to live independently in their own homes for as long as possible. These services are funded by the Commonwealth Home Support Program and by Council. During the year almost 900 older residents were assisted with cleaning, social support, home maintenance and modifications, transport, key safes and meals.

### Community Grants

The online Smarty Grants grant application system was launched in January 2018 streamlining the grant application process for our community. During the year in review 100 Junior Development Grants were distributed and Council approved 42 grants to community groups. This included a total of \$130,000 worth of equipment, community and sponsorships grants to community groups, cultural groups and sporting clubs.

### Thriving Neighbourhoods

Thriving Neighbourhoods is a new collective initiative that Council participates in to work with other organisations in the community. Thriving Neighbourhoods brings together community partners to plan and develop collaborative action to inspire, support and strengthen outcomes for children, youth and families within West Torrens.

Two 'pop up café' events were held this year at Rex Jones Reserve and were attended by around 450 local residents. These sessions focused on providing opportunities for neighbours to meet and activate our communal spaces with activities, games and conversation prompters.

### Cultural events

A number of cultural events were hosted throughout the year. Key events included a Latin Carnival, an African Food and Music Night, Harmony Day and Refugee Week. On average our

cultural evenings drew crowds in the low hundreds, however the celebration for Harmony Day this year saw around 250 people participate in making a large community mandala from succulent plants.

## **Exhibitions**

Twelve exhibitions were curated this year with more than 24,000 visitors visiting the West Torrens Auditorium Gallery to observe artists' works. In all more than 110 artists exhibited work and the Gallery hosted four festivals including Fringe, SALA, Helenika and the International Audio Visual Festival.

The 2018 West Torrens Art Prize theme was 'Past, present, future in West Torrens' and attracted entries in a variety of mediums. Richard Maurovic was the overall winner with his work 'Respecting All Cultures, Torrensville'.

## **Children and youth**

### **The Swim and Water Safety Program**

The Swim and Water Safety Program won the Leadership in Community Services Award in the 2018 SA Local Government Excellence Awards recognising outstanding achievement and innovation in local government.

The program consisted of a free six week swim safety program that targeted young multicultural residents new in the community and from nationalities that typically do not have a culture of learning to swim. The aim of the program was to educate and support migrant youth to develop competencies in swimming, water confidence and safety.

The secondary goal of the program was to increase the community participation of migrant youth, increase awareness of CWT programs and services and facilitate connection between young people from different schools in West Torrens.

### **School Holiday Program**

These programs continued to be extremely popular during the year. The Little Day Ins focussed on Science, Technology, Engineering and Mathematics (STEM) activities and the Little Day Outs focussed on activating parks and spaces; all averaged 300 people at each event.

### **Youth Expo**

The annual Youth Expo was held at the Titanium Arena and was a regional expo organised in collaboration with the Cities of Charles Sturt, Port Adelaide Enfield and the Multicultural Communities Council of SA. The expo was very attended by more than 800 students and showcased services for young people in the western region.

### **Activating spaces**

From July to September a 'pop up space' was established at the Brickworks Marketplace to provide information and engagement with children, youth and families. An after-school Lego program was delivered in partnership with LAYGO which attracted youth and children from local schools such as Torrensville, Cowandilla, Plympton, Richmond and Lockleys Primary Schools and St George College.

### **Baby and Toddler Times**

Baby and Toddler Times were popular programs for families in West Torrens. The sessions were designed to help develop pre-literacy skills, with children and caregivers joining in rhymes and songs, singing and dancing. This year sessions were held at Thebarton Community Centre, the Cowandilla Community Room and the Hamra Centre Library. More than 6,000 attended Baby Time and more than 6,700 attended Toddler Time.

### **Library**

A total of 15,666 new items were added to the library collection this past year, increasing the overall size of the collection to 72,565 items.

While the number of visitors to the Hamra Centre Library increased, the number of physical items borrowed decreased, however the digital library proved to be popular with a strong take up of the state wide free eBook collection by customers. During the year in review the Hamra Centre Library was visited more than 226,000 times, while the Mobile Library was accessed almost 11,000.

### **Customer satisfaction survey**

More than 340 people took part in our library customer satisfaction survey during March with results showing that a growing number of visitors to the Hamra Centre Library do so to take part in events or to relax and socialise. Borrowing and returning items were still the most popular reasons to visit but it was heartening to see that the results showed our library as being the 'third place' important to them behind home and work. 97 per cent of respondents said they were happy or very happy with the types of services and activities offered by the library and 98 per cent were happy or very happy with the level of customer service that they received.

### **Digital literacy**

'Rewire' is the new look digital literacy program that was introduced this year. The program is designed to spark learning, improve confidence and help customers get the most out of the latest technology in a fun, interactive environment. Small classes and one-on-one individual tech help sessions were offered and topics focussed on learning more about computers, tablets and smartphones, email tips and tricks, eBooks and digital content.

### **Book launches**

The Hamra Centre Library hosted three book launches during the year including 'Of Llamas and Piranhas' by Valerie Volk, 'Gideon's Credo' by SA author Ben Laffra, and 'Never Forget Australia: A Return to the Western Front: A Memoir' by Margie Koukourou.

### **Mobile Library**

The Mobile Library Service continued to be popular throughout the year and two new mobile library stops were added to the route in Underdale and Glandore.

A pop up library was held at six Summer Festival events, two Thriving Neighbourhood events, a community event in Elder Park and promotional visits to primary schools.

Our 'new' Mobile Library truck celebrated its first birthday in September 2017 in the West Torrens Memorial Gardens with a free sausage sizzle, coffee and cake. More than 200 Library clients met the team and discovered the Mobile Library collections and services.

### **Home Library Service**

The Home Library service is for people who are unable to access a public library due to reasons including disability, illness and limited mobility. Some clients use the service on a temporary basis (during illness) and others take part on an ongoing basis. Books and items were delivered monthly

to around 60 clients who borrowed more than 7,000 printed books, audio books, DVDs, magazines and board games.

## New initiatives

### Library collections

A 'Quick Reads' collection was introduced during the year enabling customers to borrow the newest books for just two weeks. The quick turnaround meant that books were available more frequently for loan.

An Autism Friendly collection was also created for families and individuals with autism and related conditions with subjects covering a wide variety of areas relating to life with autism.

### Friday Fun in the library

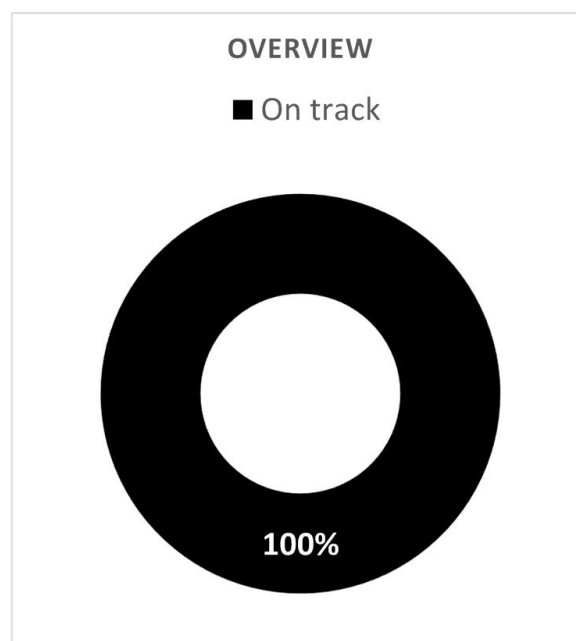
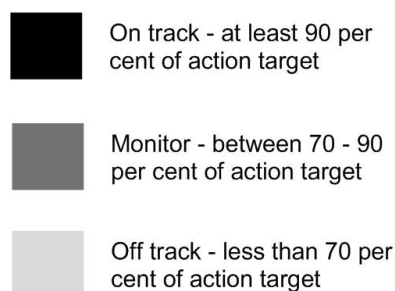
This new program was offered on alternate Friday afternoons during school terms for young people in the Hamra Centre Library's youth area. Feedback from those attending helped staff plan activities such as games, tournaments, learning a new craft and author and artist workshops.

## The coming year

A redesign the Library's service model to improve the customer and staff experience will see the Hamra Centre Library's desk space repurposed to better align with designated services, integrate digital and on-site services, simplify service processes and help staff adapt to the changing role of public libraries in the community. At the completion of the project the staff will be better equipped to deliver customer service in a way that better suits customer need and the changing use of technology.

We will also be preparing to engage with a larger cross-section of our community by creating several new programs that are focussed on our ageing community and the younger people who live and study in West Torrens. We'll be expanding our Active Ageing programs for seniors and instigating a youth entrepreneur/self-employment skills development project.

### Overall performance of Community Services



## Strategy and Business

Strategy and Business supports the organisation to achieve its strategic objectives. It is responsible for developing Council's key strategies and plans in consultation with the community, Elected Members and other stakeholders.

### Media and Events

Council's Media and Events team provides information to our community about projects, services, events and programs to help residents gain a better understanding of what is happening in West Torrens and where rate dollars are being allocated.

As people's wish to be kept up-to-date with the latest information continues to increase, so too does the demand on Council for providing this information to our community as timely as possible. The Media and Events team use social media, advertising, Council's magazine and the web to push information out to the community. Team members also assist officers from across Council in organising community engagement projects so that residents can have a say on large-scale projects and ideas that are proposed.

In this current reporting year, members of the Media and Events team supported the community by engaging with them through the social mediums of Facebook, Twitter and Instagram, publishing the quarterly magazine 'Talking Points', monthly advertising in local newspapers and staging various events at which people could get to know their own local community a bit better.

The flagship of Council's event calendar for any given year - Summer Festival - was again a huge success in early 2018 with a series of outdoor movies, music and multicultural festivals making up the mix at which thousands of people attended. The annual 'Fork on the Road' at Kings Reserve reached record numbers with around 6,000 people soaking up the food, music and sun in February while a new street party called 'Thebartonia!' was staged in conjunction with the Wheatsheaf Hotel and drew crowds in their thousands over several hours.

We contributed to the successful delivery of our annual Australia Day Awards, citizenship ceremonies and Mendelson Scholarship evening and helped out with business breakfasts aimed at engaging our local business community and providing networking opportunities.

The team supported a number of community-lead events including the Hilton RSL sub-branch's ANZAC Day Dawn Service and Remembrance Day Service, the Kodomo no Hi Japan Festival, Christmas Carols Festival and the Philippine Fiesta.

### Consultation and engagement

On the consultation side of things, Media and Events staff provided advice, strategies and help to officers engage with our community on various projects including:

- The Disability Access and Inclusion Plan
- The Draft Tree Strategy - towards and urban forest
- The ANEF Aircraft Noise Consultation
- Weigall Oval upgrade
- Apex Park upgrade
- Lockleys Oval upgrade
- Summer Festival engagement
- Live streaming of Council meetings
- 2018/19 Budget and Annual Business Plan
- Kings Reserve redevelopment (continued from 2017)
- Underdale Torrensville DPA (continued from 2017)
- Brickworks pop up (continued from 2017).

As our community's expectations around openness and transparency increases, we had an external audit undertaken of our community engagement practices this year which has highlighted areas for improvement.

### Strategic Resilience

Resilience includes activities related to internal audit, risk management and emergency management with the outcome being a strong, adaptable and sustainable organisation and community.

There has been an increased focus on developing emergency management capabilities in the year under review. The resilience program is designed to help the organisation achieve its objectives by providing independent assurance on the effectiveness of risk management, internal control and governance processes.

During this year we recorded numerous outcomes including:

- Embedding a risk culture with staff by conducting risk inductions, workshops and training.
- Continuing to finalise the Emergency Management and Business Continuity Plan to include emergency prevention, preparedness, response and recovery processes.
- Reviewing the Enterprise Risk Management Framework and associated tools to accommodate changes to AS 3100:2018.
- Identifying, reviewing and updating strategic and operational risks.
- Undertaking internal and legislative audits based on a risk focused audit plan
- Developing the 2018-2019 Risk and Resilience Plan.
- Providing support to the Audit and Risk Committee.
- Developing the 2018-2022 Internal Audit Plan.

### Procurement

Procurement's aim is to ensure CWT's leaders and staff can acquire the tools they need to deliver quality services to our community. Our objectives are to drive value for money, deliver superior services, strengthen local and regional economic development, provide internal efficiencies and reduce probity risk for Council.

How CWT engages with vendors can impact Council's goals that include financial management, business confidence, red tape reduction, innovation, efficiency, compliance and social responsibility embracing support for small and medium local business. Sound procurement practices can play a key role in influencing and achieving all of these goals. These are

underpinned by a suite of procurement policies covering probity, transparency and local purchasing.

In 2017/2018 our procurement successes were measured by:

- requesting 53 per cent more formal tenders and quotations than in 16/17
- 92 per cent of contracts supporting local SA enterprise
- capturing and reporting of cash and non-cash savings
- improving contract compliance across the organisation
- conducting a successful staff procurement training program.

## **Governance**

Governance provides support and advice to Elected Members and the Administration to ensure that the interests of the community as a whole are considered and represented. Governance actively maintains frameworks and registers which demonstrate the decision making process, accountability and transparency of the organisation.

During the year in review, Governance staff:

- began preparations for the 2018 Local Government elections
- conducted a review of permit conditions for events on local government land
- implemented the City of West Torrens' by-laws 2017.

## **Strategy**

Strategy staff are the custodians of key corporate plans including the Community Plan, Public Health Plan and Development Plan. Strategy also provides corporate planning assistance to Council and undertakes strategic research projects to inform decisions on matters within the Strategy portfolio.

Projects, programs, grants and rebates relating to environment, land use planning, economic development, tourism, public health, corporate and strategic planning fall within the remit of the Strategy team.

### **Development Plan Amendments and transition planning**

The Strategy Team attended to a number of changes to the Development Plan during the year, including writing to the Planning Minister to request Development Plan Amendments for:

- the Glandore Character Protection DPA
- the developer-funded Plympton Residential DPA
- section 29 amendments to consolidate administrative updates to the Heritage Listings and maps in the Development Plan.

The team also:

- Promoted the consolidation of the Underdale and Torrensville Urban Renewal DPA.
- Completed the Employment Lands Analysis Project, which reviewed availability of commercial, industrial and mixed use land across West Torrens.
- Responded to issues arising from the State Government's planning reform agenda.
- Undertook work towards responding to DPTI's request for a complete review of the city's Development Plan in preparation for conversion to the State's Planning and Design Code.



### **Economic development and western region tourism**

The Western Region Tourism Destination Action Plan is a joint initiative with neighbouring councils Charles Sturt, Port Adelaide Enfield and Holdfast Bay in consultation with key local tourism stakeholders.

The partner councils launched a new tourism website for the western region, AdelaideBeaches.com.au, to help raise awareness of tourism opportunities in the region and to achieve the following objectives:

- increase visitor numbers, expenditure and repeat visitation to the western region
- increase number of sustainable tourism jobs.

### **Heritage Grants Program**

The Heritage Grants Program was reinstated this year. It seeks to ensure that the Council continues to recognise that built form in the West Torrens' area is a tangible embodiment of the history of the area and its strong migration influence. It is envisaged that recognising and celebrating heritage buildings will encourage preservation of these buildings for the benefit of future generations.

### **Disability Access and Inclusion Plan**

In response to *The Disability Inclusion Bill* which was introduced into the Legislative Council on 28 September 2017, staff progressed a draft Disability Action and Inclusion Plan to Council, in partnership with the Community Services Department.

In light of changes driven by National Disability Services (NDS) and in anticipation of the success of the Bill, the Administration progressed the draft plan for the benefit of our community and people living with disability.

### **Public Realm Design Manual**

Strategy staff headed the preparation of a Public Realm Design Manual during the year.

The manual focuses on creating a sense of place by protecting existing urban characteristics valued by the community, as well as offering a variety of experiences and interest. The manual will be used by staff at CWT as both a reference manual and as a strategic tool to guide capital and recurrent works programs.

The overall intent of the manual is to:

- Reinforce a vision for the city's public realm.
- Develop standards for the public realm that reinforce the unique character and 'sense of place' of West Torrens.
- Develop a consistent language of materials and techniques relating to physical design.
- Provide a consistent and recognisable aesthetic that reflects a functional, attractive and sustainable public realm.
- Achieve neighbourhood identity that supports active communities and healthy environments.
- Describe the city's public realm aspirations moving forward into the future.

### **Environment Grant Program**

Through its Environment Grant Program, Council provided funding to eligible groups and organisations for environmental initiatives that support aspirations outlined in the *Towards 2025 Community Plan*. This year \$10,000 was awarded to community groups to support environmental projects.

### **AdaptWest**

The Cities of West Torrens, Port Adelaide Enfield and Charles Sturt progressed the AdaptWest Climate Change Adaptation Plan and appointed a Regional Coordinator to drive implementation of key priorities outlined in the plan. The position is co-funded by Natural Resources Adelaide and Mount Lofty Ranges and the three partner councils.

#### **Urban Heat Mapping Project**

The Cities of West Torrens, Port Adelaide Enfield and Charles Sturt undertook urban heat mapping for the Western Adelaide Region in partnership with the Natural Resources Adelaide and Mount Lofty Ranges. The project provided an understanding of the effect of heat across the western area and its relationship to a range of landscapes, natural assets, water sensitive urban design and urban form.

A flyover of the western region was undertaken in February 2017 to map areas of urban heat. Both day and night time flyovers were conducted to look at how heat was retained as it continued to radiate from different built materials and surfaces into the night, increasing the minimum temperatures experienced into the evening. A report analysing the results was published in August 2017.

#### **Native Plant Giveaway**

The Native Plant Giveaway is held annually to celebrate World Environment Day and provide West Torrens' residents with free plants that are water wise, provide habitat for local wildlife and improve the sustainability of residential gardens across our city.

Around 5,000 seedlings were distributed as part of this event this year which will contribute to greening of the western suburbs. This year's packs contained a variety of shrubs, grasses, groundcovers and flowering plants.

#### **Arbor Day**

A community planting event was held along the River Torrens at Lockleys in partnership with Greening Australia and Natural Resources Adelaide and Mount Lofty Ranges.

More than 100 volunteers planted 3,000 seedlings as part of this event, contributing to the restoration of the environment along the River Torrens. The project also contributed to improved habitat, water quality and amenity.

#### **Residential Rainwater Rebate Scheme**

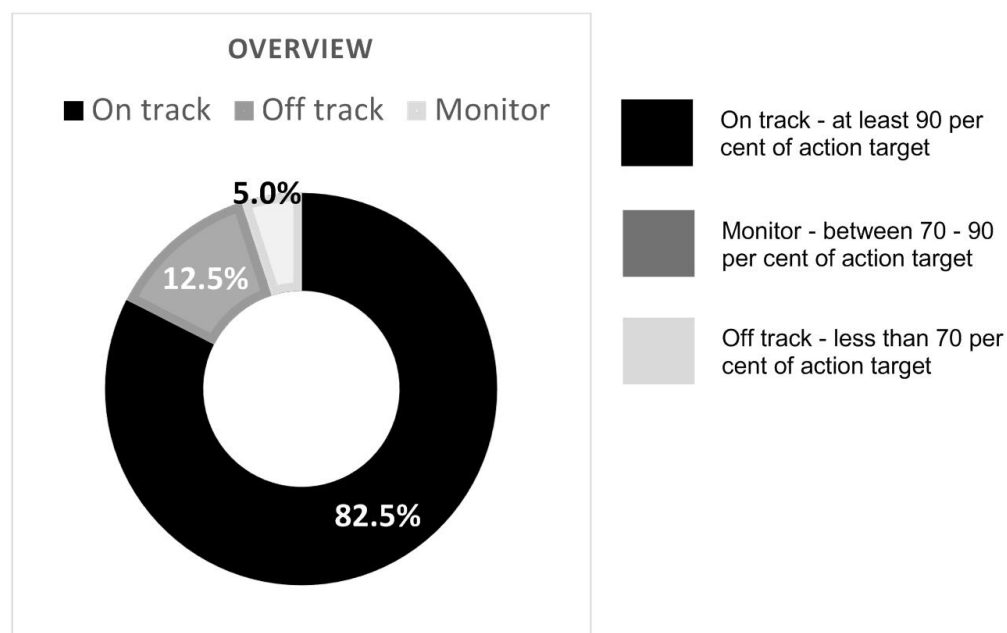
Through the Residential Rainwater Rebate Scheme eligible residents received a rebate of up to \$500 towards a new rainwater tank. Additional rebates were also made available for new developments or extensions where rainwater tanks were plumbed into inlets across the dwelling. A total of \$6,900 was distributed in the 2017/18 financial year, representing a total storage capacity of over 100,000 litres.

## The coming year

As thoughts turn towards 2018/19, Strategy and Business's key priorities will include:

- Managing the 2018 Council election.
- Reviewing Council's Towards 2025 Community Plan and Public Health Plan.
- Managing the implementation of the city's transition to the *Planning, Development and Infrastructure Act 2016*.
- Finalising the Economic Development Strategy to guide development and investment attraction in the West Torrens' area.
- Finalising and implementing the Urban Design Manual
- Continuing Council's successful green initiatives grants and rebates programs.
- Developing a Greening and Cooling Plan to identify opportunities to increase green cover and to cool areas of urban heat.
- Trialling solar panel rebates for community groups to install solar panels on the buildings which they occupy.
- Reviewing the Disability Access and Inclusion Plan to align with the new legislation.
- Reviewing contractor management systems and processes.
- Facilitating the 2019 Summer Festival program.
- Developing the 2018 - 2022 Internal Audit Plan and associated risk-based methodologies and key audit triggers.
- Reviewing Local Government Risk Services.
- Launching an online rain garden interpretive trail.
- Establishing a more robust community engagement framework.

## Overall performance of Strategy and Business



## Regulatory Services

Regulatory Services comprises Waste Management, Environmental Health and Compliance teams and is responsible for providing quality services to assist the community on issues around household waste disposal, animal management, immunisation and community health.

The teams share a commitment to work in partnership with community, business and government sectors to provide a safe, clean, healthy and sustainable environment.

### Waste Management

Reducing waste, reusing items and recycling those no longer of use remained high on the Waste Management team's agenda in 2017/18 with staff actively educating community groups and households on the importance of these practices.

During the year staff:

- Continued to implement strategies to combat contamination in recycling and green organic bins which included incentives to encourage behaviour change, a program of household bin tagging at kerbside and regular feedback to residents.
- Promoted the 'If It Grows It Can Go' food waste recycling program that encouraged residents to place food scraps in a kitchen caddy and to dispose of them in their green organics bins or compost bin/worm farms.
- Promoted Council's illegal dumping strategy through community wide education initiatives. The program's success was the return-to-property rate of illegally dumped material maintaining an average over 43 per cent and continued cost savings to Council.
- Conducted tours of resource recovery sites to educate the community about what goes into kerbside bins and what happens to the contents once bins are collected.
- Conducted community and school educational sessions and provided educational resources to promote waste minimisation and resource recovery.
- Continued to promote and accept old mobile phones from residents for recycling. A total of 12 kilograms of used mobile phones was diverted from landfill.
- Provided a battery recycling program for residents with drop off points at Council's Civic Centre and library with a total weight of the batteries for recycling 284 kilograms.
- Continued the electrical waste recycling program with Solo Resource Recovery which saw 513 residents delivering goods to the Adelaide Waste and Recycling Centre during the year. 1,967 items were disposed of and a total of 9.02 tonnes of electrical waste was recycled. In addition, staff liaised extensively with Electronic Recycling Australia regarding the placement of a number of 'Unplug N' Drop' e-waste collection cages in the West Torrens' area.
- Continued promotion of the 'at call'/booked hard waste collection service which resulted in 7,433 collections. 834.54 tonnes were collected and diverted from landfill. 1,217 mattresses were also collected for recycling.
- Provided 1,485 vouchers allowing residents to dispose of hard waste free of charge at the transfer station.
- Participated in a Green Industries SA Hazardous Household Waste Drop Off Day in Marion in December 2017. From a total of 810 vehicles with items for disposal 84 were from West Torrens.
- Offered rebates to residents who purchased a worm farm or compost bin; 25 residents applied for the rebate.

Waste Management staff continued to provide high quality community-focused customer service by way of waste management advice and education, with some 1,579 customer requests received on subjects ranging from illegal dumping to various bin issues.

## Environmental Health

The Environmental Health Team promotes and protects the health of the community by providing and supporting public health education and services. The team continued to provide education sessions and promote food hygiene and safety as well as public health.

During the year under review, officers attended to 202 customer requests ranging from food safety and contamination concerns, environmental nuisance issues to poor health and hygiene conditions and communicable diseases.

The *Local Nuisance and Litter Control Act* came into effect in July 2017 meaning councils are now responsible for administering and managing local nuisance issues such as noise, dust, odour and smoke. The following number of offences were recorded for the 2017/18 year.

Total number of complaints of local nuisance and littering	236
Number of offences under the Act that were expiated	2
Number of offences under the Act that were prosecuted	0
Number of nuisance and litter abatement notices issued	2
Civil penalties negotiated under section 34 of the Act	0
Application by Council to the Court for orders for civil penalties under section 34 of the Act and the number of orders made by the Court on those applications	0

Staff continued to participate in the food safety rating scheme and awarded 113 five star rating certificates, 33 four star and 27 three star. Unrated inspection results were issued to 38 food businesses.

## Immunisation

This year the provision of the immunisation service was contracted to a local immunisation provider business, with no loss in the delivery of immunisation services.

Clinics were again well supported by the community, as were those conducted in secondary schools. All clinics were conducted in line with national best-practice clinical guidelines (National Health and Medical Research Council Immunisation Handbook and South Australia Vaccine Administration Code) with 2,593 vaccines being administered in 2017/18.

The Council entered into an agreement with the University of Adelaide in 2017 to participate in the South Australian Meningococcal B vaccine herd immunity study. This study will continue through to until December 2018. All secondary schools located in West Torrens have agreed to participate in this program.

## Compliance

Council's Compliance team is responsible for enforcing areas such as parking, animal management, overgrown vegetation, backyard burning, goods on footpaths, illegal dumping and building works.

During the year officers investigated more than 2,817 customer requests, handled through both education and enforcement. Of the total expiation notices issued, 1,579 applications were received and assessed for a section 270 review under the *Local Government Act* - 1,545 parking; 29 animals; four compliance; one development.

In line with an objective in the 2018 - 2023 Dog and Cat Management Plan to encourage permanent identification of dogs and cats by microchipping, a microchipping day was held on 2

June 2018 and a total of 488 pets were microchipped - 346 pets were housed within the West Torrens area.

Officers who undertook animal management captured 329 dogs for wandering at large, investigated 55 dog attacks (27 on animals and 28 on humans) which generated eight dog control orders being served.

Other administration tasks and inspections:

- parking permits were issued to 346 residents
- 101 european wasp nests and bee swarms were either removed or eradicated (71 wasps and 30 bees)
- 422 properties were assessed for being a fire hazard during the fire season; 140 clean up notices were issued along with 12 expiation notices.

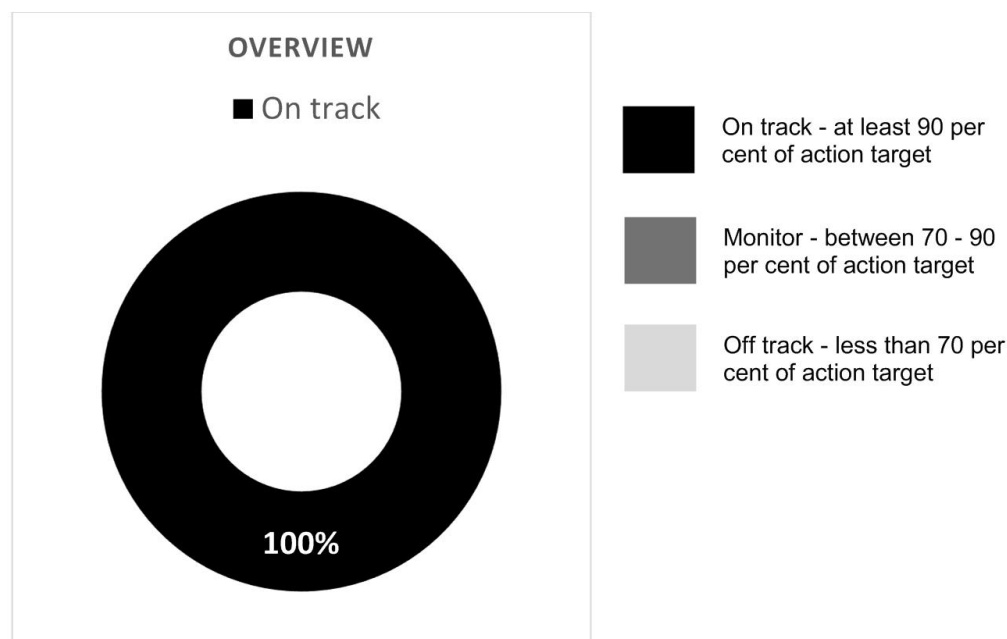
## The coming year

During the next 12 months Regulatory Services will continue to look at new opportunities to help educate our community.

Activities will include:

- Offer training and education to our community about changes in legislation, particularly the *Dog and Cat Management Act 1995* and *Local Nuisance and Litter Control Act 2016*.
- Educate the community and residents about how to use bins correctly.
- Further promote food waste recycling within the community by continuing the 'Wrap your Scraps - If It Grows It Can Go' food program.
- Promote rebates available to residents purchasing worm farms and compost bins.
- Educate residents to help minimise impacts of illegal dumping within the West Torrens' area.
- Host another microchipping day for dog and cat owners.
- Further implement mobile technology across Regulatory Services to improve out in the field management.
- Implement strategies in the Dog and Cat Management Plan for completion timeframe of 2019.

## Overall performance of Regulatory Services



## Financial Services

The Financial Services department is responsible for the development, management and coordination of Council's annual budget to ensure the long-term and realistic financial goals required to deliver the desired services and amenities to our community are in place.

### Annual budget

The balanced budget presented to Council for 2017/18 included \$53.7 million operating expenditure and \$28.5 million capital expenditure, an outcome achieved while maintaining the second lowest average residential rates in metropolitan Adelaide with an average 2.2 per cent rate increase.

Key major projects and budgeted allocations included:

- \$3.25 million towards the upgrade of Lockleys Apex Park
- \$1.5 million for stage one redevelopment of Weigall Oval
- \$1.23 million for the Torrensville Bowling Club project
- \$1.99 million for the Lockleys catchment drainage project
- \$18.86 million for capital works throughout the city
- \$5.1 million for waste management
- \$4.39 million for the recreation program.

Ahead of finalising our 2017/18 budget, Financial Services undertook community engagement to encourage residents to be involved in the budget process, learn about Council's plans, ask questions and provide feedback that was then used to inform our final budget decisions.

### Reporting

Council met its financial and statutory and reporting requirements for the year in review with all statutory audits successfully completed. Financial reporting was conducted on a full cost attribution basis, as required under the *Local Government Act 1999*, while the reporting of consolidated strategic and financial information continued throughout 2017/18 along with rigorous budget reviews.

### Long-term financial plan

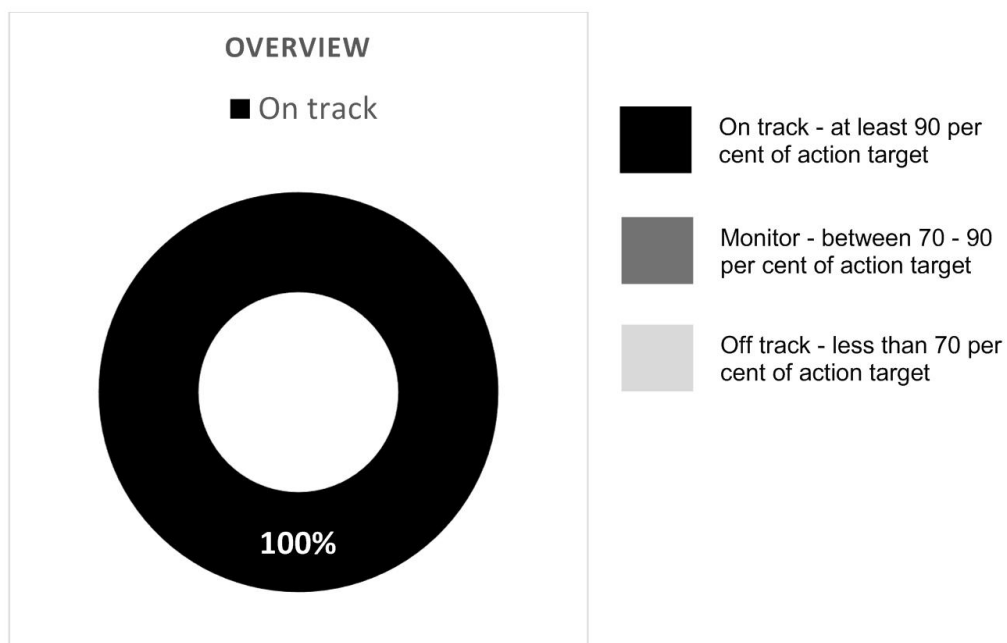
Legislation requires Council to annually review its long-term financial plan, with consideration to the Annual Business Plan and associated Infrastructure and Asset Management Plans. The 2017/18 review was completed in conjunction with Council's Budget and Annual Business Plan, while the Draft Budget and Annual Business Plan for 2018/19 was made available on our website and at the Civic Centre during business hours.



## The coming year

Council's 2018/19 budget will again deliver a surplus operating result which will help sustain our financial position. This includes capital expenditure of \$26.3 million and a residential rate increase of an average of 2.3 per cent with a minimum rate of \$909.

### Overall performance of Financial Services



## People and Culture

The People and Culture Department provides support and advice to the organisation primarily through our Service Centre teams, cultural development staff and Work Health Safety and Injury Management. It focusses on the provision of advice in the areas of people management, organisational capability, cultural capacity, fair equitable practices, workforce planning and industrial relations.

### Enterprise agreements

In the year under review we successfully negotiated the South Australian Municipal Salaried Officers and Nurses Enterprise Agreement for 2017 - 2020. This resulted in the rescinding of the ANMF Nursing Employees Enterprise Agreement.

The Health Services Enterprise Agreement was successfully rolled over for a further three years.

### Wellbeing and resilience

The introduction of a Resilience Model (RAW7) to City Operations and sections of the Community Services Division was undertaken this year. This model provided participants with a framework and set of tools and strategies around change management processes. Outcomes for participants included:

- Strategies to manage personal issues.
- An understanding of how components of personal resilience can assist in a changing and/or demanding work situation.
- Being able to identify ideas and strategies for building personal resilience and wellbeing and incorporating them into everyday work routines.
- The development of guidelines on how to address personal issues and how to identify and respond to triggers in staff behaviour.

## Work Health Safety and Injury Management

The Work Health Safety and Injury Improvement Management Plan 2017 - 2020 was reviewed and approved during the year.

The plan captures the work required to build upon our safety management system and applies a systematic approach while addressing the safety requirements for CWT. It includes six programs:

- WHS and IM Culture, Plan and Policy
- Hazard Management
- Contractor Management
- Reporting Framework / Technology Systems Review
- Effective Emergency Management
- WHS and IM Management System Sustainability.

The Local Government Association Workers Compensation Scheme attends monthly meetings with CWT to monitor the level of completion against agreed actions and timelines. As a result a rebate is allocated to CWT that is dependent upon the percentage of agreed actions closed out. In the year under review, CWT received 100 per cent of its rebate; a reflection that all actions and timelines were met.

## Service Centre

The Service Centre team is often the first point of contact for many customers who interact with CWT.

Customer interaction improvements were undertaken in the 2017/18 year by offering more contact channels, including online live chat and SMS as well as the more traditional mediums of telephone and email.

During the year the Service Centre team:

- answered 64,738 phone calls
- responded to 1,801 live chat enquiries
- managed 199 SMS contacts
- replied to 1,103 emails
- raised 7,173 customer requests
- resolved an average of 85 per cent of all enquiries at the first point of contact.

As customer feedback is important in helping Service Centre staff to be more innovative, pursue excellence and explore opportunities for improvement, we installed a 'rate it' application in the Civic Centre which encouraged customers to provide instant feedback on their experience. While a relatively new addition to our Service Centre, statistics show that 90 per cent of customers rated their experience as awesome, seven per cent were good, one per cent not great and two per cent awful. This feedback was used to help identify areas for improvement and to acknowledge what we were doing well.

## Organisational culture

CWT recognises the importance of having a positive and strong culture and during the year the organisation developed a number of core values, defined by behavioural statements. Several initiatives were progressed to support the values, including the rebranding of our recruitment process. CWT also introduced a group of 'Culture Collaborators' who are ambassadors to help embed the cultural values within the organisation.

## The coming year

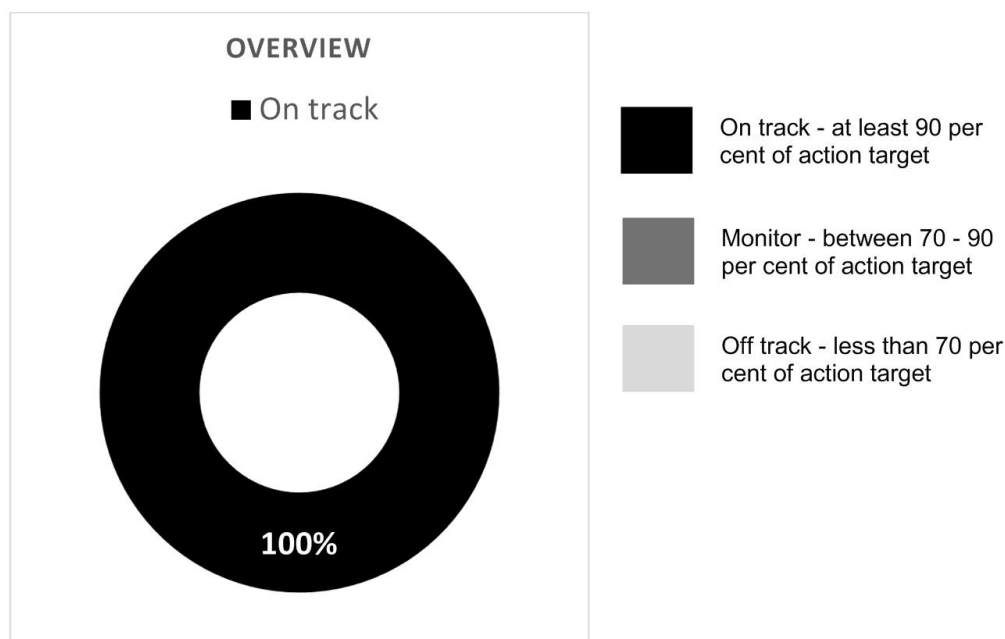
In order to help build a positive customer experience for those interacting with CWT, a 'Voice of the Customer' survey was undertaken in 2017/18 which highlighted areas that we are currently doing well and ones where we can improve. As a result of the survey, the Service Centre will be developing a customer experience framework and exploring customer relationship management solutions to streamline processes and provide more positive outcomes for customers.

In August 2018 a new after-hours service provider will come on board that will provide more online solutions for customers.

Work Health Safety and Injury Management will see the implementation of contractor management mobile technology and trialling of Skytrust Integrated Management System, which can be accessed via numerous platforms including smartphones and tablets.

We will also be developing projects, programs and tools that will enhance the experience of staff working at CWT; focussing on retention, attraction and engagement of employees; developing a performance partnering approach which encourages succession planning and development of staff.

### Overall performance of People and Culture



## Information Services

The Information Services team provide a wide range of services and support to staff in order to help streamline process and improve service delivery for our community. This year we helped lift our business onto digital platforms that underpin this efficiency and productivity.

### Performance

A key measure of our team's performance is the availability of the services we deliver. During the year under review the team achieved an average availability of services of more than 99.95 per cent. This high level of performance is primarily due to our robust and reliable systems and the team's commitment. Services included mail, Council document production, IT infrastructure, business applications, web services, desktops, servers and telephony.

### Local Government IM/IT Team of the Year

The Information Services team was recognised by the Local Government peak body as the 'Team of the Year' for excellence in the overall delivery and operation of Information Technology and Information Management services as evidenced by way of service optimisation, project initiatives, innovation in management and leadership practices, professionalism and demonstrated practicality and resourcefulness.

### Helping the outside workforce embrace mobile technology

IT staff have worked closely with CWT's outside workforce to help develop and embrace mobile technology to improve efficiency, productivity and accuracy in their roles and service delivery.

### Tailoring our web presence to our community

The Council's website has been remodelled to make it more suitable for people to access. The improvements include automatically resizing to fit on mobile devices, improved ease of use and more intuitive searching to help people find what they are looking for quickly.

### Digital transformation of services

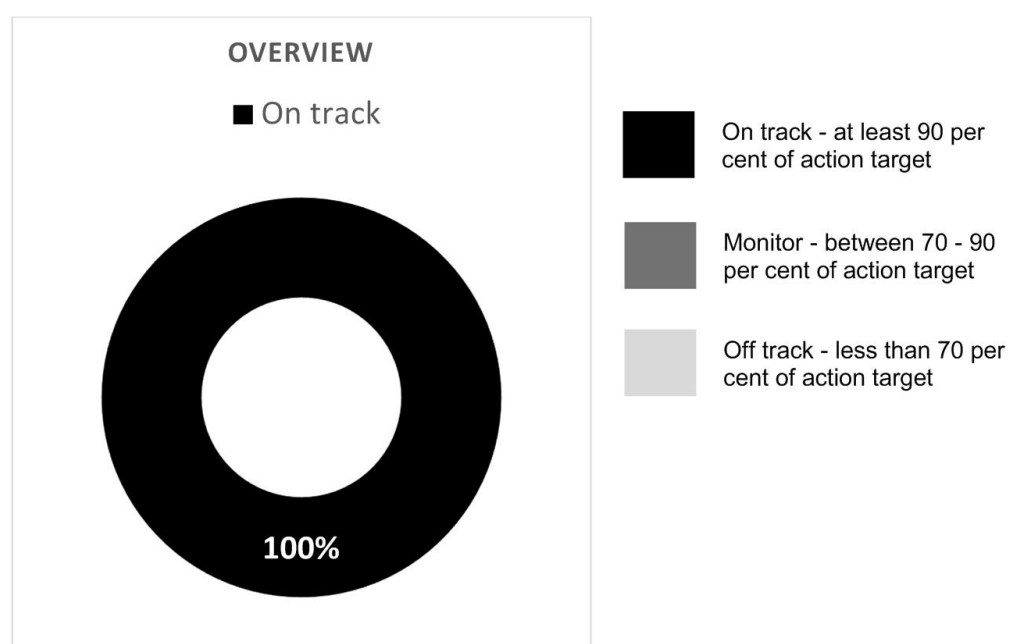
Several key services, including delegations management, policy management, risk management and asset inspections, have been transformed from paper-based to online services to improve productivity, efficiency and customer service.

## The coming year

Information Services' staff will undertake a number of initiatives including:

- Helping our workforce benefit from the leading systems that we now have in areas such as asset management, information management, human resource management and customer service.
- Upgrading our IT hardware and software to maintain the currency of our IT assets.
- Further assisting CWT's mobile workforce with the expanding take-up of mobile devices and real-time information to improve efficiency, productivity and accuracy in their roles and service delivery.
- Upgrading our software licencing to meet the continually evolving technology landscape.
- Expanding the digital coverage of assets.

### Overall performance of Information Services



## Access to Council documents

This section of the Annual Report details information that Council is required to provide in accordance with relevant legislation. The documents and registers listed may be inspected:

- At the Civic Centre 165 Sir Donald Bradman Drive, Hilton during normal business hours
- On the Council website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)

Copies of the documents are available for a small fee unless otherwise stated.

Further information about the policies may be obtained from the Governance Team by emailing [governance@wtcc.sa.gov.au](mailto:governance@wtcc.sa.gov.au) or calling 8416 6333 during business hours.

## By-laws

The Council has five (5) by-laws to ensure the good rule and government of an area, and for the convenience, comfort and safety of its community. These being:

- 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.

## Codes

A list of codes of conduct or practice that are in place as required under the *Local Government Act 1999* or *Local Government (Elections) Act 1999* is provided as follows:

- Mandatory Code of Conduct for Council Members
- Mandatory Code of Conduct for Council Employees (effective until 1 April 2018)
- Mandatory Code of Conduct for Employees (effective from 2 April 2018)
- Code of Conduct - Assessment Panel Members
- Code of Practice - Access to Meetings and Documents
- Code of Practice - Procedures at Meetings.

## Terms of Reference

The following Council committees are guided by Terms of Reference which define the purpose, scope and authority of the Committee:

- Audit and Risk Prescribed General Committee
- Building Fire Safety Committee
- Chief Executive Officer's Review Prescribed General Committee
- Civic Non-Prescribed General Committee
- Community Facilities Prescribed General Committee
- Corporate Planning, Policy and Performance Prescribed General Committee
- Development Assessment Panel (until 30 September 2017)
- Council Assessment Panel (from 1 October 2017)
- Finance and Regulatory Prescribed Standing Committee
- Governance Prescribed Standing Committee
- Strategy and Community Prescribed Standing Committee
- Urban Services Prescribed Standing Committee.

## Policies

The City of West Torrens has two types of policies these being Council Policies and Administration Policies. Policies are regularly reviewed to reflect the Council's Corporate Planning Framework, legislative changes, Council resolutions and decisions of the Executive Management Team.

### Council policies

Council policies may be required by statute, related to the Council as an elected member body and/or be in the public interest.

- Advertising on Council Land and Related Public Infrastructure
- Animal Nuisance Complaints
- Annual Budget
- Asset Management
- Asset Naming
- Building Inspection
- Capitalisation of Assets
- Children and Vulnerable Persons Safety
- Council Reception Room - Richmond Oval
- Customer Complaints
- Development Assessment Panel Delegations
- Elected Member - Recognition of Service
- Elected Member Gifts, Benefits and Hospitality Reporting
- Elected Members Allowances, Facilities, Support and Benefits
- Elected Members Attendance at Conferences
- Elected Members Electronic Communications Facilities
- Elected Members Records Management
- Elected Members Training and Development
- Elections Period Caretaker
- Enterprise Risk Management
- Expiation Notice Decision Review
- Flags
- Fleet Management
- Food Act Inspections and Auditing Fees
- Found Property
- Fraud and Corruption Prevention, Control, Reporting and Investigation
- Graffiti Management
- Grants, Sponsorship and Donations Program
- Impairment of Assets
- Impoundment of Vehicles
- Informal Gatherings and Discussions
- Internal Review of Council Decisions
- Investment
- Kerbside House Numbering
- Libraries
- Liquor Licensing



- Memorials
- Mendelson Foundation Investments
- Mendelson Foundation Support
- Mobile Food Vendors
- Natural Environment
- Ombudsman Enquiries and Investigations
- Order Making
- Parking Permits and Exemption
- Procurement Council
- Provision of Council Gifts
- Public Comment
- Public Consultation
- Rate Rebates, Remissions and Postponement
- Reporting and Investigating Council Member Code of Conduct Complaints
- Revaluation of Assets
- Sale and Disposal of Assets
- Social Media Use and Management
- Talking Points
- Treasury (Debt Management)
- Urban Tree Management
- Urban Verge Management
- Use of Public Footpaths and Roads for Business Purposes
- Waste Minimisation and Recycling Services
- Whistleblowers

### **Administrative policies**

Administration policies, other than some HR policies, are not required by statute. They contain policy statements, procedures and processes to guide employees in relation to particular matters. Administration policies are approved by the Executive Team, not the Elected Council.

- Attendance at South Australian Industrial Relations Commission
- Business Casual Days
- Children and Vulnerable Persons Safety Policy
- Classification Review
- Commonwealth Home Support Program (CHSP) Advocacy
- Commonwealth Home Support Program (CHSP) Assessment and Criteria for Services
- Commonwealth Home Support Program (CHSP) Carer Recognition
- Commonwealth Home Support Program (CHSP) Fees and Charges
- Commonwealth Home Support Program (CHSP) Service User Does Not Respond to a Scheduled Visit
- Commonwealth Home Support Program (CHSP) Quality Assurance
- Community Transport Program
- Conference Attendance by Employees
- Consultation and Communication
- Contractor Management

- Corporate Planning Framework
- Corporate Wardrobe and Name Badges
- Correspondence
- Credit Cards
- Criminal and Relevant History Screening
- Customer Interaction
- Disposal of Computer and Related Equipment
- Driver's Licence Fee Reimbursement
- Employee Gifts and Benefits
- Employee Records
- Employee Health and Wellbeing
- Entertainment Expenditure
- Financial Authorities
- Fleet Management
- Higher Duties
- Income Protection
- Induction
- Information Technology and Its Use
- Leave
- Manager's Flexible Work Options
- Managing Non Work Related Illness or Injury
- Managing Performance, Misconduct, and Inappropriate Behaviour
- Meeting Rooms
- Mobile Devices
- Natural Environment Guidelines for Works, Operations and Contractors
- Probation Review and Determination
- Procurement Administration
- Public Consultation
- Purchased Leave
- Recognition of 25 Years of Service
- Recruitment and Selection
- Remote Access and Network Security
- Return from Parental Leave
- Review of an Employment Decision - Employee Initiated
- Risk Management Framework
- Salary Packaging
- Special Leave Without Pay
- Staff Business Cards
- Staff Functions and Catering
- Staff Telephone Service Standards
- Study Assistance
- Training and Development
- Voicemail

- Volunteers
- WHS and Asbestos Management
- WHS and IM Planning
- WHS and IM Responsibilities
- WHS and Injury Management Lead
- WHS Chemical Management
- WHS Confined Space
- WHS Consultation and Communication
- WHS Corrective and Preventative Actions
- WHS Document Management
- WHS Drug and Alcohol
- WHS Electrical Safety
- WHS Emergency Management
- WHS Excavation and Trenching Policy
- WHS First Aid
- WHS Hazard Management
- WHS Hazardous Manual Tasks
- WHS Hot Work (including Welding)
- WHS Inclement Weather
- WHS Induction and Training
- WHS Injury/Incident Reporting and Investigation
- WHS Injury Management and Return To Work
- WHS Isolation, Lockout and Tag Out
- WHS Managing Aggressive Violent Threatening Behaviour
- WHS Plant and Equipment Safety
- WHS Prevention of Falls
- WHS Remote and Isolated Work
- WHS Workplace Inspection
- Work Health and Safety Committee
- Workzone Traffic Management

## Registers

A list of registers that Council keeps in accordance with the *Local Government Act 1999* the or *Local Government (Elections) Act 1999* is provided as follows

- Assessment Register (rateable land)
- Campaign Donations Return for 2014 Local Government Election\*
- Campaign Donations Return for 2017 Keswick Ward Supplementary Election\*
- Delegations and Sub Delegations Register
- Development Application Register
- Elected Member Register of Interest Information
- Register of Allowances and Benefits - Elected Members\*
- Register of By-laws
- Register of Community Land
- Register of Gifts, Hospitality and Benefits - Elected Members

- Register of Gifts, Hospitality and Benefits - Officers
- Register of Interests - Elected Members and Independent Members
- Register of Interests - Development/Council Assessment Panel Independent Members
- Register of Interests - Officers<sup>#</sup>
- Register of Land Management Agreements
- Register of Public Roads
- Register of Remuneration and Benefits - Officers.

Registers, other than those listed below, may be viewed during normal business hours at the Civic Centre.

<sup>#</sup>*Register of Interests – Officers is legally not available to view.*

*\*A written application must be received by Council to view these registers.*

### **Other documents available for inspection**

The following documents are available for public inspection from the service counter at the Civic Centre, 165 Sir Donald Bradman Drive, Hilton during normal business hours and are available on Council's website.

Many of the documents are free of charge to the public. Documents listed with an asterisk (\*) be purchased as per fee stipulated in the Council's Schedule of Fees and Charges. Documents are listed under the responsible Directorate.

### **Office of the Mayor and Chief Executive**

- Agendas and Minutes - Council and Council Committees
- Agendas and Minutes - Council Development Assessment Panel
- Codes of Conduct - Elected Members and Employees.

### **Business and Community Services**

#### **Governance**

- Administration Policies
- Codes of Practice
- Council Policies
- Extracts from the Council's Delegations Framework
- Terms of Reference
- Voter's Roll.

#### **Media and Events**

- Annual Report
- Talking Points.

**Strategy**

- Annual Service Plan
- Towards 2025 Community Plan
- Carbon Footprint Report
- Climate Change Action Plan
- Development Plan Amendments\*
- Open Space and Public Space Plan
- Public Health Plan
- Water Management Action Plan
- Western Region Climate Change Adaptation Plan.

**Community Services**

- Disability Discrimination Act Action Plan.

**Library Services**

- West Torrens Library Service Library Policy and Conditions of Use.

**Corporate and Regulatory****Finance**

- Assessment Record\*
- Audited Financial Statements\*
- Annual Budget and Business Plan\*
- Schedule of Fees and Charges
- Long Term Financial Plans.

**Regulatory Services**

- Dog and Cat Management Plan
- Dog Register.

**Urban Services****City Assets**

- Asset Management Plans ( please list plans)
  - Buildings
  - Footpaths
  - Roads
  - Stormwater
- Bicycle Plan
- Brown Hill and Keswick Creek Stormwater Project Management Plan
- Community Land Management Plans
- Flood Management Master Plan
- Thebarton Streetscapes Concept Design Report
- Transport Strategy.

## **17.2 Capital City and Major Regional Airports Operations**

### **Brief**

Following a recent Council resolution, to report back to Council on airport operational measures that apply to capital city and major regional airports around Australia and internationally.

### **RECOMMENDATION**

It is recommended to Council that the report be received.

---

### **Introduction**

Council at its meeting held 7 August 2018 resolved:

That the Chief Executive Officer prepare a report for Council which lists all the capital city and major regional airports (e.g. Gold Coast) outlining the following:

- Distance of the airport from the CBD or city centre;
- Hours of operation and curfew times;
- Approximate number of flights (in & out) for each airport; and

that the Administration write to Australian Mayoral Aviation Council asking them to provide a comparable list of major international airports that have curfew arrangements.

This report presents the findings of the information sought from the resolution.

### **Discussion**

Research into the operational measures that apply to capital city and major regional airports around Australia and internationally concentrated on:

- Distance from the Central Business District.
- Hours of operation and curfew times.
- Inbound and outbound flight movements.
- Direct employment (FTE jobs)
- Comparison with international airports with curfews.

The following 21 capital city and regional airports were included in the research:

- Adelaide
- Alice Springs
- Ballina
- Brisbane
- Cairns
- Canberra
- Darwin
- Essendon
- Gold Coast
- Hobart
- Karratha
- Launceston
- Mackay
- Melbourne

- Newcastle
- Perth
- Proserpine
- Rockhampton
- Sunshine Coast
- Sydney
- Townsville

### Australian Curfews

Airport curfews apply from 11pm to 6am at Adelaide (SA), Sydney (NSW), Coolangatta Gold Coast (Qld) and Essendon (Vic) Airports. While most aircraft operations are prohibited during this period, there is provision for the operation of emergency aircraft, some small jets, propeller-driven aircraft and freight movements during the curfew period.

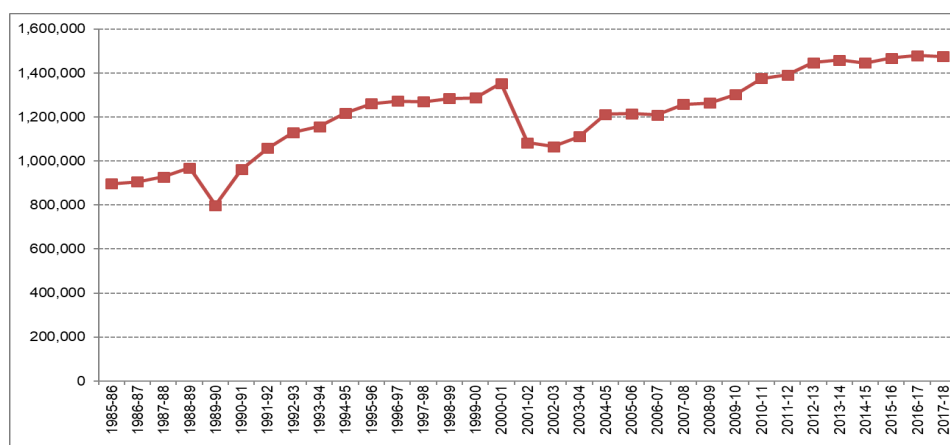
These curfews are legally enforceable and failing to comply is a criminal offence that may result in significant fines. Curfew dispensations are, however, issued in exceptional circumstances subject to specific criteria and conditions. An operator may apply to the Department of Infrastructure, Regional Development and Cities for a dispensation to land at, or take off from, Adelaide, Sydney, Coolangatta Gold Coast or Essendon Airport during the curfew.

The **Adelaide Airport curfew** was introduced on 27 August, 2000 to minimise the impact of aircraft noise on nearby residents. A limited number of aircraft movements are allowed during the curfew, but all aircraft operating during the curfew are required to take-off or land over Gulf St Vincent, unless the weather or operational requirements prevent this. This directs aircraft away from the city and reduces the impact of aircraft noise on residents. From April to October some aircraft schedules are moved forward to meet curfews at overseas airports which begin earlier in line with changes in northern summer time zones. As a result, a limited number of international aircraft arrivals are allowed in the morning curfew shoulder period between 5:00am to 6:00am. The Regulations allow for a maximum of eight weekly arrivals. In 2017 there was one airline operating five days per week under this arrangement (Cathay Pacific Hong Kong service).

### Total Aircraft Movements and Operating Hours

**Chart 1** below details total Australian aircraft movements from 1985/86 to 2017/18 to provide a context for national industry growth over the past 30 years.

**Chart 1**  
**Total Aircraft Movements – Australia**  
**1985/86 – 2017/18**



Source: Department of Infrastructure, Regional Development and Cities, The Bureau of Infrastructure, Transport and Regional Economics (BITRE), Air Traffic Data, [www.bitre.gov.au/publications/ongoing/airport\\_traffic\\_data.aspx](http://www.bitre.gov.au/publications/ongoing/airport_traffic_data.aspx)

With the exception of periods of recession, and leading into the Global Financial Crisis, aircraft movements in Australia have been on a steady increase, especially since 2008/09. This reflects, amongst other things, the introduction of many low cost carriers to meet demand.

**Table 1** below details total aircraft movements (inbound and outbound) for the target 21 airports listed in descending order of total movements. Those airports in blue represent those with curfews including:

- Sydney
- Adelaide
- Gold Coast
- Essendon

**Table 1**  
**Total Aircraft Movements (Flights) by Airport**  
**2017/18**

	Inbound	Outbound	Total
Sydney	160,077	160,226	320,303
Melbourne	120,724	120,960	241,684
Brisbane	95,278	95,857	191,135
Perth	46,562	46,660	93,222
Adelaide	39,075	39,064	78,139
Cairns	23,863	23,922	47,785
Gold Coast	21,232	21,211	42,443
Canberra	19,908	19,842	39,750
Darwin	13,179	12,917	26,096
Townsville	12,744	12,751	25,495
Hobart	9,686	9,500	19,186
Newcastle	7,872	7,869	15,741
Launceston	7,492	7,379	14,871
Mackay	5,092	5,085	10,177
Rockhampton	5,168	4,918	10,086
Sunshine Coast	4,218	4,208	8,426
Alice Springs	3,716	3,762	7,478
Karratha	3,019	2,999	6,018
Ballina	2,286	2,277	4,563
Essendon	1,864	1,861	3,725
Proserpine	1,582	1,582	3,164

Source: Department of Infrastructure, Regional Development and Cities, The Bureau of Infrastructure, Transport and Regional Economics (BITRE), Air Traffic Data, [www.bitre.gov.au/publications/ongoing/airport\\_traffic\\_data.aspx](http://www.bitre.gov.au/publications/ongoing/airport_traffic_data.aspx)



The Operating Hours for these airports, again in order of total aircraft movements with curfew airports in blue, are detailed in **Table 2** below. Please note that 'Hours of Operation' are opening hours of the terminal to patrons/passengers and do not reflect any curfew provisions.

**Table 2**  
**Hours of Operation by Total Aircraft Movements**  
**2017/18**

<b>Airport</b>	<b>Total Aircraft Movements</b>	<b>Hours of Operation</b>
Sydney	320,303	International 3am - 11pm; Domestic 4am - 11pm
Melbourne	241,684	24 hours
Brisbane	191,135	24 hours
Perth	93,222	International 24 hours; Terminal 3 (Domestic Terminal): 3:30AM - 1:00AM ; Terminal 4 (Qantas Domestic Terminal): 4:00AM - 12:30AM (Monday - Thursday & Saturday) and 4:00AM - 2:30AM (Friday & Sunday)
Adelaide	78,139	4am - 11pm
Cairns	47,785	4:00AM, or two hours before first flight of the day, and closes after the last flight of the night.
Gold Coast	42,443	4:30AM until the last flight of the day has cleared
Canberra	39,750	4.30AM until 30 minutes after last flight
Darwin	26,096	24 hours
Townsville	25,495	5:00AM - until after the last flight
Hobart	19,186	4am - 10.30pm
Newcastle	15,741	10 PM to 4:30 AM
Launceston	14,871	5:00AM - 10:30PM
Mackay	10,177	5:00AM - 9:30PM
Rockhampton	10,086	5:00AM to the last flight of the day
Sunshine Coast	8,426	4:15AM until one hour after last flight,
Alice Springs	7,478	90 minutes before the first scheduled aircraft arrives, and closes 20 minutes after last scheduled aircraft departs.
Karratha	6,018	6:00AM to 9:00PM (Mon - Fri) • 7:00AM - 6:00PM (Sat) • 7:00AM - 8:00PM (Sunday)
Ballina	4,563	24 hours
Essendon	3,725	24 hours
Proserpine	3,164	24 hours

### Distance to CBD and Direct Employment

**Table 3** below details the distance between each airport and its respective Central Business District (CBD) listed in order of distance from shortest to longest. The four curfew airports are again shown in blue.

**Table 3**  
**Distance to CBD by Airport**

	<b>Distance to CBD (kms)</b>
Ballina	3
Rockhampton	4
Mackay	5
Adelaide	6
Cairns	6
Townsville	6
Sunshine Coast	6
Sydney	8
Canberra	8
Darwin	11
Essendon	11
Perth	12
Karratha	13
Proserpine	14
Launceston	15
Alice Springs	15
Brisbane	17
Hobart	18
Melbourne	23
Newcastle	26
Gold Coast	27

Source: Google

**Table 4** below details direct employment on-site for each of the target 21 airports where data have been able to be obtained from a variety of sources including Airport Master Plans, Annual Reports, Websites, etc.

**Table 4**  
**Direct Employment On-Site by Airport and Distance to CBD**

	Total Aircraft Movements	Distance to to CBD (kms)	Direct Employment On-Site (FTEs)
Sydney	320,303	8	29,000
Melbourne	241,684	23	20,600
Brisbane	191,135	17	21,000
Perth	93,222	12	7,500*
Adelaide	78,139	6	6,152
Cairns	47,785	6	2,400
Gold Coast	42,443	27	2,037
Canberra	39,750	8	11,000
Darwin	26,096	11	1,800
Townsville	25,495	6	1,600
Hobart	19,186	18	1,916
Newcastle	15,741	26	605
Launceston	14,871	15	1,108
Mackay	10,177	5	1,115
Rockhampton	10,086	4	N/A
Sunshine Coast	8,426	6	1,162
Alice Springs	7,478	15	328
Karratha	6,018	13	N/A
Ballina	4,563	3	N/A
Essendon	3,725	11	6,000
Proserpine	3,164	14	N/A

\*Estimate based on total direct and indirect employment

Source: Various Master Plans, Annual Reports, Websites, BITRE, etc. Data varies from 2011 to 2018 depending on the timing of the various economic impact assessments.

**International Airports**

Examples of overseas airports with curfews include:

- London-Heathrow, England
- Frankfurt, Germany
- Tokyo-Narita, Japan
- Wellington, New Zealand
- Rotterdam, Netherlands
- Aberdeen, Scotland
- San Diego, USA
- Southampton, England

**London Airports**

Night restrictions from 11pm to 7am apply for Heathrow, Gatwick and Stansted. During this time the noisiest types of aircraft (defined in regulations) cannot be scheduled to land or take off (other than in the most exceptional circumstances, such as an emergency landing.).

**German Airports**

Most airports in Germany have restrictions and curfews during the night. Frankfurt International Airport, for example, has a total ban on scheduled aircraft movements between 11pm and 5am, and during the morning and evening periods (10pm-11pm and 5am - 6am) a limited number of flights are allowed, providing they comply with noise regulations.

Finally, **Table 5** below details examples of international airport curfews by distances to the respective CBDs.

**Table 5**  
**Examples of International Airport Curfews by Distance to CBD**

<b>Airport</b>	<b>Distance to CBD (kms)</b>	<b>Curfew</b>
San Diego, USA	6	All take-offs prohibited 11:30 pm - 6:30 am.
Rotterdam, Netherlands	6	Airport closed between 2300 and 0700 hours local time.
Southampton, UK	7	06:30-23:00 (weekdays); 06:30-23:00 (Saturdays); 08:00-23:00 (Sundays)
Luxembourg, Luxembourg	7	Take-off and landing of Chapter 3 (noisiest) airplanes prohibited 2300-0600 local time
Wellington, New Zealand	9	An aircraft may not depart Wellington airport after midnight and before 6:00am. Generally no domestic arrivals permitted after midnight. Generally no international arrivals permitted after 0100.
Aberdeen, Scotland	10	All fixed wing flights during 2300 - 0600 (Winter), 2200 - 0500 (Summer)
Frankfurt, Germany	17	Total ban on scheduled aircraft movements between 2300 and 0500
Heathrow, England	25	Night restrictions from 11pm to 7am
Narita, Japan	60	No take-off or landing shall be permitted during the hours from 1400 to 2100 UTC (Coordinated Universal Time) with the exception of aircraft in an emergency.

## Conclusion

This report is presented in accordance with a recent Council resolution relating to operational matters for Australian capital city and major regional airports as well as some international airports with curfews. The data has been researched from various sources and covers 21 targeted airports around Australia and a mixture of international airports for high-level comparison.

## Attachments

Nil

### 17.3 2018 LGA Conference and AGM

#### Brief

This report provides notice of the 2018 Local Government Association Conference and Annual General Meeting (AGM) to be held at the Adelaide Entertainment Centre on Thursday 25 and Friday 26 October 2018.

#### RECOMMENDATION

It is recommended to Council that:

1. Subject to their confirmation, Council approves the attendance of Mayor Trainer as voting delegate and Cr Vlahos as Proxy at the 2018 Local Government Association Conference and Annual General Meeting being held at the Adelaide Entertainment Centre on Thursday 25 and Friday 26 October 2018; and
2. Subject to their confirmation, Council approves the attendance of the following Elected Members at the 2018 Local Government Association Conference and Annual General Meeting being held at the Adelaide Entertainment Centre on Thursday 25 and Friday 26 October 2018;
  - Cr.....
  - Cr.....
  - Cr.....
3. Expenses be reimbursed in accordance with Council policy.

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#### Introduction

The Local Government Association (LGA) has provided notice that its 2018 Local Government Association Conference and Annual General Meeting being held at the Adelaide Entertainment Centre on Thursday 25 and Friday 26 October 2018 (**Attachment 1**).

#### Discussion

The theme for the 2018 LGA Conference and AGM is 'Transformers'.

The keynote speaker at this year's Conference will be Andrew Horabin from The Bullshift Company.

*Andrew Horabin will discuss the importance of leadership, engagement and organisational culture during times of transformation, challenging you to be more open, honest and straight-talking.*

The Conference dinner will be held on Thursday 25 October 2018 at the Entertainment Centre.

The LGA Annual General Meeting will be held on the morning of Friday 26 October 2018.

Registration options and costs are as follows:

- |  |             |
|--|-------------|
| 1. Full Conference Pass (both days and dinner) | \$610 + GST |
| 2. Day 1 Pass (Thursday)                       | \$380 + GST |
| 3. Day 2 Pass - AGM (Friday)                   | \$190 + GST |
| 4. Dinner Pass only (Thursday evening)         | \$170 + GST |
| 5. Partner Dinner Pass (Thursday evening)      | \$170 + GST |

At its July 2018 meeting, Council appointed Mayor Trainer as its voting delegate at the AGM and Cr Vlahos as proxy but both still require the approval of Council to attend.

### **Attachments**

#### **1. 2018 LGA Conference and AGM Program**







**transformers**

**25 OCT  
DAY 1**

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**8.30am Registrations open**

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**8.55am Welcome to the 2018 LGA Conference and AGM**

**Dominique Schwartz, Conference MC**

Dominique Schwartz is the ABC's National Rural and Regional Reporter. She was the ABC's Middle East correspondent from 1997 until the end of 2000 and prior to that was a founding reporter on Foreign Correspondent.




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**9.00am Welcome to Country**

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**9.10am LGA President's Welcome**

**Cr Sue Clearihan, President, Local Government Association**

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**9.20am Welcome to City of Charles Sturt**

**Mayor Angela Evans, City of Charles Sturt**

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**9.25am Keynote address**

**Andrew Horabin, The Bullshift Company**

Andrew Horabin – who you may remember from the LGA's 2016 Conference - will discuss the importance of leadership, engagement and organisational culture during times of transformation, challenging you to be more open, honest and straight-talking.




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**10.05am Morning tea**

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**10.35am Transforming the Economy**

**Nigel McBride, CEO, Business SA; Rebecca Knol, CEO, SACOME; Pat Gerace, Chief Executive Director, UDIA and Rob Kerin, Executive Chairman of Primary Producers SA and the Chair of Regional Development South Australia**

Hear from business and industry leaders as they discuss the drivers of future success in the South Australian economy and the barriers to achieving bold and transformational change. Be inspired to consider the big picture for our State and the roles you can play in driving the positive change.

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**11.25am Transforming the Sector**

**John Comrie, Chairman, Local Government Finance Authority; Richard Nunn, CEO, Statewide Super; Martin Bowens, Board Director, LGA Procurement; Matt Pinnegar, CEO, Local Government Association and LGA Mutual TBC**

Local government is approaching a period of significant transformational change. Hear from some of the sector leaders about the projects, programs and initiatives being planned and implemented that will shape the future of the sector.

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**12.05pm Gold sponsor**

**HWL Ebsworth**

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**12.10pm Lunch**

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**1.10pm Transforming Diversity**

**Amna Karra-Hassan**

Amna will share stories about her experiences as an advocate for diversity, inclusion and gender parity, including her pioneering role as the founder of the AFL's first Women's team. This session will help you to discover what you can do to change the conversation about diversity and inclusion in your organisation and in your community.




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**1.50pm Social Transformation**

**Heather Croall, Director and CEO Adelaide Fringe and Maria Palumbo, CEO, Junction Australia. Additional panelists TBC**

Explore the key social changes that our State is likely to face over the next ten years, what actions are being taken to prepare for these changes, and what more we can be doing to achieve positive and effective social transformation.

# 2018 LGA CONFERENCE & Annual General Meeting (AGM)

26 OCT  
DAY 2

2.40pm Afternoon tea

3.10pm Interstate Experience

**Katrena Stephenson, CEO,  
Local Government Association Tasmania**

With local government reform on the agenda in every State and Territory in recent years, the LGA has been paying close attention to the challenges and opportunities being faced by local government in each jurisdiction.

We will hear from Katrena about what is happening in Tasmania in terms of the reforms that are being floated, where the push for reform is coming from, and how the local government sector in Tasmania is responding.

3.40pm Can one person make a difference?

**Professor Wendy Lacey,  
Dean & Head of School, School of Law,  
University of South Australia**

The answer is yes!

Internationally recognised expert in Australian public law and human rights, Professor Wendy Lacey, will talk about her experiences of 'one person making a difference' and the community wellbeing outcomes that can be achieved through local action and advocacy.

4.30pm Close

25 OCT  
**DINNER**  
6.30 PM for 7 PM  
-10.00 PM

8.30am Registrations open

9.00am LGA President's Welcome

**Cr Sue Clearihan, President,  
Local Government Association**

9.10am Keynote address

Invitations have been extended to the Prime Minister of Australia the Hon Scott Morrison MP and Premier of South Australia the Hon Steven Marshall MP.

9.40am All Politics is Local - ALGA update

**Mayor David O'Loughlin, President,  
Australian Local Government Association**

Mayor O'Loughlin will outline ALGA's Federal Election initiatives and the 12 ways that our Federal politicians can deliver for Australian communities.

10.10am Morning tea

10.39am National Anthem

10.40am Local Government Finance  
Authority AGM

11.00am Local Government  
Association of SA AGM

12.30pm Lunch

*Presentation by the platinum day sponsor  
Statewide Super*

2.00pm Close



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If you have any questions please contact  
Rebecca Wake on 8224 2047 or [rebecca.wake@lga.sa.gov.au](mailto:rebecca.wake@lga.sa.gov.au)

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of South Australia

## **17.4 Development Assessment Panel - Independent Member Appointment 2017-18 - Confidential Order Review**

### **Brief**

In accordance with the provisions of Section 91(9)(a) of the *Local Government Act 1999*, this report presents the annual review of the confidential order applied to Item 17.5 '*Development Assessment Panel - Independent Member Appointment 2017-18*' at the 1 November 2016 Meeting of Council.

### **RECOMMENDATION**

It is recommended to Council that:

1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 1 November 2016 and reviewed at Council's 17 October 2017 meeting, pursuant to 91(7) and 91(7)(b) of the *Local Government Act 1999*, in respect of confidential Item 17.5 '*Development Assessment Panel - Independent Member Appointment 2017-18*', Council orders the information contained in the 'DAP Interview Report' attached to Item 17.5 '*Development Assessment Panel - Independent Member Appointment 2017-18*', relating to the appointment of independent members to Council's Development Assessment Panel which was presented to the 1 November 2016 meeting of Council, continues to be retained in confidence in accordance with section 91(7)(a), 91(7)(b) of the *Local Government Act 1999*, and not be made available for public inspection until 1 November 2026 on the basis the information contained in the 'DAP Interview Report' contains the applicants' personal information and the premature disclosure of this information would be unreasonable given it could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to those applicants by Council.
2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not to extend it.

---

### **Introduction**

Section 91(9)(a) of the *Local Government Act 1999* (the Act) requires that any confidential order (the Order) made by Council, pursuant to s91(7)(a) and s91(7)(b) of the Act, that operates for a period exceeding twelve (12) months must be reviewed by Council at least once every year.

### **Discussion**

At its 1 November 2016 meeting, Council ordered that the 'DAP Interview Report' (Interview Report) relating to the appointment of independent members to Council's Development Assessment Panel, attached to Item 17.5 '*Development Assessment Panel - Independent Member Appointment 2017-18*' presented to that meeting, be retained in confidence and not made available for public inspection for a period of ten (10) years from the date of that meeting (subject to an annual review). Council also delegated the power to review, retain or revoke the Order in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999* to the Chief Executive Officer (CEO).

While the CEO has reviewed these Orders monthly, he has not revoked them given that the information contained in the Interview Reports is information that if released would result in the unreasonable disclosure of information concerning the personal affairs of those people named in the Interview Reports given it could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to the applicants by Council.

Consequently, on this basis, it is recommended that the Interview Report continues to be retained in confidence.

**Conclusion**

As the confidential order in relation to Item 17.5 *'Development Assessment Panel - Independent Member Appointment 2017-18'* has almost been in place for twelve (12) months or more, Council is required to review them and determine whether they should be revoked or remain in situ.

As the items contain personal information about applicants for the independent members positions to Council's Development Assessment Panel and the premature disclosure of the information may prejudice their future career aspirations and breach any duty of confidentiality owed to the applicants by Council, it is recommended that the confidential order remains in place.

**Attachments**

**Nil**

## **18 LOCAL GOVERNMENT BUSINESS**

### **18.1 Local Government Circulars**

#### **Brief**

This report provides a detailed listing of current items under review by the Local Government Association.

#### **RECOMMENDATION**

It is recommended to Council that the Local Government Circulars report be received.

---

#### **Discussion**

The Local Government Association (LGA) distributes a weekly briefing on a range of matters affecting the general functions, administration and operations of councils through a 'General Circular'.

The indices attached for Members' information in this report are numbers 39 and 40.

If Members require further information, they may contact the Chief Executive Officer's Secretariat. In some circumstances, it may then be appropriate for the Member to contact the relevant General Manager for more information.

#### **Attachments**

##### **1. Local Government Circulars Weeks 39 and 40**



## Local Government Association of South Australia

### 39.2 Reform to South Australian liquor licensing

The Liquor Licensing (Liquor Review) Amendment Act 2017 amends the Liquor Licensing Act 1997, and includes changes that will come into effect from 24 September 2018 and 1 January 2019. This Circular provides a summary of the reforms impacting local councils.

### 39.4 Food Safety Culture & Eggs SA Health/LG Working Group

SA Health are seeking Expressions of interest for a Working Group to design and implement a food safety culture pilot in SA, focussed on raw or lightly-cooked egg foods.

### 39.5 Senate Inquiry into the Aviation Transport Security Amendment Bill 2018

Councils are invited to make a submission to The Senate's Inquiry into the Aviation Transport Security Amendment Bill 2018. This Circular has further information.

### 39.6 Guidelines for Events on SA Roads

DPTI advises that the current Guidelines for Events on SA Roads is in the process of being reviewed. Councils' feedback on the guide is welcomed.

### 39.7 Australian Early Development Census (AEDC) Engagement Survey 2018

Councils are invited to contribute to research into how the Australian Early Development Census (AEDC) is currently being used in Australian schools, communities, government and non-government organisations.

### 39.8 Mental Health Week – 5 Day Workplace Challenge

Business SA and the Mental Health Coalition of SA have developed a workplace program to promote mental health. Councils are encouraged to participate in the Workplace Challenge in Mental Health Week.

### 39.9 Minimum Levels of Componentisation for Road Infrastructure Assets - copy of webinar

This Circular provides a copy of the Austroads webinar on the Guideline for Minimum Levels of Asset Componentisation for Road Infrastructure.

### 39.10 LGA Annual General Meeting - 26 October 2018 - Agenda available

The agenda for the LGA Annual General Meeting to be held on Friday 26 October 2018 at the Adelaide Entertainment Centre is now available to download from the LGA website.

### 39.11 Feedback required for the National Disability Strategy's Third Implementation Plan

Work on the National Disability Strategy's Third Implementation Plan, Measuring Progress 2019 2020 is currently underway

### 40.1 LAUNCHED TODAY: Elected Member Learning and Development Program

The LGA's Education and Training Service is excited to launch its 'Elected Member Leadership Development Program', a series of professional development opportunities for continuing and newly elected members. Further details can be found in this circular.

### 40.2 Change of Ministerial Responsibilities—Chapter 11 Local Government Act 1999

Ministerial functions and powers under Chapter 11 (Land) of the Local Government Act 1999 are now the responsibility of the Minister for Transport, Infrastructure and Local Government. Future community land revocation requests are to be addressed accordingly (current requests do not need to be re-submitted).





## Local Government Association of South Australia

### **40.3 Senate Inquiry into the impact of feral deer, pigs and goats in Australia**

There is a Senate Inquiry by the Environment and Communications References Committee into the impact of feral deer, pigs and goats in Australia. The ALGA is seeking feedback on the impact of these species in your council area, with a view to making a submission to the Inquiry. The LGA is also making a submission to the South Australian Parliamentary Inquiry by the Natural Resources Committee into the management of overabundant and pest species (see Circulars 39.1 and 37.8). The LGA will provide the ALGA with a copy of this submission.

### **40.4 Council Member - Vehicle Reimbursement 2018/19**

The rate for reimbursement of Council Member motor vehicle usage for the 2018/19 financial year has been released by the Australian Tax Office.

### **40.5 Increase in fee for Certificate of Liabilities 2018/19**

The fee for certificates of liabilities under section 187(3)(e) of the Local Government Act 1999 has been increased as have the fees under the Land and Business (Sale and Conveyancing) Regulations 2010 for contracts for sale of land or business fees. Updated fees are included in this circular.

### **40.7 Disasters and Mental Health Support - New resources available**

SA Health has developed a new online page covering disasters and mental health support. It aims to ensure services and communities are well prepared and understand how to access mental health supports quickly.

### **40.8 Program & Reminder to Register - LGITSA 'Next Generation: Who's Driving You There?' Conference & Gala Awards Dinner - 18 & 19 October 2018**

This is a reminder to register for the Local Government Information Technology SA Conference 'Next Generation: Who's Driving You There?' and Gala Awards Dinner being held at the Adelaide Convention Centre on 18 and 19 October 2018. This Circular provides registration and program information. Registrations close on 11 October.

### **40.9 Calling for LGA Roads and Works Committee members**

The LGA Roads and Works Committee is calling for expressions of interest to join the committee. Further information can be found in this Circular.

### **40.10 2018 State Wage Case – Decision**

The South Australian Employment Tribunal has determined to increase the Minimum Standards for Remuneration by 3.5%, which is in line with the National Wage Case Decision. The revised wage rate for Local Government Awards will be available shortly.

### **40.11 2018 LGA Conference and AGM - Program now available**

The program for the 2018 LGA Conference and AGM is now available. Further information including a copy of the program can be found in this Circular.

### **41.1 National Local Roads and Transport Congress - Register now**

ALGA's National Local Roads and Transport Congress is being held on 20 - 22 November in Alice Springs. This Circular provides further details plus registration. Early Bird end 12 October.

### **41.2 New arrangements for licensing the use of music in Councils**

APRA AMCOS and PPCA have finalised new arrangements for the proposed OneMusic Australia Councils licensing scheme, which is expected to officially launch in mid-2019. This circular provides information relevant to councils who use background or featured music in any capacity.



**19 MEMBER'S BOOKSHELF**

Nil

**20 CORRESPONDENCE****20.1 Australian Mayoral Aviation Council Executive Committee Minutes**

Correspondence has been received from the Australian Mayoral Aviation Council regarding the minutes from the meeting of the Executive Committee held on Saturday 15 September 2018 (**Attachment 1**).

**20.2 Thank you letter from Australia Day Council of South Australia**

Correspondence has been received from the Business Development Manager of the Australia Day Council of South Australia, Pauline Coates, thanking Council for renewing their membership (**Attachment 2**).

**20.3 Thank you letter from The Lord Mayor of Adelaide Martin Haese**

Correspondence has been received from the Lord Mayor of the City of Adelaide, Martin Haese, regarding thanking Council for their valued support (**Attachment 3**).

**20.4 Thank you letter from Pam and Paul Smith**

Correspondence has been received from City of West Torrens residents Pam and Paul Smith, thanking Mayor Trainer for his years of service and for the Mayoral newsletter distributed to ratepayers in Talking Points regarding rate capping (**Attachment 4**).

**RECOMMENDATION**

That the correspondence be received.

---

**Attachments**

- 20.1 Australian Mayoral Aviation Council Executive Committee Minutes**
- 20.2 Thank you letter from Australia Day Council of South Australia**
- 20.3 Thank you letter from The Lord Mayor of Adelaide Martin Haese**
- 20.4 Thank you letter from Pam and Paul Smith**



**AMAC** *Australian Mayoral Aviation Council*

PO BOX 21, ROCKDALE NSW 2216

**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE AUSTRALIAN MAYORAL AVIATION COUNCIL, HELD IN THE OLINDA BOARDROOM, PARKROYAL HOTEL, MELBOURNE AIRPORT COMMENCING AT 12.45PM ON SATURDAY 15<sup>TH</sup> SEPTEMBER 2018.**

---

**ITEM 1 Welcome to Delegates.**

The President, Deputy Mayor Jock Campbell, opened the meeting and extended a welcome to all present.

**ITEM 2 Attendance and Apologies**

The following were in attendance:

Deputy Mayor Jock Campbell, President TAS  
Mayor Phil Marks Vice President WA  
Mayor John Trainer SA  
Councillor Jack Medcraft, VIC  
Mayor Khal Asfour, NSW  
Ron Hoenig MP, Past President NSW  
John Patterson Executive Director, AMAC

**ITEM 3 Confirmation of the Minutes of the Executive Committee meeting held in the Angelsea 1 Room, Mercure Hotel, 10 Irwin Street, Perth on Wednesday 2<sup>nd</sup> May 2018.**

RESOLVED

THAT: The Minutes, as circulated, be confirmed.

**ITEM 4 Business arising from the Minutes**

Noted that any ongoing matters are covered in reports contained in the agenda.

**ITEM 5 Aviation Regulation Sunsetting**

The Executive Director advised that email enquiries and face to face discussions with Department officers indicated that work on the review of the various Regulations is ongoing.

**RESOLVED**

**THAT:** The process and consultation drafts continue to be monitored with a view to making any submissions warranted.

**FURTHER**

**THAT:** AMAC member Councils be advised when consultation drafts are released to allow them to consider whether any changes proposed might warrant submissions by individual members.

**ITEM 6 Rate Equivalent Payments - Tasmania**

The Executive Director provided a verbal report on the court action by Clarence and Northern Midlands Councils.

**RESOLVED**

**THAT:** The information be received and noted and the Executive Director continue to monitor developments with a view to updating the Committee members as the matter progresses.

**ITEM 7 Airservices Activities****RESOLVED**

**THAT:** The information be received and noted.

**ITEM 8 Airport Activities****RESOLVED**

**THAT:** The information be received and noted.

**ITEM 9 Western Sydney Airport****RESOLVED**

**THAT:** The information be received and noted.

**ITEM 10 Noise Metric Review****RESOLVED**

**THAT:** The information be received and noted and progress of this matter continue to be reviewed.

**ITEM 11 Airservices Response to the Aircraft Noise Ombudsman's Report – Hobart Flight Paths**

RESOLVED

THAT: The information be received and noted.

**ITEM 12 Submissions**

RESOLVED

THAT: Submissions in response to:

- The Airservices Amendment Bill;
- Draft Guidelines for Public Safety Zones at Ends of Runways; and
- The Productivity Commission Inquiry into the Economic Regulation of Airport Services

Be endorsed.

**ITEM 13 TAAAF Update**

RESOLVED

THAT: The information be received and noted.

**ITEM 14 Review of Airport rate Equivalent Payments**

RESOLVED

THAT: The information be received and noted and that legal action contemplated in Tasmania in regard to this matter continue to be monitored.

**ITEM 15 2018 Draft Airspace Policy Statement**

RESOLVED

THAT: The information be received and noted.

**ITEM 16 2019 Conference and AGM**

RESOLVED

THAT: The information be received and noted and that enquires be made with regard to the facilities inspection scheduled for the Friday afternoon with a preference for Essendon Airport as the inspection site.

FURTHER

THAT:

As long serving members of the Executive Committee Paul Tully and Mayor John Trainer be invited to attend the Conference as guests of AMAC.

**ITEM 17 Upcoming Executive Committee Meetings**

RESOLVED

THAT:

The next meeting of the Committee be scheduled for Saturday 2<sup>nd</sup> February 2019 in Hobart.

**ITEM 18 Ipswich Council**

RESOLVED

THAT:

A letter of appreciation be forwarded to Paul Tully recognising his contribution through AMAC to Australia's airport communities and that he be invited to attend the 2019 AMAC Conference as a guest of AMAC.

**ITEM 19 General Business**

The Executive Director advised that invoices for 2018/19 memberships have been issued.

**CLOSE:** The meeting closed at 2.55 pm.

27 September, 2018

Mr Terry Buss  
Chief Executive Officer  
City of West Torrens  
165 Sir Donald Bradman Drive  
HILTON SA 5033



Office 18  
240 Currie Street  
Adelaide SA 5000  
Tel: 08 8212 3999  
adcsa@adcsa.com.au  
ABN 95 945 352 311  
[australiadaysa.com.au](http://australiadaysa.com.au)

Dear Terry

**Australia Day Council Membership 2018-2019**

Thank you for your continued support by renewing your membership with the Australia Day Council of South Australia.

Your support enables us to work towards achieving our vision of inspiring national pride and spirit to enrich the life of all Australians. The Australia Day Council of South Australia works with and for the community to unite the people of South Australia, to celebrate excellence in our communities and to discuss our national identity.

Continued support from our members allows us to improve on existing services and events and to create new and exciting ones for the future. We thank you for your assistance in allowing us to continue providing you with these important services.

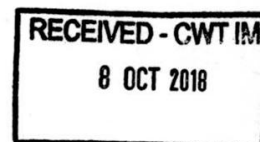
Yours sincerely

A handwritten signature in black ink, appearing to read 'Pauline Coates'.

Pauline Coates  
Business Development Manager



## OFFICE OF THE LORD MAYOR



Hon Mayor John Trainer OAM  
City of West Torrens  
165 Sir Donald Bradman Drive  
Hilton SA 5033

Dear Hon Mayor Trainer

As you may have seen from recent media reports, I have chosen not to recontest the upcoming election for family reasons.

It has been an absolute honour to serve our community as Lord Mayor since November 2014, and I would like to thank you for your support over the past four years.

Throughout this term of Council, the City of Adelaide has worked tirelessly towards meeting over one hundred strategic objectives to make Adelaide a smarter, greener, more liveable and creative city.

However, this has not been achieved in isolation. The delivery of so many important projects and programs have only been possible through collaboration with all tiers of government, the private sector, community organisations, residents, business and industry groups.

Thank you for your hard work and partnership in this regard. As you would be aware, South Australia's local government sector provides vital services to our communities and it has been a pleasure working with you to ensure better outcomes for our ratepayers, workers and tourists.

As one of the world's most liveable cities, it has been a privilege to lead the City of Adelaide and I have great confidence in its future growth and prosperity.

Thank you for your contribution to the City of Adelaide. I wish you all the very best for the future.

Yours sincerely,

Martin Haese

**LORD MAYOR**

3 October 2018

*Thank you for your valued support.*

Lockleys 5032.  
31<sup>st</sup> August 2018

Dear Mr. Trainer,

Thank you for your successful term as Mayor of W. Torrens. Your 18 years must have been very rewarding in many ways both in Council and outside at many of the functions which you fitted in. You have always presented a genuine interest and friendly manner.

I have lived in West Torrens for 44 years since arriving with my young family from the UK. West Torrens was recommended to us as to be one of the best places to live and so we moved to Lockleys.

We do enjoy living in this suburb and thank you and your staff for the amenities, community events, parks, gardens and care of the area.

Thank you for the letter re 'Rate Capping' it was very informative.

Have a wonderful retirement.

Yours sincerely,

Pam & Paul Smith.

RECEIVED - CWT IM

9 OCT 2018



**21      CONFIDENTIAL**

Nil

**22      MEETING CLOSE**

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**1 MEETING OPENED****2 PRESENT****3 APOLOGIES****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 Finance and Regulatory Committee held on 18 September 2018 be confirmed as a true and correct record.

**6 COMMUNICATIONS BY THE CHAIRPERSON****7 QUESTIONS WITH NOTICE**

Nil

**8 QUESTIONS WITHOUT NOTICE****9 MOTIONS WITH NOTICE**

Nil

**10 MOTIONS WITHOUT NOTICE**

## **11 FINANCE AND REGULATORY REPORTS**

### **11.1 Creditor Payments**

#### **Brief**

This report tables a schedule of creditor payments for September 2018.

#### **RECOMMENDATION**

The Committee recommends to Council that the schedule of creditor payments for September 2018 be received.

---

#### **Discussion**

A schedule of creditor payments totalling \$6,102,207.04 (\$5,024,303.09 in August 2018) is attached for the information of Elected Members. Notable items include:

- Payments to SEM Civil Pty Ltd totalling \$940,418.13 for George Street road and stormwater reconstruction (refer ref. nos. 472 and 473);
- A payment to Beltrame Civil Pty Ltd of \$820,973.27 for stormwater upgrade works (refer ref. no. 83);
- A payment to Camco SA Pty Ltd of \$489,727.40 for various road and drainage works (refer ref. no. 118);
- A payment to Solo Resource Recovery for both waste collection and disposal for August 2018 of \$462,415.82 (refer ref. no. 481);
- A payment to the Department of Environment, Water and Natural Resources of \$368,110.00 for the quarterly NRM levy (refer ref. no. 185);
- Payments to Blubuilt Constructions Pty Ltd totalling \$286,328.78 for the Camden Oval upgrade (refer ref. nos. 93 and 94);
- A payment to the Department of Planning, Transport and Infrastructure of \$208,221.20 for the 2018/19 valuation roll (refer ref. no. 187).

#### **Conclusion**

A schedule of creditor payments for September 2018 is provided for Elected Members' information and review.

#### **Attachments**

##### **1. Creditor payments for the month of September 2018**

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING**  
**16 OCTOBER 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
1	EFT52603	2nd Fix Carpentry Services	Refund Overpaid Rates	369.75
2	EFT52716	A Haros Demolition	Demolition of 10 Somerset Ave	11,500.00
3	EFT52618	A Plus Plastics & Tooling	Depot Supplies	1,636.25
4	060636	Access Hardware Pty Ltd	Building Maintenance	158.63
5	EFT52518	Ace Rent a Car	Vehicle Hire	2,310.00
6	EFT53030	Active Ageing SA Inc	Staff Training	539.61
7	EFT53195	Adami's Sand & Metal	Depot Supplies	2,722.32
8	EFT52832	Adelaide Bangladeshi Club	Plympton Community Centre Bond Return	500.00
9	EFT52616	Adelaide Chainwire & Domestic Fencing Pty Ltd	Fencing	12,732.50
10	EFT53035	Adelaide Chainwire & Domestic Fencing Pty Ltd	Fencing	4,066.21
11	060632	Adelaide Christian Singles	Thebarton Community Centre Bond Return	120.00
12	EFT52516	Adelaide Commercial Building & Property Services	Building Maintenance	21,912.00
13	EFT52705	Adelaide EWP Inc SA Diesel & Hydraulics	Depot Supplies	2,357.45
14	060602	Adelaide Footy League	Thebarton Community Centre Bond Return	500.00
15	060596	Adelaide Khukari Football Club	Thebarton Community Centre Bond Return	500.00
16	EFT52704	Adelaide Merchandising	Depot Supplies	45.00
17	060613	Adelaide PHN	Thebarton Community Centre Bond Return	240.00
18	EFT53037	Adelaide Safety Supplies Pty Ltd	First Aid Supplies	13.76
19	EFT53034	Adelaide Signs Group Pty Ltd	Depot Supplies	2,438.70
20	EFT53190	Adelaide Thunder Football Club	Thebarton Community Centre Bond Return	725.00
21	EFT52710	Adelaide Tools	Tools	187.00
22	EFT52512	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	2,208.80
23	EFT52611	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	2,662.00
24	EFT52708	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	5,758.50
25	EFT53188	Adelaide University of Dental Students	Thebarton Community Centre Bond Return	435.00
26	EFT52519	Adelaide Waste & Recycling Centre	Rubbish Disposal	5,553.45
27	EFT53040	Adelaide Waste & Recycling Centre	Rubbish Disposal	8,244.13
28	EFT53029	Adshel Street Furniture Pty Ltd	Bus Shelter Maintenance	14,483.15
29	EFT53036	Adtrade Industrial Supplies	Depot Supplies	251.00
30	EFT52610	Advam Pty Ltd	Transaction Fees	309.17
31	EFT52615	Advanced Plastic Recycling	Depot Supplies	1,202.30
32	EFT53033	Advanced Plastic Recycling	Depot Supplies	1,527.02
33	EFT53041	ADX Depot Pty Ltd	Building Maintenance	734.60
34	EFT52515	AECOM Australia Pty Ltd	Professional Fees	22,806.11
35	EFT52612	AECOM Australia Pty Ltd	Professional Fees	49,873.73
36	EFT52609	Afghan National Assoc of Australia	Thebarton Community Centre Bond Return	120.00
37	060603	AGL South Australia Pty Ltd	Power	1,994.98
38	EFT53027	Air Filter Cleaners	Vehicle Maintenance	87.67
39	EFT52520	Airquip and Pipetool Pty Ltd	Plant Maintenance	4,121.70
40	EFT52513	Aish Solutions Pty Ltd	Stationery	247.89
41	EFT52559	AJ & CA Mackintosh	Weed Spraying	16,967.94
42	EFT52781	AJ & CA Mackintosh	Weed Spraying	10,070.17
43	EFT53191	Alex Iry	Thebarton Community Centre Bond Return	500.00
44	EFT52765	Alison Holdstock	Reimburse Expenses	275.75
45	EFT53028	All Laundry & Linen Pty Ltd	Contract Linen	318.23
46	EFT52707	Allen Press Pty Ltd	Business Cards	1,837.00
47	EFT53039	Allsurv Engineering Surveys Pty Ltd	Field Surveys	5,500.00
48	EFT52709	Alsco Pty Ltd	Dry Cleaning	30.40
49	EFT52712	Amgrow Australia Pty Ltd	Depot Supplies	569.25
50	EFT52532	Andreea Caddy	CAP Member Allowance	2,476.00
51	EFT53187	Angela Chambers	Thebarton Community Centre Bond Return	500.00
52	EFT52514	Animal Management Services Pty Ltd	Doggy Bags	957.00
53	EFT53026	Animal Welfare League SA	Impound Dogs	950.00
54	060634	Anna Kourkoulis	Refund Development Fees	400.29
55	EFT52600	Annaliese Scuteri	Thebarton Community Centre Bond Return	500.00
56	EFT53194	Answering Adelaide Pty Ltd	After Hours Answering Service	833.23
57	EFT52613	Apple Pty Ltd	Computer Equipment	3,428.70
58	EFT53032	Apple Pty Ltd	Computer Equipment	3,832.40

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
16 OCTOBER 2018**

<b>Ref No.</b>	<b>Cheque/ EFT No.</b>	<b>Payee</b>	<b>Invoice Description</b>	<b>Payment Total</b>
59	EFT52617	aquaBUBBLER	Drinking Fountains	16,115.00
60	EFT52715	Aquarium Aid	Library Aquarium Maintenance	109.00
61	EFT52614	Arboregreen Landscape Products	Depot Supplies	309.24
62	EFT52711	Arboregreen Landscape Products	Depot Supplies	150.96
63	EFT52706	Artcraft Pty Ltd	Depot Supplies	4,024.57
64	060635	Ashdown Ingram Thebarton	Depot Supplies	1,438.55
65	EFT53025	Australia Post	Postage	5,899.60
66	EFT52619	Australia Post	Agency Collection Fees	9,227.21
67	EFT52601	Australia Si-Lankan Student Association	Thebarton Community Centre Bond Return	500.00
68	EFT52511	Australian Gas Networks Ltd	Service Alterations	182,956.40
69	EFT52714	Australian Green Clean	Cleaning	6,272.23
70	EFT53038	Australian Green Clean	Cleaning	5,674.39
71	EFT53198	Australian Migrant Resource Centre	Staff Training	100.00
72	060578	Australian Refugee Association	Staff Casual Day Donations	115.85
73	EFT53193	Australian Rotary Health	Refund Cummins Booking Fee	715.00
74	EFT52570	BA & KA Paterson	Building Maintenance	2,343.25
75	EFT52800	BA & KA Paterson	Building Maintenance	1,529.50
76	EFT53140	BA & KA Paterson	Building Maintenance	1,508.65
77	EFT52620	Badge A Minit	Name Badges	46.20
78	EFT52724	Banh Mi Cafe	Catering	114.50
79	EFT52722	Battery World Hilton	Batteries	547.00
80	EFT53049	BCE & CJ Electrical	Electrical	15,944.39
81	EFT52650	Beau Hordacre	Reimburse Volunteer Expenses	77.88
82	EFT52522	Beau Pets	Dog Collars	284.33
83	EFT52718	Beltrame Civil Pty Ltd	Roadworks	820,973.27
84	EFT53152	Benjamin Russ	CAP Member Allowance	1,485.00
85	EFT52521	Best Signs	Signage	1,133.00
86	EFT52719	BGC Industrial Cleaning	Cleaning Chemicals	295.02
87	EFT52725	Bibliotheca Australia Pty Ltd	Library Supplies	789.04
88	EFT52523	Big Chief Hire Pty Ltd	Plant Hire	5,626.50
89	EFT52720	Big Chief Hire Pty Ltd	Plant Hire	5,263.50
90	EFT52625	BioBag World Australia Pty Ltd	BioBags	4,191.44
91	EFT53048	BioBag World Australia Pty Ltd	Kitchen Caddies	2,008.60
92	EFT53154	BL Shipway & Co Pty Ltd	Depot Supplies	388.34
93	EFT52524	Blubuilt Constructions Pty Ltd	Camden Oval Upgrade	50,925.34
94	EFT53044	Blubuilt Constructions Pty Ltd	Camden Oval Upgrade	235,403.44
95	EFT52621	Bob Baker	Reimburse Volunteer Expenses	46.20
96	EFT53065	Bob Cannan	Reimburse Volunteer Expenses	27.52
97	EFT52626	Bob Jane T Mart - Brooklyn Park	Tyres	31.50
98	EFT52728	Bob Jane T Mart - Brooklyn Park	Tyres	9,364.50
99	EFT53050	Bob Jane T Mart - Brooklyn Park	Tyres	175.50
100	EFT52660	Bob May Workplace Emergency Training	Staff Training	1,809.50
101	EFT52717	BOC Limited	Depot Supplies	461.19
102	EFT52623	Body Corporate Physiotherapy Pty Ltd	Professional Fees	2,765.35
103	EFT53046	Bolzon Holdings Pty Ltd	Paint	3,004.50
104	060580	Bower Place	Professional Fees	612.00
105	EFT52726	BR Construction Supplies	Depot Supplies	719.84
106	EFT52525	Brendan Fewster Planning and Development	Professional Fees	6,336.00
107	EFT53047	Brendan Fewster Planning and Development	Professional Fees	7,771.50
108	060591	Bronwyn Heap	Junior Development Grant	500.00
109	EFT53042	Bruce Amos	Reimburse Volunteer Expenses	43.56
110	EFT53117	Bucher Municipal Pty Ltd	Vehicle Maintenance	1,122.94
111	EFT53043	Butlers Irrigation	Irrigation	156.00
112	EFT52622	Butt-Out Australia Pty Ltd	Butt Out Bins	325.00
113	EFT52527	Cabcharge Australia Pty Ltd	Cab Fares	90.85
114	EFT53051	Cabcharge Australia Pty Ltd	Cab Fares	394.47
115	EFT53189	Callie Bryson	Thebarton Community Centre Bond Return	500.00
116	EFT52631	Calypso Tree Co Pty Ltd	Tree Maintenance	11,088.00

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
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<b>Ref No.</b>	<b>Cheque/ EFT No.</b>	<b>Payee</b>	<b>Invoice Description</b>	<b>Payment Total</b>
117	EFT52738	Calypso Tree Co Pty Ltd	Tree Maintenance	2,277.00
118	EFT53196	Camco SA Pty Ltd	Roadworks	489,727.40
119	EFT52627	Camden Community Centre	Partnership Agreement	25,843.00
120	EFT52732	Camden Community Centre	Community Grant	11,000.00
121	060626	Cameron Noble	Junior Development Grant	200.00
122	060579	Cancelled		
123	EFT52530	Canon Australia Pty Ltd	Copier Charges	62.76
124	060630	Carmine Romano	Rainwater Tank Rebate	300.00
125	EFT52730	Carole Carroll	Library Workshop	407.00
126	EFT52630	Cash Security Services Pty Ltd	Banking	726.00
127	060648	Catherine Morony	Refund Permit Fee	30.00
128	060643	Catherine Williams	Refund Parking Expiation	62.00
129	060631	Catholic Safety Health & Welfare SA	Thebarton Community Centre Bond Return	500.00
130	EFT53055	Cavill Power Products Pty Ltd	Vehicle Maintenance	157.53
131	EFT53058	Charmans Spray & Powder Equipment	Plant Maintenance	3,666.26
132	EFT53121	Christopher Bryan Menz	CAP Member Allowance	1,485.50
133	EFT52531	Chubb Fire & Security Ltd	Security	4,662.43
134	EFT52634	Chubb Fire & Security Ltd	Security	4,362.44
135	EFT52740	Chubb Fire & Security Ltd	Security	3,857.77
136	EFT53066	Chubb Fire & Security Ltd	Security	11,372.22
137	EFT53067	Ciao Italia Bookshop	Library Books	1,579.50
138	EFT52528	City Circle Newsagents	Library Magazines	19.94
139	EFT52737	City Circle Newsagents	Library Magazines	45.85
140	060581	City of Port Adelaide Enfield	Transfer Personal Leave	1,035.95
141	060637	City of West Torrens Petty Cash	Petty Cash	2,911.95
142	EFT52735	Civica Pty Ltd	Software Support	1,104.95
143	EFT53059	Civil & Environmental Solutions Pty Ltd	Professional Fees	4,389.00
144	EFT52742	Civil Train SA	Staff Training	3,750.00
145	EFT53054	Clarksons	Glazing	2,180.20
146	EFT52632	Cleanaway Operations Pty Ltd	Waste Removal	748.89
147	EFT53062	Cleanaway Pty Ltd	Rubbish Disposal	511.61
148	EFT53063	Cleanaway Pty Ltd	Rubbish Disposal	530.31
149	EFT53060	Cleanaway Pty Ltd	Rubbish Disposal	409.80
150	EFT53061	Cleanaway Pty Ltd	Rubbish Disposal	721.49
151	EFT52701	Click Films	Thebarton Community Centre Bond Return	500.00
152	EFT52743	Click Promos	Promotional Products	2,909.50
153	EFT52729	Coca-Cola Amatil (SA) Pty Ltd	Refreshments	515.54
154	EFT52739	ColleaguesNagels Pty Ltd	Printing	818.00
155	EFT52736	Combined Fire Systems Pty Ltd	Fire Safety	171.60
156	EFT52628	Combo Industries	Vehicle Maintenance	1,735.25
157	EFT53053	Combo Industries	Vehicle Maintenance	1,439.90
158	060604	Community Emergency Services Fund	Emergency Service Levy	57,595.20
159	EFT52529	Computers Now Pty Ltd	Computer Equipment	184,295.32
160	EFT53064	Computers Now Pty Ltd	Computer Equipment	734.00
161	EFT52733	Consolidated Bearing Co	Depot Supplies	192.86
162	060612	Consolidated Equity Holdings Pty Ltd	Refund Overpaid Rates	389.45
163	EFT52731	Construction Industry Training Board	Reimburse Levy Fees	66.00
164	EFT52633	Continuum Care Australia Pty Ltd	Home Support Services	990.99
165	EFT53057	Comes Toyota	Vehicle Maintenance	489.90
166	EFT52734	Coromandel Native Nursery	Plants	649.55
167	EFT52635	Corporate Health Group Pty Ltd	Recruitment	550.00
168	EFT52533	Corporate Platters	Catering	423.00
169	EFT52741	Corporate Platters	Catering	274.20
170	EFT52698	Country Living Homes	Refund Overpaid Rates	951.70
171	EFT53118	Cr AC Mangos	Elected Members Allowance	230.38
172	EFT52588	Cr S Tsiaparis	Elected Members Allowance	797.15
173	EFT53052	Customers of SiriDynix Australasia Inc	Membership	149.00
174	060587	D Mittiga	Refund Development Fees	109.00

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
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<b>Ref No.</b>	<b>Cheque/ EFT No.</b>	<b>Payee</b>	<b>Invoice Description</b>	<b>Payment Total</b>
175	EFT52744	Daimler Trucks Adelaide	Vehicle Maintenance	2,238.37
176	EFT52535	Dallas Equipment	Contractor	3,762.00
177	EFT52640	Dallas Equipment	Contractor	3,025.00
178	EFT52746	Dallas Equipment	Contractor	3,773.00
179	EFT53075	Dallas Equipment	Contractor	2,310.00
180	EFT52595	Daryl K Warman	Reimburse Volunteer Expenses	66.00
181	EFT53074	Data#3 Limited	Computer Software	8,580.00
182	EFT53072	Datacom Systems (AU) Pty Ltd - SA Division	Computer Equipment	20,258.01
183	EFT52695	David Wass	Reimburse Volunteer Expenses	18.48
184	EFT53069	Department for Communities and Social Inclusion	Recruitment	288.20
185	EFT52639	Department of Environ, Water & Natural Resources	NRM Levy	368,110.00
186	EFT52686	Department of Planning, Transport and Infrastructure	Vehicle Registration Searches	3,094.00
187	EFT52816	Department of Planning, Transport and Infrastructure	Valuation Roll	208,221.20
188	EFT53166	Department of Planning, Transport and Infrastructure	Vehicle Registration Searches	3,010.00
189	EFT52636	Department of the Premier and Cabinet	Act Amendments/Gazette Notices	45.01
190	EFT52745	Design Flow Consulting Pty Ltd	Irrigation Design	9,185.00
191	EFT53073	Direct Comms Pty Limited	TXT2U Messages	324.72
192	EFT53071	Direct Mix Concrete Sales	Concrete	18,334.41
193	EFT52727	Dondi Buttgen	Library Workshop	220.00
194	EFT53068	dormakaba Australia Pty Ltd	Building Maintenance	506.00
195	EFT52829	Downer EDI Works Pty Ltd	Asphalt	693.00
196	060594	Dr Megan Ball	Refund Permit Fee	50.00
197	EFT52584	DWS Advanced Business Solutions	DBA Support	1,650.00
198	EFT53031	E & S Athanasiadis	Depot Supplies	3,412.51
199	EFT52536	Eco Bin (Aust) Pty Ltd	Bins	793.89
200	EFT52664	Elizabeth Moran	Audit Committee Allowance	768.00
201	060622	Elleni Christofis	Junior Development Grant	500.00
202	060621	Emily Devenport	Junior Development Grant	200.00
203	060638	Environment Protection Authority	Schedule 8 Fee	329.00
204	EFT52641	Esar Home Care	Home Support Services	614.38
205	EFT53076	Esar Home Care	Home Support Services	640.28
206	EFT52750	Express Signlab	Signage	5,665.00
207	EFT53077	Express Signlab	Signage	5,582.50
208	EFT52748	Expressions SA Pty Ltd	Newspapers	170.20
209	EFT52539	Ferwalla	Library Books	55.00
210	EFT53080	First Aid Pro	First Aid Training	85.00
211	EFT52540	Fleet Complete Australia Pty Ltd	Support	545.93
212	EFT53082	Fleet Complete Australia Pty Ltd	Support	545.93
213	EFT53079	Flightpath Architects Pty Ltd	Heritage Advisory Services	1,138.50
214	EFT52605	Flinders University	Thebarton Community Centre Bond Return	500.00
215	EFT53197	FMG Engineering	Professional Fees	66,770.00
216	060633	Forestville Hockey Club Inc	Thebarton Community Centre Bond Return	1,000.00
217	EFT52538	Forpark Australia (SA)	Playground Equipment	10,560.00
218	EFT52643	Foxtel Cable Television Pty Ltd	Library Connection	210.00
219	EFT52644	Fragglerocc Pty Ltd	Roadworks	9,643.59
220	EFT52753	Fragglerocc Pty Ltd	Roadworks	23,113.20
221	EFT53083	Fragglerocc Pty Ltd	Roadworks	3,520.00
222	EFT52642	Frank Siow Management Pty Ltd	Professional Fees	15,325.75
223	EFT53192	Fredmena Kamara	Thebarton Community Centre Bond Return	500.00
224	EFT53081	Freeman Wauchope Pty Ltd	Depot Supplies	1,178.49
225	EFT52751	Freshford Nurseries Pty Ltd	Plants	9,168.50
226	EFT53078	Freshford Nurseries Pty Ltd	Plants	9,757.00
227	EFT52796	Fulton Hogan Industries Pty Ltd	Roadworks	1,861.86
228	EFT52697	G Force Building & Consulting	Refund Overpaid Rates	1,078.70
229	EFT52758	Garden City Plastics	Depot Supplies	106.48
230	EFT52638	Gary Dodd	Reimburse Expenses	150.00
231	EFT52696	Gary J Smith Real Estate	Refund Overpaid Rates	269.35
232	EFT53186	Genesis Pregnancy Support Inc	Thebarton Community Centre Bond Return	500.00



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233	EFT52543	G-Force Building & Consulting	Building Maintenance	78,674.20
234	EFT52542	GGC Earthmovers Pty Ltd	Concrete Recycling	15,858.76
235	EFT52761	Gleam Team Domestic Services	Home Support Services	168.49
236	EFT53088	Glendi Greek Festival	Equipment Grant	3,300.00
237	EFT53132	Glenys O'Brien	Reimburse Expenses	150.00
238	EFT53087	GLG GreenLife Group Pty Ltd	Verge Mowing	13,302.70
239	EFT52815	Gordon J Tregoning Pty Ltd	Depot Supplies	30,501.60
240	EFT53092	Grace Records Management (Aust) Pty Ltd	Records Storage	3,740.56
241	EFT52586	Graham Tapscott	Reimburse Volunteer Expenses	132.00
242	EFT52544	Green Team Shred-Safe	Paper Recycling	297.00
243	EFT52756	Green Team Shred-Safe	Paper Recycling	385.00
244	EFT52755	Greene Eden Watering Systems Pty Ltd	Irrigation	37,409.22
245	EFT53084	Greenhill Engineers Pty Ltd	Professional Fees	2,057.00
246	EFT52645	Greening Australia (SA) Ltd	Landscaping	21,913.32
247	EFT52754	Greening Australia (SA) Ltd	Landscaping	21,670.25
248	EFT52546	Greenway Turf Solutions	Depot Supplies	8,910.00
249	EFT52760	Greenway Turf Solutions	Depot Supplies	2,013.00
250	EFT53090	Greenway Turf Solutions	Depot Supplies	1,430.00
251	EFT53091	GRH Supplies	Depot Supplies	5,233.48
252	EFT52545	GS Civil	Footpath Works	11,059.95
253	EFT52757	GS Civil	Footpath Works	5,853.71
254	EFT53086	GS Civil	Footpath Works	17,162.09
255	EFT52547	Hays Specialist Recruitment (Aust) Pty Ltd	Temp Staff	2,287.86
256	EFT52646	Hays Specialist Recruitment (Aust) Pty Ltd	Temp Staff	2,243.86
257	EFT52762	Hays Specialist Recruitment (Aust) Pty Ltd	Temp Staff	2,243.86
258	EFT53094	Health & Immunisation Management Services	Temp Immunisation Staff	3,973.53
259	EFT52549	Hi-Line Hardware Distributors Pty Ltd	Home Support Services	2,991.00
260	EFT52764	Hi-Line Hardware Distributors Pty Ltd	Home Support Services	3,201.50
261	EFT52647	Hitachi Construction Machinery (Australia) Pty Ltd	Plant Maintenance	1,578.43
262	EFT52548	Hoban Recruitment	Temp Staff	147.11
263	EFT52649	Hoban Recruitment	Temp Staff	147.11
264	EFT52763	Hoban Recruitment	Temp Staff	147.11
265	EFT53093	Hoban Recruitment	Temp Staff	147.11
266	EFT52551	Hood Sweeney Technology Pty Ltd	Computer Equipment	614.13
267	EFT53096	Hudson Howells	Professional Fees	3,300.00
268	EFT53095	Huhtamaki Tailored Packaging (SA) Pty Ltd	Disposal Products	336.84
269	EFT52770	ID Consulting Pty Ltd	Subscription	15,290.00
270	EFT52767	Independent Fuels Australia Pty Ltd	Fuel	16,854.49
271	EFT53102	Industrial Brushware	Sweeper Brooms	2,216.28
272	EFT52768	Industrial First Aid Service	First Aid Supplies	311.80
273	EFT53101	Inlite SA	Lighting	8,809.53
274	EFT53099	Innovative Window Films	Vehicle Maintenance	66.00
275	EFT52769	Internode Pty Ltd	Internet Connection	380.16
276	EFT53098	Internode Pty Ltd	Internet Connection	998.95
277	EFT52766	Interpreting & Translating Centre	Translation Service	719.40
278	EFT52651	Irrigation Australia	Membership	649.00
279	EFT53097	iSentia Pty Ltd	Media Monitoring	803.66
280	EFT53164	ISS Facility Services Aust Limited	Cleaning	3,811.92
281	EFT52679	James Small	Reimburse Expenses	55.79
282	EFT52811	Jane Strange	CAP Member Allowance	1,485.50
283	EFT52771	Jasol Australia	Cleaning Chemicals	5,709.75
284	EFT52721	Jason Bury	Reimburse Expenses	60.00
285	EFT53103	JCB Construction Equipment Australia	Plant Maintenance	1,789.36
286	EFT53185	Jen Catabran	Refund Overpaid Rates	301.10
287	EFT53089	Jerry Durnin	Reimburse Volunteer Expenses	118.80
288	060645	Jessica Panagos	Thebarton Community Centre Bond Return	500.00
289	060627	Jessie Shiell	Junior Development Grant	200.00
290	EFT52653	Jet Couriers (Adelaide) Pty Ltd	Couriers	411.47

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291	EFT53104	Jet Couriers (Adelaide) Pty Ltd	Couriers	415.37
292	EFT52552	JF Mobile Catering	Catering	2,324.00
293	060625	Joey Garuccio	Junior Development Grant	200.00
294	EFT52568	John Ovenden	Library Performance	350.00
295	060593	Joseph Coppola	Junior Development Grant	200.00
296	EFT52652	JPE Design Studio Pty Ltd	Professional Fees	67,248.50
297	EFT53105	JPM Adelaide Pty Ltd	Cleaning	1,782.00
298	EFT52534	JR Devereaux	Reimburse Volunteer Expenses	49.50
299	EFT52557	Kathryn Low	Reimburse Volunteer Expenses	16.50
300	EFT52555	Kelley Jones Lawyers	Legal Fees	2,022.89
301	EFT52775	Kellogg Brown & Root Pty Ltd	Professional Fees	25,406.32
302	EFT52668	Kelly Nobbs	Reimburse Expenses	150.00
303	EFT52656	Kemps Credit Solutions	Debt Collection	11,667.95
304	EFT53108	Kemps Credit Solutions	Debt Collection	402.33
305	EFT52554	Kennards Hire Traffic	Plant Hire	1,305.00
306	EFT52819	Kerry Taylor	Reimburse Volunteer Expenses	111.54
307	EFT52654	Kone Elevators	Lift Maintenance	1,237.50
308	EFT53107	Kone Elevators	Lift Maintenance	1,239.94
309	060615	Kristy Adams	Thebarton Community Centre Bond Return	500.00
310	EFT52772	Kubpower Earthmoving & Construction Equipment Co	Depot Supplies	2,456.48
311	EFT52773	KYD-X Ltd	Sponsorship	3,000.00
312	EFT52624	Kym Strelan	Home Advantage Program	363.00
313	EFT52723	Kym Strelan	Home Advantage Program	213.25
314	EFT53045	Kym Strelan	Home Advantage Program	463.50
315	EFT52699	L Martin	Refund Overpaid Rates	240.80
316	EFT53115	Lakeside Building Solutions	Roadworks	2,741.75
317	EFT53116	Land Services Group	Searches	1,327.15
318	EFT52777	Lane Print & Post	Printing	512.60
319	EFT52702	Lauren Brown	Thebarton Community Centre Bond Return	500.00
320	EFT52778	LCS Landscapes	Landscaping	2,263.80
321	EFT53111	LCS Landscapes	Landscaping	39,088.07
322	EFT52659	Learning Discovery Pty Ltd	Library Books	300.00
323	EFT53114	Learning Discovery Pty Ltd	Library Books	255.00
324	EFT53112	LGA Asset Mutual Fund	Insurance Excess	500.00
325	EFT52776	Lion's Club of West Beach	Clean Butt Out Bins	1,275.00
326	EFT52779	Living Turf	Soil Testing	748.00
327	EFT53113	Living Turf	Soil Testing	1,452.00
328	EFT52657	Local Government Association of SA	Staff Training	473.00
329	EFT53109	Local Government Association of SA	Staff Training	2,255.00
330	EFT52556	Local Government Professionals SA Inc	Staff Training	550.00
331	EFT52780	Lockleys Riding Club Inc	Fencing Contribution	11,000.00
332	EFT52658	Lost Pets of South Australia Inc	Animal Microchipping	440.00
333	EFT53110	LOTE Libraries Direct Pty Ltd	Library Books	2,684.00
334	060590	Louise Tunney	Rainwater Tank Rebate	300.00
335	EFT52558	Ludwig Film	Photography	550.00
336	EFT52688	Lynn Thompson	Reimburse Volunteer Expenses	19.80
337	060597	M O'Donnell	Refund Development Fees	109.00
338	060608	M O'Donnell	Refund Development Fees	64.00
339	EFT52787	Major Carpet & Tile	Carpet Cleaning	2,035.00
340	EFT53120	Major Carpet & Tile	Carpet Cleaning	1,384.35
341	EFT52564	Maps Consulting Services Pty Ltd	Transportation Consulting	15,787.20
342	060588	Maria Formichella	Rainwater Tank Rebate	300.00
343	060605	Mario & Marie Industrial Rag	Depot Supplies	792.00
344	EFT52629	Mario Ciardiello	Reimburse Volunteer Expenses	16.50
345	EFT52662	Mark Bowman Consulting Pty Ltd	Professional Fees	16,632.00
346	060609	Mark Neville Franklin	Junior Development Grant	500.00
347	EFT52833	Mark Phelps	Thebarton Community Centre Bond Return	500.00
348	EFT52666	Marleston League SA Inc	Library Program	110.00

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349	EFT52561	Mastec Australia Pty Ltd	Depot Supplies	1,099.25
350	EFT52562	Maxima Group Training	Temp Depot Staff	2,400.85
351	EFT52591	Maxima Tempskill	Temp Depot Staff	4,258.50
352	EFT53173	Maxima Tempskill	Temp Depot Staff	2,989.65
353	EFT52687	Mayor John Trainer	Mayoral Allowance	6,753.00
354	EFT52563	McArthur (SA) Pty Ltd	Temp Staff	1,990.63
355	EFT52785	Mechanical Vegetation Solutions Pty Ltd	Tree Maintenance	22,000.00
356	EFT53119	Mechanical Vegetation Solutions Pty Ltd	Tree Maintenance	17,570.36
357	060610	Megan Ball	Refund Permit Fee	50.00
358	EFT52665	Message4U Pty Ltd	Software	727.99
359	EFT52661	Metal Fabricators Pty Ltd	Depot Supplies	5,589.10
360	060644	Mexican Social & Cultural Assoc of SA	Thebarton Community Centre Bond Return	1,000.00
361	060586	MF Lamarca	Refund Development Fees	623.00
362	060595	Mindseye Training and Consulting	Thebarton Community Centre Bond Return	500.00
363	EFT52560	Modern Teaching Aids Pty Ltd	Library Supplies	332.97
364	EFT52782	Modern Teaching Aids Pty Ltd	Library Supplies	723.35
365	EFT52784	Momar Australia Pty Ltd	Depot Supplies	2,221.18
366	EFT52783	Morestel Powder Coaters	Depot Supplies	352.00
367	EFT52663	Mt Compass Sand & Loam	Depot Supplies	590.15
368	060646	Mycare Solution	Thebarton Community Centre Bond Return	500.00
369	060624	Nathan Marshall	Junior Development Grant	200.00
370	EFT52789	National Terrazzo & Cement Works Pty Ltd	Depot Supplies	73.00
371	060614	Nebula-ims Pty Ltd	Thebarton Community Centre Bond Return	500.00
372	EFT53122	Nelson Locksmiths Pty Ltd	Locks	1,515.35
373	EFT53125	Neverfail Springwater Ltd	Spring Water	92.55
374	EFT53126	News Limited	Advertising	5,007.63
375	060623	Noah Gladdy	Junior Development Grant	200.00
376	EFT52667	Nora Robinson	Reimburse Volunteer Expenses	55.44
377	EFT53127	Norman Waterhouse Lawyers	Legal Fees	16,169.35
378	EFT53123	North East Isuzu	Vehicle Maintenance	639.08
379	060600	Northern Volunteering	Thebarton Community Centre Bond Return	500.00
380	EFT52565	Nova Group Services Pty Ltd	Bus Stop Works	18,536.10
381	EFT53124	Nova Group Services Pty Ltd	Bus Stop Works	26,956.60
382	EFT52566	Oaklands Road Mower Centre	Mower Repairs / Purchases	198.00
383	EFT52791	Oaklands Road Mower Centre	Mower Repairs / Purchases	299.00
384	EFT53128	Oaklands Road Mower Centre	Mower Repairs / Purchases	449.00
385	060628	Oliver Cullen	Junior Development Grant	200.00
386	EFT52795	One Perfect Circle	Weigall Oval Launch	800.00
387	EFT52793	Option [a] Pty Ltd	Signage	1,342.00
388	EFT52669	Orana Australia Ltd	Home Advantage Program	2,414.37
389	EFT53129	Orana Australia Ltd	Home Advantage Program	2,552.35
390	EFT52567	Order-In Pty Ltd	Milk	98.62
391	EFT52794	Order-In Pty Ltd	Milk	58.79
392	EFT53133	Order-In Pty Ltd	Milk	58.79
393	EFT52670	Origin Energy Electricity Limited	Power	68.07
394	EFT52792	Origin Energy Electricity Limited	Power	16,035.24
395	EFT53131	Origin Energy Electricity Limited	Power	90,384.68
396	EFT53131	Origin Energy Electricity Limited	Power	-90,384.68
397	EFT53199	Origin Energy Electricity Limited	Power	85,329.27
398	060616	Origin Energy Services Ltd	Gas Supply	475.89
399	EFT53130	Our Earth Pest Control	Pest Control	192.50
400	EFT53056	Outfront Concepts Pty Ltd	Playground Equipment	453.80
401	EFT52569	P & J Sons Building Maintenance	Home Support Services	1,520.43
402	EFT52673	P & J Sons Building Maintenance	Home Support Services	1,141.78
403	EFT52799	P & J Sons Building Maintenance	Home Support Services	447.24
404	EFT53139	P & J Sons Building Maintenance	Home Support Services	1,457.07
405	EFT52797	Packwise	Depot Supplies	633.45
406	060611	PAE Hutton	Refund Overpaid Rates	660.30

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
16 OCTOBER 2018**

<b>Ref No.</b>	<b>Cheque/ EFT No.</b>	<b>Payee</b>	<b>Invoice Description</b>	<b>Payment Total</b>
407	060647	Patrick Clarkin	Compost Bin Rebate	37.44
408	EFT52788	PayTec Technology That Counts	Support	438.68
409	EFT53135	Pipeline Technology Services	Drainage	11,550.00
410	EFT52672	Planning Institute of Australia	Membership	330.00
411	EFT53137	Planning Institute of Australia	Membership	170.00
412	EFT52572	Platters Plus Catering Pty Ltd	Catering	568.50
413	EFT53142	Platters Plus Catering Pty Ltd	Catering	1,016.90
414	EFT53138	PLOT Works	Reserve Maintenance	4,290.00
415	EFT52674	PMP Distribution	Distribution	1,374.71
416	060629	Polixeni Christofis	Junior Development Grant	500.00
417	EFT53200	POS Business Systems	Stationery	118.00
418	060617	Powerdirect Pty Ltd	Power	427.85
419	EFT52703	Prabin Rajbhandari	Thebarton Community Centre Bond Return	500.00
420	060582	Proactive Lifestyle & Fitness	Workshop	120.00
421	060606	Proactive Lifestyle & Fitness	Workshop	240.00
422	060639	Proactive Lifestyle & Fitness	Workshop	360.00
423	EFT53134	Professional Linemarking Pty Ltd	Linemarking	4,081.00
424	EFT52671	Property & Advisory Pty Ltd	Professional Fees	2,772.00
425	EFT52798	Property & Advisory Pty Ltd	Professional Fees	2,193.13
426	EFT53136	Pump Technology Services (SA) Pty Ltd	Pump Maintenance	690.25
427	EFT53201	Pumpt Pty Ltd	Library Workshop	550.00
428	EFT52818	R/T Towing	Vehicle Tow	150.00
429	EFT52575	Rate It Australia Pty Ltd	Service Hire	297.00
430	EFT53151	Rate It Australia Pty Ltd	Service Hire	297.00
431	EFT52677	RE:MEMBER Software Pty Ltd	Advertising	242.00
432	EFT52675	Redman Solutions Pty Ltd	Professional Fees	6,600.00
433	EFT52801	Reece Pty Ltd	Irrigation	923.45
434	EFT53144	Reece Pty Ltd	Irrigation	142.75
435	EFT52676	Refac Industries Pty Ltd	Library Supplies	395.24
436	EFT53149	Rentokil Initial Pty Ltd	Pest Control	536.36
437	EFT53143	Rentokil Tropical Plants	Indoor Plant Hire	623.05
438	EFT52573	Resource Furniture	Office Furniture	323.40
439	EFT53146	Resource Furniture	Office Furniture	2,016.41
440	EFT52806	Richmond Intergenerational Playgroup	Community Grant	3,500.00
441	EFT52804	Ricoh Australia Ltd	Copy Charges	5,350.83
442	EFT52576	Rio Coffee Pty Ltd	Tea & Coffee Supplies	305.00
443	060583	Roads Corporation	Vehicle Searches	237.50
444	EFT53148	Roadside Services & Solution	Depot Supplies	2,326.80
445	EFT53147	Rocla Pipeline Products	Depot Supplies	5,632.62
446	EFT52802	Royal Wolf Trading Australia Pty Ltd	Container Hire	504.90
447	EFT53145	Royal Wolf Trading Australia Pty Ltd	Container Hire	1,151.70
448	EFT52574	Rundle Mall Plaza Newsagency	Library Magazines	209.41
449	EFT52803	Rundle Mall Plaza Newsagency	Library Magazines	436.07
450	EFT53150	Rundle Mall Plaza Newsagency	Library Magazines	254.17
451	EFT52805	RWA Pty Ltd	Park Furniture	18,639.50
452	060599	SA Ambulance Western Area Office	Thebarton Community Centre Bond Return	120.00
453	EFT52604	SA Gold Traders	Thebarton Community Centre Bond Return	500.00
454	060598	SA Health	Thebarton Community Centre Bond Return	1,000.00
455	060584	SA Power Networks	Power	32,712.60
456	060618	SA Power Networks	Power	2,731.30
457	060640	SA Power Networks	Power	33,479.05
458	060619	SA Water	Water	522.22
459	EFT52583	SA Window Cleaning Pty Ltd	Window Cleaning	627.00
460	EFT52683	SA Window Cleaning Pty Ltd	Window Cleaning	4,614.50
461	EFT52807	Sabre Security Services	Install Cameras	4,196.50
462	EFT52812	Safe Fire Electrical	Fire Safety	2,392.50
463	EFT52684	Saferoads Pty Ltd	Subscription	484.00
464	EFT52774	Sam Kiisti	Reimburse Expenses	209.00

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
16 OCTOBER 2018**

<b>Ref No.</b>	<b>Cheque/ EFT No.</b>	<b>Payee</b>	<b>Invoice Description</b>	<b>Payment Total</b>
465	EFT52592	Samia Tawadros	Reimburse Volunteer Expenses	79.20
466	EFT53176	Samia Tawadros	Reimburse Volunteer Expenses	79.20
467	EFT52597	Samir Wasif	Reimburse Volunteer Expenses	198.00
468	EFT53183	Samir Wasif	Reimburse Volunteer Expenses	158.40
469	EFT52808	Seaton Mower Service	Mower Repairs / Purchases	3,540.00
470	EFT52578	SecureWare Unit Trust	Computer Equipment	660.00
471	EFT52682	Seek Limited	Advertising	560.73
472	EFT52580	SEM Civil Pty Ltd	Roadworks	638,439.93
473	EFT53157	SEM Civil Pty Ltd	Roadworks	301,978.20
474	060607	Sensis Pty Ltd	Yellow Pages Listing	30.68
475	EFT52700	Shailey Puri	Thebarton Community Centre Bond Return	500.00
476	060601	Sheana Habel	Thebarton Community Centre Bond Return	500.00
477	EFT52581	Sleepee Teepee	Library Program	330.00
478	EFT52608	SN Sidhwani	Thebarton Community Centre Bond Return	500.00
479	EFT52599	Solid Bold	Refund Overpaid Rates	1,076.30
480	EFT52678	Solo Resource Recovery	Rubbish Removal	212.52
481	EFT53153	Solo Resource Recovery	Garbage Collection & Waste Disposal	462,415.82
482	EFT52786	Sophie Merchant	Reimburse Expenses	150.00
483	EFT52681	SoundPack Solutions	Library Supplies	374.00
484	EFT53156	Source Separation Systems Pty Ltd	Rubbish Bins	1,522.79
485	EFT52579	South Australian Community Transport Assoc	Membership	150.00
486	EFT52680	Southern Cross Protection	Patrol Service	6,264.85
487	EFT53160	Southern Cross Protection	Patrol Service	143.00
488	EFT53161	Southern Plasterboard Contracting Pty Ltd	Building Maintenance	1,672.00
489	EFT52577	Southfront	Professional Fees	26,246.00
490	EFT53158	Specialty Fasteners	Depot Supplies	42.22
491	EFT52809	Sports Medicine Australia - SA Branch	Weigall Oval Launch	173.80
492	EFT52813	Staysafe (SA) Pty Ltd	Security	130.55
493	EFT52648	Steffen Helgerod	Reimburse Expenses	80.00
494	EFT53162	Streamline Plumbing SA Pty Ltd	Plumbing	22,319.43
495	EFT52582	Streamline Plumbing SA Pty Ltd	Plumbing	467.24
496	EFT52814	Stumpy Stumps	Grind Stumps	500.00
497	EFT53159	Suburban Transport Services	Taxi Fares	1,271.39
498	EFT52810	SUEZ Recycling & Recovery Pty Ltd	Rubbish Removal	712.75
499	EFT53155	Sure Search Locations	Service Location	3,850.00
500	EFT52590	Taking Care of Trees	Tree Maintenance	350.00
501	EFT53171	Taking Care of Trees	Tree Maintenance	925.00
502	EFT53174	TechInSA	Licence to Occupy	1,100.00
503	EFT52587	Telco Store	Mobile Phones	398.00
504	EFT52589	Telelink Business Systems Pty Ltd	Phone Equipment	372.82
505	EFT52689	Telelink Business Systems Pty Ltd	Phone Equipment	2,179.00
506	EFT52820	Telelink Business Systems Pty Ltd	Phone Equipment	595.34
507	060585	Telstra	Telephone	1,081.97
508	060620	Telstra	Telephone	8,860.11
509	060641	Telstra	Service Alterations	17,583.12
510	EFT53163	Terrain Group Pty Ltd	Drinking Fountains	5,192.00
511	EFT52517	The Adelaide Tree Surgery	Tree Maintenance	484.00
512	EFT52713	The Adelaide Tree Surgery	Tree Maintenance	1,518.00
513	EFT52526	The Blind Man	Blinds	1,386.00
514	EFT52637	The Department for Correctional Services	Litter Collection	1,980.00
515	EFT53070	The Department for Correctional Services	Litter Collection	1,650.00
516	EFT52537	The Ergo Centre	Furniture	1,250.00
517	EFT52749	The Ergo Centre	Furniture	725.00
518	EFT52752	The Frame Connection	Framing	210.00
519	EFT52541	The Fruit Box Group Pty Ltd	Milk	128.40
520	EFT52759	The Good Guys	Electrical Goods	515.00
521	EFT53100	The Indigenous Literacy Foundation	Staff Casual Day Donations	219.20
522	EFT52655	The Kiln Advertising	Advertising	410.30

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
16 OCTOBER 2018**

<b>Ref No.</b>	<b>Cheque/ EFT No.</b>	<b>Payee</b>	<b>Invoice Description</b>	<b>Payment Total</b>
523	EFT52571	The Paper Bahn	Stationery	357.52
524	EFT53141	The Paper Bahn	Stationery	8,682.38
525	EFT52790	The Workwear Group Pty Ltd	Corporate Wardrobe	88.00
526	EFT52607	Thermo Fisher Scientific Australia Pty Ltd	Thebarton Community Centre Bond Return	500.00
527	EFT53167	TMK Engineering Services	Engineering Services	24,101.00
528	EFT52817	Tom's Car Wash	Vehicle Maintenance	1,881.00
529	EFT52685	Tonkin Consulting	Professional Fees	742.50
530	EFT53172	Torrens Safety	Depot Supplies	3,102.77
531	EFT53165	Total Construction Surveys Pty Ltd	Survey and Setout	19,107.00
532	EFT53168	Total Tools Thebarton	Depot Supplies	1,159.00
533	EFT53085	Totally Workwear Richmond	Safety Clothing	1,010.86
534	EFT53175	TPG Telecom	Internet Connection	2,035.00
535	EFT52553	Tracey Beaumont	Catering	945.00
536	EFT53106	Tracey Beaumont	Catering	756.00
537	EFT52821	Tradies Workwear	Safety Clothing	1,079.04
538	EFT53170	Tree Care Machinery	Depot Supplies	1,478.55
539	EFT52585	Treenet Inc	Tree Maintenance	1,632.00
540	EFT53169	Triple Cherry Coffee	Coffee Supplies	250.00
541	EFT52606	TS Randhawa	Thebarton Community Centre Bond Return	500.00
542	EFT52602	Turner Real Estate	Refund Overpaid Rates	304.20
543	060642	Underdale High School	Donation	250.00
544	EFT52593	United Landscaping	Depot Supplies	973.50
545	EFT53177	UrbanVirons Group Pty Ltd	Tree Maintenance	67,518.00
546	EFT52824	Valspar Paint (Australia) Pty Ltd	Paint	387.10
547	EFT52822	Valvoline (Australia) Pty Ltd	Depot Supplies	1,056.95
548	EFT52550	Vanessa Harding	Reimburse Expenses	546.58
549	EFT52690	Veri Fire	Fire Safety	427.90
550	EFT52823	Veri Fire	Fire Safety	2,791.24
551	060592	Vincenzo Carbone	Junior Development Grant	200.00
552	EFT52594	VIP Commercial Cleaning Melrose Park	Window Cleaning	100.00
553	EFT53178	VIP Commercial Cleaning Melrose Park	Window Cleaning	100.00
554	EFT52747	Walls That Talk	Library Supplies	286.00
555	EFT52692	Walter Brooke & Associates Pty Ltd	Professional Fees	5,197.50
556	EFT53179	Walter Brooke & Associates Pty Ltd	Professional Fees	3,327.50
557	EFT52827	Waterpro Pty Ltd	Irrigation	1,964.71
558	EFT53182	Waterpro Pty Ltd	Irrigation	376.00
559	EFT52826	WAX Design Pty Ltd	Professional Fees	2,926.00
560	EFT52693	Web Safety Pty Ltd	Safety Clothing	1,365.89
561	EFT53180	Web Safety Pty Ltd	Safety Clothing	2,218.27
562	EFT52596	Webroot International Ltd	Software	866.60
563	EFT52825	Western Youth Centre	Partnership Agreement	12,921.50
564	EFT53181	Westside Services (SA) Pty Ltd	Airconditioner Maintenance	22,551.28
565	EFT52828	Winc Australia Pty Limited	Stationery	444.93
566	EFT52691	Workcomp Pty Ltd	Recruitment	605.00
567	EFT52598	Workzone Traffic Control Pty Ltd	Traffic Control	1,389.58
568	EFT52830	Workzone Traffic Control Pty Ltd	Traffic Control	2,801.16
569	EFT53184	Workzone Traffic Control Pty Ltd	Traffic Control	1,048.58
570	EFT52694	Worlds Best Specialised Cleaning	Graffiti Removal	5,808.00
571	EFT52831	X-Treme Towing Service Pty Ltd	Vehicle Tow	220.00
572	060589	Yana Krimizi	Junior Development Grant	200.00
				<b><u>\$ 6,102,207.04</u></b>

## 11.2 Property Leases

### Brief

This report provides information on overdue property lease payments that are greater than \$2,000.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

### Introduction

This report provides information on the property lease payments that are overdue, pursuant to the requirements of a Council resolution of 21 June 2016.

### Discussion

The following lease amounts have been invoiced and were overdue as at 30 September 2018. A comparison is provided with the situation as at 30 June 2018 and 31 March 2018.

Debtor	As at 31 Mar 2018	As at 30 Jun 2018	As at 30 Sep 2018	Variance
Lockleys Bowling Club Inc	0.00	0.00	2,543.70	2,543.70
Weslo Holdings	0.00	33,714.63	46,696.98	12,982.35
West Torrens Birkalla Soccer Club	0.00	2,043.74	3,015.02	971.28
<b>Total</b>	<b>\$0.00</b>	<b>\$35,758.37</b>	<b>\$52,255.70</b>	<b>\$16,497.33</b>

### Lockleys Bowling Club Inc

The outstanding amount is in relation to an electricity reimbursement.

### Weslo Holdings

The outstanding amount includes electricity and SA water reimbursements, three lease instalments for the premises at 164-166 South Road, one lease instalment for Thebarton Theatre and Thebarton Theatre hire charges.

### West Torrens Birkalla Soccer Club

The balance outstanding represents two SA Water reimbursements and the lease fees for 2018/19.

### Conclusion

The report provides information on the property lease payments that are overdue, in response to a Council resolution on 21 June 2016.

### Attachments

Nil

### **11.3 South Australian Public Health Act 2017/18 Annual Report**

#### **Brief**

This report presents to Council the work of the environmental health staff during the reporting period 1 July 2017 to 30 June 2018 pursuant to the South Australian Public Health Act 2011.

#### **RECOMMENDATION**

The Committee recommends to Council that the report be received.

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#### **Introduction**

Each year an annual report is submitted to SA Health detailing the environmental health related activities undertaken for the reporting period.

#### **Discussion**

Each year the City of West Torrens is required to submit an annual report to SA Health. The report contains information relating to activities undertaken by environmental health staff pursuant to the South Australian Public Health Act 2011.

The information contained in this report will assist the Minister for Health and the Chief Public Health Officer and their delegates to perform their functions under the Public Health Act. These specific functions are contained on page 1 of the agenda report.

#### **Conclusion**

The annual report follows a template and demonstrates the wide variety of activities conducted by Council under the Act. A copy of the annual report is attached for member's information.

#### **Attachments**

- 1. South Australian Public Health Annual Report 2017/18**



**CITY OF WEST TORRENS**

165 Sir Donald Bradman Drive  
Hilton SA 5033

**Contact:**

Ms Robyn Butterfield  
Manager Regulatory Services  
Telephone: 8416 6333  
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**2017 / 2018 FINANCIAL YEAR ANNUAL  
ENVIRONMENTAL HEALTH REPORT**

**Reporting period: 1 July 2017 to 30 June 2018**  
**THE SOUTH AUSTRALIAN PUBLIC HEALTH ACT 2011**

The aim of this report is to assist the Minister for Health and the Chief Public Health Officer and their delegates to perform their functions under the following sections of the *South Australian Public Health Act 2011*:

*s17(1) The Minister's functions in connection with the administration of this Act include the following (to be performed to such extent as the Minister considers appropriate):*

*(a) to further the objects of this Act by taking action to preserve, protect or promote public health within the State;*

*(b) to promote proper standards of public and environmental health within the State by ensuring that adequate measures are taken to give effect to the provisions of this Act and to ensure compliance with the Act.*

*s21(1) The Chief Public Health Officer's functions are as follows:*

*(b) to ensure that the Act, and any designated health legislation, are complied with;*

*s23(1) The Chief Public Health Officer is required to prepare a written report every 2 years about—*

*(a) public health trends, activities and indicators in South Australia*

**It is requested that all councils complete and submit this report by 30 September 2018.**

When completing this report, please add rows to tables as necessary.

## 1 ENVIRONMENTAL HEALTH WORKFORCE

### 1.1 Authorised officers (s44)

Please provide a list of all persons currently authorised by the authority pursuant to s44 of the Act on 30 June 2018 in the following format. This is requested to confirm that the Chief Public Health Officer's notification register is up to date.

Authorised officer's full name	Employment type (PFT, PPT, CE or CNE)	Date authorised	Approved qualification number	Environmental health experience (years/months)	Average EH hours worked per week
Darren Isgar	PFT	15.07.13	7	26 years	30
Anthony Jennings	PFT	15.07.13	8	13.5 years	35
Niamh Connelly	PFT	17.04.18	15	7 years	35
Deepti Sethi	PFT	15.07.13	8	8.5 years	35

Notes:

**Employment type:** PFT: Permanent fulltime, PPT: Permanent part time, CE: Contract employee, CNE: Contract non-employee.

**Approved qualification number:**

Please refer to the list of approved qualifications for the appointment of local authorised officers.

[<ctrl+click here to follow link>](#)

**Average EH hours:** Please indicate the average number of hours the individual spends working on environmental health related tasks and activities (including food safety, administrative, strategic, management and policy related tasks) for council per week.

### 1.2 Were any environmental health positions vacant on 30 June 2018?

☒ **No – proceed to section 1.3**

☐ **Yes – complete the table below**

Please provide information on all authorised officer positions vacant on 30 June 2018 in the following format.

Position title	Employment type (PFT, PPT, CE or CNE)	Average EH hours per week	Term of contract (if applicable)	Duration position has been vacant

### 1.3 Any additional comments relating to environmental health workforce

## 2 SA PUBLIC HEALTH ACT & REGULATIONS - ENFORCEMENT

### 2.1 Were any section 92 notices issued under the Act during the reporting period?

- ☐ No – proceed to section 2.2
- ☒ Yes – proceed to section 2.1.1

#### 2.1.1 In total, how many section 92 notices were issued during the reporting period (not including preliminary notices).

2 notices were issued under section 92 of the Act

#### 2.1.2 Please provide a summary of the matters that section 92 notices were issued to deal with.

Notices were issued as a result of clandestine drug laboratory notification. One notice was issued to prevent occupancy and undertake an assessment for chemical contamination. One notice was issued requiring remediation and validation of a property, following receipt of an assessment report.

#### 2.1.3 Was action taken on non-compliance with any section 92 notices issued (s.93)?

- ☒ No – proceed to section 2.1.4
- ☐ Yes – complete the table below

Details of action taken	Costs recoverable

#### 2.1.4 Were any expiation notices issued or prosecutions commenced for failure to comply with a section 92 notice (s.92.10)?

- ☒ No – proceed to section 2.1.5
- ☐ Yes – complete the tables below

##### Expiation notices issued

Date expiation notice issued (when)	Details of the failure to comply	Was the expiation notice paid, withdrawn or did the recipient elect to be prosecuted?

##### Prosecutions commenced

Date prosecution commenced (when)	Details of the failure to comply	Details and outcome of prosecution

#### 2.1.5 Were any section 92 notices reviewed or appealed (s.95-96)?

- ☒ No – proceed to section 2.1.6
- ☐ Yes – complete the table below

Review or appeal?	Summary of findings/outcome of review or appeal

#### 2.1.6 Any additional comments relating to section 92 notices issued

**2.2 Were any expiation notices issued or prosecutions commenced for material or serious risks to public health during the reporting period?**

☒ **No – proceed to section 2.2.4**

☐ **Yes – complete tables 2.2.1 - 2.2.3 below**

Please provide details on all expiation notices issued and prosecutions commenced by the authority on persons causing material or serious risks to public health between 1 July 2016 and 30 June 2017 in the following format.

**2.2.1 s57 – Material risk to public health – expiation notices issued (\$750)**

Date notice issued (when)	Details of the material risk to public health (what)	Was the expiation notice paid, withdrawn or did the recipient elect to be prosecuted?

**2.2.2 s57 – Material risk to public health – prosecutions**

Date of offence	Person prosecuted (who)	Details of the material risk to public health (what)	Details and outcome of prosecution

**2.2.3 s58 – Serious risk to public health – prosecutions**

Date of offence	Person prosecuted (who)	Details of the serious risk to public health (what)	Details and outcome of prosecution

**2.2.4 Any additional comments relating to material or serious risks to public health**

**2.3 Were any other expiation notices issued or prosecutions not previously covered commenced for breaches of the Act during the reporting period?**

☒ **No – proceed to section 2.4**

☐ **Yes – complete the table below**

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

Section.	Type	No. of expiations issued	No. of prosecutions commenced	Comments
46(4)	Authorised officer identity card – failure to surrender	N/A		
47(6)	Hindering or obstructing an authorised officer	N/A		
49(2)	Failure to provide information			
92(11)	Hindering or obstructing a person complying with a notice	N/A		
104	Provision of false or misleading information	N/A		
<b>Totals</b>				



## 2.4 South Australian Public Health (General) Regulations 2013

**2.4.1 How many known premises with public pools and/or spas are there in your council area?** 8 Known premises with public pools

**2.4.2 Please complete the table below to indicate routine inspections of public pools and spas conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of water borne illness.**

Type of public pool	No. of known public pools and spas in council area. Please count each pool separately at premises with more than one pool.	No. of pools inspected at least once for compliance	Please provide details of any regularly encountered non-compliance issues
Swimming pool	13	13	
Spa pool	0	0	
Hydrotherapy pool	2	2	
Waterslide	0	0	
Other	1	1	
<b>Totals</b>	<b>16</b>	<b>16</b>	

**2.4.3 Were any expiation notices issued or prosecutions commenced under the General Regulations during the reporting period?**

☒ **No – proceed to section 2.4.4**

☐ **Yes – complete the table below**

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

Reg. No.	Type	No. of expiations issued	No. of prosecutions commenced	Comments
7	Control of waste on premises			
8(6)	Public swimming pool requirements			
9(7)	Public spa pool requirements			
10	Obligations of public	N/A		
<b>Totals</b>				N/A

**2.4.4 Please provide feedback for consideration in relation to the review of the South Australian Public Health (General) Regulations 2013**

**2.4.5 Any additional comments relating to the South Australian Public Health (General) Regulations 2013**

**2.4.6 Are there any unregulated interactive fountains or water play areas using recirculated water within your council area?**

☒ **No – proceed to section 2.5**

☐ **Yes – provide details of the facilities/features in your area**

**2.5 South Australian Public Health (Wastewater) Regulations 2013****2.5.1 Were any applications for wastewater works approvals received during the current or previous reporting periods?**

☒ **No – proceed to section 2.6**

☐ **Yes – complete the table below**

No. of pending applications carried over from the previous reporting period	Number of new applications received during the reporting period.	No. of applications approved	No. of applications refused	No. of applications pending a decision	No. of inspections undertaken by an authorised officer in relation to wastewater works approvals

**2.5.2 Do you keep a wastewater works approval register compliant with the requirements of regulation 27 of the Wastewater Regulations?**

☐ **No**

☒ **Yes**

## 2.6 South Australian Public Health (Legionella) Regulations 2013

2.6.1 How many cooling towers are registered in your council area? Please provide the number of individual towers even when they are part of a single cooling water system.

2.6.2 Please complete the table below to indicate inspections of high risk manufactured water systems conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of Legionellosis.

Type of registered system	No. of systems on council's register	No. of systems inspected at least once for compliance by an authorised council officer. Reg. 15(1)	No. of systems inspected at least once for compliance by an independent competent person. Reg. 15(2)	No. of follow-up inspections by an authorised officer due to non compliance issues	No. of additional inspections due to complaints and disease investigations	Total no. of inspections conducted
Cooling water systems*	65	65	0	5	8	78
Warm water systems	2	2	0	1	0	3
<b>Total</b>	<b>67</b>	<b>67</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>81</b>

\* A cooling water system may include an individual cooling tower, or a number of interconnected cooling towers that utilise the same recirculating water.

2.6.3 Please provide details of any regularly encountered HRMWS compliance issues.

#### 2.6.4 Were any expiation notices issued or prosecutions commenced under the Legionella Regulations during the reporting period?

☐ No – proceed to section 2.6.5

☒ Yes – complete the table below

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

Reg. No.	Type	No. of expiations issued	No. of prosecutions commenced	Comments
5(2)	Unregistered system			
6(4)	Notification of change to registration particulars.			
6(5)	Notification of permanent decommissioning or removal			
7	Automatic biocide dosing device			
8(1)	Drift eliminators			
9	Commissioning			
10(1)	System plans			
10(3)	Operation and maintenance manuals			
11	Operation and maintenance by a competent person	N/A		
12	Maintenance of cooling water system	1		
13	Maintenance of warm water systems			
14(1)	Log books			
14(2)	Retain log books			
17(1)	Failure to shut down or decontaminate system			
17(2)	Reporting of notifiable results within 24 hours	1		
18(4)	Contravention of a condition of a determination or approval			
19	False or misleading statement	N/A		
<b>Totals</b>		<b>2</b>		<b>N/A</b>



**2.6.5 Were any notices issued under the Legionella Regulations during the reporting period?**

☐ No – proceed to section 2.6.6

☒ Yes – complete the table below

Reg. No.	Notice type	No. of notices issued	No. of notices complied with by specified date/time	No. of notices not complied with by specified date/time	No. of expiations/ prosecutions for failing to comply with notice (provide details)
15(2)	Independent inspection				
16	Requirement for microbiological testing	2	2	0	0

**2.6.6 Please provide feedback for consideration in relation to the review of the South Australian Public Health (Legionella) Regulations 2013**

**2.6.7 Any additional comments relating to the Legionella Regulations**

### 3 South Australian Public Health (Severe Domestic Squalor) Policy 2013

**3.1 Were any cases of hoarding and/or domestic squalor investigated in your area during the reporting period?**

- ☐ No – proceed to section 4.1
- ☒ Yes – complete the table below

**Please provide the following details on the cases of hoarding and/or domestic squalor investigated during the reporting period.**

Total number of cases investigated	Total number of Preliminary Notices issued under Section 92(2)(b)	Total number of General Duty Notices issued under Section 92(1)(a)	Total number of Risk to Health Notices issued under Section 92(1)(b)
2	0	0	0

**3.2 Is the South Australian Severe Domestic Squalor Scale (Appendix 2 – A Foot in the Door) used for the assessment of cases of domestic squalor?**

- ☒ Yes – proceed to section 3.3
- ☐ No – describe what other processes or tools are used.

**3.3 Are you involved in an interagency squalor group?**

- ☐ No – proceed to section 3.4
- ☒ Yes – provide details on the group and the agencies involved.

The City of West Torrens is a member of the Western Hoarding and Squalor Group. The group consists of representatives from other Western suburb local governments, state government agencies and not for profit service providers. The group meets quarterly with an objective and focus on the group to facilitate an interagency approach when dealing with properties involving squalor and hoarding.

**3.4 In instances of severe domestic squalor where a breach of the general duty or a risk to public health has been identified, what public health risks have been associated with these cases?**

**3.5 Have situations of hoarding and/or domestic squalor been encountered where the application of the Act has been deemed inappropriate?**

- ☐ No – proceed to section 3.6
- ☒ Yes – What alternative approaches or legislation were used in these cases?

The cases investigated during this reporting period were assessed as hoarding, with domestic squalor not being present. The investigations revealed that there was no breach of a general duty or a risk to public health was not identified.

A level of intervention was required for these cases, which included identifying their needs and identifying which agencies or organisations can provide these services. The Environmental Health team works collaboratively with the Commonwealth Home Support Program staff and Community Development staff, who are generally able to provide or offer referral to other agencies who can assist. Due to underlying issues with the clients from some of these cases,

the resolution process can become resource intensive and complex, which emphasises the interagency approach outlined in the A Foot in the Door guideline.

In some cases the Environmental Health Team have utilised the insanitary condition provisions of the Local Nuisance and Litter Control Act 2106 to manage hoarding/unsightly cases. These are cases where the use of both the severe domestic squalor scale and general duty assessment tool have not identified any risk to public health.

**3.6 Has the South Australian Public Health (Severe Domestic Squalor) Policy 2013 and associated guideline 'A Foot in the Door' assisted you in the administration of the Act and in the resolution of cases of severe domestic squalor?**

☒ **Yes**

☐ **No – provide an overview of your experiences**

**3.7 Any additional comments on the South Australian Public Health (Severe Domestic Squalor) Policy 2013?**

#### 4 The South Australian Public Health (Clandestine Drug Lab) Policy 2016

**4.1 Were any clandestine drug laboratories reported and/or investigated in your area during the reporting period?**

☐ No – proceed to section 5.0

☒ Yes – complete the table below

**Please provide details on all clandestine drug laboratories reported and/or investigated during the reporting period.**

Total number of clan labs notified	Total number of clan labs assessed		Total number of clan labs completely remediated		Total number of clan labs currently being remediated		Total number of clan labs declared unfit for human habitation	Total number of clan labs demolished
	Through agreement	Through Notice (s.92)	Through agreement	Through Notice (s.92)	Through agreement	Through Notice (s.92)		
2		1		1		0	0	0

One reported clan lab is undergoing assessment at the time of drafting this report

**4.2 Was a site inspection undertaken of any of the clandestine drug labs listed above?**

☒ Yes - total number of inspections undertaken 2

☐ No – proceed to section 4.3

**4.3 Has the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016 and the associated 'Practice Guideline for the Management of Clandestine Drug Laboratories' assisted you in the administration of the Act and in the remediation of clandestine drug laboratories?**

☒ Yes

☐ No – provide an overview of your experiences

The Practice guidelines have been a beneficial tool to assist in the administration of the Act and having regard for the Policy and National Guideline. The Practice Guideline clearly details the process for managing clandestine lab and the associated public health risks. Of particular use are the template Notices.

**4.4 Any additional comments on the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016?**

## 5 Environmental Health Complaints/Customer Requests

Please complete the table below to indicate the number of environmental health complaints and customer requests received and actioned during the reporting period. Please change category names or add new categories according to council's complaint/customer request recording system.

Type of complaint / customer request (category)	Number received
Accommodation Standards	1
Air Pollution / Odours / Air quality / Dust	57
Asbestos	3
Body Piercing / Tattooing / Other Skin Penetration	0
Combustion Heaters / Wood Heater Smoke	10
Community Amenity	0
Contaminated Land	0
Development Pollution	20
Discharge of Wastes / Waste Control / Refuse Storage and/or Disposal	4
Excessive Vegetation / Long Grass / Undergrowth / Fire Hazard	0
General Health Complaint or Enquiry / Other	4
Hazardous Substances	0
Infectious Disease / Notifiable Condition	13
Hairdressing / Beauty Salons	0
Keeping of Animals	1
Legionella Investigation	8
Mosquitoes	3
Noise	134
Public Swimming Pools and Spa Pools	2
Rats or Mice	42
Sanitary Facilities	0
Septic Tanks / Aerobic Servicing / Failing Onsite System	0
Sharps Disposal	25
Supported Residential Facilities	0
Vermin (including pigeons and insects) other than rats, mice, wasps and mosquitoes	6
Wasps	75
Water Quality (other than public swimming pools and spa pools)	0
Stormwater Pollution	33
Insanitary Conditions	14

Person to contact regarding the contents of this report:

Robyn Butterfield

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Endorsed by Chief Executive Officer/delegated person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Please submit your completed report by 30<sup>th</sup> September 2018 in electronic copy emailed to:**

**[HealthProtectionPrograms@sa.gov.au](mailto:HealthProtectionPrograms@sa.gov.au)**

**This template will be reviewed annually.**

## 11.4 Council Budget Report - THREE Months to 30 September 2018

### Brief

This report provides information to Council on budget results for the three months ended 30 September 2018.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

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### Introduction

The report provides year to date (YTD) budget results for September 2018.

### Discussion

Budget variances are summarised in the financial report which is included as **Attachment 1**, with key variances explained below in terms of:

- Operational Income
- Operational Expenditure
- Capital Expenditure
- Capital Income
- Capital Works Expenditure

#### Operational Income

Key variances include:

- Rates are above budget YTD by \$409,185, with residential growth and rate equivalent payments being higher than anticipated.
- Statutory Charges are below budget YTD by \$319,687 largely because of dog related income (\$227,300). The new process allows the dog and cat management board to collect all registration fees and subsequently returns a percentage to council, but this has not yet occurred. Further, reduced parking fine income (\$55,404) and lower than expected development application fee receipts (\$27,474) have also impacted the result.
- User charges are below budget YTD by \$90,693, largely because of the timing of property lease income, including lease income on the waste transfer station.
- Grant income is above budget YTD by \$216,130, largely due to the timing of road grant receipts.
- Reimbursement and other income is \$134,801 above budget YTD, key items being better than expected investment income (\$52,766), with cash flow more favourable than expected, Mendelson performance (\$34,123) and better than expected utility reimbursements (\$37,215).

The end of year (EOY) forecast of operational income is not expected to change significantly, however this is being reviewed in the September budget review which is currently underway.



### Operational Expenditure

Key variances include:

- Staff and related costs are \$133,288 below budget YTD, largely for vacancy and timing reasons.
- Buildings, furniture, plant and equipment costs are \$221,734 below budget due to the timing of computer associated expenditure (\$223,166). Significant commitments are expected to reduce this shortly.
- General expenses are below YTD budgets by \$284,838, largely due to delays in expenditure on professional fees (\$195,291) and the timing of advertising and promotional expenditure (\$55,904). A summary of performance for selected key general expenses is attached.
- Council related expenditure is \$110,054 above budget YTD, largely due to a brought forward Valuer-General payment of \$208,221 which was budgeted in October. This was offset by street lighting which was under-spent by \$57,111.
- Occupancy and property costs are below budget YTD by \$89,345. Key favourable items include light, power, gas and fuel (\$83,451), and cleaning (\$28,359). Conversely, unfavourable variances include water rates (\$23,845) and the emergency services levy (\$57,595). These variations will reduce very quickly as budget timing aligns with expenses.

The EOY forecast of operational expenditure is not expected to change significantly, however this is being reviewed in the September budget review which is currently underway.

### Capital Expenditure

Key variances include:

- Computer expenditure is \$240,559 below budget for timing reasons. Over \$370,000 has been committed by order so this will reduce in the near future.
- Other plant and equipment expenditure is below YTD budget by \$315,823, for timing reasons with a bobcat and several trucks currently on order.
- Land and building costs are \$490,553 below budget YTD, largely due to delayed spending associated with hub and related developments.

The EOY forecast of capital expenditure is not expected to change significantly, however this is being reviewed in the September budget review which is currently underway.

### Capital Income

Key variances include:

- Capital income is essentially on budget at this point in time.

The EOY capital income budget is expected to remain unchanged.



### Capital Works Expenditure

Expenditure on capital works YTD is \$4,599,145.

A capital works expenditure summary for YTD September 2018 is attached with appropriate comments provided on the status of individual budget lines. 55.1 per cent of the capital works budget has been spent or committed by way of purchase orders as at 30 September 2018.

It is estimated that 100 per cent of the forecast budget of \$39,366,916 is required to complete the program of works and that 85 per cent will be completed by 30 June 2019.

Capital works expenditure is being reviewed in the September budget review.

### **Conclusion**

Information is provided in this report on budget results for the three months ended 30 September 2018.

### **Attachments**

1. **September Budget v's Actual**
2. **Capital Works- Budget v's Actual**
3. **General Expenses**

**City of West Torrens**  
**Finance Budget Report for the 3 Months Ended 30 September 2018**  
**Operational Income and Expenditure (\$'000's)**

Adopted Budget Original	Adopted Budget Revised	Income & Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining
<b>Income</b>							
58,172	58,172	Rates	57,828	58,238	409	1%	(65)
2,346	2,346	Statutory Charges	744	425	(320)	(43%)	1,921
1,588	1,588	User Charges	441	350	(91)	(21%)	1,239
3,226	3,226	Grants & Subsidies	428	645	216	50%	2,582
1,027	1,026	Reimbursements & Other Income	183	317	135	74%	710
<b>66,360</b>	<b>66,360</b>	<b>Total Income</b>	<b>59,625</b>	<b>59,974</b>	<b>350</b>	<b>1%</b>	<b>6,386</b>
<b>Expenditure</b>							
23,164	23,261	Staff & Related Costs	4,942	4,808	133	3%	18,453
4,988	5,015	Buildings, Furniture, Plant & Equipment	1,856	1,634	222	12%	3,380
8,480	8,480	Community Asset Costs	2,137	2,137	0	0%	6,343
4,550	4,834	General Expenses	1,402	1,117	285	20%	3,716
404	404	Bank & Finance Charges	42	36	6	14%	367
4,695	4,722	Council Related Expenditure	1,802	1,913	(110)	(6%)	2,809
8,871	8,871	Contract & Material Expenditure	1,768	1,784	(16)	(1%)	7,087
2,601	2,601	Occupancy & Property Costs	560	470	89	16%	2,131
(206)	(206)	Expenditure Recovered	(52)	(39)	(13)	25%	(167)
<b>57,546</b>	<b>57,980</b>	<b>Total Expenditure</b>	<b>14,458</b>	<b>13,861</b>	<b>597</b>	<b>4%</b>	<b>44,120</b>
<b>8,813</b>	<b>8,380</b>	<b>Operating Surplus/Deficit</b>	<b>45,167</b>	<b>46,113</b>			

<b>City of West Torrens</b> <b>Finance Budget Report for the 3 Months Ended 30 September 2018</b> <b>Capital Income and Expenditure (\$'000's)</b>									
Adopted Budget Original	Adopted Budget Revised	Capital Expenditure and Sales	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
91	91	Motor Vehicles	21	(12)	33	159%	103		
485	485	Computer Equipment	420	179	241	57%	306		
1,144	1,644	Other Plant & Equipment	315	(1)	316	100%	1,645		
1,085	21,603	Land & Buildings	1,821	1,331	491	27%	20,272		
325	326	Library Resources	27	18	9	33%	308		
<b>3,130</b>	<b>24,148</b>	<b>Total Expenditure</b>	<b>2,603</b>	<b>1,516</b>	<b>1,089</b>	<b>42%</b>	<b>22,633</b>		
Adopted Budget Original	Adopted Budget Revised	Capital Income	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
0	3,772	Grants & Subsidies - Capital Income	0	-	1	0%	3,773		
<b>0</b>	<b>3,772</b>	<b>Total Income</b>	<b>0</b>	<b>(1)</b>	<b>1</b>	<b>0%</b>	<b>3,773</b>		
Adopted Budget Original	Adopted Budget Revised	Capital Works Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
5,204	8,815	Environment Program	2,204	989	1,214	55%	7,826		
2,015	4,363	Recreation Program	1,091	512	579	53%	3,852		
12,000	26,188	Transport Program	6,547	3,098	3,449	53%	23,090		
<b>19,219</b>	<b>39,367</b>	<b>Total Expenditure</b>	<b>9,841</b>	<b>4,599</b>	<b>5,243</b>	<b>53%</b>	<b>34,768</b>		

<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>CITY OF WEST TORRENS</b>  <b>BUDGET 2017/18 - AS AT 30 September 2018</b>  <b>CAPITAL WORKS EXPENDITURE</b> </div>									
ADOPTED BUDGET ORIGINAL	ADOPTED BUDGET REVISED	FUNCTION	YTD ACTUALS	COMMITTED OR CONTRACTED	ACTUALS AND COMMITTED	% SPENT OR COMMITTED	FORECAST EXPENDITURE TO COMPLETE	EOY FORECAST PERCENTAGE COMPLETE	COMMENT / EXPLANATION
<b>ENVIRONMENT PROGRAM</b>									
<i>Stormwater &amp; Drainage</i>									
400,000	400,000	Minor Drainage Upgrades and Replacement Work	22,754	36,635	59,389	14.8%	400,000	100%	Minor Works / Program upgrade - continuing.
1,404,168	4,663,083	Lockleys Catchment	964,726	3,137,523	4,102,249	88.0%	4,663,083	100%	Works to cross Henley Beach Road at May Tce, and along Douglas St & Rowells Rd is near complete and scheduled to be completed by end of October 2018. The construction of underground drainage in Stage 5B has commenced and are scheduled to be completed by December 2018. Detailed design for the Rutland Avenue secondary drainage works is progressing.
0	96,502	Ashley St (West St to Hayward Ave)	0	0	0	0.0%	96,502	100%	Design is complete and is being reviewed in consideration of adjacent traffic management works in Ashley St and Hayward Ave. Concept plans have been developed for consultation with affected residents.
0	148,875	BHKC- Down stream South Rd and Gray St Bend	0	0	0	0.0%	148,875	100%	Detailed design is underway.
0	50,000	Plympton Green	0	0	0	0.0%	50,000	100%	Detailed design is being developed.
900,000	900,000	Shannon Ave Pump Station	0	61,000	61,000	6.8%	900,000	100%	Project in progress; refer Urban Services Report 2 October 2018.
0	0	Maria Street Drainage	0	0	0	0.0%	0	100%	These works are currently underway and scheduled to be completed by end of November 2018. Project merged with George Street reconstruction contract works.
<i>Other Environment</i>									
2,500,000	2,500,000	Brown Hill and Keswick Creeks	2,000	0	2,000	0.1%	2,500,000	100%	Approval for 1st stage of Greater Management Plan has been confirmed by all necessary stake holders. Project for design concept upgrade of Brown Hill Creek through West Torrens area is nearing draft report stage.
0	56,932	Glenelg Adelaide Pipeline (GAP)	0	10,970	10,970	19.3%	56,932	100%	The budget funds to undertake a review of the current staged implementation plan and design on the next stage of the pipeline network.
<b>5,204,168</b>	<b>8,815,392</b>	<b>Program Total</b>	<b>989,480</b>	<b>3,246,128</b>	<b>4,235,608</b>	<b>48.0%</b>	<b>8,815,392</b>	<b>100%</b>	
<b>RECREATION PROGRAM</b>									
<i>Parks &amp; Gardens</i>									
445,000	1,082,642	Playground Upgrade	172,342	395,454	567,795	52.4%	1,082,642	100%	Projects in progress; refer Urban Services Report 2 October 2018.
500,000	624,272	Reserve Developments - Various	181,121	269,118	450,239	72.1%	624,272	100%	Projects in progress; refer Urban Services Report 2 October 2018.
310,000	467,809	River Torrens Upgrade	19,655	107,759	127,414	27.2%	467,809	100%	Projects in progress; refer Urban Services Report 2 October 2018.
30,000	48,664	River Torrens Path Upgrades	0	745	745	1.5%	48,664	100%	Works for 2018/2019 to be scheduled
595,000	1,224,918	Reserve Irrigation Upgrades	112,986	78,649	191,635	15.6%	1,224,918	100%	Projects in progress; refer Urban Services Report 2 October 2018.
0	19,449	Additional Open Space Amenity Initiatives	0	12,238	12,238	62.9%	19,449	100%	Works for 2018/2019 to be scheduled
60,000	113,329	Bikeway Path Upgrade and Reseal	2,990	44,000	46,990	41.5%	113,329	100%	Works for 2018/2019 to be scheduled

CITY OF WEST TORRENS BUDGET 2017/18 - AS AT 30 September 2018 CAPITAL WORKS EXPENDITURE									
ADOPTED BUDGET ORIGINAL	ADOPTED BUDGET REVISED	FUNCTION	YTD ACTUALS	COMMITTED OR CONTRACTED	ACTUALS AND COMMITTED	% SPENT OR COMMITTED	FORECAST EXPENDITURE TO COMPLETE	EOY FORECAST PERCENTAGE COMPLETE	COMMENT / EXPLANATION
		<b>Sports Facilities</b>							
75,000	206,704	Tennis Court Upgrades	22,806	50,600	73,406	35.5%	206,704	100%	Works for 2018/2019 to be scheduled
0	0	Apex Park	0	0	0	#DIV/0!	0	0%	
0	45,600	Airport Road	0	600	600	1.3%	45,600	0%	Project development on hold
0	0	Memorial Gardens	0	0	0	0.0%	0	0%	
0	530,014	Thebarton Oval Kings Reserve	0	25,124	25,124	4.7%	530,014	100%	Projects in progress; refer Community Facilities General Committee 24 July 2018 / Urban Services Report 4 September 2018.
<b>2,015,000</b>	<b>4,363,401</b>	<b>Program Total</b>	<b>511,899</b>	<b>984,286</b>	<b>1,496,186</b>	<b>34.3%</b>	<b>4,363,401</b>	<b>99%</b>	
		<b>TRANSPORT PROGRAM</b>							
		<b>Roads Sealed</b>							
9,049,358	22,918,274	City Funds/ULRG Funds/Carryovers	2,954,512	12,082,562	15,037,074	65.6%	22,918,274	75%	Projects in progress; refer Urban Services Report 2 October 2018.
873,376	873,376	Roads to Recovery Grant Funds	0	0	0	0.0%	873,376	75%	Projects in progress; refer Urban Services Report 2 October 2018.
		<b>Other Transport</b>							
0	0	Roundabouts / Minor Road Rehabilitation	0	0	0	0.0%		0%	
300,000	366,280	Bus Shelters	45,493	171,541	217,034	59.3%	366,280	100%	Upgrade works to hard stand area have been completed. Bus shelters have been purchased.
440,000	440,000	Traffic Management	0	0	0	0.0%	440,000	100%	Minor Traffic Management & LATM related installation works completed. Maria Street traffic calming is on hold until the completion of the underground stormwater construction which is currently underway. Currently out to consultation with resident for the removal of the roundabout and upgrade of Sherrif and Ashley Street intersection. Design is underway for the removal of the bus only device located at West Street and concept design is near complete for new traffic calming at Hayward Avenue.
200,000	200,000	Bicycle Management Schemes	53,085	0	53,085	26.5%	200,000	100%	Scope of works is currently being undertaken.
580,000	663,756	Public Lighting	11,169	136,550	147,719	22.3%	663,756	100%	Projects in progress; refer Urban Services Report 4 September 2018.
0	107,489	Bio-Science Precinct Works	5,214	4,615	9,829	9.1%	107,489	100%	Currently undertaking design development for the balance of Holland Street.
		<b>Bridges</b>							
0	61,462	Bridge Ancillary Works (as per Bridge Audit)	0	0	0	0.0%	61,462	100%	Design and documentation is underway.
		<b>Footways &amp; Cycle Tracks</b>							
147,964	147,964	Footpath Renewal Program	0	147,964	147,964	100.0%	147,964	100%	Projects in progress; refer Urban Services Report 2 October 2018.
209,522	209,522	Footpath Construction Program	2,750	217,705	220,455	105.2%	209,522	100%	Projects in progress; refer Urban Services Report 2 October 2018.
200,000	200,000	Footpath Remediation Program	25,544	81,493	107,037	53.5%	200,000	100%	Various footpath projects are scheduled to commence
<b>12,000,220</b>	<b>26,188,123</b>	<b>Program Total</b>	<b>3,097,766</b>	<b>12,842,431</b>	<b>15,940,197</b>	<b>60.9%</b>	<b>26,188,123</b>	<b>77%</b>	
<b>19,219,388</b>	<b>39,366,916</b>	<b>TOTAL - ALL CAPITAL WORKS</b>	<b>4,599,145</b>	<b>17,072,845</b>	<b>21,671,990</b>	<b>55.1%</b>	<b>39,366,915</b>	<b>85%</b>	

**City of West Torrens**  
**Budget 2018/19 - 3 Months to 30 September 2018**  
**(Interim Results - Selected Accounts)**

2018/19 Budget								
2017/18 Actuals	Account	Annual		YTD		YTD % Variance		
		Original Budget	Revised Budget	Revised Budget	Actuals			
227,402	131 Training & Conference Costs	296,990	302,990	86,589	71,503	15,086	17.4	
55,999	213 Catering & Entertainment	59,920	59,920	10,722	7,207	3,515	32.8	
80,148	215 Catering/Entertain-Elected Members/others	75,450	75,450	16,739	10,374	6,365	38.0	
270,699	225 Subscriptions & Associations	271,205	271,205	167,175	145,377	21,798	13.0	
33,225	229 Elected Member Travel & Training	40,000	40,000	10,000	1,412	8,588	85.9	
430,001	241 Professional Fees - Legal	347,250	347,250	92,099	67,498	24,601	26.7	
9,844	243 Professional Fees - Medical	12,000	12,000	3,000	3,484	-484	-16.1	
815,620	245 Professional Fees - Consultants	606,600	758,600	277,798	74,117	203,681	73.3	
23,909	247 Professional Fees - Recruitment	10,000	10,000	2,500	0	2,500	100.0	
431,985	249 Professional Fees - General	587,550	710,550	181,839	216,845	-35,006	-19.3	
2,378,834	Total	2,306,965	2,587,965	848,461	597,819	250,642	29.5	

## 11.5 Regulatory Services Activity Report

### Brief

This report provides information on the activities of the Regulatory Services Department for the three months to 30 September 2018

### RECOMMENDATION

The Committee recommends to Council that the report be received.

### Introduction

Details are provided each quarter on activities of Regulatory Services for the information of Council.

### Discussion

#### Parking Expiations

The quarter totals - 2,921 parking expiation notices issued and 521 review requests received.

<b>Parking Enforcement Report Fines Waived and Warnings Issued 2018/19 Financial Year</b>			
<b>Grounds</b>	<b>1 July - 30 Sept 2018</b>	<b>Year to Date Total</b>	<b>%</b>
<b>Parking Fines Waived</b>			
- Compelling humanitarian grounds	10	10	4.20
- Unavoidable offence	38	38	15.8
- Technical, trivial or petty	127	127	52.9
- Defective notice	52	52	21.7
- Administrative error	0	0	0.0
- Other	13	13	5.4
<b>Totals</b>	<b>240</b>	<b>240</b>	<b>100.0</b>
<b>Reason</b>	<b>1 July - 30 Sept 2018</b>	<b>Year to Date Total</b>	<b>%</b>
<b>Warnings Issued</b>			
- Proximity to intersection - minor	5	5	2.1
- Not angle/parallel park; Footpath/Verge	26	26	10.8
- Part driveway/ramp blocked	7	7	2.9
- Permits Incorrectly Displayed	2	2	0.8
- Motorist moved on	48	48	20.0
- Other	16	16	6.7
<b>Totals</b>	<b>104</b>	<b>104</b>	<b>100.0</b>

### **Dogs and Cats Online (DACO) System**

As of the 1 July 2018 the DACO system went live. 86 per cent of dog owners registered their dogs online. For the quarter, 5,646 dog renewals and 445 new dog transactions were undertaken in the DACO system.

### **Microchipping Day**

A microchipping day was held on Saturday 25 August 2018 at the City of West Torrens. The cost to have an animal microchipped was \$10.00. Bags containing treats and other information for the dogs and cats were handed out by Council Compliance Officers.

As at 1 July 2018 all dogs and cats are required to be microchipped, unless they have a signed exemption from their veterinarian.

Animal	Number
Cats	165
Dogs	251
Unknown	2
<b>Total microchipped</b>	<b>418</b>
Area	Number
CWT	53
Other council areas	365
<b>Total</b>	<b>418</b>



Another microchipping day is being organised in the Memorial Garden for Saturday 16 March 2019.

### **Waste Working Party**

#### **Food Recycling Program with Schools**

The City of West Torrens is currently working with the Richmond Primary School in promoting food recycling at home.



A message was sent to the parents of the students through SkoolBag app

In the message it advised:

*Richmond Primary School is working with the City of West Torrens to encourage our school community to recycle food scraps into compost rather than sending this valuable organic material to landfill, where it is simply a waste.*

*The City of West Torrens provides a free kitchen caddy and a roll of compostable liner bags to West Torrens residents. Additional bags are available free of charge from the City of West Torrens Civic Centre and the Hamra Centre Library.*

*If you are interested in recycling food scraps using a free kitchen caddy and roll of bags please complete the online form on the City of West Torrens website by Friday 26 October 2018.*



*A caddy and roll of bags will be sent home with your eldest child when all expressions of interest have been processed.*

[www.westtorrens.sa.gov.au/freekitchencaddy](http://www.westtorrens.sa.gov.au/freekitchencaddy)

#### Kerbside Bin Audit 2018 Report Workshop

A workshop was held on 1 August 2018 where Rawtec Pty Ltd present their findings to the Elected Members. There was a strong interest and great discussion in relation to the data outlined in the report.

#### **Unplug and Drop Collections**

Total weight per site for July to September 2018:

<b>Airport Over 50s</b>	<b>496</b>
<b>Hamra Centre Library</b>	<b>1,791</b>
<b>Lions Club Richmond</b>	<b>1,063</b>
<b>Plympton CC</b>	<b>310</b>
<b>Spartan Electrical</b>	<b>1,463</b>
<b>Total Kg</b>	<b>5,123</b>

#### **Waste Education**

##### Immanuel Primary School

On 3 July Waste Education Officer met with the Resource Coordinator at the school to link in with the Australian curriculum on how scientific knowledge is used to solve problems and inform personal and community decisions. It was discussed that a session on resource recovery goes beyond what goes into each bin, but explains the benefits of recycling and reprocessing items/products from an energy, water and resources-saving perspective. The focus would include the way in which council services support resource recovery. The Resource Coordinator plans to make further contact with the Waste Education Officer for school curriculum planning for early 2019 for the Year 3 students

##### Torrensville Primary School

In the first week of July the Waste Education Officer concluded the series of sessions for a total 100 students (Years 2-4). The sessions were on Waste and Recycling/Resource Recovery as part of the Curriculum area of Sustainability. By request the Waste Education Officer provided information that could be used and highlighted the existing Council resources that could be accessed online or borrowed from the Hamra Centre Library.

##### The Ashbrook Apartments

On 6 August the Waste Education Officer gave a talk on recycling correctly and shown the DVD on recycling to 25 residents.

##### Aspect Tree Tops School

The Waste Education Officer on 27 & 28 September conducted 3 sessions with small groups of students with autism spectrum disorder and provided the school with its own 'Bin Sorting' game.

## Lockleys Early Learning Centre

On 29 September a presentation to 12 staff at the centre on waste and recycling using the DVDs on Council's website. The centre had recently upgraded its internal bin systems and the session was intended to reinforce correct use of the bins at the centre and at home.

## **Food Safety Rating Scheme**

For the 12 month period as of 01 July 2018, the following results were achieved for food premises captured under the Food Safety Rating Scheme

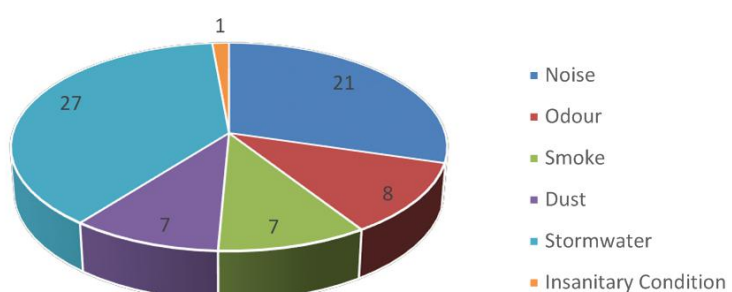
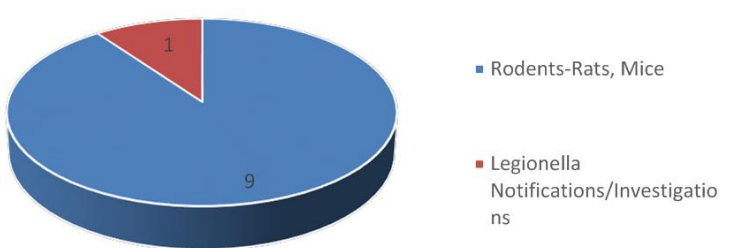
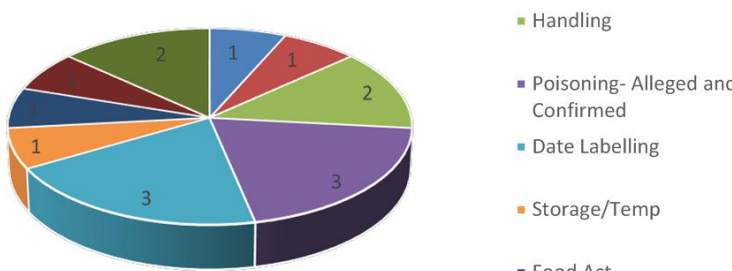
5 star ★★★★★ - 113 certificates issued - 53%  
4 star ★★★★ - 33 certificates issued - 16%  
3 star ★★★ - 27 certificates issued - 13%  
Unrated - 38 premises - 18%

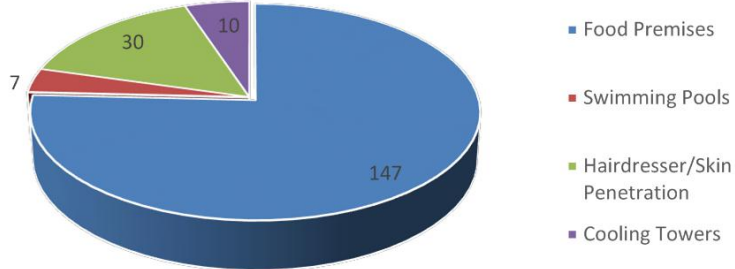
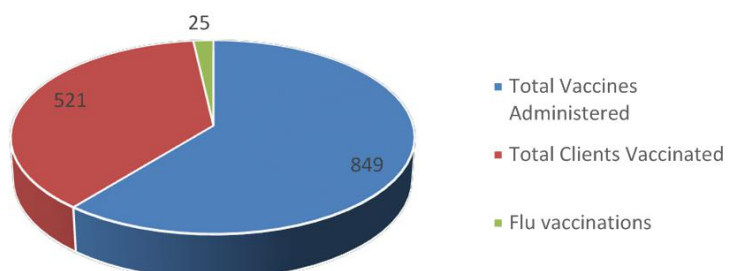
## **Conclusion**

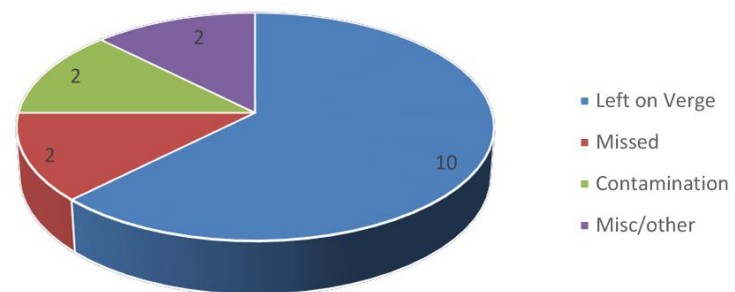
Details are provided quarterly on the activities of Regulatory Services for the information of Council.

## **Attachments**

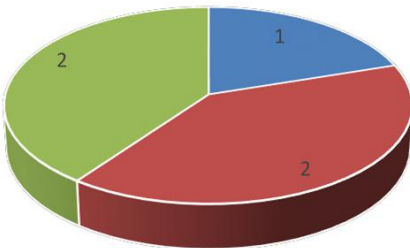
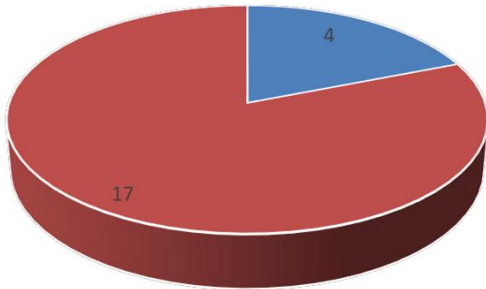
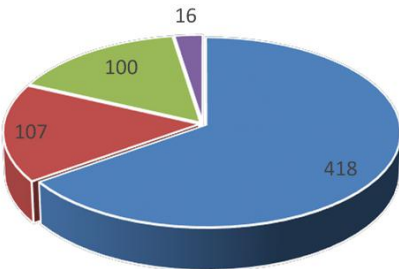
### **1. Regulatory Services Activity Report Data**

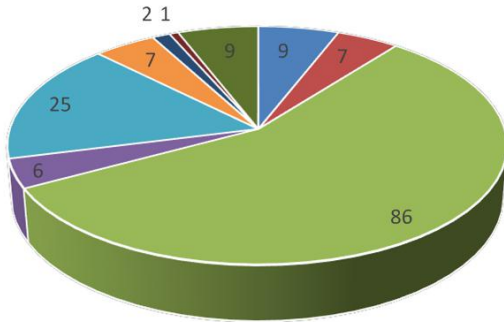
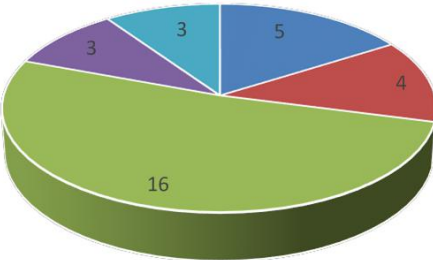
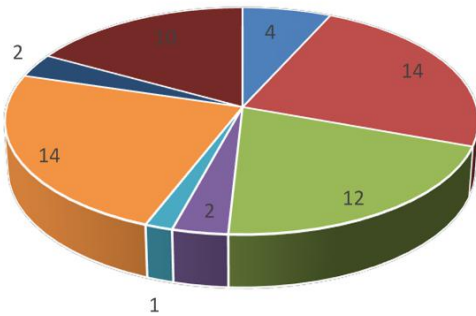
ENVIRONMENTAL HEALTH July - September 2018																					
<b>Environmental Nuisance</b>  <b>Total Inspections:</b>  <b>YTD</b> 2018/19 = 71 2017/18 = 50  <b>Quarter</b> 2018/19 = 71	 <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Noise</td> <td>21</td> </tr> <tr> <td>Odour</td> <td>8</td> </tr> <tr> <td>Smoke</td> <td>7</td> </tr> <tr> <td>Dust</td> <td>7</td> </tr> <tr> <td>Stormwater</td> <td>27</td> </tr> <tr> <td>Insanitary Condition</td> <td>1</td> </tr> </tbody> </table>	Category	Count	Noise	21	Odour	8	Smoke	7	Dust	7	Stormwater	27	Insanitary Condition	1						
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<b>Public Health</b>  <b>Total Inspections:</b>  <b>YTD</b> 2018/19 = 10 2017/18 = 22  <b>Quarter</b> 2018/19 = 10	 <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Rodents-Rats, Mice</td> <td>9</td> </tr> <tr> <td>Legionella Notifications/Investigations</td> <td>1</td> </tr> </tbody> </table>	Category	Count	Rodents-Rats, Mice	9	Legionella Notifications/Investigations	1														
Category	Count																				
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<b>Food</b>  <b>Total Inspections:</b>  <b>YTD</b> 2018/19 = 15 2017/18 = 11  <b>Quarter</b> 2018/19 = 15	 <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Foreign Matter</td> <td>1</td> </tr> <tr> <td>Hygiene Premises</td> <td>1</td> </tr> <tr> <td>Handling</td> <td>2</td> </tr> <tr> <td>Poisoning- Alleged and Confirmed</td> <td>3</td> </tr> <tr> <td>Date Labelling</td> <td>3</td> </tr> <tr> <td>Storage/Temp</td> <td>1</td> </tr> <tr> <td>Food Act Administration</td> <td>1</td> </tr> <tr> <td>Food Pests</td> <td>1</td> </tr> <tr> <td>Food Bins</td> <td>2</td> </tr> </tbody> </table>	Category	Count	Foreign Matter	1	Hygiene Premises	1	Handling	2	Poisoning- Alleged and Confirmed	3	Date Labelling	3	Storage/Temp	1	Food Act Administration	1	Food Pests	1	Food Bins	2
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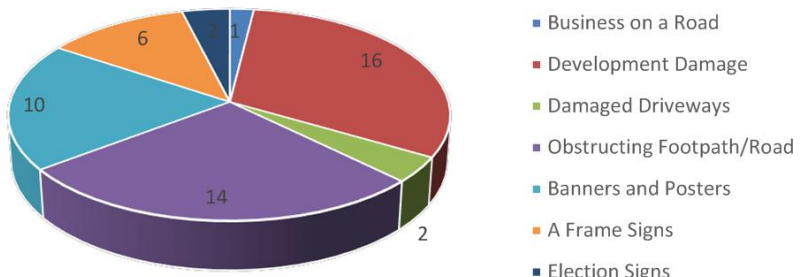
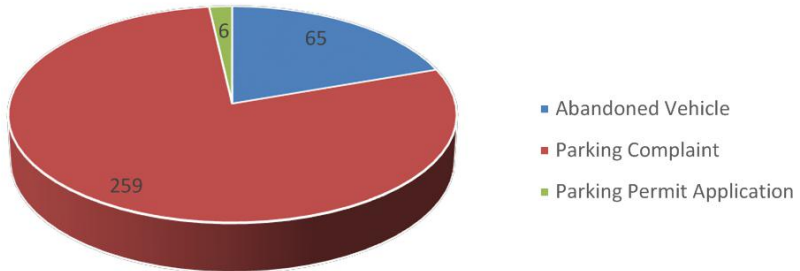
<b>Routine Inspections</b>  <b>Total Inspections:</b>  <b>YTD</b> 2018/19 = 194 2017/18 = 199  <b>Quarter</b> 2018/19 = 194	 <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Food Premises</td> <td>147</td> </tr> <tr> <td>Swimming Pools</td> <td>7</td> </tr> <tr> <td>Hairdresser/Skin Penetration</td> <td>30</td> </tr> <tr> <td>Cooling Towers</td> <td>10</td> </tr> </tbody> </table>	Category	Count	Food Premises	147	Swimming Pools	7	Hairdresser/Skin Penetration	30	Cooling Towers	10
Category	Count										
Food Premises	147										
Swimming Pools	7										
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<b>Total Vaccines Administered</b>  <b>YTD</b> 2018/19 = 1395 2017/18 = 637  <b>Quarter</b> 2018/19 = 1395	 <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Total Vaccines Administered</td> <td>849</td> </tr> <tr> <td>Total Clients Vaccinated</td> <td>521</td> </tr> <tr> <td>Flu vaccinations</td> <td>25</td> </tr> </tbody> </table>	Category	Count	Total Vaccines Administered	849	Total Clients Vaccinated	521	Flu vaccinations	25		
Category	Count										
Total Vaccines Administered	849										
Total Clients Vaccinated	521										
Flu vaccinations	25										

<b>WASTE MANAGEMENT</b> <b>July - September 2018</b>											
<b>Waste Bins</b>  <b>YTD</b> 2018/19 = 16 2017/18 = 34  <b>Quarter</b> 2018/19 = 16	 <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Left on Verge</td> <td>10</td> </tr> <tr> <td>Missed</td> <td>2</td> </tr> <tr> <td>Contamination</td> <td>2</td> </tr> <tr> <td>Misc/other</td> <td>2</td> </tr> </tbody> </table>	Category	Count	Left on Verge	10	Missed	2	Contamination	2	Misc/other	2
Category	Count										
Left on Verge	10										
Missed	2										
Contamination	2										
Misc/other	2										

3

<p><b>Reserve &amp; Street Bins</b></p> <p><b>YTD</b> 2018/19 = 5 2017/18 = 6</p> <p><b>Quarter</b> 2018/19 = 5</p>	 <ul style="list-style-type: none"> <li>Overfull Street/Reserve Bin</li> <li>New Street/Reserve Bin request</li> <li>Repairs/Missing Street/Reserve Bin</li> </ul>
<p><b>Food Waste Program Rebates</b></p> <p>Quarterly number of rebates = 4</p> <p>Total rebate given \$154.91</p> <p><b>YTD</b> 2018/19 = 21 2017/18 = 11</p>	 <ul style="list-style-type: none"> <li>Compost Bins</li> <li>Kitchen Caddy</li> </ul>
<p><b>Illegal Dumping Program</b></p> <p>Access to waste disposal options and illegal dumping site inspections</p> <p><b>YTD</b> 2018/19 = 641 2017/18 = 597</p> <p><b>Quarter</b> 2018/19 = 641</p>	 <ul style="list-style-type: none"> <li>Waste Disposal Vouchers</li> <li>Illegal Dumping</li> <li>Hard Waste Non Conforming</li> <li>Shopping Trolleys</li> </ul>

COMPLIANCE July - September 2018	
<b>Dogs</b>	
<b>YTD</b> 2018/19 = 152 2017/18 = 173  <b>Quarter</b> 2018/19 = 152	 <ul style="list-style-type: none"> <li>Attack on Animals</li> <li>Attack on Humans</li> <li>Wandering at Large</li> <li>Lost Dog</li> <li>Barking Dogs</li> <li>Not Registered</li> <li>Harrass Animals</li> <li>Harrass Humans</li> <li>Create Nuisance</li> </ul>
<b>Other Animals</b>	
<b>YTD</b> 2018/19 = 31 2017/18 = 46  <b>Quarter</b> 2018/19 = 31	 <ul style="list-style-type: none"> <li>Number of Animals on Property</li> <li>Cats creating a nuisance</li> <li>Other Animals Creating a nuisance</li> <li>Bees on Public Land</li> <li>Eurpean Wasp Nest Sighting</li> </ul>
<b>Environment</b>	
<b>YTD</b> 2018/19 =59 2017/18 =55  <b>Quarter</b> 2018/19 =59	 <ul style="list-style-type: none"> <li>Pick up Syringes</li> <li>Unsightly Yard</li> <li>Overgrown Fire Hazard</li> <li>Littering</li> <li>Illegal Dumping</li> <li>Overhanging Branches Private property</li> <li>Council Tree Damage</li> </ul>

<p><b>Roads &amp; Footpaths</b></p> <p><b>YTD</b> 2018/19 = 51 2017/18 = 70</p> <p><b>Quarter</b> 2018/19 = 51</p>	 <ul style="list-style-type: none"> <li>Business on a Road</li> <li>Development Damage</li> <li>Damaged Driveways</li> <li>Obstructing Footpath/Road</li> <li>Banners and Posters</li> <li>A Frame Signs</li> <li>Election Signs</li> </ul>
<p><b>Parking</b></p> <p><b>YTD</b> 2018/19 = 330 2017/18 = 272</p> <p><b>Quarter</b> 2018/19 = 330</p>	 <ul style="list-style-type: none"> <li>Abandoned Vehicle</li> <li>Parking Complaint</li> <li>Parking Permit Application</li> </ul>

## 11.6 Service Centre Activity Report First Quarter

### Brief

This report provides information on activities within the Service Centre for the first quarter of the 2018/19 financial year.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

### Introduction

The objective of the Council's Service Centre is to "*provide quality and excellence in service to those contacting Council*". To achieve this, key performance indicators (KPI's) have been established to measure call volumes, abandonment rates, service levels and cash transactions taken. In addition, any abnormal or major events / projects that impact on KPI's are reported.

Asking for, and acting on, customer feedback is considered best practice for contact centres, therefore we have introduced measuring customers satisfaction following an interaction via face-to-face and webchat.

### Discussion

This quarter the Service Centre welcomed the introduction of the new dog registration system Dogs and Cats Online (DACO). In preparing for this change, the team undertook system training, and had dedicated subject matter experts and mobile tablets available for customers to utilise. Unfortunately an error with DACO's mailing provider resulted in correspondence going to customers earlier than anticipated and this impacted enquiry levels and affected KPI's adversely.

We were resourced to capacity for most of the first quarter, but there were ongoing system issues that increased volumes of interactions and impacted handling times. DACO is a self-service system however we were still impacted by many customers who still required support and assistance for registrations and renewals.

In addition to DACO, rates were issued this quarter and they also impacted on the volume of enquiries and transactions during this quarter.

Benchmark performance will be much improved next quarter without these DACO and rates impacts.

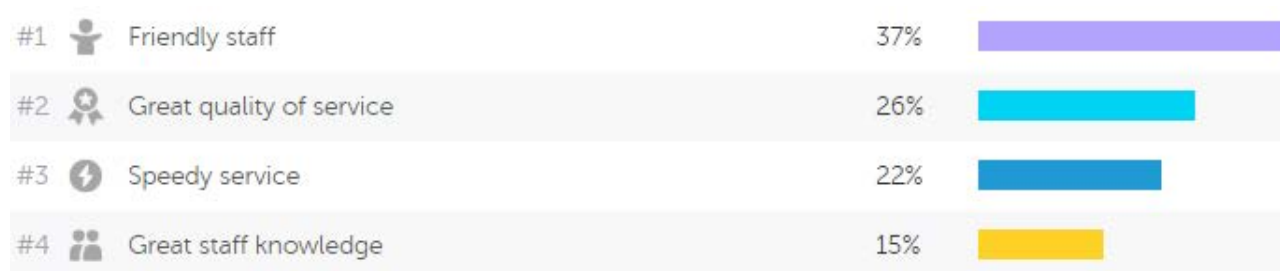
To improve the service provided to customers after hours, a new provider (Well Done) came online during the quarter, a little earlier than expected. Well Done has greater capacity to assist with business continuity in the event of a state emergency and their online capacity has led to improved efficiencies in the management of customer requests after hours. Well Done's system Council Pro allows greater visibility in relation to the process and outcomes of each call.

During the month of September the Service Centre focused on encouraging customers to provide feedback via our front counter Rate It App. Our customer's feedback has indicated that 77 per cent of customers found that we are exceeding their expectations.





Customers have rated the below as the top 4 areas that we are exceeding expectations:



The Service Centre in collaboration with City Assets completed a project this quarter focused on improving the process and work flow of traffic management and street lighting enquires and complaints.

The table below demonstrates the contact centres performance against the KPIs that have been established for the phone channel for this quarter including the volume of contacts for the multimedia channels.

	Benchmark KPI	July 2018	August 2018	September 2018	Total/Avg Q1 2018/19
<b>Calls offered (Volume)</b>		6,061	6,389	5,587	18,037
<b>Abandoned Call Rate</b>	3%	6%	4%	5%	5%
<b>Queue Time (seconds)</b>	30	57	52	61	56
<b>Grade of Service (Call Response Level)</b>	>80%	77%	79%	77%	78%
<b>Call Handling Time</b>	< 5 minutes	3.51	3.43	3.44	3.46
<b>Web Chats offered</b>		350	547	490	1,387
<b>SMS Offered</b>		33	70	56	159
<b>Emails offered</b>		148	89	118	355
<b>Outbound Call Backs</b>		65	50	37	152
<b>Social Media enquires</b>		671			
<b>City Watch (processed by SC)</b>		1,814			
<b>Call Resolution Rate</b>	> 80%	88%			

\* calls offered (volume) includes abandoned calls and direct internal calls to the Service Centre for the period 1 April 2018 to 30 June 2018

\*\* calls offered includes customer call back requests from business and after hours

The overall number of interactions (not including front counter) has increased by 1,690 in comparison to the same time last year.

The Service Centre Team are responsible for monitoring and responding to our social media pages Facebook, Instagram and Twitter. This quarter there has been an increase in 16.7% of interactions via these channels.

Received Messages Metrics	Totals	% Change
Twitter Messages Received	69	 31%
Facebook Messages Received	601	 26.5%
Instagram Comments Received	1	 100%
<b>Total Messages Received</b>	<b>671</b>	 <b>16.7%</b>

Our Multichannel service is increasingly becoming more popular with this quarter, we saw a growth of 38% in Webchat and 29% in SMS. Please see below feedback received this quarter:

- *"Great way to communicate with the council, much quicker than email or phone calls, thank you"*
- *"Debbie was really helpful and professional."*
- *"I only waited a few seconds for the chat to begin. My Chat employee Ash was efficient, polite and professional. Great website feature."*
- *"Chat service is great, time-saving. Please keep improving."*

The below table supports the Service Centre call resolution rate of 88%, A call is determined / resolved by the Service Centre when:

- They have been able to provide information to a customer without transferring a call
- Processed a payment
- Raised a customer request
- If a customer asks to speak to a person by name and the CSO is able to transfer them

A call is determined / unresolved by the Service Centre if we have required another department to handle the enquiry.

Department	Email - Department contact unavailable	Transferred Call	Resolved
Building	15	29	576
City Assets	49	21	282
City Operations	44	17	1,129
Community Development	85	130	1,332
Compliance	27	47	3,982
Environmental Health	3	14	221
Finance	4	116	2,791
Human Resources	2	2	45
Information Services	1	6	65
Library	0	6	172
Office of Mayor & CEO	4	10	90
Planning	82	249	1,947
Service Centre	1	29	1,876
Strategy & Business	7	9	91
Waste Management	6	84	1,141
WHS & IM	0	1	11

The report indicates that there were 3,982 calls for Compliance that were resolved by Service Centre 1,925 were dog registration enquires with an average talk time of 4 minutes and 26 seconds.

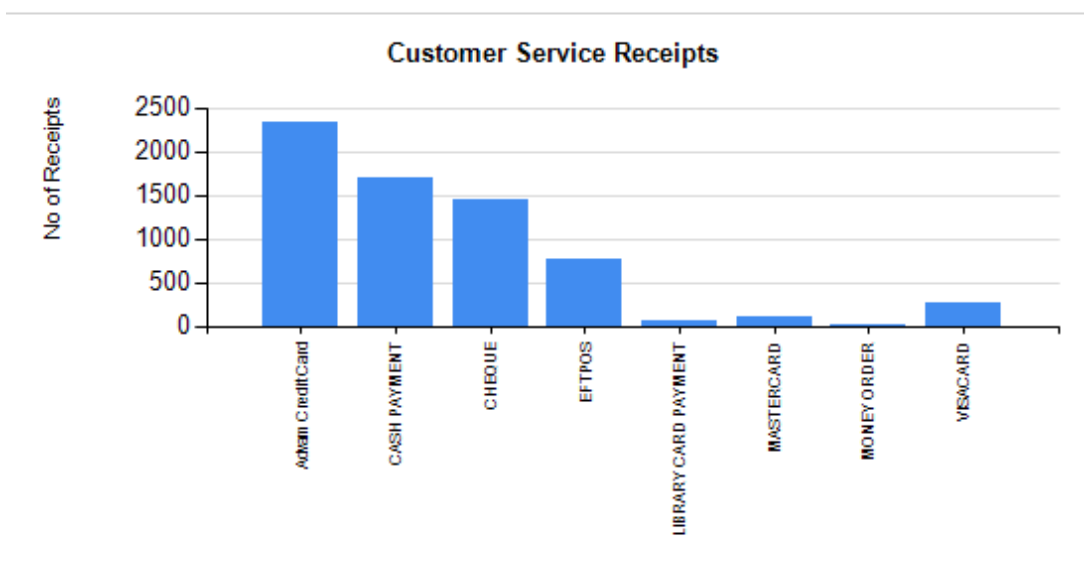
The following information shows the Service Centres total receipting for the first quarter:

#### Customer Service Receipts

Advan Credit Card	CASH PAYMENT	EFTPOS	LIBRARY CARD PAYMENT	MONEY ORDER	MASTERCARD	CHEQUE	VISACARD	Total
2346	1693	755	58	16	96	1457	258	6679

#### Customer Service Percentage of Total Receipts

17.82 %



**Conclusion**

This report provides an overview of the key activities of the Service Centre for the first quarter of the 2018/19 financial year.

**Attachments**

Nil

**12 MEETING CLOSE**

**INDEX**

<b>1</b>	<b>Meeting Opened .....</b>	<b>1</b>
<b>2</b>	<b>Present .....</b>	<b>1</b>
<b>3</b>	<b>Apologies .....</b>	<b>1</b>
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<b>7</b>	<b>Questions with Notice .....</b>	<b>1</b>
	Nil	
<b>8</b>	<b>Questions without Notice.....</b>	<b>1</b>
<b>9</b>	<b>Motions with Notice .....</b>	<b>1</b>
	Nil	
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**1 MEETING OPENED****2 PRESENT****3 APOLOGIES****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 Strategy and Community Committee held on 18 September 2018 be confirmed as a true and correct record.

**6 COMMUNICATIONS BY THE CHAIRPERSON****7 QUESTIONS WITH NOTICE**

Nil

**8 QUESTIONS WITHOUT NOTICE****9 MOTIONS WITH NOTICE**

Nil

**10 MOTIONS WITHOUT NOTICE**

## **11 STRATEGY AND COMMUNITY REPORTS**

### **11.1 Notification Changes as a Result of the Housing Diversity DPA**

#### **Brief**

This report details the changes to notification requirements as a result of Council's 2015 Housing Diversity DPA.

#### **RECOMMENDATION**

The Committee recommends to Council that the report be noted.

---

#### **Introduction**

At the 5 June 2018 Council meeting it was resolved that:

"The Administration undertakes research into the number and location of development applications for residential development impacted by the policy changes to public notification categories, from category 2 to category 1, resulting from the approval of the 2015 West Torrens Council Housing Diversity Development Plan Amendment."

#### **Discussion**

The 2015 Housing Diversity Development Plan Amendment (DPA) sought to:

- change the future form and character of some parts of the City by identifying areas suitable for medium and high density housing, as well as mixed use development.
- introduce new character policy areas to better protect those parts of the City which have a desirable, established residential character.

The DPA supported the long term Council strategies to facilitate residential development to meet the demographic and socio-economic needs and expectations of the community was built on research and investigations undertaken by Council over the previous four years, including:

- Vision 2025 Strategic Directions Report (2008)
- an analysis of Housing Consumption and Opportunities (prepared by ID Consulting)
- a Local Character Study (prepared by Jensen Planning & Design)
- a Housing Affordability Study (prepared by URPS)
- a Community Panel Survey on future housing needs.

The policy changes to the Development Plan as a result of this DPA were:

- intensifying residential development in select locations
- protecting areas of historic conservation and residential character significance
- providing shopping, employment and services to support the needs of a growing population

Following approval by the Minister for Planning, the consolidation of the Housing Diversity DPA, dwelling development of 2 storeys or more in Residential Zone Policy Areas 18, 19, 20 and 21 are generally categorised as Category 1 and therefore do not require Category 2 notification (where previously such developments would have undergone a notification process).

There are approximately 8,764 properties in total within Policy Area 18\* and Policy Area 19 with approximately 15,314 properties in total within Policy Areas 20 and 21.

The combined total of properties in the CWT Residential Zone for which Category 2 notification no longer applies for dwelling development of 2 storeys or more is approximately 24,078 properties.

As a comparison, at the time of the Housing Diversity DPA, around 30,000 letters were sent to residents and property owners across the Council area. The 2016 Census, suggests there are 26,879 dwellings in West Torrens, although some may be in areas that are not zoned Residential).

In the Low Density Residential Area, Policy Areas 20 and 21 clearly envisage dwelling development up to 2 storeys, and there is no requirement for public notification for this type of development, while some parts of the Medium Density Area Policy Areas 18 and 19 envisage development up to 4 storeys in height without notification. The attached map identifies those areas where previous notification is no longer required (**Attachment 1**).

*\*In Policy Area 18 some parts of Underdale already had no provisions for Cat 2 public notification for development of 2 storeys and above due to exceptions written into the previous policy for the area ... also as the policy boundary in that area was altered, a small number of extra properties are also now included in the area that no longer requires Cat 2 public notification).*

**Note 1:**

The figures provided only consider properties in the Residential Zone and do not include properties which were converted to Urban Corridor Zone as a result of the Housing Diversity DPA, nor properties in the area which was subsequently rezoned to Urban Renewal Zone as a result of the DPA in the Underdale/Torrensville area.

**Note 2:**

Some properties may have been subdivided subsequent to the introduction of the Housing Diversity DPA, therefore, this figure may vary slightly from the number of allotments that were affected at the time of the policy change in 2015.

**Note 3:**

Within the broader Residential Zone (including character areas), certain types of residential development(s) of 2 storeys or more are also exempt from notification due to provisions for separate assessment processes in the Development Regulations 2008. Such development processes include:

- Development assessed under the Minister's Residential Code - which is not required to undergo public notification as per Schedule 4 and the public notification table in Schedule 9.
- Development processed under the Renewing Our Streets and Suburbs (Renewal SA) program which is not required to undergo public notification as per Schedule 1A.

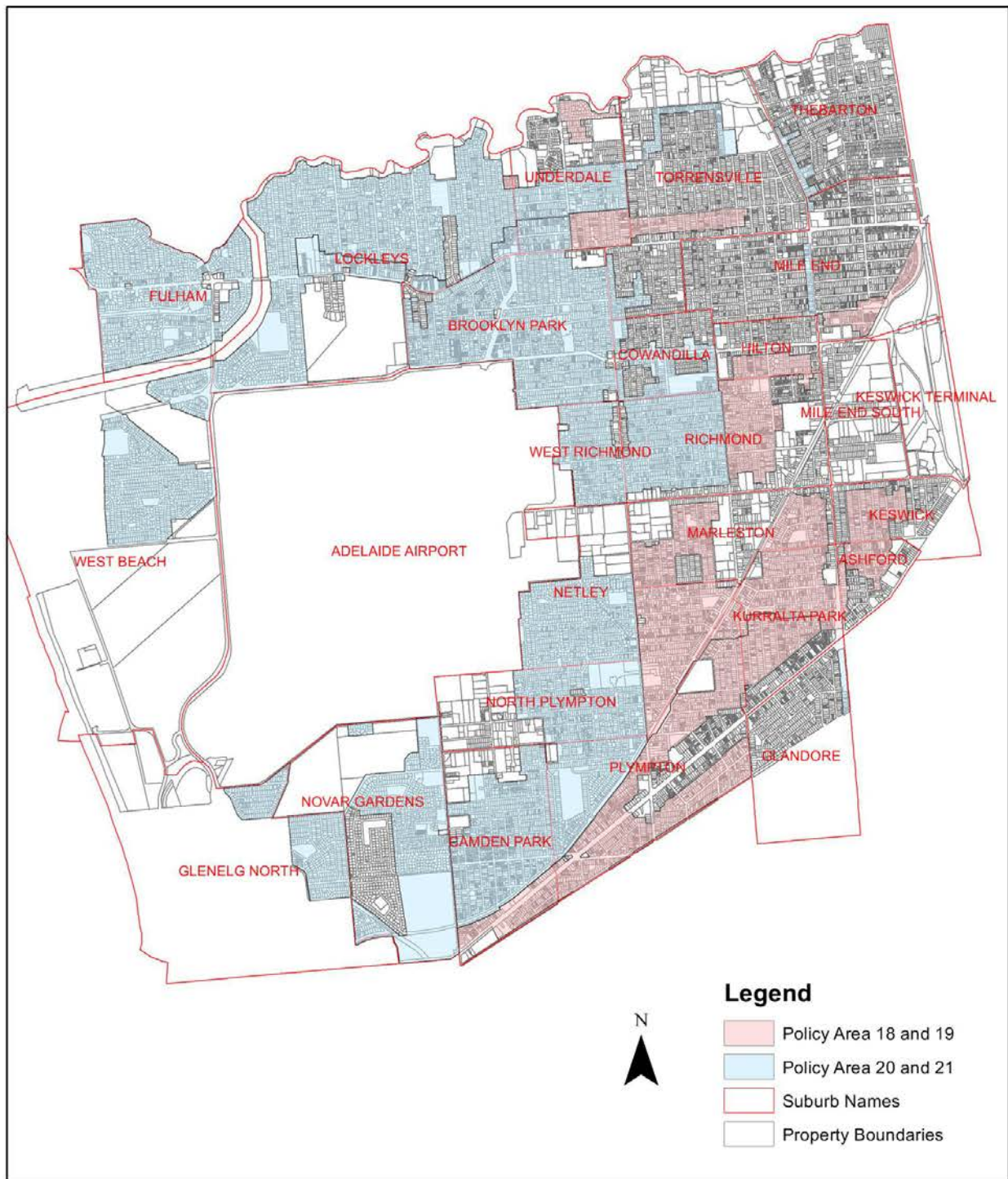
## **Conclusion**

The 2015 Housing Diversity DPA supported by Council and approved by the Minister has resulted in approximately 24,078 properties for which Category 2 notification no longer applies.

## **Attachments**

### **1. Map Showing Changes to Notification**





## 11.2 Proposed Feedback on Landscape Reform

### Brief

This report presents proposed feedback on the Landscape South Australia reform to the Minister for Environment and Water, via the Independent Facilitator Landscape Reform.

### RECOMMENDATION

The Committee recommends to Council that:

1. The proposed feedback contained in this report be approved and submitted to the Independent Facilitator Landscape Reform as Council's response to its request for feedback on the proposed Landscape South Australia reform.
2. The Chief Executive Officer be authorised to approve any minor additions or changes of an editorial nature required prior to final submission.

---

### Introduction

The South Australian government plans to introduce the *Landscape South Australia Act* into Parliament in early 2019, replacing the *Natural Resources Management Act 2004*. The Landscape reform includes the creation of nine new Landscape Boards for regional SA as well as Green Adelaide for metropolitan Adelaide. These are intended to replace the existing Natural Resource Management Boards. Although the boundaries of Green Adelaide have not yet been defined, it is likely that it will include the area of the City of West Torrens.

### Discussion

A discussion paper 'Managing our Landscapes' (Paper) has been prepared by the State Government to outline the landscape reform and to seek community feedback (**Attachment 1**). However, a summary of key points is provided below.

The Paper states that landscape reform aims to achieve:

- Vibrant biodiversity - Healthy native species and ecosystems that are able to adapt and persist in the face of change.
- Sustainable economy - Prosperous businesses now and in the future, able to adapt as the economy and primary industries transform over time.
- Resilient communities - Capable local people and groups leading stewardship of their natural environment, contributing to strong social networks that can cope with changing environments.

A set of guiding principles have been developed for the reform, including:

- Decentralised decision making;
- A simple and accessible system;
- Community and land owners at the centre;
- A whole of landscape approach; and
- Back to basics.

A number of changes to the levy system are proposed to:

- Help to reduce cost of living pressures for South Australians
- Improve fairness of levies across and within regions
- Make levy expenditure transparent to the community
- Improve effectiveness in delivering sustainable landscapes.

Proposed changes to the levy system could include:

- Capping annual land and/or water levy increases at a rate set by an independent regulator with regular reviews, or could be set according to the CPI.
- Providing a more consistent basis for land and water levies both within and across regions, while retaining some flexibility for regional differences.
- Ensuring that all levies collected in a region are spent in that region – except for a percentage of all levies collected each year from some or all Landscape Boards and Green Adelaide

Levies will continue to be collected via council rates. A publicly available budget will be prepared by the boards outlining how levies will be spent in the forthcoming financial year as well as an end-of-financial-year report documenting actual expenditure.

The Minister for Environment and Water will remain responsible for overall direction of natural resources management in South Australia and for administering the Act, with powers of delegation. The Department for Environment and Water and other State agencies will continue to support the Minister in developing policy and contributing to statewide strategy, coordination, reporting and other initiatives on managing natural resources as required by the Minister.

The legislative reform will focus on practical programs and on-ground works delivered within existing resources.

Key issues most relevant to the City of West Torrens will be outlined in the Green Adelaide Discussion Paper (to be released in the near future). Some information about Green Adelaide is provided in the current Paper and is summarised below:

- Green Adelaide will be created to deliver natural resources management functions in metropolitan Adelaide, focusing on enhancing the city's urban ecology and investing in the natural environment to improve overall community wellbeing.
- Green Adelaide will work towards Adelaide being the most ecologically vibrant city in the world.
- Green Adelaide will replace a portion of the Adelaide Mount Lofty Ranges NRM Board area, with the remainder of this NRM area becoming part of two new Landscape Boards serving the Hills and Fleurieu region and the Plains and Valleys region.
- Green Adelaide will have an expert Board appointed by the Minister for Environment and Water. It will focus on building a strong connection between Adelaide residents and their natural environment, and work to ensure there is a clear understanding of how and where levies are spent.
- Green Adelaide will focus on seven key priorities:
  - Coastal management;
  - Urban rivers and wetlands;
  - Water sensitive urban design;
  - Green streets and flourishing parklands;
  - Fauna in the city;
  - Controlling pest plants and animals; and
  - Nature education.
- Green Adelaide will co-administer the \$2 million Grassroots Grants fund to support environmental groups and not for profits deliver on-ground projects.

### **Proposed feedback to State Government**

The most relevant Board for the City of West Torrens is Green Adelaide. A Discussion Paper on Green Adelaide is currently being prepared by the State Government. It is expected that Council will be given the opportunity to review and provide feedback on that discussion paper when it is publicly released.

Notwithstanding this, proposed feedback from the City of West Torrens on the Landscape reform (the Discussion Paper 'Managing our Landscapes') is provided in **Attachment 2**.

### **Conclusion**

This report presents an overview of the proposed Landscape SA reform which has been released for public comment by the South Australian Government. It proposes feedback on the reform from Council for its consideration, approval and submission.

### **Attachments**

1. **Discussion Paper 'Managing our Landscapes'**
2. **Proposed Feedback on Landscape Reform**



# Managing Our Landscapes

## Conversations for Change

Discussion Paper | July 2018





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# Foreword

As South Australians, we are incredibly blessed with diverse, productive and stunning natural resources.

These natural resources underpin our communities, our economy, our wellbeing and our way of life, and we all have a responsibility to be stewards of our precious natural assets.

The new state government is committed to a significant reform program that will change the way natural resources are managed. A landscape scale and integrated approach underpins the reforms, recognising that people and their livelihoods rely on the health and productivity of our landscapes.

A central focus of the reform program is empowering local communities and land managers to be directly responsible for sustainably managing their region's natural resources - with an emphasis on soil quality, water management and pest plant and animal control.

Another focus for reform will be the forging of strong, enduring and productive partnerships with land managers, volunteer groups, industry experts, Aboriginal nations, other tiers of government and advocacy organisations to deliver practical, on-ground works that address local priorities.

Our state does not come to a halt at the Tollgate, at Gepps Cross or at the bottom of Anzac Highway; distance should not mean disadvantage. The sustainable management of our natural resources is critical for the survival of our regional communities, both in terms of their economic viability and the quality of life enjoyed by those who live in regional South Australia.

A central plank of the reform program is a new piece of legislation – the Landscape South Australia Act.

In my first days as the new Minister for Environment and Water, I issued drafting instructions for the repeal of the *Natural Resources Management Act 2004* with the government to introduce a new Landscape South Australia Bill into Parliament in the first quarter of 2019.

There are parts of the *Natural Resources Management Act 2004* that have worked well and should be retained and other parts that are over-complicated and have impeded good, local, on-the-ground management that should be removed, amended or simplified.

These reforms will be deeply informed by the people who spend their lives working in the environment, protecting it while also sustaining their livelihoods. This sort of reform can only be achieved through meaningful consultation and the establishment of long-term delivery partnerships.

The State Government is undertaking a thorough statewide engagement process to help shape the future of natural resources management. This will see a series of workshops and conversations occur throughout the state and across industry sectors over the coming months.

I encourage you to get involved in the numerous opportunities you have to contribute to the development of these reforms, as outlined in this discussion paper.

I look forward to working with you as we shape the future of natural resources management for the benefit of all South Australians.



**David Speirs MP**  
Minister for Environment  
and Water



# About natural resources management reform

The South Australian Government has committed to a range of specific reforms to the natural resources management system.

These reforms will put people at the heart of managing our natural resources, recognising that those who work and live on the land are well placed to manage and sustain it.

The Minister for Environment and Water is seeking stakeholder and community views about how these commitments can best be implemented.

This discussion paper will support conversations with stakeholders and the broader community about the government's reforms, including the proposed new Landscape South Australia Bill which is proposed to replace the NRM Act.

**Community input is critical to ensuring the purpose and implementation of these reforms reflect community needs and expectations.**

As a part of this process, it will also be important to consider those elements of the NRM Act that are working well and could be retained, versus those that should be removed, amended or simplified.

The South Australian Government acknowledges Aboriginal people as the State's first peoples and nations, and that Aboriginal peoples' deep knowledge and relationship with Country continues to be critical to sustainably caring for our lands and waters. Practical involvement in managing natural resources is vital for the future of Aboriginal nations and people.





# A summary of our reform commitments

## Landscape Boards

- Create nine Landscape Boards to replace existing NRM Boards.
- The Boards will have seven members with three members elected by the community and four members, including the Chair, appointed by the Minister for Environment and Water.
- The Boards will be responsible for setting strategy and approving programs for the environmentally sustainable management of South Australia's natural resources.
- Landscape Boards will be at arm's length from government and responsible for their own budget.
- Landscape Boards will establish a five-year Landscape Plan for their region, identifying up to five priorities to be achieved by the plan during that time. The plans will be simple and publicly accessible.
- Landscape Boards will be responsible for employing a general manager who will employ and direct staff that will deliver environmental management programs on behalf of the Board.
- Landscape Boards will be required to partner with the private sector, non-government organisations and local and federal government to deliver environmental programs to create jobs and drive investment in local communities.

## Levies

- Cap annual land and water levy rises at a rate set by an independent body or according to the Consumer Price Index (CPI).
- Establish the Grassroots Grants program, a \$2 million statewide annual fund (in addition to existing NRM grants programs), administered at a Board level for volunteer, community and not-for-profit groups to access.
- Levies (land and water) collected in a region will be spent in the region, except for a portion of priority landscape scale or cross-boundary projects, and services to underpin regional outcomes
- Provide a publicly available budget outlining how levies will be spent in the forthcoming financial year and an end-of-financial-year report documenting actual expenditure.
- Continue to collect land levies via council rates.

## Legislation

- The legislative reform will focus on practical programs and on-ground works delivered within existing resources.
- The NRM Act will be repealed and replaced with the Landscape South Australia Act.
- The new Act will identify soil quality, pest plant and animal control and water management as major priorities.

## Green Adelaide

- Green Adelaide will be created to deliver natural resources management functions in metropolitan Adelaide, focusing on enhancing the city's urban ecology and investing in the natural environment to improve overall community wellbeing.
- It will work towards Adelaide being the most ecologically vibrant city in the world.
- Green Adelaide will have an expert Board appointed by the Minister for Environment and Water. It will focus on building a strong connection between Adelaide residents and their natural environment, and work to ensure there is a clear understanding of how and where levies are spent.
- Green Adelaide will focus on seven key priorities: coastal management, urban rivers and wetlands, water sensitive urban design, green streets and flourishing parklands, fauna in the city, controlling pest plants and animals and nature education.
- Green Adelaide will co-administer the \$2 million Grassroots Grants fund to support environmental groups and not for profits deliver on-ground projects.

# Guiding principles for reform

## Decentralised decision making

- ✓ Decentralising responsibility for decision making will empower and reinvigorate regional communities in their management of natural resources.
- ✓ We will build and encourage greater participation in priority setting and on-ground activities and create more opportunities to broaden and deepen partnerships.
- ✓ Support greater flexibility and responsiveness to local issues.

## A simple and accessible system

- ✓ A simple, straightforward system is required that is less encumbered by red tape and complex compliance requirements.
- ✓ We need a transparent system that draws a clear line of sight between funding sources and on-ground action.
- ✓ We will grow participation, build greater trust and confidence, and foster an enduring culture of goodwill.

## Community and land owners at the centre

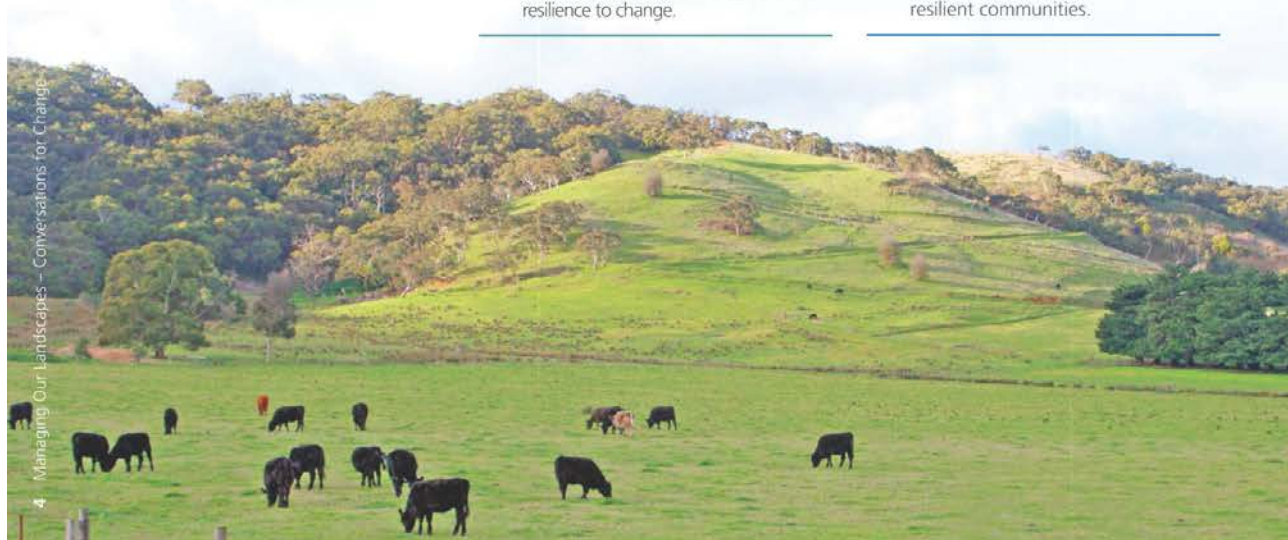
- ✓ Those who work on, live on and care for the land are well placed to sustain our environment.
- ✓ The reforms will build on strong partnerships with land users, valuing their knowledge and understanding of the landscape.
- ✓ It is the role of government to work alongside land managers, providing support, advice and a helping hand where needed.

## A whole of landscape approach

- ✓ When the efforts of many individuals and organisations are combined across a wide area, the results are more substantial, visible and long-lasting.
- ✓ Large-scale combined efforts require strategic prioritisation and investment and must complement local efforts to maximise effectiveness.
- ✓ A landscape scale restoration approach must also consider interactions between natural systems and people, to improve resilience to change.

## Back to basics

- ✓ The system for managing natural resources needs to renew focus on the issues that matter most to regional communities – soil, water and pest plants and animals.
- ✓ These fundamental issues form the backbone of local level nature stewardship that, in turn, supports and complements landscape scale restoration to achieve vibrant biodiversity, a sustainable economy and resilient communities.





# Why is reform necessary?

Our approach to managing natural resources continues to evolve as circumstances change and we learn more about what works and what doesn't. While the NRM Act brought positive change and benefits, the passage of time, and gradual centralisation mean the current system of natural resources management is not delivering what it should.

## Significant change is therefore essential.

We understand there are a broad range of perspectives and opinions that exist about NRM Boards – both positive and negative. Some of the key issues we are looking to address with our reforms include:

- NRM Boards are seen by some as spending too many funds and resources on planning and administration and not enough on tangible outcomes for the regions.
- Some believe NRM Boards have been brought too close to government agencies, reducing their independence to work as effectively as they perhaps could within their local communities.
- NRM levies have continued to rise but results and outcomes are not always visible to the community.
- Greater transparency and a clear line of sight is needed to demonstrate how levies are spent and the associated outcomes achieved.
- Many provisions of the NRM Act do not work as intended, or they make processes unnecessarily complicated and bureaucratic. This wastes precious resources and makes the job of the NRM Boards and others much harder than it needs to be. We need to cut through this red tape and create a system that is simple and accessible.
- Many effective partnerships have delivered great results over the years. More scope remains, though, to build and strengthen enduring partnerships between the many different organisations and individuals involved in managing natural resources.
- We also need to recognise that Adelaide is very different to other parts of the state. We need a way to better prioritise effort in the city and build a closer connection between Adelaide residents and their natural environment, and between Adelaide and regional South Australia.



5 Managing Our Landscapes – Conversations for Change

# Objectives and benefits of our reforms

**The proposed reforms provide for the ecologically sustainable management of the state's natural resource base to support the state's primary production industries, regional communities, Aboriginal nations and the natural environment.**

Landscapes are the natural systems and resources that make up our surroundings – the soil, water, plants and animals that make up our rivers and plains, forests and hills, coasts and seas.

The new focus on landscape management recognises that these natural systems are connected and we need to look beyond individual natural resources and manage them together across the landscape. Working together in partnership at landscape scale will achieve better long term results.

Landscapes that contain healthy biodiversity underpin sustainable agriculture and make local production and farming more productive and profitable. An investment in natural resource protection and enhancement helps local economies.

Creating a new Landscape South Australia Act is an opportunity to reset our shared vision, revitalise community leadership and strengthen focus on practical programs and on-ground works.

**The reforms aim to achieve:**

## **Vibrant biodiversity**

Healthy native species and ecosystems that are able to adapt and persist in the face of change.

## **Sustainable economy**

Prosperous businesses now and in the future, able to adapt as the economy and primary industries transform over time.

## **Resilient communities**

Capable local people and groups leading stewardship of their natural environment, contributing to strong social networks that can cope with changing environments.

## **Community-led landscape management**

**Our reforms will enable greater local action on the fundamental priorities of soil quality, water management and pest plant and animal control.**

This will help land managers and communities manage their local areas and deal with the natural resources management problems they face every day.

In addition to these priorities, additional local and landscape scale activities may be needed in particular areas. These activities, such as revegetation, rewilding and fencing, can also be important contributions to achieving the community's desired outcomes for their landscapes.

The reforms will complement local action with greater capacity to deliver strategic landscape scale restoration projects. When the efforts of many individuals and organisations are combined across a wide area, the results are more substantial, visible and long-lasting. Strong and enduring partnerships will be crucial to the success of landscape scale investments.

Local and landscape scale approaches are intended to complement each other, not conflict. Where local priorities intersect with strategic priorities, this will help to enhance overall benefits.



### Local actions and landscape scale restoration

Thinking and operating at a landscape scale achieves the best outcomes from practical, on-ground works. This means recognising that the issues we face in our regions operate at scales bigger than individual properties or patches of bush, and across public and private land.

The social, economic, and environmental aspects of a landscape also affect each other – for example, changes to the economics of a landscape (e.g. commodity prices and production systems) will also affect the social and environmental fabric of the landscape, and vice versa. Recognising these interactions means we can design activities to achieve positive and resilient outcomes across the landscape.

Landscape scale management also recognises that the social, economic and environmental goals for a landscape should be locally relevant to the communities and ecosystems of that landscape. This requires using the best available scientific, traditional and local knowledge, along with a clear understanding of the community's aspirations for their landscape.

This not only means that on-ground works are designed to target the issues most relevant to the local landscape, but also that there is local ownership over addressing these issues, and partnerships with government and other sectors of the community.

Ultimately we want to ensure that landscapes as a whole thrive, and we increasingly recognise the co-benefits – across the environment, the economy and the community – of managing landscapes sustainably.



#### Question 1

What is most important to you in managing natural resources?

#### Question 2

What do you think is working well about how we manage natural resources?

#### Question 3

What do you think should be changed about how we manage natural resources?

#### Question 4

How do you think we can best enable landscape scale restoration projects?

### Enabling greater leadership by Aboriginal peoples

Aboriginal people are the first nations and people of South Australia. Their spiritual, social, cultural and economic practices come from their traditional lands and waters. Aboriginal people are increasingly being engaged in natural resources management, bringing their immense experience and knowledge.

It is important that the knowledge and interests of Aboriginal nations be recognised and promoted to drive positive and practical improvements in landscape management and benefits for Aboriginal people.

It is critical for Aboriginal peoples to be represented in governance and planning processes. Strengthening Aboriginal voices will open space for strong and productive partnerships, for integrating Aboriginal knowledge, and for supporting Aboriginal people to take a leading role in managing natural resources.



#### Question 5

How do you think we can better recognise and promote Aboriginal peoples' land, water, economic and cultural interests?







## Benefits

**The government anticipates the following key benefits as a result of the proposals put forward within this discussion paper**

- ✓ Our reform proposals aim to create a simple and accessible system for managing natural resources that decentralises decision making, empowering regional communities to take responsibility for managing natural resources at the local level.
- ✓ Local action is complemented by strategic landscape scale restoration projects that are delivered by multiple stakeholders working in strong and enduring partnerships.
- ✓ The new Landscape South Australia Bill is intended to be shorter, less process-oriented and more flexible, to reduce red tape. This will help Landscape Boards and other managers of natural resources to get the job done more easily.
- ✓ There are a range of processes in the NRM Act that could be simpler and more flexible, such as Board appointments, planning, engagement, operations and compliance. Placing specific procedural requirements in regulations or policy, rather than in legislation, will enable far greater flexibility when those processes need to change.
- ✓ Sharper focus on the fundamentals of managing natural resources.
- ✓ Strong Board governance, including clear, dedicated staffing arrangements for Landscape Boards.
- ✓ Simplified agility and responsiveness to adapt to changing circumstances and regional needs.
- ✓ Less money spent on administration, management and documentation, thereby freeing up funds for on-ground activities.
- ✓ More funding opportunities for local community organisations to deliver on-ground works.
- ✓ More focus on facilitating delivery through partnerships.
- ✓ Greater investment in strategic landscape scale projects.
- ✓ Simplified reporting, making deliverables and measurable outcomes clear and easy to understand, compare and track.

# Your involvement in natural resources management reform

It is widely recognised across government, community and stakeholder groups, that natural resources management reform is needed. It is a clear priority for this government.

It is essential that we guide and manage our proposed reforms in ways which will give people and communities the change they are looking for. We want to build greater public confidence in natural resources management, build greater participation and coordination, and, to put it simply, get more done within the boundaries of available resources.

**While our reform commitments are clear, we are very open to ideas on how these should best be achieved in practice.**

This discussion paper is the first significant step towards shaping what the future could look like. It will support conversations with stakeholders and the broader community about the government's reforms, including the proposed new Landscape SA Bill.

The upcoming statewide engagement activity, in which the Minister is heavily involved, is critical to ensuring community and stakeholder feedback is gathered and heard.

This is a unique opportunity to refresh and reset natural resources management within our state.



## How can you engage in the reform?

### Stakeholder workshops and community forums

Three independent facilitators have been appointed to work with the Minister. Their task is to ensure the engagement process effectively canvasses everyone's views and is fair, balanced and equitable.

Between August and October 2018, there will be a series of facilitated stakeholder workshops and regional community forums. People attending will hear about the proposed reforms, be able to ask questions and provide input through facilitated, participatory conversations.

Workshop and forum dates, times and locations can be found at [www.yoursay.sa.gov.au/landscape-reform](http://www.yoursay.sa.gov.au/landscape-reform)

### Written feedback

You can also provide written feedback:

- **Online at**  
[www.yoursay.sa.gov.au/landscape-reform](http://www.yoursay.sa.gov.au/landscape-reform)
- **By email to:** [LandscapeReform@sa.gov.au](mailto:LandscapeReform@sa.gov.au)
- **By post to:** The Independent Facilitator  
Landscape Reform  
GPO Box 1047  
ADELAIDE SA 5001.

Please note that your submission will be made publicly available unless you indicate you wish for it remain confidential.



## 02

### What feedback can you provide?

The Reform Proposals section of this discussion paper provides more detail on the proposed reforms and how they might work in practice.

We have also posed a series of questions to encourage you to challenge the way things have been done in the past. We want fresh ideas, a local perspective and community ownership and empowerment.

We want to understand how our reforms will work best in practice, within existing community structures.

You can also provide more general comments about the proposals or other aspects of natural resources management that you feel are important to you and your region.

**The closing date for feedback is 5:00 pm (ACST) Monday 15 October 2018.**

A summary document will be prepared by the independent facilitators and made publicly available outlining the key findings of the engagement.

This discussion paper and other information is available online at [www.yoursay.sa.gov.au/landscape-reform](http://www.yoursay.sa.gov.au/landscape-reform)

## 03

### How will your feedback be used?

Your feedback will be used in several ways.

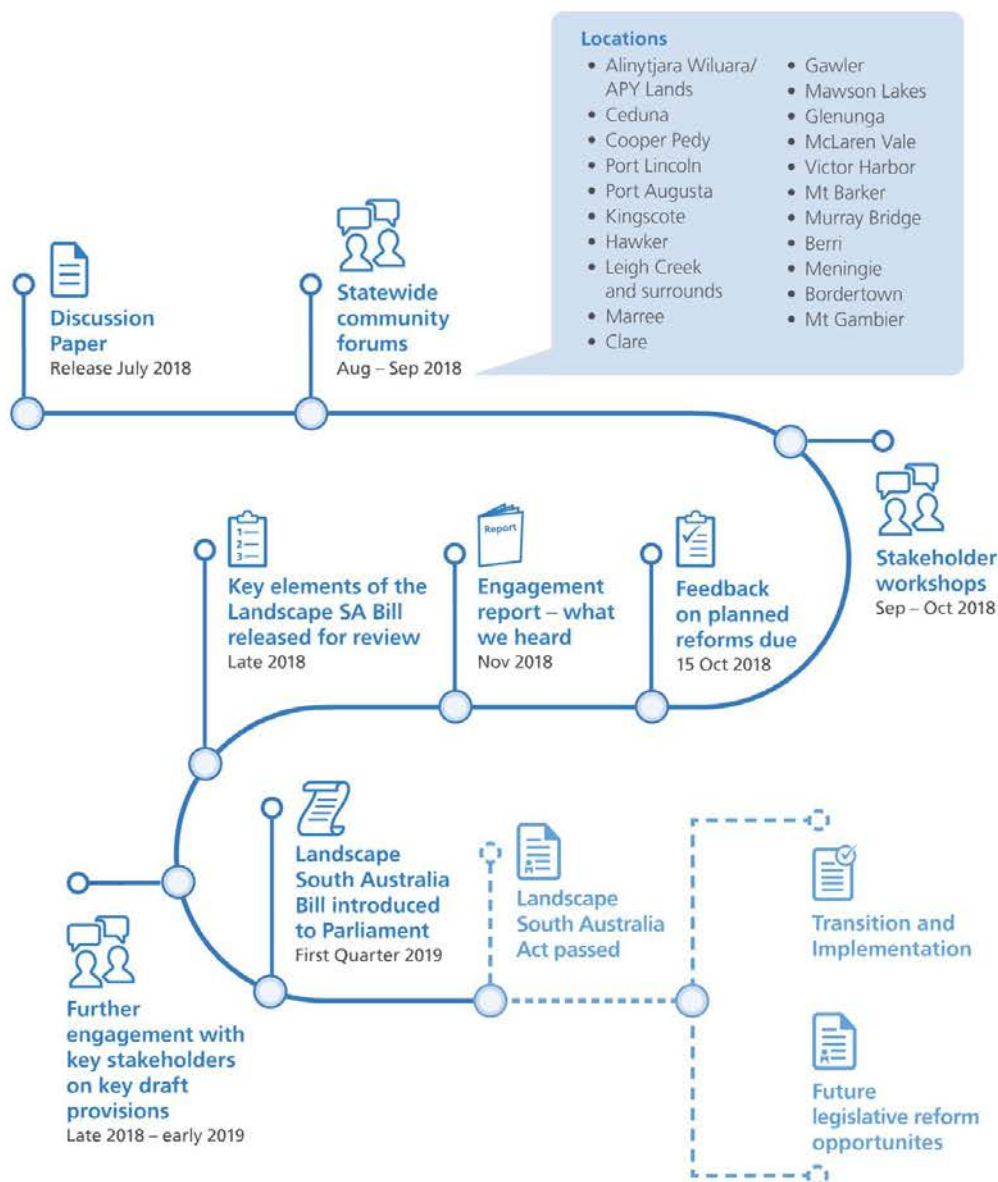
Comments about the South Australian Government's natural resources management reform commitments will help to inform how those commitments are implemented.

Comments about other proposals or ideas in this discussion paper will help to inform the development of the Landscape SA Bill, and/or regulations, policy or programs that follow the introduction of the Bill.

We will share the outcomes of the engagement process and how it influences our reforms. Engagement will continue to be part of the medium and long-term implementation of these reforms to ensure they remain fit for purpose and are able to meet expectations.



# Key stages of the reform process





## How will we transition?

We understand our reforms will require a change in approach and some uncertainty for many people invested in the current natural resources management of the state.

We are looking at a collaborative approach to ensure a smooth transition from the NRM Act to the Landscape South Australia Act.

It is anticipated that current NRM arrangements will remain largely unchanged for the 2018-19 financial year, with their focus being on the delivery of services for the community – essentially conducting “business as usual” without the requirement to exhaustively plan for future years.

We want to ensure the positive momentum around many of the current programs and projects underway is not lost.

The Department for Environment and Water will support the transition process, with feedback to inform this process being sought during the upcoming engagement.

Once the mechanism for reform is in place, we will then implement the right processes to lead the transition, ensuring it occurs in a timely, efficient and effective way.



# Reform proposals

## Role of the Minister

The Minister for Environment and Water will remain responsible for overall direction of natural resources management in South Australia. The Minister will be responsible for administering the Act, with powers of delegation. The Department for Environment and Water and other State agencies will continue to support the Minister in developing policy and contributing to statewide strategy, coordination, reporting and other initiatives on managing natural resources as required by the Minister.

## Landscape Boards

### Election commitment

The new Landscape South Australia Act will create nine Landscape Boards to replace existing NRM Boards, with the intent to place community at the heart of delivery.

Landscape Boards will be responsible for setting strategy and approving programs for the environmentally sustainable management of South Australia's natural resources.

Landscape Boards will be at arm's length from government and responsible for their own budget. They will have a general manager who will be responsible for employing and directing staff.

Landscape Boards will employ staff to undertake environmental management in the region employing them unless agreed otherwise.

Boards will be required to outsource some of their work to the private and non-government sector to create jobs and drive investment further. Local councils will also be encouraged to apply to undertake this work.

### Establishing Landscape Boards

**It is proposed that the Landscape Boards would facilitate effective management of natural resources, working in partnership with primary producers, conservation organisations, Aboriginal nations, councils and government agencies.**

- Landscape Boards would have more autonomy than the current NRM Boards. They would be responsible for their own budgets and employ a general manager who would manage staff. Landscape Boards would have the power to set and manage their own levies, with any increases reviewed by an independent regulator or according to the CPI.
- Increased autonomy brings with it a need for improved transparency and reporting. It is proposed that the Landscape SA Bill would establish a regulator to oversee a cap on levy increases and Landscape Boards would need to provide publicly available plans and budgets. An end of financial year report would document actual expenditure as well as the measurable outcomes achieved.
- The Landscape Boards would remain statutory entities, and would continue to meet the high standards of governance and accountability required of statutory entities. They would remain subject to the direction of the Minister, so the Minister can fulfil his or her accountability to Parliament and the community. They would continue to provide service and advice to the Minister on matters related to their functions. They would also continue to work in partnership with a broad range of government agencies to maximise effectiveness and achieve common goals.
- It is anticipated that Landscape Boards would continue to partner to facilitate funded delivery of natural resources management services on behalf of the Australian Government, such as through the National Landcare Program.



### Question 6

How can Landscape Boards best facilitate the management of natural resources by their communities?

### Landscape Board boundaries

#### The regions covered by the nine new Landscape Boards will be:

- Alinytjara Wilurara
- SA Arid Lands
- Eyre Peninsula
- Hills and Fleurieu (new)
- Kangaroo Island
- Northern and Yorke
- Plains and Valleys (new)
- SA Murray Darling Basin
- South East (proposed to be renamed as the Limestone Coast for consistency with other regional bodies in this area).

Green Adelaide will be created to deliver natural resources management functions in metropolitan Adelaide.

The Adelaide and Mount Lofty Ranges (AMLR) NRM Board will be abolished and the areas it serves will be covered by Green Adelaide and the two new Landscape Boards established to serve the Hills and Fleurieu region and the Plains and Valleys region north of Adelaide.

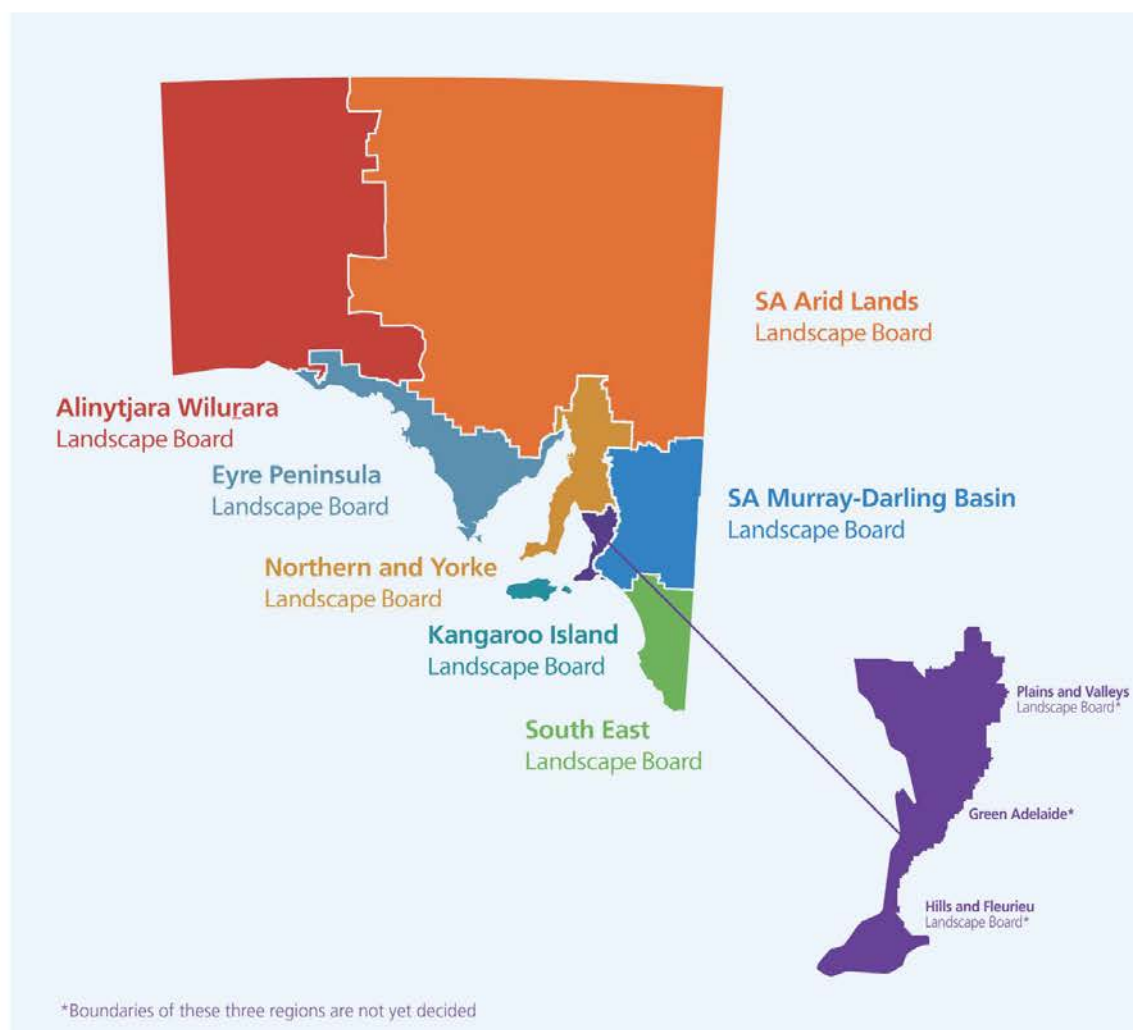
Existing boundaries are proposed to be largely retained. However there could be some changes to boundaries depending on the outcomes of the engagement process.

The boundaries for the new Adelaide regions are not yet drawn. Factors to consider in defining their boundaries include:

- Financial viability – to ensure sufficient funding to fulfil their functions

- Logical administrative boundaries – to simplify levy administration, relationships and delivery
- The Country of Aboriginal nations
- Community connections and identity
- Land use – patterns and features to take into account areas of commonality and consistency
- Water catchments
- Marine ecosystems
- State Government regional boundaries

As part of defining these boundaries, it may be relevant to consider adjusting the boundaries of other regions adjacent to the new Adelaide regions.





### Question 7

What do you think is the best approach for electing the three community members to the Landscape Board in each region?

## Membership of Landscape Boards

### *Election commitment:*

The nine Landscape Boards will have seven members with three members elected by the community and the other four members, including the Chair, appointed by the Minister for Environment and Water.

### *Minister appointed members*

Collectively, the members of each Landscape Board would need to have the relevant skills to facilitate management of the region's natural resources. To be effective, Landscape Board members will need to have local knowledge and strong connections with the local community, and appropriately reflect the diversity in the community.

The appointment process would be streamlined and simple, requiring minimal approval "gates". Specifying these processes in regulations rather than in the Act would improve flexibility to adjust those that aren't working as intended.

### *Community elected members*

Electing Board members will give communities a greater stake in their Landscape Board. A number of options could be considered:

- The Minister could review nominees to ensure they meet specified requirements, such as demonstrating relevant skills or experience.
- Members could be elected from the whole region, or a subregion.
- Voting could be voluntary, with all NRM land levy payers eligible to vote in elections. This would reinforce the link between those paying the levy and the Boards responsible for administering the levy. Alternatively, and to be consistent with other electoral processes, all adult residents in the region could vote.
- The method of conducting elections would be specified in regulations, not the Landscape SA Bill, to enable flexibility to adopt new methods and technology as they become available.





## Green Adelaide

### *Election commitment:*

Green Adelaide will be created to deliver natural resources management functions in metropolitan Adelaide, focusing on enhancing the city's urban ecology and investing in the natural environment to improve overall community wellbeing.

It will work towards Adelaide being the most ecologically vibrant city in the world.

Green Adelaide will have an expert Board appointed by the Minister for Environment and Water. It will focus on building a strong connection between Adelaide residents and their natural environment.

Green Adelaide will have the following seven priorities:

1. Coastal management
2. Urban rivers and wetlands
3. Water sensitive design
4. Green streets and flourishing parklands
5. Fauna in the city
6. Controlling pest plants and animals
7. Nature education

**We often think of cities as places filled with people and buildings, but the best cities in the world are those which have thriving natural environments in their midst.**

The Green Adelaide initiative recognises that urban communities connect with natural systems. The 1.3 million people who live in metropolitan Adelaide should have the opportunity to be environmental stewards - whether in backyards, streets, suburbs, at work places, or in places of recreation. Adelaide residents also impact on, and benefit from, the natural resources of the state and should contribute to the sustainable management of those resources.

- Working with partners, Green Adelaide would invest in community development that fosters long-term positive action for environmental stewardship. It could also have a strategic and influencing role.
- Green Adelaide will support Adelaide residents to live more sustainably. Environmental programs are proposed to build resilience and social well-being; promote environmental awareness and education, including the role of sustainable primary production; and contribute to an economically viable and environmentally sound future.
- The engagement process will shape the scope and functions of the Green Adelaide Board, and its governance and financial arrangements.
- Green Adelaide would manage a separate region, and raise levies in a similar way to Landscape Boards.
- To leverage its urban environmental focus and expertise, it could also support urban initiatives in regional urban centres, in partnership with Landscape Boards and other organisations.
- To complement the main engagement process, some further focused engagement will help to guide development of Green Adelaide.

A separate discussion paper on Green Adelaide is being developed.



### Question 8

How could Green Adelaide help to make Adelaide a more ecologically vibrant city?





### Question 9

How can regional planning be streamlined?

### Question 10

How can regional plans be more accessible to the community, while becoming more consistent in format and terminology?

### Question 11

How do we best measure and report outcomes from managing natural resources?

## Landscape Plans and a Green Adelaide Plan

### **Election commitment:**

Landscape Boards will establish a five-year Landscape Plan for their region, identifying up to five priorities to be achieved by the plan during that time. The plans will be simple, short, focused on tangible actions and publicly accessible.

Currently, each regional NRM Plan is unique, and there are few requirements for consistency, making them difficult to compare and reducing the ability of the Minister and regulators to provide effective oversight.

NRM plans have also suffered from limited buy-in from other organisations to deliver on shared outcomes.

### **A five-year Landscape Plan would be prepared for each region:**

- These plans would identify up to five priorities, with measurable outcomes to be achieved during the life of the plan. Priorities would focus on the basics of enabling management of natural resources, including soil quality, water management and pest plant and animal control, complemented with landscape scale restoration efforts.
- To help create jobs and drive investment, some of the on-ground delivery for each region would be outsourced to the private and non-government sectors and local councils.
- Simpler, fit for purpose approaches to stakeholder and community engagement would be encouraged, to ensure effective community involvement in planning and delivery.
- Streamlined procedures and consistent plan elements would be spelt out in regulations, to enable increased flexibility and adaptability as new engagement and planning approaches emerge and to improve the ability of the Minister, regulators and the community to review and evaluate them.
- Substantial scientific, local and Aboriginal cultural knowledge about the current state of resources in the region is vital to ensuring their effective development and implementation but need not be detailed in the plans.
- While Green Adelaide will have different priorities and stakeholders, a similar streamlined planning model is proposed.

### **Reporting and evaluation**

Effective reporting allows managers of natural resources to track how the condition of those resources change over time. Reporting also helps Landscape Boards, stakeholders and the community evaluate outcomes, understand investments made and guide and prioritise future actions.

**It will be important to understand community and stakeholder preferences around reporting and evaluation and how the processes needed to deliver that information can remain effective, streamlined, and highly contemporary.**

# Improving the levy system

## **Election commitment:**

Cap annual land and water levy rises at a rate set by an independent body or according to the CPI. Levies (land and water) collected in a region will be spent in the region, except for a portion of priority landscape scale or cross-boundary projects, and services to underpin regional outcomes. Provide a publicly available budget outlining how levies will be spent in the forthcoming financial year and an end-of-financial-year report documenting actual expenditure. Continue to collect land based levies via council rates.

Two types of NRM levies are currently collected in South Australia:

- Land levies collected from rate payers both inside and outside of Local Government areas
- Water levies, collected from people who hold a water management authorisation.

Under the NRM Act, these levies are intended to share the cost of implementing a Regional NRM Plan across the region. They are not quarantined specifically for land based or water based activities respectively. The NRM Act allows NRM levies to be raised through a variety of mechanisms. Land levies may be based on capital value, fixed rate or land area. Water levies may be based on a fixed rate, water allocations or water usage, the share of the resource, area of land, the effect that taking or using water may have or for a defined special purpose. In determining the most appropriate mechanism, NRM Boards must undertake a social impact assessment to minimise the impact on levy payers.

It is essential that the way levies are raised and used is transparent, accountable and fair. As public funds, levies should primarily deliver public benefit. In relation to water levies there are a range of other price setting mechanisms such as National Water Initiative price setting principles and those of the Australian Competition and Consumer Commission that should also be considered in the setting of the levy.

A number of changes to the levy system are proposed to:

- Help to reduce cost of living pressures for South Australians
- Improve fairness of levies across and within regions
- Make levy expenditure transparent to the community
- Improve effectiveness in delivering sustainable landscapes.

Proposed changes could include:

- I. Capping annual land and/or water levy increases at a rate set by an independent regulator with regular reviews, or could be set according to the CPI.
- II. Providing a more consistent basis for land and water levies both within and across regions, while retaining some flexibility for regional differences.
- III. Ensuring that all levies collected in a region are spent in that region – except for a percentage of all levies collected each year from some or all Landscape Boards and Green Adelaide that would contribute to a Grassroots Grants program and a Landscape Priorities Fund.

Each Board will have a publicly available budget outlining how the levies they set are to be spent in the forthcoming financial year. An end of financial year report will document actual expenditure.

Land based levies will continue to be collected via the most cost effective method – by local government via council rates (and in out of council areas by the Minister). Improvements that assist councils to collect land based levies will be considered.

Levy funds also enable access to Australian government funding for significant natural resource management programs such as National Landcare Program Phase Two.



## **Question 12**

How important is it to have more consistency in the way land and water levies are raised across the state?

## **Question 13**

How can we best fund high priority landscape scale projects?



#### Question 14

How important is it to coordinate efforts to manage our natural resources across regions? How could this best be achieved?

## Cross-regional and statewide coordination

Local and regional partnerships are the engine of landscape management in South Australia. However, landscapes and the pressures affecting them don't stop at administrative boundaries.

Many issues require cross-regional and statewide coordination. For example, many pests and weeds such as wild dogs and buffel grass occur across two or more regions and threaten other regions, requiring a coordinated approach. Likewise, threatened species and ecological communities often occur across regions and coordinated efforts to sustain them are needed. Coordination of effort could also help communities and farming systems to adapt and be resilient to a changing climate.

There are a range of ways to achieve some level of cross-regional coordination to achieve more effective delivery. These include:

- Informal agreements between Landscape Boards and other stakeholders and groups.
- Establishment of a cross-sector advisory body including representatives from peak bodies, Aboriginal nations, Landscape Boards and government agencies. Any such advisory group would need to operate in a streamlined, fit for purpose way to avoid creating additional bureaucracy.
- There may also be value in some level of statewide planning and prioritisation to support coordinated regional effort, complemented by an appropriate evaluation and reporting framework to facilitate consistent approaches to evaluation and reporting in each region.
- Establishment of a statewide Landscape Priorities Fund to which some or all Landscape Boards and Green Adelaide would contribute a portion of levy funds raised. While the policy direction for the new Act is for levy funding to be spent in the region in which it is collected, there are times when statewide priorities should complement spending in a region.
- It is proposed that such a fund would be invested in accordance with priorities set out in a statewide strategy and could be used only with the approval of the Minister and all Landscape Boards involved. It is proposed that all funds would be invested in landscape management, through regional Landscape Boards, supporting the principle of investing levy funds in regions, and minimising additional administration costs.



# Grassroots Grants program to support local projects

## **Election commitment:**

Establish the Grassroots Grants program, a \$2 million a year statewide annual fund (in addition to existing grants programs), administered at a Landscape Board level for volunteer, community and not-for-profit groups to access

All Landscape Boards and Green Adelaide will co-administer the program, which will be funded through a percentage of all land and water levies raised in each region.

Grassroots Grants would aim to support local level action enabling stewardship of our natural environment. Volunteers, community and not-for-profit groups play a major role in managing natural resources across South Australia. Their contribution of time, energy, expertise, equipment and resources is extremely valuable.

Grassroots Grants could operate in a range of different ways, such as small grants to support the operation of groups, or grants for local projects.



## **Question 15**

How could a Grassroots Grants program best work?



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**Question 16**

What are the highest priority ways we could improve pest plant and animal control?

## Clear, simple priorities

***Election commitment:***

Legislative reforms will focus on practical programs and on-ground works delivered within existing resources. The new Landscape SA Act will identify the fundamental, interrelated issues of soil quality, pest plant and animal control and water management as major priorities.

**There will be a clear focus on grassroots environmental projects targeting the most relevant issues in the local landscape.**

**Soil quality, pest plant and animal control and water management do not operate in isolation. Management of these issues, and stewardship of the natural environment more generally, must be considered together to achieve landscape scale restoration.**

Local ownership of the issues and partnerships with government and other sectors of the community will be vital to the success of local level stewardship, that in turn supports and complements landscape scale restoration to achieve vibrant biodiversity, a sustainable economy and resilient communities.

Many of the existing NRM Act provisions dealing with pest plant and animal control, water management and soil quality are likely to be kept in the new Landscape South Australia Bill. Your feedback will shape opportunities to enhance and simplify those provisions, and make them more flexible by incorporating procedural details into regulations and policy.







### Pest plant and animal control

Pest plants and animals cost South Australian agriculture millions of dollars each year. They also impact our way of life and are one of the leading threats to biodiversity.

**As many pest plants and animals are mobile, they cannot be effectively controlled by regions in isolation.**

The Landscape SA Bill and its associated regulations and policy will need to consider:

- A strategic, prioritised approach to on-ground action is the only way to reduce the impacts of the most important pest plants and animals.
- Priorities need to consider the risks posed by pests and the feasibility of controlling them.
- Partnerships between Landscape Boards, government, community and industry are needed to detect and respond to new incursions and for landscape scale management of established pests.
- Landscape Boards to work with local landholders to increase education and awareness.
- Legislation is important to help eliminate or minimise the impact of pest plants and animals. Enforcement of declared pest plants and animal control needs to be consistent. Penalties should encourage compliance and be proportional to the biosecurity impacts or risks posed by pest plants and animals.
- Compliance would be strengthened if authorised officers could prescribe specific control activities (for example specifically requiring landholders to bait to control wild dogs) and have the ability to directly undertake control activities and recover costs where there is high risk impact.
- It is proposed to keep many of the current provisions for pest plants and animal control with improvements to be informed through the engagement process.





### Water management

Effective water management involves the water resources themselves as well as the broader landscapes, or catchments.

**Water resource management engages a range of stakeholders who may or may not be actively engaged in the Landscape Boards, and involves a broad suite of legislative and policy arrangements.**

The current water provisions of the NRM Act provide for:

- The prescribing of water resources, where necessary for proper management
- Preparation of statutory water allocation plans for prescribed resources and community consultation on draft plans by the relevant NRM Board, prior to Ministerial approval
- Licensing of water access entitlements under a water allocation plan and associated water levy requirements
- Permits for other water affecting activities, including where water is regulated under a regional NRM plan.

Since that time the Water Industry Act 2012 has been introduced, which provides for:

- Water security planning, including demand and supply management
- A licensing regime for the water industry

- Regulation of prices, customer service standards and technical standards for water and sewerage infrastructure and installations and plumbing
- Performance monitoring of the water industry

A statutory review of the Water Industry Act is required in 2018 and the Productivity Commission has recently recommended that a new phase of national water reform be commenced.

The potential for reform across the areas identified by the Productivity Commission has been highlighted in feedback received from the community. However, given the complexity and scale of statewide water reform, it will need to be implemented in stages - with a first phase of incremental reform reflected in the draft Landscape SA Bill.

Initial benefits to be introduced via the Landscape SA Bill could include the streamlining of water allocation planning, transparency of decision making and greater protection for security interests in water licences.



### Soil quality

**The sustainable management of our soil resources is vital to food production systems, agricultural industries and food security.**

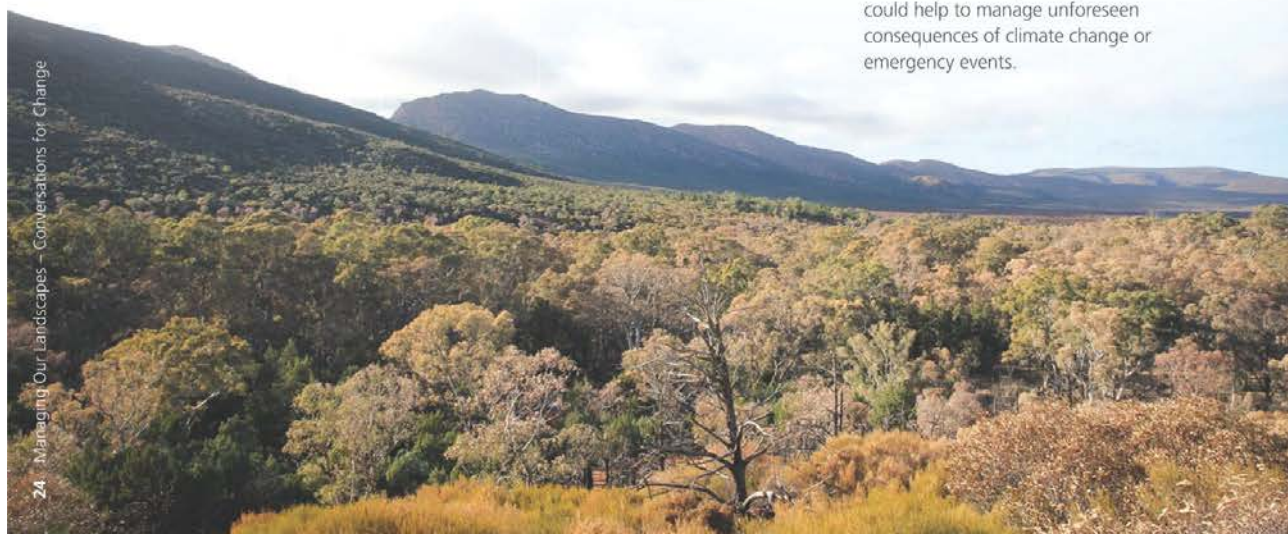
Our ancient soils have sustained Aboriginal peoples, culture and economies for thousands of generations and they also underpin a healthy environment, including biodiversity and water resources.

Legislation helps to ensure that soil resources are managed sustainably and are protected from degradation that could limit their potential for production or negatively impact the environment.

The collaborative efforts of farmers, government, advisers and researchers and their sharing of ideas, innovations and knowledge has led to the adoption of improved farming practices and should continue to be supported and encouraged.

Much of our agricultural production system is very dependent on seasonal rainfall and growing conditions. Adaptation of farming systems to be resilient against weather variability and climatic changes will be a significant driver in the future.

The impacts of a changing climate on soil degradation need to be considered. Flexibility of management practices could help to manage unforeseen consequences of climate change or emergency events.







### Other stewardship priorities

The priorities of managing soil, water and pest plants and animals are fundamental to landscape scale restoration.

In addition to these priorities, other local and landscape scale activities may be needed in particular areas.

These activities, such as revegetation, rewilding and fencing can also be important contributions to achieving the community's desired outcomes for their landscapes.

The government's reforms aim to recognise that land managers and local communities are leading stewards of their natural environment. Our landscapes, made up of natural features such as our coastline, trees and wildlife are valued by many people and contribute to their unique sense of place in our diverse state. As part of a landscape-scale approach, we can assist people to undertake broader efforts to restore their natural environments.

Many people are keen protectors and managers of the bush in their local area and on their properties. The priorities of managing soil, water, pest plants and animals meaningfully contribute to the stewardship of nature. Combining these with other actions such as sustainable agricultural practices, revegetation, and protecting and connecting vital habitats for priority native species, helps to achieve the community's desired outcomes for their landscapes.

Sharing information and citizen science enables land managers and owners to be effective stewards of their natural environment, and to see the benefits of their actions.

Partnerships between land managers, community groups, Landscape Boards, industry, Aboriginal nations, local and state governments can collectively help to revitalise and restore the quality of our natural environments in a wide range of ways.

Effective stewardship of our natural environments is vital to achieving vibrant biodiversity, sustainable economy and resilient communities.



### Question 17

Are there any minor amendments that could be made in this Bill to current water management processes?

### Question 18

What more substantial water reform do you believe should be looked at as part of subsequent reform processes?

### Question 19

What should be included in the new legislation to enable more effective management of our soils, pest plants and animals?

### Question 20

What should be included in the new legislation to enable better stewardship of our landscapes?



### Question 21

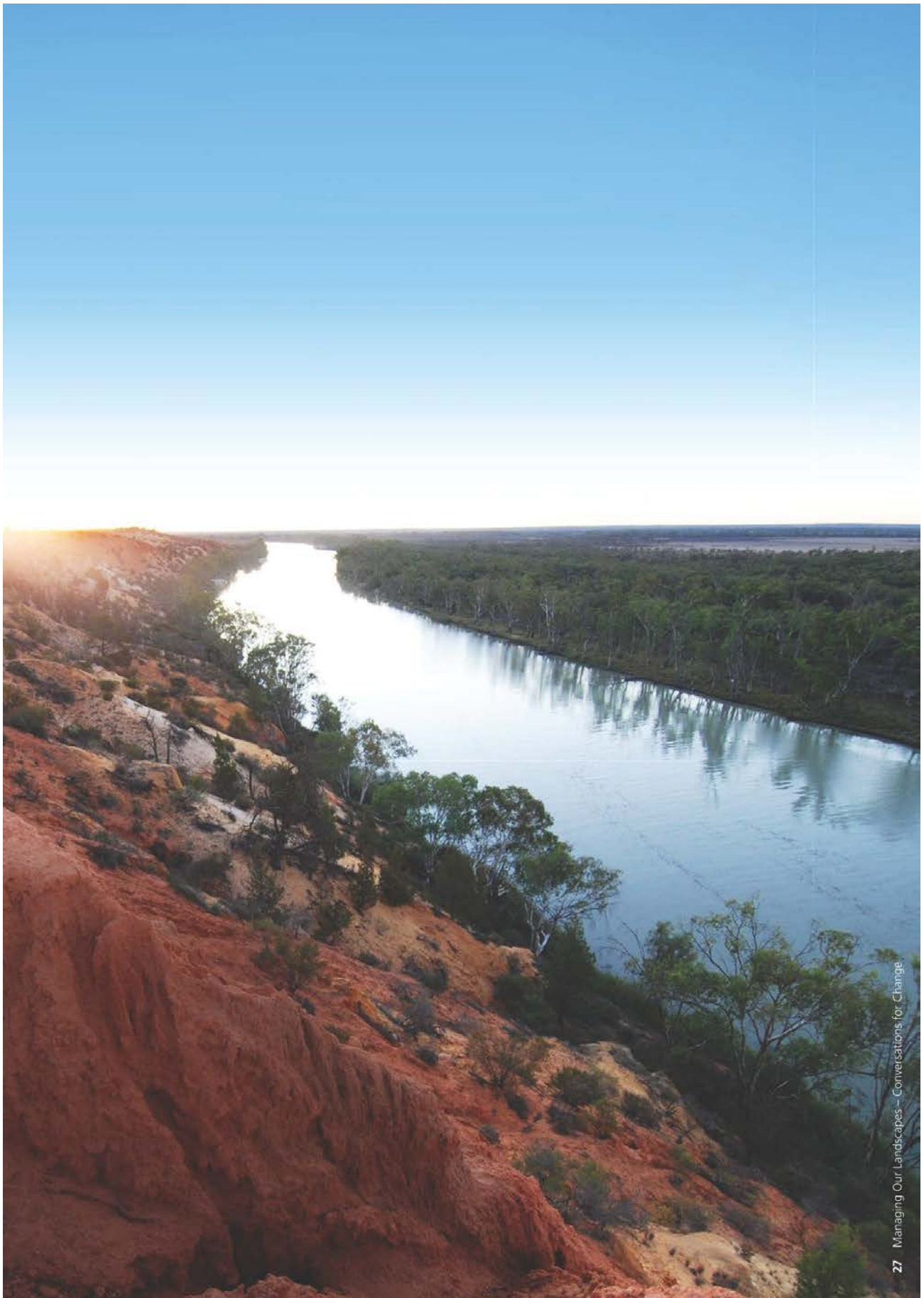
How do you think the new legislation can best enable effective compliance arrangements?

## Compliance

Effective compliance is crucial to sustaining vibrant biodiversity, productive farms, food security and relationships between neighbours.

Compliance priorities and investments should be risk-based, strategic and targeted to the issues of greatest risk or concern. Priorities must take into account scientific as well as local and cultural knowledge. Processes should ensure compliance breaches are resolved in a timely, consistent and cost-effective manner. Penalties should encourage compliance and be proportional to the risks posed by breaches. The community should also have faith in, and consistent expectations of, the compliance system – that it will protect landscapes from willful or negligent non-compliance by individuals and entities.

Further consideration is required of the relationship between regional Landscape Boards, government agencies and the Crown Solicitor's Office in relation to compliance.



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# Future opportunities

Effective and sustainable landscape management requires much more than a new piece of legislation. A wide range of other laws intersect with landscape management, and the effectiveness of these interactions will significantly affect the success of our efforts. Some of this legislation includes:

- *The Aquaculture Act 2001*
- *The Coast Protection Act 1972*
- *The Fisheries Management Act 2007*
- *The National Parks and Wildlife Act 1972*
- *The Native Vegetation Act 1991*
- *The Pastoral Land Management and Conservation Act 1989*
- *The Planning, Development and Infrastructure Act 2016*
- *The Water Industry Act 2012*

This process focuses on the Landscape South Australia reforms. However as part of the government's future agenda, there will be opportunities to explore improved interactions between these laws. Further engagement will be required on any further reforms in coming years.





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[www.yoursay.sa.gov.au/landscape-reform](http://www.yoursay.sa.gov.au/landscape-reform)



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## **Proposed Feedback on Landscape Reform**

The following feedback from the City of West Torrens (Council) is provided on the Discussion Paper 'Managing our Landscapes' to the Independent Facilitator Landscape Reform.

### **Response**

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**Note** -although the boundaries of Green Adelaide have not yet been defined, it is assumed that it will include the area of the City of West Torrens.

The Discussion Paper on Green Adelaide is currently being prepared by the State Government and therefore the City of West Torrens can only provide responses on the limited information currently available. Council expects to be given opportunity to comment on the Green Adelaide Discussion Paper when it is publicly released.

In the meantime, the following feedback on the Discussion Paper 'Managing our Landscapes' is provided below.

#### ***Legislation***

Details about what is staying and what is going from the NRM Act into the new Act is currently not described. This information would be useful in understanding potential implications and/or benefits.

How will the new Landscape SA Act interact with the Planning, Development and Infrastructure Act?

### **Landscape Boards**

#### ***Membership of Landscape Boards***

It is proposed that Green Adelaide will have an expert Board appointed by the Minister for Environment and Water, however the nine Landscape Boards also include community elected members.

- Why doesn't Green Adelaide include community elected members?
- What appointment criteria will Board members need to meet, particularly to ensure members bring local knowledge and skills?
- What will be the term of each Board?

The proposal is that community members may be elected through a voting process similar to other electoral processes which would require a significant amount of time and money to undertake. Assuming that this process is funded by each Landscape Board, it has the potential to have a significant impact on the Board's budget. In terms of the community elected members, will there be a requirement for them to have any experience or skills relevant to the role or will it be up to the individual Boards to determine their requirements?

#### **Priorities for Green Adelaide**

The Discussion Paper outlines 7 priorities for Green Adelaide. These are vague. Instead, a set of objectives and desired outcomes are required for each, as well as assigning roles and responsibilities for Green Adelaide.

**1. Coastal management** - what will be Green Adelaide's responsibilities for coastal management compared to the existing agencies currently involved?



**2. Urban rivers and wetlands** - urban rivers and wetlands in metropolitan Adelaide are cared for by a range of authorities, such as local councils, SA Water, the Adelaide and Mount Lofty NRM Board, etc. What will Green Adelaide's role be?

Funding from the NRM Board through the River Torrens Recovery Project has been fundamental in assisting Council with riverine activities such as weed removal, revegetation and community projects. The NRM Board has also made significant contribution to projects such as Breakout Creek (Stages 1 and 2). Will this funding still be available under the new model?

The strategic overview of the broader urban river network is fundamental to engage the different stakeholders such as councils and private land holders further upstream. If there is not a coordinated response for the whole system, then local efforts will not be as effective in relation to the management of water quality, pest plant and animal species, revegetation and biodiversity corridors.

**3. Water sensitive design** - Water sensitive urban design (WSUD) is mostly designed and installed by local councils in their streetscapes, with capacity building undertaken by Water Sensitive SA and some funding available from the Environment Protection Authority (EPA). What will Green Adelaide's role be in WSUD?

**4. Green streets and flourishing parklands** - 'Green streets' is one of the seven priorities listed for Green Adelaide, and is supported by Council.

How can any Adelaide's ecology be maintained or improved when infill development policies are resulting in the removal of green cover on private properties and on public council land, such as street verges?

The City of West Torrens is undergoing much change through population changes, housing infill and loss of greening. How will Green Adelaide achieve its priority of creating 'green streets' in this council area?

Green cover such as trees plays an important role in the health of the community and natural environment. The loss of trees can have detrimental impacts on the long-term physical and mental health of the community, economic prosperity and resilience to climate change.

Urban infill development is often undertaken by clearing the land parcel of all its vegetation, then building in a manner that provides little or no space for replacement of greening. It also often results in the loss of street trees to make way for more driveways. The loss of greening is disconnecting biodiversity corridors which are needed for healthy ecosystems. Legislation to protect significant trees is not strong enough in the face of urban development aspirations. What mechanism will Green Adelaide provide to assist in protecting existing trees and in adding more trees to streets?

New developments are not being designed to support urban biodiversity or to maintain tree canopy cover. Private gardens are being replaced with more hard surfaces, resulting in higher average surface temperatures, known as the urban heat island effect. This places people at risk of heat exposure (and other impacts), and this situation is likely to be exacerbated in the future as the impacts of climate change are felt.

The City of West Torrens is seeking ways to increase green cover along streets and in its parks, such as through water sensitive urban design and increasing plantings, however more assistance is needed to protect street trees and to maintain green cover on private properties. What role will Green Adelaide play in protecting and improving green cover?

What is meant by 'flourishing' parklands and how will Green Adelaide achieve this priority? It all sounds nice but what targets or measurements are in place to articulate outcomes against this?

**5. Fauna in the city** - what is meant by fauna in the city? What is the objective for this and how will Green Adelaide achieve it?

**6. Controlling pest plants and animals** - Funding is provided to councils to assist with the management of pest species. Will this funding continue in its current form (in partnership with councils) or will current arrangements be impacted by the new structure?

**7. Nature education** - What is meant by this term? Is it consistent with current NRM type education offered? A continued focus on 'sustainability' education and hands on activities for school and community programs is supported.

It is mentioned that Green Adelaide "could" have a strategic and influencing role. Council questions the use of the term "could" as it would expect Green Adelaide to have that role. Is that not that what Green Adelaide has been created for?

It is anticipated that these issues may be addressed in the yet to be released discussion paper on Green Adelaide.

### **Landscape Plans and a Green Adelaide Plan**

The discussion paper states that the current NRM plans are all unique with few requirements for consistency making it difficult to compare and to provide consistent oversight. Council supports a simplified plan structure proposed but questions the reporting and evaluation process which allows each region to reflect their community requirements for reporting. How does this maintain the consistency desired to allow overall management of the state landscape?

The paper states that some of the on-ground delivery would be outsourced to the private sector and local councils. How will this process work? Will councils be required to apply for funding from the Landscape Board to undertake works or will this be tendered? More information is required to understand how the new Board would outsource on-ground works to councils, and what kind of activities this may include.

The City of West Torrens supports opportunities to partner with Green Adelaide but more detail is needed to understand what kind of opportunities will be offered by Green Adelaide to councils.

Developing partnerships with the community (individuals and organisations) has always been a valuable outcome of NRM. The Discussion Paper identifies an opportunity for local councils to apply to undertake some of the work. More detail is required to understand this more fully.

The City of West Torrens greatly values the grants and other funding programs offered by the Adelaide Mount Lofty Ranges NRM Board, such as climate adaptation, River Torrens recovery, etc. Will funding from Green Adelaide continue to fund current programs?

### **Improving the Levy System**

The Discussion paper states that Green Adelaide will raise levies in a similar way to new Landscape Boards, i.e. via council rates. More detail about the collection and spending of levies is required in order to provide comment.

The Discussion paper outlines that all levies collected in a region are spent in that region – except for a percentage of all levies collected each year from some or all Landscape Boards and Green Adelaide that would contribute to a Grassroots Grants program and a Landscape Priorities Fund. What portion of the levy will be required to contribute to this, or how will the contribution required from each area be calculated? Why would the levy not be collected from all areas?

Council supports the intent to offer greater transparency in the distribution of the levy and investment across the City of West Torrens.

The new reform aims to reduce red tape; however the new Landscape SA Bill will establish a regulator to oversee a cap on levy increases. This seems to be contradictory to intention to reduce red tape and administration.

The paper states that the levy will continue to be collected in the most cost effective method - by local councils as part of council rates. How was it determined that this is the most cost effective method of collection? It may be the most cost effective for State Government but represents an administrative cost to councils which is not recognised by any contribution from State Government and perception among some community members is that it is a council imposed charge. Council does not support the continued collection of levies through Council rates.

### **Cross Regional and Statewide Coordination**

Council agrees that there is a level of cross regional and statewide coordination required to ensure a consistent approach to issues affecting more than one region. Experience shows that gaining cooperation from such a large, diverse group may be difficult and so any cross regional or statewide coordination would need to be driven in accordance with State plans and planning legislation.

### **Grassroots Grant Program**

It is unclear how all Landscape Boards and Green Adelaide would co-administer the grants program. Is it intended that the \$2 million is one bucket of funds and if so, would grants be available on a first come first serve basis until the money is spent? Is it intended that there is one body which evaluates grant applications which is made up of representatives of each Landscape Board and Green Adelaide?

The idea of the new Landscape Management framework is to empower local communities. Grant management would require some level of local knowledge to ensure that grant funds were allocated to projects that were community priorities and therefore, there may need to be a step in between where the grant applications are validated by the Landscape Board for the region prior to being submitted to the Grassroots Grant program.

### ***Language/ Terminology used in the Discussion Paper***

Less jargon is required, while more detail is needed to better understand the Landscape reform. For example, one of the key aims of Green Adelaide is to be the most 'ecologically vibrant' city in the world. What is meant by the term 'vibrant' and how will this be monitored or benchmarked? How are metropolitan councils expected to help achieve this aim?

The Discussion Paper includes 'Nature Education' as one of the seven priorities of Green Adelaide. It is not clear what is meant by this terminology; however a continued focus on

'sustainability' education and hands on activities for school and community programs is supported.

Is it outlined that a key achievement is "ecosystems that are able to adapt and persist in the face of change". What is meant by change in this context - is it climate, urban development? What specific mechanisms will be put in place to achieve this?

What is meant by 'sustainable economy'? Responsibility for achieving this is not a role for the Landscape SA Act. Rather, a stronger focus and linkages with climate change adaptation should be stated so that we build capacity for the community to become more resilient to the potential impacts of climate change.

The Discussion Paper provides an overview of Compliance. What is meant by 'effective compliance'? Who and how will monitoring and compliance be undertaken, particularly as less money is going to be spent on administration by the Boards?

The section on water management only refers to administrative considerations around water licenses and water affecting activities. It should also incorporate consideration for water quality.

The Discussion Paper includes a series of questions to prompt community feedback. Council's responses to these are provided in the table below:

<b>MANAGING OUR LANDSCAPES - Landscape Reform</b>	
<b><i>Questions in the Discussion Paper</i></b>	<b><i>Council Response</i></b>
Question 1 - What is most important to you in managing natural resources?	Acknowledge that natural resources boundaries and issues spread across Board boundaries and so cooperation between Boards and other Government agencies is vital.  It's important to have a set of clearly stated objectives and mechanisms to achieve such objectives.
Question 2 - What do you think is working well about how we manage natural resources?	Current arrangements in working closely with local government to provide support, funding to undertake weed control and revegetation projects.
Question 3 - What do you think should be changed about how we manage natural resources?	Management of natural resources needs to address the loss of urban vegetation on private and public land.
Question 4 - How do you think we can best enable landscape scale restoration projects?	It is important that efforts are undertaken to work with and listen to the impacted communities, and provide the required resources to effectively manage their land.
Question 5 - How do you think we can better recognise and promote Aboriginal peoples' land, water, economic and cultural interests?	Communicate and work directly with Aboriginal peoples' regarding how to address this.  Consider opportunities to include Aboriginal people on each of the Landscape Boards.
Question 6 - How can Landscape Boards best facilitate the management of natural resources by their communities?	Listen to the communities by holding frequent opportunities to discuss issues. Develop solutions with local communities to gain their understanding, support and cooperation.
Question 7 - What do you think is the best approach for electing the three community members to the Landscape Board in each region?	Develop clear criteria to guide the appointment of members. The Board membership must include a strong knowledge of ecology, land management and climate change.
Question 8 - How could Green Adelaide help to make Adelaide a more ecologically vibrant city?	Need to acknowledge the likely impacts of climate change, such as the effect of higher temperatures and lower rainfall on urban vegetation and therefore on habitat. Need to identify strategies to maintain existing ecological values and methods

	<p>aimed at improving such values.</p> <p>Contribute funding to councils for the planting and maintenance of more green cover throughout the suburbs. Without green cover it's hard to maintain healthy ecosystems!</p> <p>Provide an effective mechanism that councils can use to protect and maintain existing green cover.</p> <p>Provide funding to councils to assist in the planting and maintenance of more street trees. More trees will result in more habitats for a range of wildlife. Trees will also provide shading and cooling, improve suburb character and 'sense of place', higher real estate values, greater opportunity for neighbourhood interactions and improve the community health and well-being.</p> <p>Work with State and Local Government to identify biodiversity corridors and develop strategies together to maintain and improve these.</p> <p>Work with State Government and Local Government to require a minimum pervious garden area for new developments, including minimum tree canopy coverage for each allotment. This would help reduce the urban heat island effect by offering shade and water retention through soils (lowering surface temperatures), improved stormwater management and quality, and strengthen biodiversity corridors across the region.</p>
Question 9 - How can regional planning be streamlined?	-
Question 10 - How can regional plans be more accessible to the community, while becoming more consistent in format and terminology?	Utilise less "buzz words" and "jargon", and remove overtly bureaucratic documentation.
Question 11 - How do we best measure and report outcomes from managing natural resources?	<p>Clearly define the objectives and actions for each issue.</p> <p>If the issue spreads across Board boundaries then the relevant Boards need to develop the objectives and actions together (with their communities) and ensure their plans reflect a coordinated</p>



	approach.
Question 12 - How important is it to have more consistency in the way land and water levies are raised across the state?	It is important that the levy collection and expenditure system is open and transparent.
Question 13 - How can we best fund high priority landscape scale projects?	Ensure capital and maintenance costs are clearly identified, and then allocate funding accordingly. Maintain ongoing works to ensure desired outcomes are maintained.
Question 14 - How important is it to coordinate efforts to manage our natural resources across regions? How could this best be achieved?	Very important. For example, in the case of the River Torrens, the City of West Torrens receives water from upstream, which can impact water quality as well as pest plant species that are washed downstream. Furthermore, working across the Landscape Boards and Greening Adelaide will allow for biodiversity corridors to be developed and other cross-boundary initiatives which encourage connectivity.
Question 15 - How could a Grassroots Grants program best work?	Provide adequate promotion, and ensure clear communication with all relevant stakeholders through each stage of the program.
Question 16 - What are the highest priority ways we could improve pest plant and animal control?	It is important that each Board clearly outline, and spatially define, its pest and animal control issues. Each Board is likely to have different issues that require different actions and priorities.
Question 17 - Are there any minor amendments that could be made in this Bill to current water management processes?	Legislation should include a focus on improving water quality as this is currently not adequately covered. The Bill could be improved through requiring better stormwater management and installation of WSUD features to achieve better water quality.
Question 18 - What more substantial water reform do you believe should be looked at as part of subsequent reform processes?	-
Question 19 - What should be included in the new legislation to enable more effective management of our soils, pest plants and animals?	How is this question relevant for metro Adelaide? Metro Adelaide needs legislation that aims to provide effective protection of street trees and to introduce minimum pervious garden areas for new developments on private property.
Question 20 - What should be included in the new legislation to enable better stewardship of our landscapes?	Integrate the new Landscape SA Act with the PDI Act to share objectives and outcomes for the management of natural resources in urban areas and in the

	<p>regions.</p> <p>Require a minimum pervious garden area and tree canopy coverage for new developments.</p>
<p>Question 21 - How do you think the new legislation can best enable effective compliance arrangements?</p>	<p>Identify the likely compliance issues and ensure sufficient resources are allocated to manage such issues. This may include an awareness raising program to better inform the community of expectations and compliance issues.</p> <p>Ensure the timing of compliance is undertaken to suit the nature of the offence.</p>

### 11.3 Consultation Response to Assessment Pathways: How Will They Work? - Technical Discussion Paper

#### Brief

This report presents proposed feedback to the Department of Planning, Transport and Infrastructure on its technical discussion paper entitled 'Assessment Pathways: How Will They Work'?

#### RECOMMENDATION

The Committee recommends to Council that:

1. The proposed feedback, as detailed in **Attachment 2** of the agenda report, be approved and submitted to the Department of Planning, Transport and Infrastructure as Council's response to its request for feedback through the consultation on the *Assessment Pathways: How Will They Work?* - Technical Discussion Paper.
2. The Chief Executive Officer be authorised to approve any minor additions or changes of an editorial nature required prior to final submission to DPTI.

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#### Introduction

The Department of Planning, Transport and Infrastructure (DPTI) has released a number of discussion papers for consultation including *Assessment Pathways: How Will They Work?* (**Attachment 1**) Assessment pathways form a key part of the planning reform and are designed to guide the application process and create confidence in the planning system.

'Assessment Pathways' refers to the processes a development application will go through when lodged under the Planning, Development and Infrastructure Act 2016 (the Act). This discussion paper explores what will happen at each stage of the application process.

Feedback from the consultation will help inform the future assessment system, which will include Regulations, Practice Directions, and Policy Framework within the *Planning and Design Code*.

This report presents proposed feedback on the discussion paper for Council's consideration and approval for submission to DPTI.

#### Discussion

The detailed feedback on the discussion paper is contained within **Attachment 2** however, there are a number of issues worthy of highlighting.

##### ***Private Sector Accredited Professionals***

The expanded role of private sector accredited professionals, who will become relevant authorities and make decisions in their own right when these provisions of the *Planning Development and Infrastructure Act 2016* are switched on, raises a range of issues around independence, autonomy, transparency, accountability and conflicts of interest. One such issue is the difficulty in seeing how a private sector accredited professional (relevant authority) can **impartially** assess a development application, including determining if public notification is required when the applicant is a paying client.

### **Deemed Consent**

Deemed consents have been introduced into the new planning system to improve the timeliness of development assessment as it provides an avenue for applicants to obtain consent if the relevant authority has not processed the application in the statutory timeframe. However, this process may actually result in a number of negative outcomes including:

- A disincentive to negotiate to reach agreement on better development outcomes
- More refusals as relevant authorities get closer to the deadline, they may refuse an application which could have been negotiated given additional time
- A reliance on conditions placed on the consent to try to achieve better outcomes
- More legal action as relevant authorities must apply to the court to quash a deemed consent and applicants appeal refusals.
- Potential for a private sector accredited professional to delay the processing of an application to facilitate an automatic consent.

### **Public Notification**

Public notification requirements have been further reduced in the new assessment pathways. For applications that contain a mix of deemed-to-satisfy and performance assessed elements, only the performance assessed elements are subject to public notification. It is unclear at this stage how that will work from a practical perspective as it may mean that the community is only privy to some aspects of a development, reducing their ability to make an informed submission.

However, for those applications requiring public notification, a sign must be placed on the subject land and as such it is proposed that Council supports this initiative as it provides greater community awareness of proposed development.

### **Revenue and Community Expectations**

The new assessment pathways may, over time, result in a reduction in applications assessed by Council staff and CAP which, amongst other things will mean a potential reduction in revenue for Council. However, community expectations are not likely to change with Council being the first point of contact for development matters, even if Council is not the relevant authority, for the application. Coupled with the costs that Council will incur for the State Government's ePlanning portal, this may result in a funding shortfall for Council, the extent of which is an unknown at this point.

Further detail on these issues and other comments are contained in **Attachment 2**.

### **Conclusion**

This report presents the *How Will They Work? - Technical Discussion Paper* which has been released for consultation by the Department for Planning, Transport and Infrastructure and proposes feedback for Council's consideration, approval and submission.

### **Attachments**

1. **Assessment Pathways: How Will They Work? - Technical Discussion Paper**
2. **Assessment Pathways Consultation Response**



## ASSESSMENT PATHWAYS: HOW WILL THEY WORK? TECHNICAL DISCUSSION PAPER

August – October 2018



[saplanningportal.sa.gov.au](http://saplanningportal.sa.gov.au)



Government of South Australia  
Department of Planning,  
Transport and Infrastructure





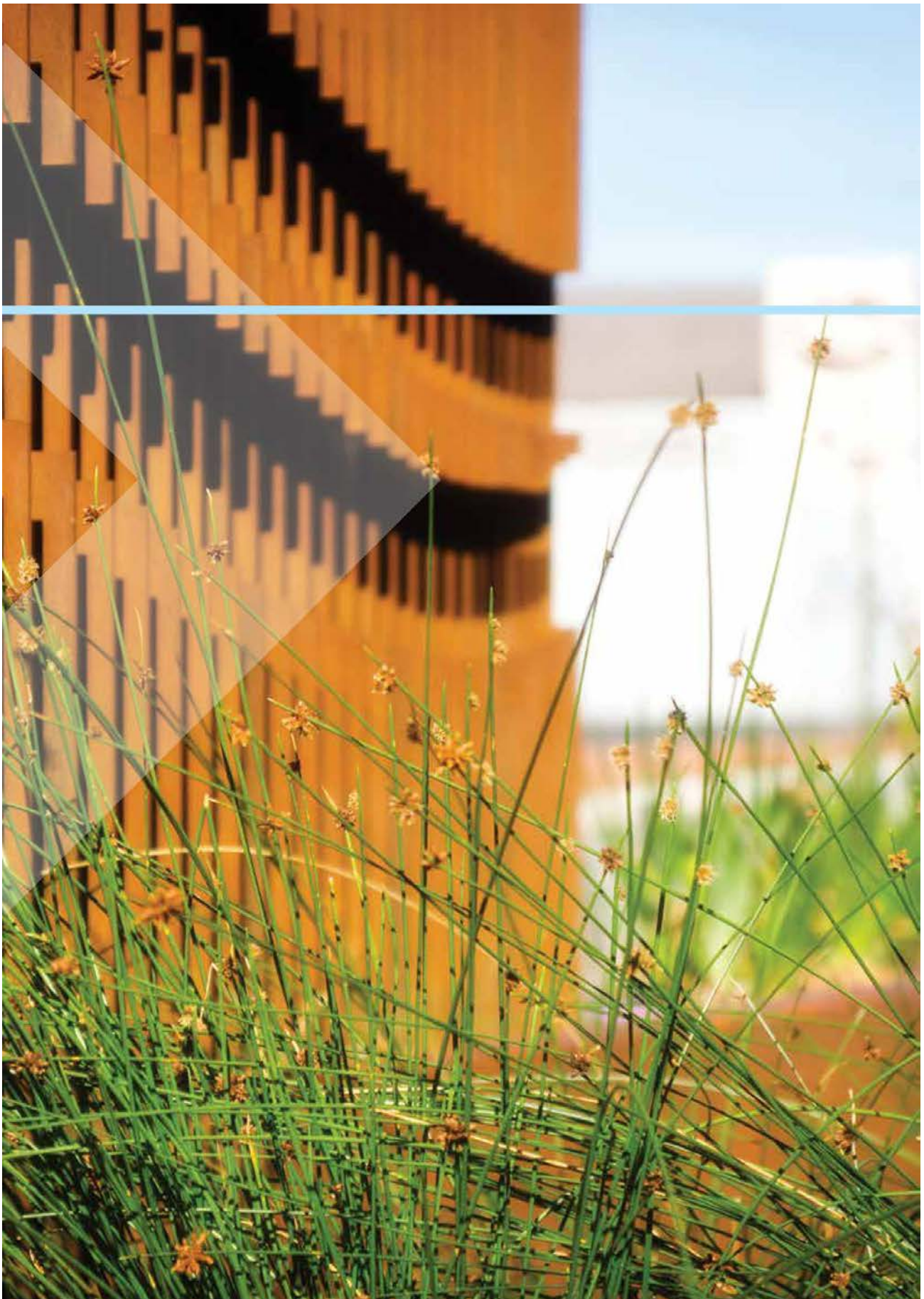
Assessment Pathways:  
How will they work?  
Department of Planning,  
Transport and Infrastructure  
August 2018  
ONLINE: 978-0-7590-0289-0





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Assessment Pathways: How will they work?



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## WHAT IS THE ASSESSMENT PATHWAYS DISCUSSION PAPER?

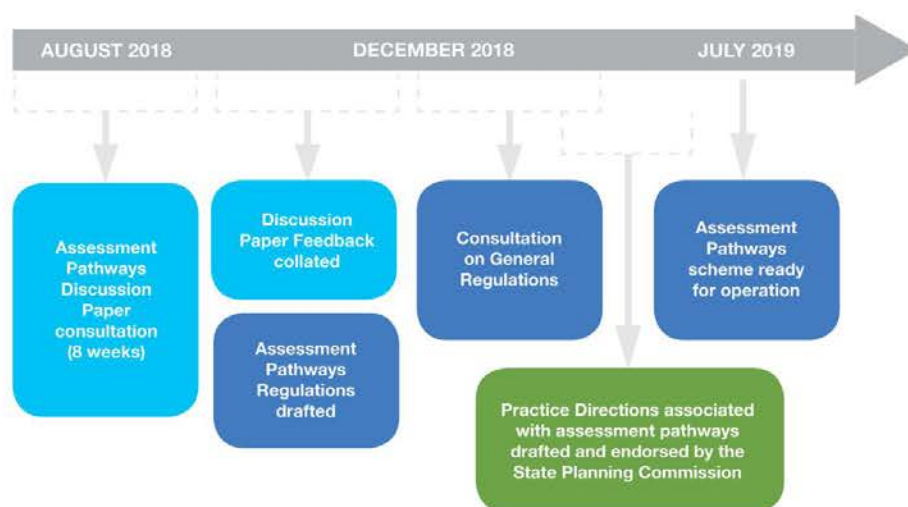
South Australia's new, more efficient planning system aims to modernise the way planning and development outcomes are delivered across the state. The new system is being created with input from the community, planners, developers and other interested parties. A key part of this reform is the new assessment pathways, which are designed to create confidence in the planning system.

'Assessment Pathways' refers to the processes a development application will go through when lodged under the *Planning, Development and Infrastructure Act 2016* (**the Act**). This discussion paper explores what will happen at each stage of the application process.

While the paper will assist in understanding what the Act requires, it will also raise some critical

questions about how the detailed aspects of the assessment pathways should work. Each section of this paper includes a series of key questions to assist in determining the most appropriate pathways/procedures/principles.

Consultation on this discussion paper is open. Feedback will help inform our future assessment system, which will include Regulations, Practice Directions, and policy framework within the Planning and Design Code. Further engagement will be undertaken on the detail of the pathways as each of these new planning tools are developed. The assessment pathways will be in place when the State's new planning rulebook - the Planning and Design Code (**The Code**) - is first implemented.



We invite you to participate and share your opinions as we shape and progress development of the assessment pathways.

Your feedback is encouraged via:

- SA Planning Portal: Visit the Have Your Say webpage and lodge a submission at [http://www.saplanningportal.sa.gov.au/have\\_your\\_say](http://www.saplanningportal.sa.gov.au/have_your_say)
- Email: [DPTI.PlanningEngagement@sa.gov.au](mailto:DPTI.PlanningEngagement@sa.gov.au)
- Post: PO Box 1815, Adelaide SA 5001.

Assessment Pathways: How will they work?



## EXECUTIVE SUMMARY

The new planning and development system focuses on getting the planning policies right: policies that will support good planning decisions and outcomes. This focus relies on getting community input and ideas early in the process, through genuine community engagement, so that subsequent planning and development is guided by these aspirations. Local councils will work with their communities to decide on local planning priorities, and state bodies will set state-wide planning policies in consultation with key stakeholders. It is essential that this engagement is genuine and effective, in accordance with the State Planning Commission's Community Engagement Charter.

Based on community input, planning policies will be identified and presented in a clear and concise way to encourage confidence and certainty in the planning system. Under the new system, people building a home or extending their property, or those investing in an area, will benefit from a more streamlined process: they will have greater clarity about what policies apply to their situation; their applications that satisfy the planning policies will be assessed quickly and transparently by an accredited professional (of their choice); and they will be able to track their application in real-time via the ePlanning portal.

Public notification processes will be improved. Simple, expected development will be assessed efficiently without notification. More complex development will be notified to neighbours in the affected area, including placing a sign on the proposed development's site. Development with state-wide significance will have tailored consultation, following an Environmental Impact Statement process.

ePlanning solutions will provide a central, interactive electronic platform to facilitate more efficient development application lodgement and assessment processes. Planning information, publications, maps and data will be accessible 24 hours a day, seven days a week. This provides significant time and cost

savings in the assessment process, and enables the overall performance of the system to be monitored.

Currently, many simple applications are being considered by assessment panels, adding significant costs and time delays. Some complex applications warrant this level of rigour, and our new system caters for this.

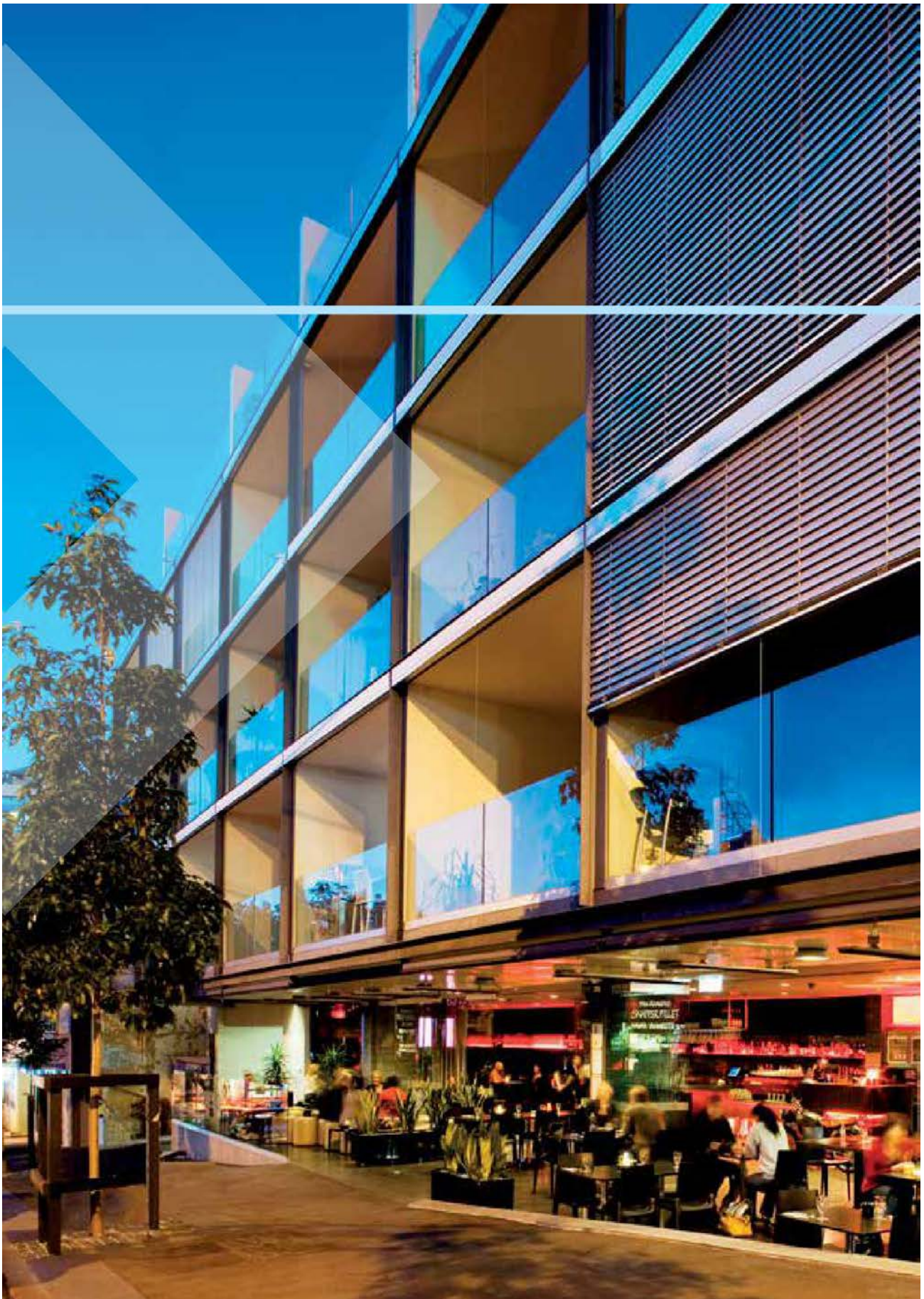
Decision makers in the new system will be qualified and experienced professionals who will undergo regular training and competency audits. For more complex proposals, assessment panels comprising independent experts with the necessary skills, knowledge and experience will ensure appropriate development outcomes.

Feedback received on this discussion paper will inform the drafting of regulations which will support the implementation of assessment pathways under the Act, so that they are in place when the Planning and Design Code is first implemented.

We invite you to participate and share your opinions as we shape and progress development of the assessment pathways for South Australia's new planning system.









Assessment Pathways: How will they work?



# 1. INTRODUCTION

Planning and development in South Australia has evolved over many decades. Expectations of community members and planning, development and building professionals has changed over this time, calling for a more streamlined, effective and transparent planning system.

How we assess proposed development needs to be straightforward, transparent and easy to understand for all involved. We need to reduce red tape while ensuring the facilitation of developments that deliver real benefits for our community.

## 1.1 What are 'assessment pathways'?

The Act sets out the framework for new assessment pathways, such as the new categories of development and relevant authorities. The future Planning and Design Code, regulations and practice directions/guidelines will delineate what forms of development will follow which pathway, and set the details of how the pathways work.

At the simple level, there are some standard steps that are applied across Australia when applications for development are assessed:

1. Lodgement of an application
2. Public notification or referral to a specialist body
3. Assessment
4. Decision.

What varies across jurisdictions includes:

- The information that an applicant needs to provide
- Timeframes for each step
- The assessment authority
- The level of community consultation/notification
- Involvement of other parties in the decision making process
- Legal review/appeals
- The policies about what an application is assessed against
- The ability for staged approvals.

## 1.2 What are the benefits of the new assessment pathways?

- **Range of pathways** – new pathways deal with simple to complex applications in a process commensurate with their complexity.
- **Streamlined decision making** – guaranteed planning consent for new 'deemed-to-satisfy' and 'accepted' pathways to enable streamlined assessment for low-impact development.
- **More certainty** – new processes for preliminary advice, outline consents, staged consents and deemed consent to provide applicants greater certainty through the assessment process.
- **Targeted public notification** – notices placed on development sites will be seen by people who regularly interact with the site, targeting those affected.
- **ePlanning solutions** – a central, interactive electronic platform will facilitate more efficient development application lodgement and assessment processes, with planning information, publications, maps and data accessible around the clock, every day of the year.
- **Focus on design** – design review process for prescribed development will provide better design outcomes for future generations.
- **Appropriate authorities** – an accreditation scheme for planning professionals will ensure all decisions are being made by qualified and experienced practitioners, while more complex applications will be determined by a panel of experts.

### 1.3 What are the key differences in the new assessment system?

The new assessment pathways seek to simplify pathways under the *Development Act 1993*, whilst providing for more streamlined decision-making and greater flexibility to adapt to modern construction requirements.

WHAT'S NEW?	Development Act 1993	Planning, Development and Infrastructure Act 2016
<b>Categories of development</b>	Public notification classified into either Category 1, 2 or 3 Complying, merit, non-complying application types.	3 categories of development: accepted, code assessed, impact assessed (category of development no longer refers to public notification requirements).
<b>Referrals</b>	Referrals to agencies prescribed in Schedule 8 for regard, concurrence or direction.	Referrals limited to matters for direction or concurrence and standard agency comments translated to criteria in the Planning and Design Code. Where allowed by regulations, referrals can be deferred as a reserved matter if requested by the applicant.
<b>Relevant authorities (Planning consent)</b>	Council is the relevant authority, with powers delegated to CEO, council assessment panel, staff, etc. on a council-by-council basis.	Relevant authority will be an accredited professional, assessment manager, assessment panel, the Commission (restricted development) or the Minister (impact assessed development). Council will be the relevant authority for building assessment (where referred) and the issuing of development approval.
<b>ePlanning</b>	No requirement for online system. Councils have different systems for application lodgement/processing/tracking, some hard copy and some electronic.	ePlanning platform to handle all application processes, consistent across the state.
<b>Deemed consent</b>	If an application is not determined within the regulated timeframe, the applicant may apply to the Court for an order requiring the relevant authority to make a determination within 14 days. If a determination is not made within that time, it is taken that consent is refused.	If an application is not determined within the regulated timeframe, the applicant may give the relevant authority a 'deemed consent notice', and it will be taken to have granted the planning consent on the date the notice is received. The relevant authority may then choose to grant the planning consent with conditions (within 10 business days), or apply to the Court for an order quashing the consent.

Assessment Pathways: How will they work?



WHAT'S NEW?	Development Act 1993	Planning, Development and Infrastructure Act 2016
<b>Outline consents</b>	Nil	Matters prescribed in a Practice Direction may be granted 'outline consent' to provide upfront certainty for certain application concepts (e.g. building heights within certain zones).
<b>Restricted development pathway</b>	Non-complying development assessed by the council with concurrence of the Commission (or vice versa).	'Restricted' development assessed by the Commission.
<b>Staged consents</b>	Consents must be obtained in order, with elements of a development contained and assessed in a single application, within which the development can be staged.	Consents can be obtained in any order, while different elements of a development can be assessed separately (including by different authorities).
<b>Impact-assessed development</b>	Major projects determined by the Governor.	Impact assessed development (not restricted) determined by the Minister.
<b>Design</b>	'Design review' undertaken informally for certain multi-storey projects in the inner metropolitan area by the Office of Design and Architecture SA (ODASA) as part of voluntary pre-lodgement services.	Design panels facilitated by the Act, which may be undertaken for classes of development specified in the Code. Additionally, design standards will be issued by the Commission.
<b>Building - Accreditation</b>	Only registered Level 1 private certifiers – or those that have received mutual recognition – can provide Building Consent. Level 2 and 3 certifiers can assist a Level 1 certifier but cannot provide consent.	Accreditation scheme allows building certifiers operating at levels 2 and 3 to directly provide Building Consent for developments they are accredited to provide consent for, as well as new level 4 'inspector' to support increased level of inspections for class 1 and class 10 buildings.



#### 1.4 Guiding principles

The Act has established the basic framework of assessment pathways – the next step is to consider which forms of development should follow which pathway.

The following guiding principles may be used when considering what types of development are assigned to which assessment category, relevant authority and/or public notification requirements:

- 1 Assessment authorities and processes will be proportionate to the level of complexity and impact of a proposed development.
- 2 There will be an overall reduction in the assessment task with an increase in exempt, accepted and deemed-to-satisfy forms of development.
- 3 Assessment authorities will have the required level of accreditation to undertake the assessment task required.
- 4 The system will be cost effective and provide progressive certainty.
- 5 People will be notified of development that directly impacts them and which exceeds the scope/scale of development anticipated by the Planning and Design Code.
- 6 Simple development will follow a streamlined approval process.
- 7 In most circumstances, the relevant authority will be determined at the time of application lodgement.
- 8 Decisions will be transparent.

Assessment Pathways: How will they work?



### 1.5 ePlanning

The new ePlanning system will transform the development application and assessment process from a traditional paper-based system with face-to-face interactions to an online environment where people can access planning services and information from anywhere at any time.

Assessment Pathways will be fundamentally linked with the new ePlanning system, as it will provide the electronic framework through which applications will be lodged, assessed and determined, as well as other associated processes. The processing of

development applications will be streamlined by enabling applications to be lodged and tracked online. **Figure 1** (page 14) provides an example of how steps in the development application process may be managed by the ePlanning system.

In addition to the ePlanning application assessment system, the SA Planning Portal has been updated to improve access to the planning system, making it more transparent and easier to use for all stakeholders, from the public to the assessment authority.



13

### The ePlanning Development application process (basic model)

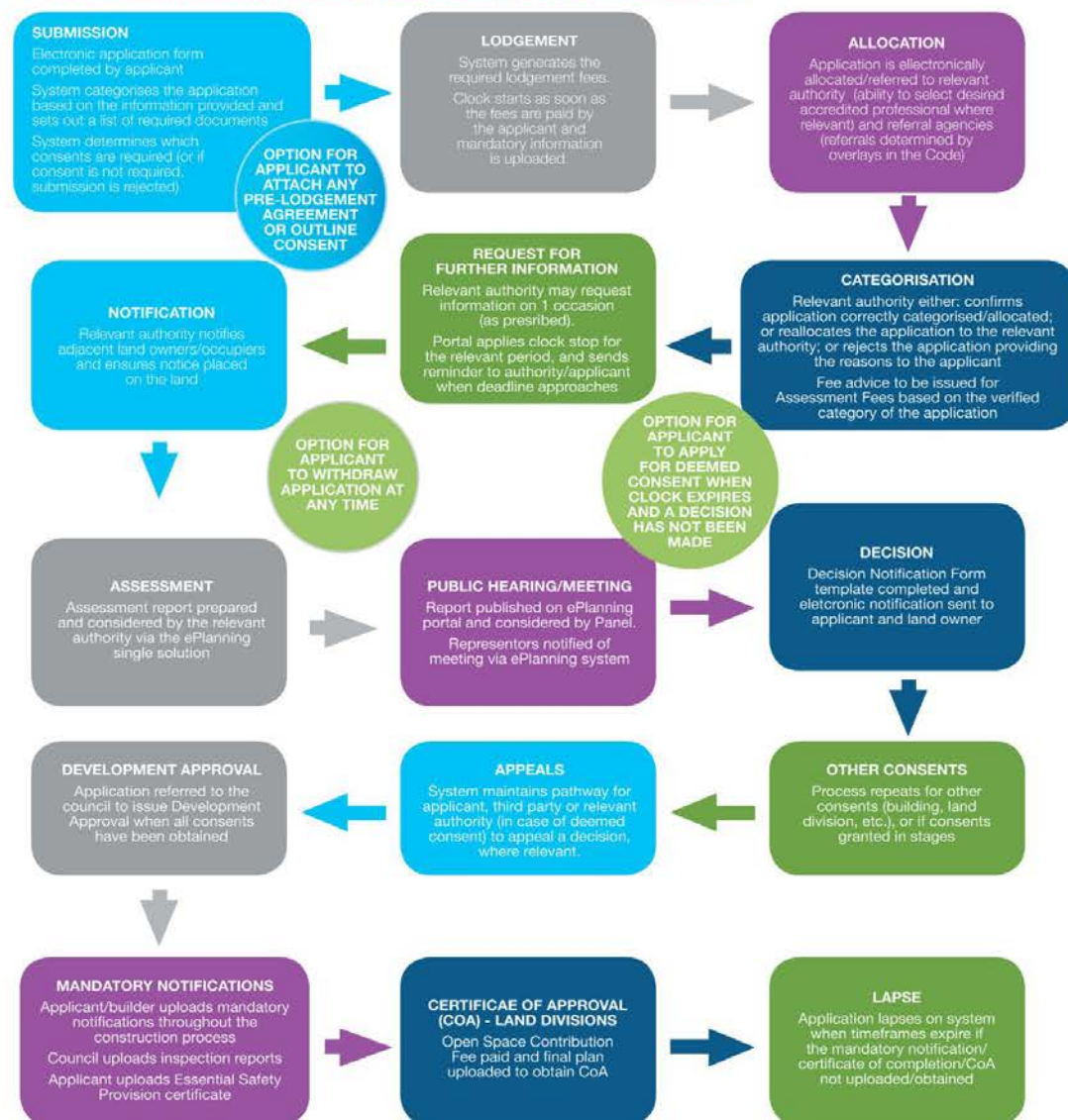
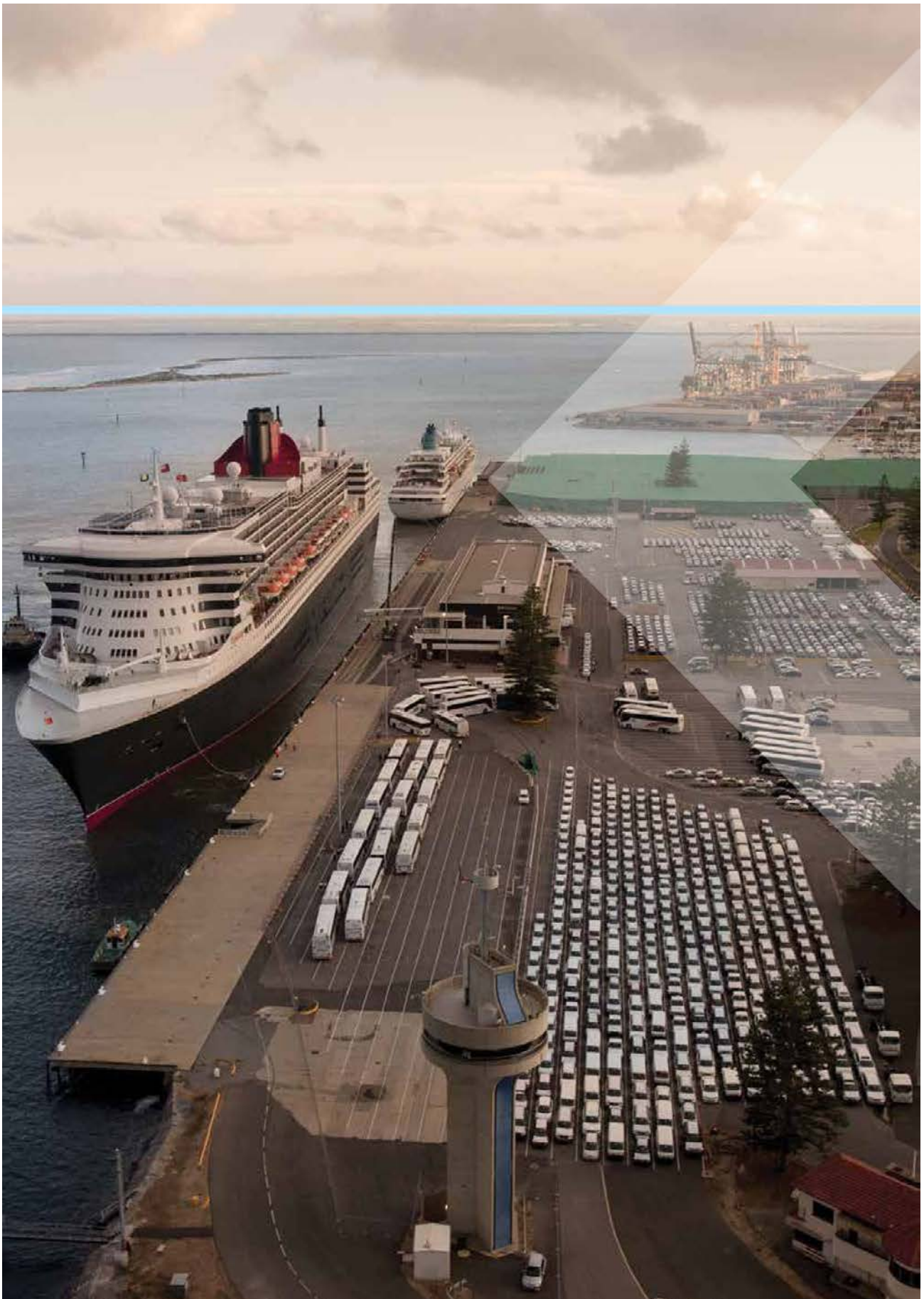


Figure 1. ePlanning system.





## 2. RELEVANT AUTHORITIES (PLANNING)

The credibility of decision making is an important concept that is influenced by the accountability, transparency, expertise, capacity and independence of the decision maker. Where applications are open to discretion and notification, this becomes of even greater importance, and those making submissions need to feel confident that their feedback is given proper consideration in a fair and impartial manner. The relevant authorities under the Act have been established with this in mind.

Every development application will be assigned to a 'relevant authority' for assessment and determination. Relevant planning authorities include:

1. the Minister for Planning
2. the State Planning Commission by delegation to the State Commission Assessment Panel (SCAP) or committee (referred to in this paper as 'the Commission')
3. an Assessment Panel - including Joint Planning Board (JPB) Assessment Panel, Council Assessment Panel, Combined Assessment Panel, Regional Assessment Panel and Local Assessment Panel
4. an assessment manager
5. an accredited professional
6. a council (in relation to building rules consent and/or development approval only).

The Minister will always be the authority for impact-assessed development, other than for restricted where the Commission is the authority. The roles of Assessment Panels, Assessment Manager and Accredited Professionals will be determined in future regulations, informed by feedback from this Discussion Paper.

**Figure 2** (page 17) summarises the key roles and responsibilities of the relevant authorities, while **Figure 3** (page 18) outlines the differences between various assessment panels.

### WHAT'S NEW: AUTHORITY

The Regulations will prescribe the authority for a class of development. This provides greater consistency about when applications will be assessed by a panel, assessment manager or accredited professional. This ensures the right level of skills, knowledge and experience is applied to the assessment of a development application.

Assessment Pathways: How will they work?



## Relevant Authorities






	 <b>MINISTER</b>	 <b>STATE PLANNING COMMISSION</b>	 <b>ASSESSMENT PANELS</b>	 <b>ASSESSMENT MANAGER</b>	 <b>ACCREDITED PROFESSIONAL</b>
<b>RESPONSIBLE FOR</b>	Impact Assessed development (not restricted)	Out of council areas, restricted development, infrastructure, Crown development	To be determined in future regulations	To be determined in future regulations	To be determined in future regulations
<b>SIMILAR TO</b>	The Governor (major project pathway)	Former Development Assessment Commission	Former Regional/Development Assessment Panels	Development Manager with delegated functions	Private certifier in current system
<b>APPOINTED BY</b>		Established under the Act	Council, JPB or Minister	Dept CE, council CE or JPB	Accreditation scheme

Figure 2. Relevant authorities.



## Assessment Panels

	<b>COUNCIL</b>	<b>REGIONAL</b>	<b>COMBINED</b>	<b>LOCAL</b>	<b>JOINT PLANNING BOARD</b>
<b>APPOINTED BY</b>	Appointed by council	Appointed by the Minister	Appointed by the Minister	Appointed by the Minister	Appointed by a Joint Planning Board
<b>MEMBERSHIP</b>	No more than 5 members Up to 1 council member	Membership to be determined by Minister (up to 1 council member)	Membership to be determined by Minister (up to 1 council member)	Membership to be determined by Minister (up to 1 council member)	No more than 5 members Up to 1 council member
<b>FUNCTION</b>	As per former Development Assessment Panels	Consists of 2 or more councils	May assess matters under other laws concurrently (e.g. mining, liquor licensing)	Is a substitute for a Council Assessment Panel	Relates to a group of councils entered into a 'planning agreement'

Figure 3. Assessment Panels.



## 2.1 The Minister

The Minister is the primary custodian of the planning system and is the relevant authority for impact assessed (not restricted) development.

The Minister also determines the composition and powers of Ministerial-appointed panels.

## 2.2 State Planning Commission (the Commission)

The State Planning Commission has been established under the Act. The Act requires the Commission to establish one or more committees (known as Commission Assessment Panels) and delegate its functions and powers as a relevant authority.

The role and function of the committees is to be determined by the State Planning Commission. It can include specific matters relating to a particular development application and/or specific interest areas.

### 2.2.1 State Commission Assessment Panel (SCAP)

The State Planning Commission established the State Commission Assessment Panel (SCAP) on 1 August 2017 to continue the assessment functions formerly undertaken by the Development Assessment Commission. The SCAP currently acts as a delegate of the Commission for determination of all development currently prescribed in Schedule 10 of the *Development Regulations 2008*.

In addition, the SCAP acts as if it was a council for planning and building approvals in areas of the state outside a council area (such as the far north of the state, and many off-shore islands).

## 2.3 Assessment Panels

A person appointed as a member of an assessment panel must be an accredited professional, except if the person is a member, or former member, of a council, and the designated authority is satisfied that the person is appropriately qualified to act as a member of the assessment panel on account of the person's experience in local government.

All assessment panels must also have an assessment manager, who may be an employee of a council, who will operate as the panel's Executive Officer. Assessment managers must be an accredited professional or a person of a prescribed class (refer to *Accredited Professionals Discussion Paper* for more information).

### 2.3.1 Council Assessment Panels

In the new system, former Development Assessment Panels have changed to Council Assessment Panels (CAPs). The most significant changes are the panel's composition and requirement for members to be accredited. A CAP may:

- Include no more than five members appointed by a council
- Include up to one council member (or former council member).

All independent members of an Assessment Panel will be required to have relevant accreditation, however a council member (or former council member) is not required to be accredited.

### 2.3.2 Regional Assessment Panels

Regional Assessment Panels (RAPs) will operate similarly to CAPs but are intended to promote regional cooperation and support councils working together. The establishment of, and appointment of members to, a RAP is to be determined by the Minister on request from a group of councils. The Minister may decide the number of members on the RAP, but only one member may be a member (or former member) of a council.

All independent members of a RAP will be required to have relevant accreditation, however a council (or former) member is not required to be accredited.

Assessment Pathways: How will they work?



### 2.3.3 Combined Assessment Panel

A Combined Assessment Panel can be established by the Minister to consider proposals that may require assessment against multiple pieces of legislation. Its membership is to be determined by the Minister. An example where a Combined Assessment Panel may be established could be where a development not only requires consent under the *Planning, Development and Infrastructure Act 2016*, but also under the *Liquor Licensing Act*, *Environment Protection Act*, or *Mining Act* etc.

### 2.3.4 Local Assessment Panels

Local Assessment Panels (LAPs) can be established by the Minister if the Commission has conducted an inquiry into an existing CAP and the CAP is found to not be fulfilling its role and functions appropriately. A LAP is constituted by the Minister upon recommendation of the Commission. If a LAP is established, it may take on all of the roles and functions of the CAP.

### 2.3.5 Joint Planning Board Assessment Panel

The Act provides a mechanism for groups of councils to work together by entering into a 'planning agreement' with the Minister. The intent of the planning agreement is to outline the planning functions which are to be carried out by a Joint Planning Board (JPB). One of the many functions a JPB can undertake is the preparation and amendment of a Regional Plan. In addition, to manage its assessment functions, the Joint Planning Board can establish a Joint Planning Board Assessment Panel.

## 2.4 Assessment Manager

A new role of 'assessment manager' has been created by the Act. An assessment manager must be an accredited professional (or a person of a class prescribed by regulation).

The role of the assessment manager is to provide advice to, and coordinate the business of an assessment panel. The assessment manager will also act as a relevant authority in their own right in cases contemplated by the regulations.

The role of assessment manager will be appointed by the Chief Executive of the council (for a CAP), the Chief Executive of the Department (for a Minister-appointed panel), or by a Joint Planning Board.

Flexibility is provided for smaller councils by enabling assessment managers to be appointed for more than one council, one assessment panel, or can be a contract accredited professional.

## 2.5 Accredited Professional

The recognition of planners as professionals is a new scheme in the Act. The Governor can establish a professional accreditation scheme for planners, building certifiers and other industry professionals involved in making development decisions. The proposed scheme will also recognise the importance of professionals in the decision-making process based on their skills and experience.

An accredited professional will be able to undertake the assessment functions prescribed by the regulations.

A separate discussion paper titled '*Accredited Professionals Scheme Discussion Paper*' which explores how the scheme will operate in the new system was prepared, with consultation held between February and April 2018. Feedback from this consultation has informed the preparation of the draft scheme ahead of its testing and finalisation.

This scheme is now available for feedback.

## 2.6 Council

A council or building certifier may act as a relevant authority for building consent (assessing an application against the building rules).

The council for the area in which a development is to be undertaken will also be the relevant authority for the purposes of granting development approval.

### WHAT'S NEW: COUNCIL DELEGATIONS

Councils will continue as relevant authorities for certain building-related matters, but otherwise an assessment panel/assessment manager/accredited professional will be the relevant authority, rather than a delegate of the council. The relevant authority cannot be directed by the elected body in undertaking their statutory functions.

## 2.7 Delegations

A relevant authority, other than an accredited professional, may delegate any of their functions or powers to a particular person or body.

The instrument of delegation may be subject to conditions or limitations, or may provide for further delegation by the delegate.

### EXAMPLE 1

A Council Assessment Panel may resolve to delegate its authority to the Assessment Manager for applications where no representations are received throughout the public notification period.

### EXAMPLE 2

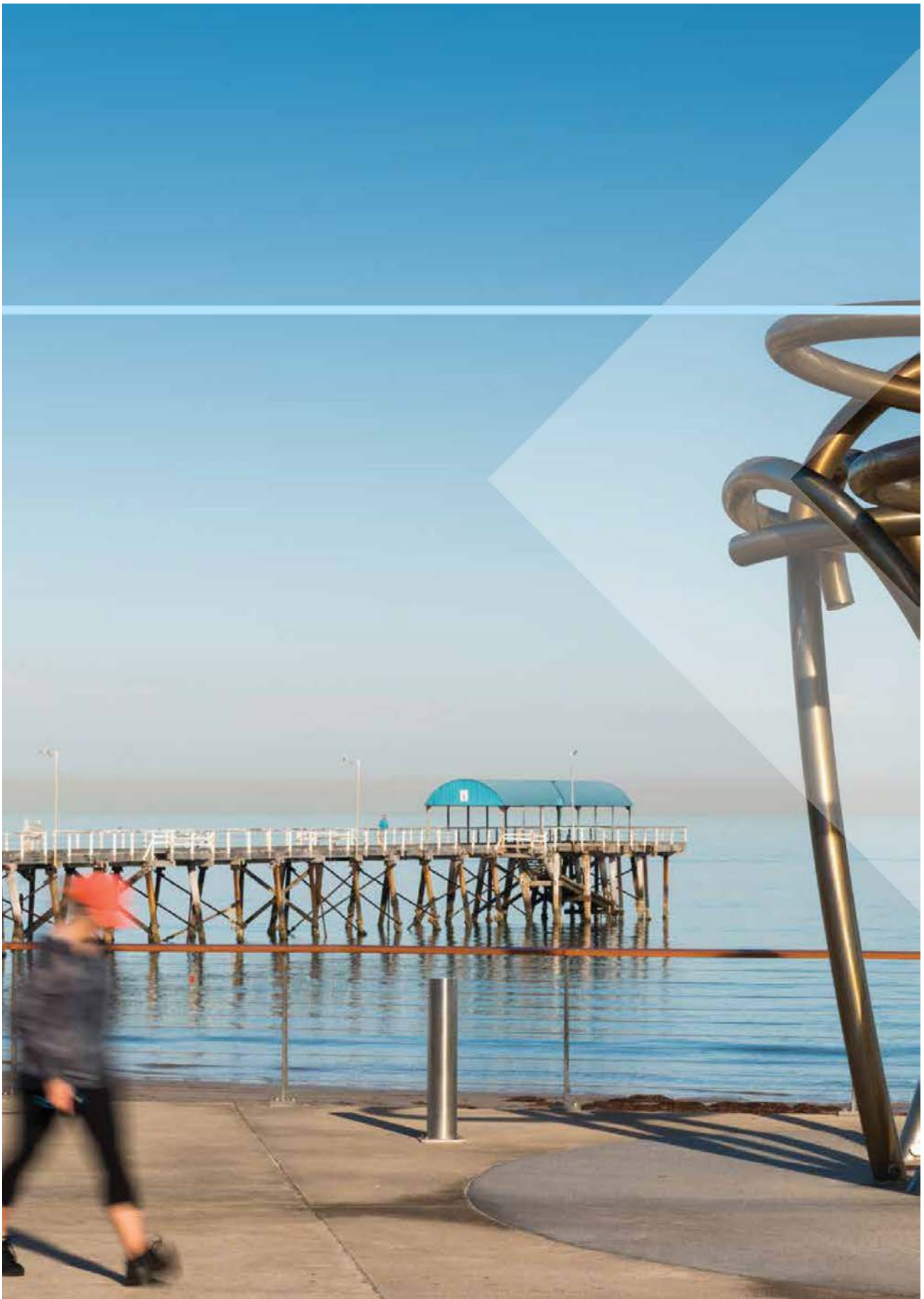
An Assessment Manager may elect to delegate their power of assessment to a staff member of council for certain low-impact types of development.

## Key Question - Relevant Authorities

Code assessed applications are assigned to an assessment panel, except where the regulations assign an assessment manager or accredited professional.

1. **What should be considered when assigning relevant authorities?**





## 3. CATEGORIES OF DEVELOPMENT

The Act prescribes new categories of development, which will determine the pathway a development application follows. The new categories of the development will ensure that the level of rigour in the assessment process matches the complexity of a proposed development. This means that simple, common development follows a quick and streamlined assessment process, whereas development that has a greater scale, complexity or impact will undergo a more comprehensive assessment process.

There are three categories of development established in the new planning framework:

1. **Accepted**
2. **Code assessed (Deemed-to-satisfy or performance assessed)**
3. **Impact assessed (Restricted or impact-assessed).**

Each of the three categories of development will also have a series of potential assessment pathways which influence the relevant authority and public notification requirements (see **Figure 4** on page 24).

### 3.1 What types of development will be assigned to each category?

The future regulations and Code will assign development to the assessment categories. Feedback from this discussion paper will assist in the process of determining the key principles to guide that assignment process, which will also require consideration of the policy framework in the Code.

This chapter describes some of the potential characteristics of development in each of the assessment categories. As a general principle, as the impact of a development increases, so will the category and corresponding level of assessment. If a development is standard or expected in a particular area, has minimal impact and warrants a quantifiable

(numeric) assessment, it will be at the low end of the assessment scale (i.e. accepted or deemed-to-satisfy). If, however, the development is not specifically envisaged by the policy, has a significant or unknown level of impact, and requires a qualitative assessment of those impacts, it will fall into a category at the higher end of the assessment scale (i.e. impact assessed development). This scalable assessment process is illustrated in **Figure 5** (page 26).

The following principles may be considered when assigning assessment categories:

- Urban form has changed and continues to change, particularly in Adelaide, in response to shifting community values influenced by the impacts of technology and economic conditions.
- When the last significant legislative change in planning occurred, environmental protection legislation was also introduced. After 20 years, there may be issues or impacts that do not require control by both sets of legislation.
- Improvements in technology (including the ability to model impacts) has increased confidence in predicting impacts, such as noise impact and overshadowing modelling. This may change how different types of development are considered.
- Changes in how people access goods and services may change our assumptions about impacts (on-line services, delivery services etc).
- Impact can be considered in relation to function, aesthetics, imposition and public interest, which also relies on the context of a development's location. These elements will need to be considered when prescribing types of developments into assessment categories (and when prescribing relevant authorities and public notification requirements).



1. **Function Impacts:** Technical issues that relate to the site and locality, which can generally be addressed by design (access, services, noise, odour). These are generally assessed based on specialist technical advice.



2. **Imposition Impacts:** This relates to perceptions of direct and indirect impacts as anticipated by neighbours and the community. These are identified through the public notification process.



3. **Public Interest Impacts:** This relates to public policy matters that may be generated by incremental changes as well as changes of scale. These are identified through referral arrangements and technical/policy advice from agencies/council departments.



4. **Aesthetic Impacts:** This impact can be particularly relevant in a heritage or character context. Assessment of this aspect may require specialist opinion or public opinion or, in some cases, both.



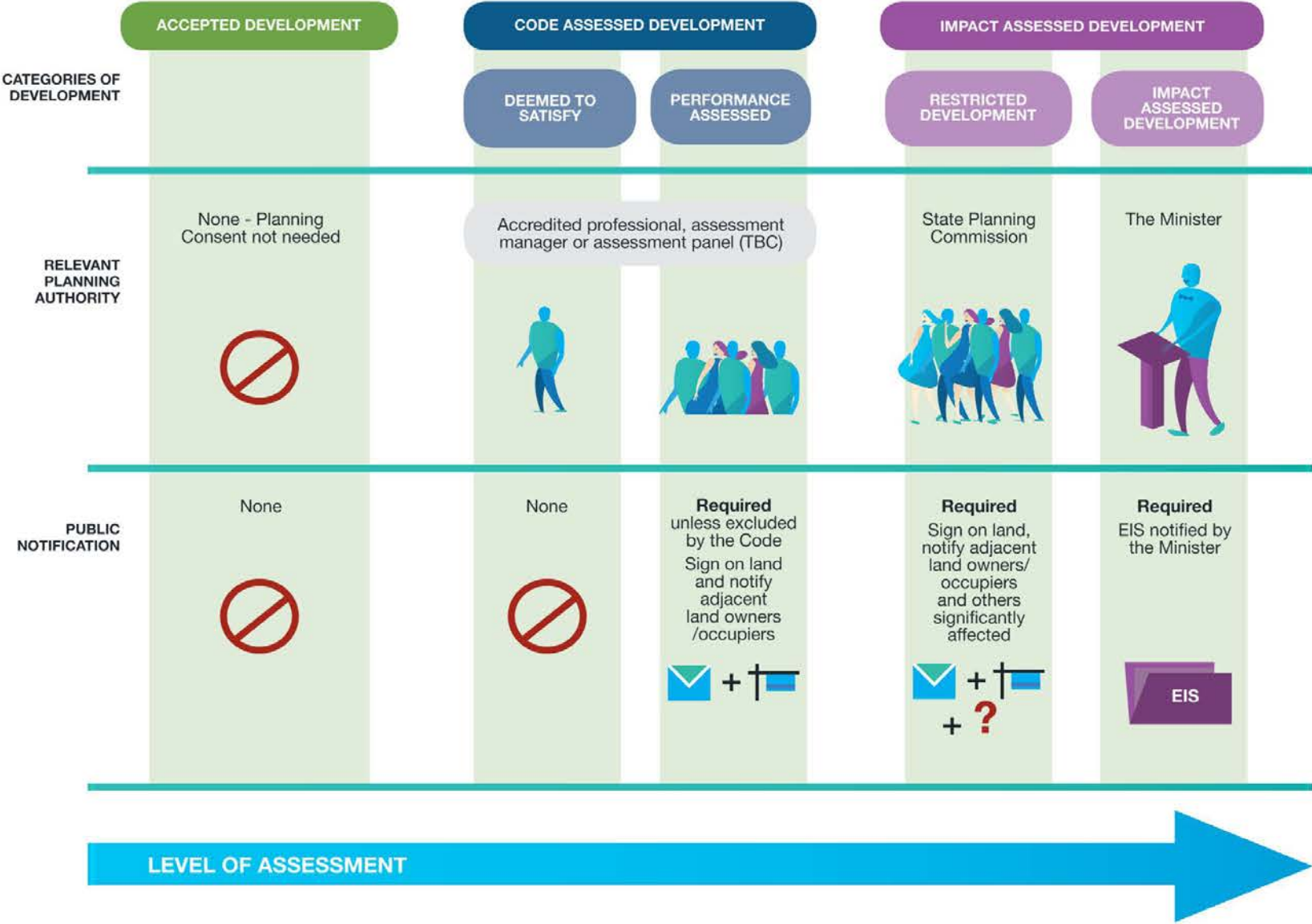


Figure 4. Assessment Categories and corresponding relevant authority/public notification.



Figure 5. Scalable assessment categories.

### 3.2 Exempt development

Some development that has no planning impact and does not involve significant building safety issues can be considered 'exempt development'. This may vary depending on location. For example, a form of development may require approval in a floodplain due to the potential impact of flood waters, whereas in most urban areas no approvals are required.

Exempt development is technically not a 'category of development' identified in the Act, but will capture forms of development that do not require planning or building approval.

EXEMPT DEVELOPMENT	
<p><b>EXAMPLE</b></p> <p>Garden shed, fence, rainwater tanks, small retaining walls</p> 	<p><b>NOTIFICATION</b></p> <p>None</p> 
<p><b>RELEVANT AUTHORITY</b></p> <p>Not applicable – no assessment required</p> 	<p><b>KEY QUESTION</b></p> <p>Schedule 3 of the <u>Development Regulations 2008</u> currently prescribes acts and activities that do not require development approval.</p> <p><b>2. Should the current scope of 'exempt' development be expanded to capture modern types of common domestic structures and expected works?</b></p>



Assessment Pathways: How will they work?



### 3.3 Accepted development

Accepted development includes minor and standard applications that do not require a planning assessment, but may require building consent to ensure structures are appropriately constructed.

Accepted development will cover development that:

- is standard or expected in its location
- does not require an assessment of impact
- is quantifiable and measurable.

ACCEPTED DEVELOPMENT	
<p><b>EXAMPLE</b></p> <p>Verandah or carport in a standard residential zone</p> 	<p><b>NOTIFICATION</b></p> <p>None</p> 
<p><b>RELEVANT AUTHORITY</b></p> <p>No planning authority, but a building certifier or council can undertake the building assessment</p> <div>   </div> <p>PLANNING      BUILDING</p>	<p><b>KEY QUESTION</b></p> <p>Schedule 1A of the <u>Development Regulations 2008</u> currently prescribes types of development that do not require Development Plan Consent ('building consent only' development).</p> <p><b>3. Should the current scope of 'building consent only' development be expanded to allow for more types of common development with minor planning impacts?</b></p>

### 3.4 Code Assessed development

Code assessed development requires an assessment against the Planning and Design Code.

Where an application is not impact assessed or accepted, it automatically defaults to code assessed.

There are several pathways for code assessed development:

1. deemed-to-satisfy
2. deemed-to-satisfy/performance assessed hybrid
3. performance assessed.

Simple developments such as a detached house in a residential zone will be fast tracked as a deemed-to-satisfy development application. If a standard dwelling does not quite meet certain numerical criteria, those elements will be performance assessed (and notified if applicable). More complex applications such as a multistorey building will be subject to performance-based assessment on merit.

#### WHAT'S NEW:

If a code assessed development application incorporates an element of 'accepted' development, assessment of that element is not required.

#### 3.4.1 Deemed-to-satisfy

A development is considered 'deemed-to-satisfy' when it meets the numerical and prescriptive requirements of the Planning and Design Code. Deemed-to-satisfy development:

- meets established, well known design solutions to issues that can be translated into code-based policy
- is an appropriate land use in zone
- is quantifiable and measureable
- has a limited number of impacts to be managed, or has impacts that are understood and able to be addressed through prescriptive criteria.

A development that falls within this category will accord with established policies for the locality, making it an entirely expected, standard form of development. As such, an application that meets the deemed-to-satisfy criteria will be granted planning consent without undertaking a process for public notification. This provides certainty to both landowners and neighbours about what can be done on land, while avoiding unreasonable delays in the assessment process.

If a relevant authority is satisfied that development is deemed-to-satisfy development except for 'minor variations', the development will still be assessed as deemed-to-satisfy.

Assessment Pathways: How will they work?



DEEMED-TO-SATISFY DEVELOPMENT	
<p><b>EXAMPLE</b></p> <p>A dwelling in a standard residential zone which meets numerical criteria (i.e. setbacks, height, car parking)</p> 	<p><b>NOTIFICATION</b></p> <p>None</p> 
<p><b>RELEVANT AUTHORITY</b></p> <p>To be determined by future regulations. However, it is anticipated that an assessment manager or accredited professional may be the authority</p>  <p>ACCREDITED PROFESSIONAL, ASSESSMENT MANAGER ?</p>	<p><b>KEY QUESTION</b></p> <p>4. How should the scope of a 'minor variation' to deemed-to-satisfy development be defined?</p>

### 3.4.2 Deemed-to-satisfy/ performance assessed hybrid

If certain elements of a development don't meet all of the deemed-to-satisfy criteria (and they cannot be considered a 'minor variation' from the criteria), those elements will be 'performance assessed'.

A performance assessment means that those elements will be assessed on merit against the Planning and Design Code's desired outcomes.

Similarly, if a performance assessed development incorporates some components which comply with deemed-to-satisfy criteria, only components of the development that do not meet the deemed-to-satisfy criteria will be subject to performance assessment and notification (if applicable).

#### WHAT'S NEW: DEEMED-TO-SATISFY COMPONENTS WITHIN A PERFORMANCE ASSESSED APPLICATION

Components of a development that do not meet the 'deemed-to-satisfy' criteria will be categorised as 'performance assessed' and assessed on their merits against the Planning and Design Code. Components that do meet the 'deemed-to-satisfy' criteria will, however, be taken to have been granted planning consent.

### 3.4.3 Performance assessed

The second type of code assessed development is the 'performance assessment' pathway, which requires assessment of a development on its merits against the Code. This is the default assessment pathway, and will capture all forms of development that are not specified as accepted, deemed-to-satisfy, restricted or impact-assessed.

Performance assessment will typically apply for development where:

- it requires an assessment of potential impacts
- assessment of the impacts of the proposal is against performance outcomes
- notification may be required if beyond an expected use and/or scale
- a referral to a third party for direction may be required (i.e. proposing a new junction on a State-controlled road).
- performance policy includes both quantitative and qualitative attributes
- a prescriptive outcome is difficult to determine
- issues are generally understood and can be mitigated in multiple ways.

If the relevant authority determines that the elements of performance assessed development are seriously at variance with the Planning and Design Code, planning consent must not be granted.



Assessment Pathways: How will they work?



## PERFORMANCE ASSESSED DEVELOPMENT

### EXAMPLE

Dwellings greater than 3 storeys where a qualitative assessment of design is required



### NOTIFICATION

Notice to adjacent land owners or occupiers and a notice placed on the land (unless a class of development excluded from notification in the Code)



### RELEVANT AUTHORITY

To be determined by future regulations. However, it is anticipated that an accredited professional, assessment manager or assessment panel may be the authority, depending on the complexity of the application



### KEY QUESTIONS

5. Are there some elements of a project that should always be notified if the deemed-to-satisfy criteria are not met (e.g. buildings over height)? Are there other things that don't matter as much for the purposes of notification?
6. What types of performance assessed development should be assessed by an Assessment Panel?

### 3.5 Impact Assessed development

The 'impact assessed' development category will capture development that warrants the highest level of assessment. Such development will be assessed by the State Planning Commission or the Minister.

Impact assessment is an important new assessment pathway. No planning system can envisage all the circumstances of a possible project; there needs to be mechanisms to assess beneficial projects that don't necessarily meet all the guidelines. This requires genuine community input at the right time and in a way that ensures their concerns are heard and responded to. The assessment process needs rigour and transparency.

There are two pathways for impact assessed development:

**1. Impact Assessed – Restricted**

(as classified by the Planning and Design Code); or

**2. Impact Assessed (not restricted)**

(as classified by the regulations or declared by the Minister, with an Environmental Impact Statement (EIS) required).

Both of these sub-categories are assessed based on their impact in each individual circumstance, rather than a performance assessment against established criteria in the Code. Given the complexity of assessment, the relevant authority is set at a higher level, while public notification will be wider-ranging.

The preparation, consultation and assessment of an Environmental Impact Statement (EIS) is the most extensive engagement process, as it involves evaluation with full cross-government technical input.

#### 3.5.1 Restricted Development

The category of 'restricted' development captures forms of development that are generally not envisaged within the relevant zone. This does not necessarily mean that the development is inappropriate, but rather that assessment of the proposal will follow a more rigorous impact-based assessment pathway.

For example, development could be classified 'Restricted' if it is determined:

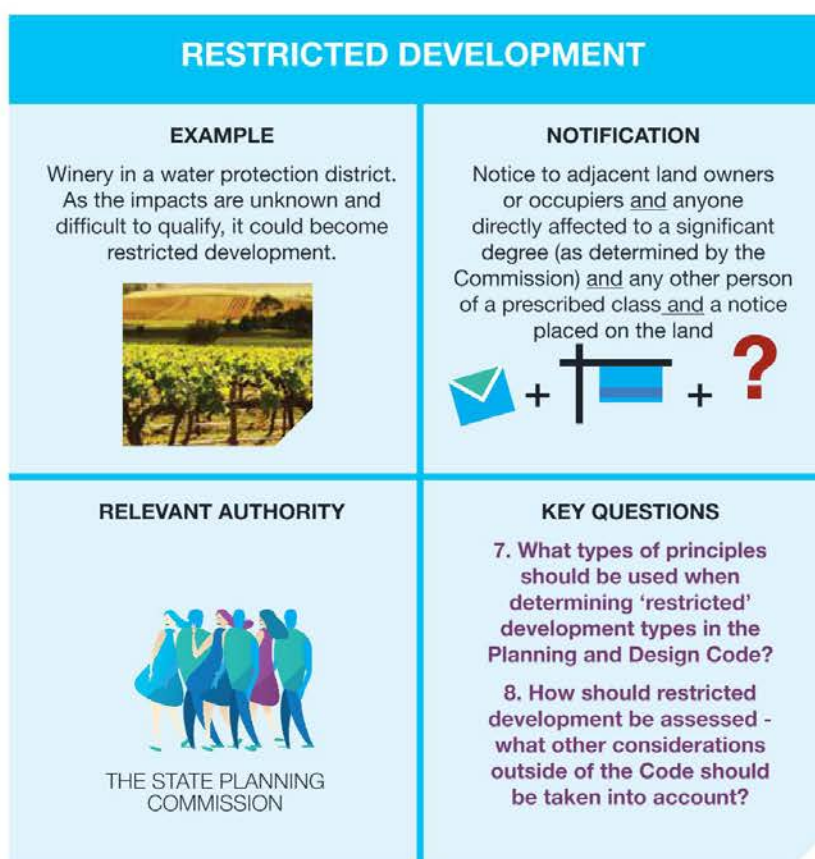
- to be highly complex
- to require a higher order of assessment
- the development is beyond an expected use and/or scale (and therefore notification is required)
- the form of development might create an impact that may be unacceptable in the zone/locality
- the impacts are unknown or potentially significant
- the solutions to address impacts are unknown or require detailed investigation to determine
- referral to an external agency/authority is required (and the advice required is not addressed in the Planning and Design Code).

#### WHAT'S NEW: RESOLVING TO PROCEED

The Commission (or its delegate) will be responsible for resolving whether to proceed with assessment of restricted applications.



Assessment Pathways: How will they work?



### PRACTICE DIRECTION

The Commission must prepare a practice direction which outlines: a) the circumstances under which they will be prepared to assess restricted development b) in cases where assessment will be undertaken, how the Commission will proceed with the assessment (i.e. information requirements and the other steps that an applicant must take).

Development can be classified as 'restricted' by the Planning and Design Code, but cannot be assessed unless the Commission determines that it will be assessed and, if it is, whether planning consent will be granted.

If the Commission's delegate (SCAP) resolves not to proceed with assessment of a restricted development, the applicant can appeal the decision to the Commission itself.

When assessing a restricted development, the Commission's delegate must take into account the relevant provisions of the Planning and Design Code, but is not bound by those provisions.

### 3.5.2 Impact assessed (not restricted) development

Impact assessed development (not restricted) is the highest order of assessment.

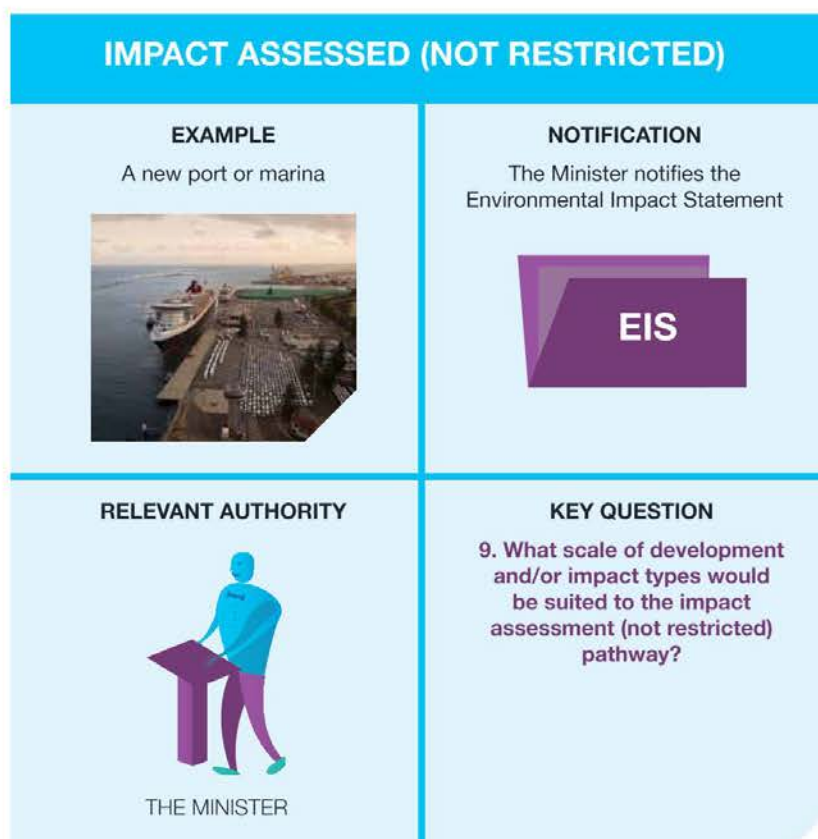
It can be further categorised into:

1. impact assessed by declaration of the Minister
2. impact assessed as prescribed by Regulation

In a manner similar to the current 'major development/project' system, these developments will be assessed according to their potential impact. The assessment process will be tailored to focus on the most uncertain and complex aspects of a development's potential impacts.

Development that is impact-assessable:

- requires an Environmental Impact Statement (EIS) which considers the expected environmental, social and economic effects of the development
- requires whole of government assessment
- has potential for significant or unknown impacts, to which solutions are unknown (or known but require detailed investigations to determine)
- requires assessment of the impacts of the proposal against performance outcomes
- requires notification.

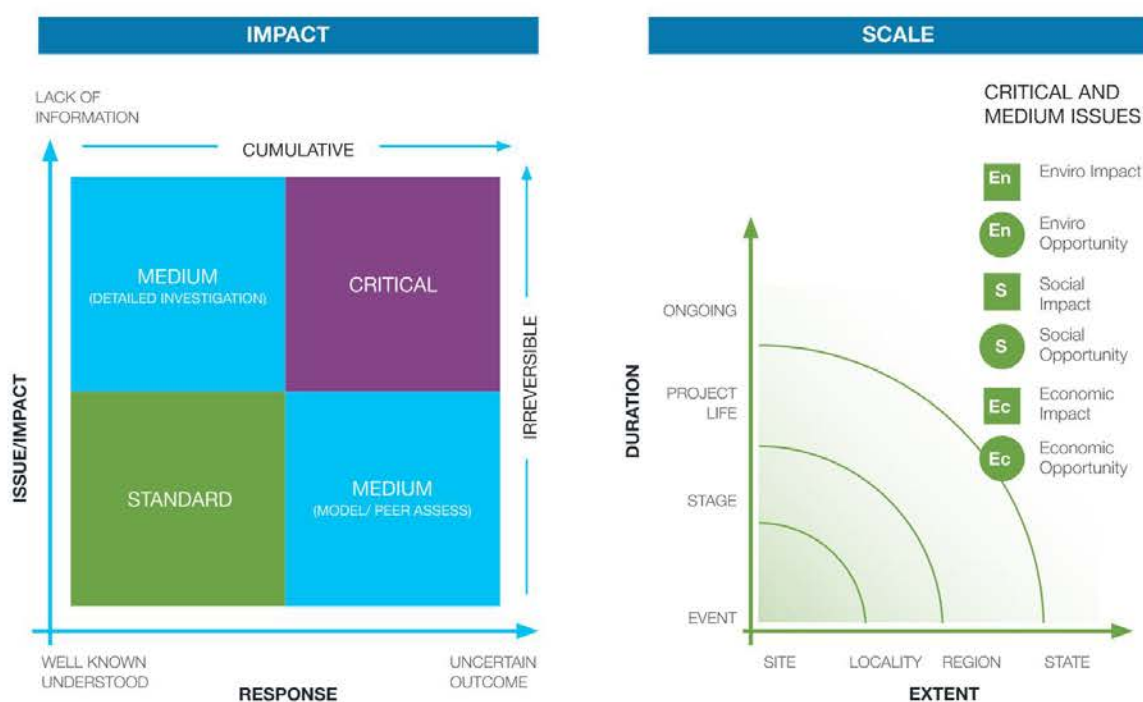


Assessment Pathways: How will they work?



In addition to being assessed against the Planning and Design Code, impact assessed development is subject to a scalable environmental impact assessment process. The State Planning Commission must issue a practice direction which sets out the assessment guidelines, including the requirements of an Environmental Impact Statement.

The Commission is required to determine the potential impacts of a project and set the 'level' of investigation based on information provided by the proponent as part of the formal development application. The Commission will need to consider a proposed development's potential impact and scale, as illustrated in **Figure 6** (page 37).



**Figure 6.** Considerations in determining impact and scale for impact-assessed development.



## 4. PUBLIC NOTIFICATION (DEVELOPMENT ASSESSMENT)

Public notification requirements in the current planning system vary greatly depending on the type of development proposed in different areas. For example, each of the 72 development plans prescribe different types of development as Category 1 or 2 (i.e. requiring public notification or not) in different zones, while other council development plans may have a similar zone with no prescription of categories. The new planning assessment framework will seek to provide for greater consistency of public notification requirements, so that both the community and developers have greater certainty on the application process, no matter where they live/develop.

Impact assessed development will always be publicly notified. Certain types of performance assessed development may also be notified, but will be determined on a zone-by-zone basis in the Code.

The following principles may be used when determining what types of performance assessed applications should be publicly notified:

- Owners of land should have an ability to use and develop land for reasonable purposes. Neighbours should have an ability to provide insight on development that has a direct and potentially unreasonable impact. However, it is noted that, in times of change, there are differences of opinion about what is reasonable as different people experience change to varying degrees.
- The community should have an ability to provide insight on wider, direct impacts.
- The new system should focus the opportunity for public submissions at the policy engagement stage rather than during development assessment. This means that public notification only occurs for development proposals that do not meet key quantitative policy in the Planning and Design Code.
- It is important that public notification is undertaken in a manner that can be verified to ensure that both applicant and third party interests are respected.

See Figures 7 (page 39) and 8 (page 40).

### WHAT'S NEW: SIGN ON LAND

When a planning application is to be notified, a sign must be placed on the land, in addition to notifying adjacent land owners/occupiers. This method of notification is undertaken in other planning systems in Australia, and is used in notification of liquor licences in South Australia. There will no longer be a requirement to place a notice in a local newspaper to notify of a performance assessed development application.

### WHAT'S NEW: ADJACENT LAND

The definition of 'adjacent land' in the Act has been changed to mean 'land that is no more than 60 metres from the other land'. This means that all properties within 60 metres of the subject land must be notified, which will capture more properties that may be impacted by the development.

Assessment Pathways: How will they work?

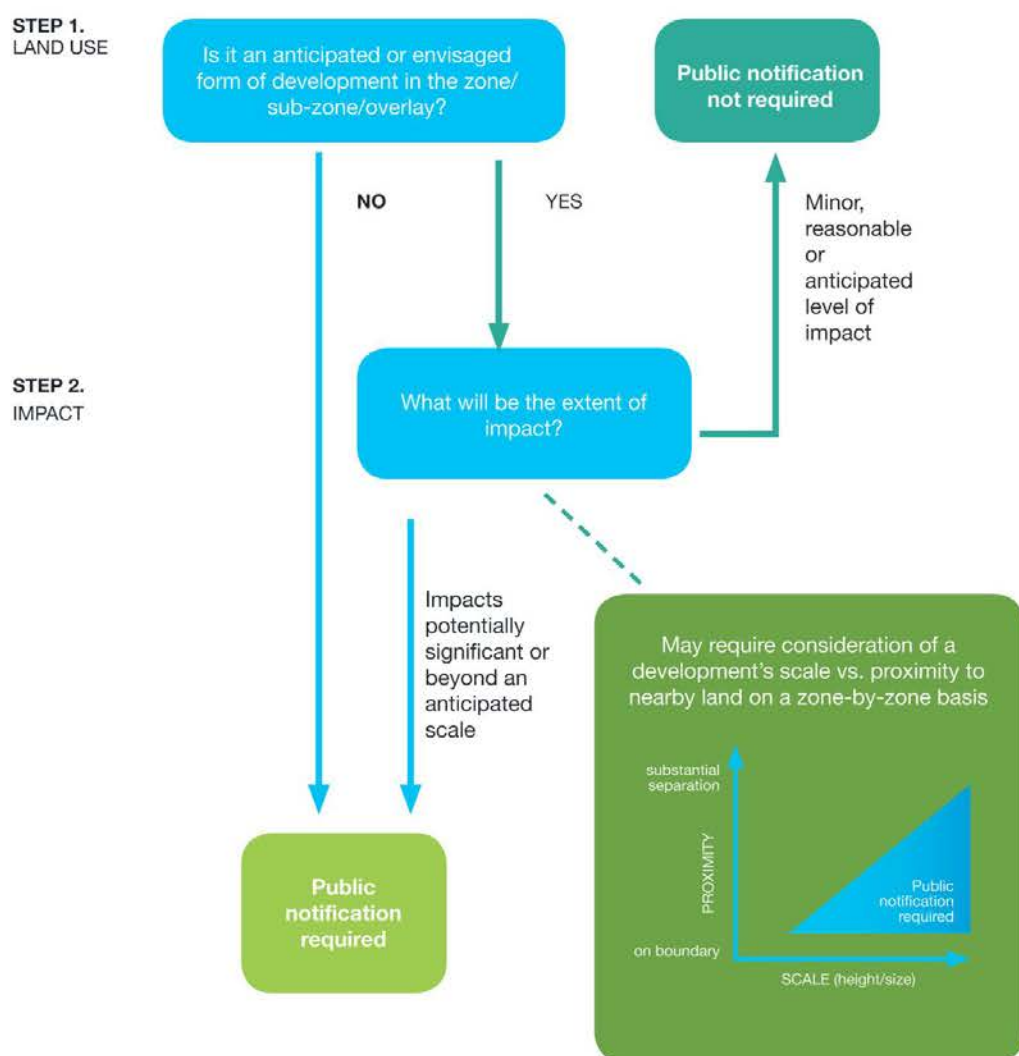


Whether a performance-assessed development will require notification or not will be outlined in the Code (Figure 8), informed by feedback from this paper

		NO NOTIFICATION	NOTIFY ADJACENT LAND AND PLACE NOTICE ON LAND	NOTIFY ANY OTHERS AFFECTED TO A SIGNIFICANT DEGREE	EIS NOTIFIED BY PUBLIC NOTICE AND ANY OTHER CONSULTATION AS DETERMINED BY THE MINISTER (REGARD TO COMMUNITY ENGAGEMENT CHARTER)
ACCEPTED		●			
DEEMED-TO- SATISFY		●			
PERFORMANCE ASSESSED	NO NOTIFICATION (EXEMPT BY CODE)	●			
	NOTIFICATION REQUIRED		✉ + 🚧		
IMPACT-ACCESSED	RESTRICTED		✉ + 🚧	+ ?	
	NOT RESTRICTED				EIS

Figure 7. Public notification table.





**Figure 8.** Potential considerations in determining what types of development should require public notification when drafting the Planning and Design Code.

Assessment Pathways: How will they work?



#### 4.1 Deemed-to-satisfy

An application that meets the deemed-to-satisfy criteria must be granted planning consent without undertaking a process for public notification. A development that falls within this category will accord with established policies for the locality, making it an anticipated/expected form of development.

#### 4.2 Performance assessed

The Planning and Design Code may exclude specified classes of development from requiring public notification.

If a proposed development is performance assessed and not excluded from requiring public notification by the Code, notice of the application for planning consent must be given to (subject to any future practice direction):

- an owner or occupier of each piece of adjacent land; **and**
- members of the public by notice placed on the relevant land.

A person may make representations to the relevant authority in relation to the granting or refusal of planning consent.

The relevant authority must forward a copy of any representations received to the applicant and allow the applicant to respond.

The subject matter of any notice and/or representation must be limited to what should be the decision of the relevant authority as to planning consent **in relation to the performance based elements of the development only**.

The Act does not specify a right to be heard for representors to performance-assessed development, however the regulations could prescribe otherwise. This important question is under active consideration, to be guided by feedback from this discussion paper.



### 4.3 Impact assessed – Restricted development

If proposed development is to be assessed as restricted development, notice of the application for planning consent must be given to:

- an owner or occupier of each piece of adjacent land; **and**
- any other owner or occupier of land which, according to the determination of the Commission, would be directly affected to a significant degree by development if it were to proceed; **and**
- any other person of a prescribed class; **and**
- the public generally, including by means of a notice placed on the relevant land.

Any person may make representations to the Commission in relation to the granting or refusal of planning consent.

The Commission must forward a copy of any representations received and allow an applicant time to respond.

The Commission must allow the person who made the representation - and who indicated an interest in appearing before the Commission - a reasonable opportunity to appear personally or by representative before it can be heard in support of the representation. If the person so appears, the Commission must also allow the applicant a reasonable opportunity to appear personally or by representative before it in order to respond to any relevant matter.

If a person is to appear personally or by representative before the Commission to be heard in support of a representation made, the Commission must, at least 5 business days before the appearance, ensure that copies of both the application documents and any report prepared by the Commission are published on the SA Planning Portal and made available for inspection and downloading.

The subject matter of any notice/submission/representation must be limited to what should be the decision of the Commission as to planning consent in relation to the development.

### WHAT'S NEW: ePLANNING PORTAL AND PUBLIC NOTIFICATION

The SA Planning Portal must include both:

- a facility that allows the general public to be notified directly about specified classes of matters or issues that are of interest to them.
- a facility that allows the general public to make submissions and provide feedback about matters that are subject to notification or consultation, e.g. impact assessed development.

### 4.4 Impact assessed (not restricted)

The Minister must ensure that copies of an Environmental Impact Statement (EIS) prepared for an impact-assessed development are available for public inspection and purchase by public notice and invite interested persons to make written submissions on the EIS. A copy of the EIS must also be published on the SA Planning Portal.

The Minister may also undertake, or require the proponent to undertake, any other consultation in relation to the EIS as the Minister thinks fit.

The Minister must give the proponent copies of all submissions made and the proponent must prepare a written response.

The Commission must then prepare an Assessment Report and notify any person who made a written submission on the EIS of the availability of the Assessment Report by the same methods of public notice as the EIS.

If an EIS or Assessment Report is amended, the Commission must give notice of the place at which copies of the relevant document/s (with the amendments) are available for inspection and purchase.



Assessment Pathways: How will they work?



### Key Questions: Public Notification

10. Should accredited professionals/assessment managers have the capacity to determine publicly notified applications?
11. Who should be responsible for placing a notice on the subject land?
12. How would that person/body provide/record evidence of a notice being placed on the land throughout the specified notification period?
13. For how long should an application be on public notification (how long should a neighbour have to provide a submission)? Should a longer period apply for more complex (i.e. impact assessed) applications?



## 5. PROCEDURAL MATTERS

### 5.1 Provision of Information

Applicants will be required to provide minimum mandatory information when lodging an application on the ePlanning system, determined by the nature of development they are applying for.

Following lodgement, relevant authorities will only be able to make one request for the applicant to provide additional documents or information in relation to:

- a) deemed-to-satisfy development of a certain class; and/or
- b) any other class of development prescribed by the regulations.

### OPPORTUNITY TO REQUEST INFORMATION

Under the current *Development Act 1993/Development Regulations 2008*, a relevant authority can only request additional information on one occasion for merit development, and that request must be within 15 business days from receipt of the application.

### Key Questions: Provision of Information

14. What type of information should be submitted with deemed-to-satisfy applications? Are the current requirements in Schedule 5 of the Development Regulations 2008 sufficient/too onerous?
15. Should relevant authorities (including accredited professionals) be allowed to dispense with the requirement to provide the mandatory information listed by the regulations/code/practice directions?
16. Should a referral agency or assessment panel be able to request additional information/amendment, separate to the one request of the relevant authority?
17. Should there be an opportunity to request further information on occasions where amendments to proposal plans raise more questions/assessment considerations?



Assessment Pathways: How will they work?



## 5.2 Outline Consents

The Act provides a new capacity for an 'outline consent' to be sought by applicants, but only in circumstances permitted by a Practice Direction issued by the Commission.

Outline consent provides a development assessment pathway that considers the merit of a broad development intent and provides a partial development approval for a conceptual proposal (i.e. an outline of the proposal).

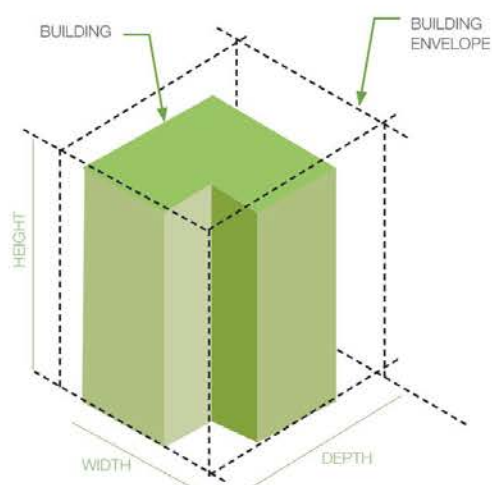
An outline consent could be best used for complex projects where 'in principle' approval may be needed to facilitate project delivery. It is expected that one way of achieving an outline consent will be by submitting a master plan to the standard specified in a practice direction.

The practice direction is likely to apply outline consents only to certain elements of development in certain areas/zones. For example, the operation of outline consents could be limited to building height/envelope for zones in the inner metropolitan area, or to land uses in a certain rural zone.

Outline consent processes may align with pre-lodgement practices that make use of preliminary advice and agreement provisions, such as the design review panel process.

An outline consent will bind the original assessment body to grant any subsequent related consents that are consistent with the outline consent.

If, when a subsequent application is lodged, there has been a material change to a development that differs from the outline consent, further assessment, notification and consultation may be required.



### Key Questions: Outline consents

18. How long should an outline consent be operational?
19. When, where and for what kind of development would an outline consent be appropriate and beneficial?
20. What types of relevant authorities should be able to issue outline consent?

### PRACTICE DIRECTION FOR OUTLINE CONSENTS

The practice direction should set out:

1. the circumstances where a request for outline consent may be granted.
2. the timeframe for which the consent is operational.

### 5.3 Design Review

A design review process may be initiated for developments of a prescribed class – the Code can specify types of development or attributes of a development for which a design panel could be established to consider an application.

A design panel can be established as determined by the Minister. A design panel may provide advice with regard to the form and content of a proposed development, how the proposed development can be modified or improved, or any other matters.

For more information on design, look out for an upcoming discussion paper about design in the new planning system.

### 5.4 Referrals

Under the new assessment framework, the referral process will be rationalised. Legislated referrals to agencies will be confined to matters for direction or concurrence so that agencies need only provide advice on matters pertinent to the purpose of the referral.

The Act allows for the Planning and Design Code to address policy issues in preference to seeking referrals for 'regard' or 'advice'. This is reinforced by a provision which requires the Code to include standard policies that would commonly be applied by a referral body in giving referral advice. These policies will provide greater up-front certainty to applicants as to the performance and other outcomes sought by those agencies, and the thresholds beyond which referrals will be required.

To avoid time delays on matters of detail, applicants will have the option of deferring a referral to a later stage of the assessment process, but only if specifically allowed by the regulations. Should the applicant choose to defer a referral, they would need to accept any risk that the future referral advice may require amendment to the reserved consent.

### Key Question: Referrals

- 21. What types of development referrals should the regulations allow applicants to request for deferral to a later stage in the assessment process?**

#### WHAT'S NEW: REFERRALS

If the regulations so provide, an applicant may request a relevant authority to defer a referral to a particular stage in the process of assessment and, in such a case, the relevant authority must comply with the request.

### 5.5 Preliminary Advice

A person may seek the opinion of a referral authority/ agency in relation to proposed development that would require agency referral before lodging an application for planning consent. The referral body can then issue an agreement which confirms that the development meets their requirements. If an application for planning consent is then lodged with the relevant authority, the application will not need be referred (provided the agreement remains valid).

In providing a preliminary agreement, a referral body may require the payment of a fee prescribed by the regulations and exercise the power to impose conditions.

### Key Questions: Preliminary Advice

- 22. The Act stipulates that preliminary advice may be obtained from agencies. Should there also be a formal avenue for applicants to seek preliminary advice from the relevant authority?**
- 23. Should there be a fee involved when applying for preliminary advice?**

Assessment Pathways: How will they work?



## 5.6 Decision Timeframes

The time within which a decision must be made by the relevant authority will be defined in the regulations.

Decision Timeframes Under the <i>Development Act 1993</i>				Decision Timeframes Under the Act
Application type	Decision timeframes			Future timeframes
Complying	2 weeks	+ 6/8 weeks if agency referral report/direction required.	+ 10 weeks if concurrence required	To be determined by regulations 
Merit	8 weeks			
Non Complying	8 weeks			
Building consent	4 weeks			
Land division	12 weeks			

### Key Questions: Decision Timeframes

24. How long should a relevant authority have to determine a development application for each of the new categories of development?
25. Are the current decision timeframes in the *Development Act 1993/Regulations 2008* appropriate?

### 5.7 Deemed Planning Consent

The assessment process will be subject to a series of timelines for key assessment milestones. Where an assessment body fails to make a decision within the time prescribed by the regulations, the Act enables applications to initiate the 'deemed planning consent' process. This process replaces the 'deemed refusal' under the current Act.

The process for seeking a deemed planning consent is as follows:

- where a timeframe is not met, the applicant may serve notice on the relevant authority
- on receipt of the notice, the authority will be taken to have granted the consent
- the authority has up to 10 business days to issue its own consent with or without conditions, which—if issued—supersedes the deemed consent
- if the authority fails to issue its own consent, the standard conditions specified by a practice direction will apply to the deemed consent.

If a relevant authority considers that the application should have been refused, it can apply to the Court for an order quashing deemed consent within one month from the consent date.

These steps will be able to be followed through the workflows in the new ePlanning system.

The ability for an authority to apply to the court for the consent to be quashed will guard against administrative mistakes that could lead to undesirable outcomes.

A deemed planning consent will not be available for impact assessable development, building consent or land division consent.

### Key Questions: Deemed Planning Consent

26. Should a deemed planning consent be applicable in cases where the timeframe is extended due to:
  - a referral agency requesting additional information/amendment
  - absence of any required public notification/referral
  - any other special circumstances?
27. What types of standard conditions should apply to deemed consents?



Assessment Pathways: How will they work?



## 5.8 Conditions and Reserved Matters

### Conditions

A development authorisation may be subject to conditions imposed by the relevant authority, provided such conditions are consistent with the Act, future regulations and Planning and Design Code.

The Act also provides a power for the Commission to issue a practice direction to specify conditions or prohibit certain conditions or classes of conditions. It is intended that a practice direction will be issued by the Commission and that it will initially address conditions for the most common forms of development.

For example it is likely that the practice direction will address conditions affecting dwellings and other forms of residential development.

### Reserved matters

The ability to reserve certain matters for later decision is strengthened in the Act, addressing case law which has tended to constrain these to very minor matters only. Matters may be reserved at the initiative of the relevant authority, or on application of the applicant if that matter is specified for reservation in the Planning and Design Code.

Any matter that is not fundamental to the nature of a development may be reserved for later decision.

This will provide greater certainty to applicants and councils in determining those matters that can or should be reserved for later decisions.

### Key Questions: Conditions and reserved matters

28. What matters be should addressed by a practice direction on conditions?
29. What matters related to a development application should be able to be reserved on application of an applicant?

### WHAT'S NEW: CONDITIONS

A condition may provide that a proposed deemed-to-satisfy development will be undertaken so as to address any minor variation to make it consistent with the deemed-to-satisfy requirement.

### WHAT'S NEW: RESERVED MATTERS

A relevant authority must allow any matter to be reserved on the application of the applicant if specified by the Planning and Design Code for that purpose.

### PRACTICE DIRECTION FOR CONDITIONS

A practice may be prepared to guide conditions.



### 5.9 Variations

Variations to existing development authorisations will continue to work in a similar manner to the current framework under the *Development Act 1993*. This means that:

- a person may seek to vary a development authorisation or conditions (but only if the authorisation is still operative)
- the variation (but not any other elements of the development) will be treated as a new application for development authorisation (subject to any exclusions by the regulations)
- the variation cannot seek to extend the period for which the authorisation remains operative (unless otherwise approved by the relevant authority).

#### Key Questions: Variations

30. Should the scope for 'minor variations' - where a new variation application is not required - be kept in the new planning system?
31. Should a fee be required to process 'minor variations'?

### 5.10 Permits under the *Local Government Act 1999*

The Act amends the *Local Government Act 1999* to reference the role of accredited professionals in granting approvals for the use/alteration of public land.

An accredited professional may only grant an approval for alteration of a public road (e.g. a new vehicle crossover) or use of a public road (e.g. outdoor dining area) with the **concurrence** of the council. Any other relevant authority under the Act (except an assessment panel) may only grant an approval after **consultation** with the council.

### 5.11 Land Division

The pathways for land division authorisations remain largely unchanged by the Act. However the following procedural changes are noted:

- Consents can be obtained in any order, and different elements of a development can be assessed separately, therefore land division consent will no longer need to be obtained before any other consent.
- The authority must assess a development for land division to ensure that:
  - o any relevant requirements set out in a **design standard** have been satisfied
  - o specific requirements set out in the Code have been satisfied.
- New off-set schemes allow for existing schemes/funds to be maintained (carparking fund, open space contribution, urban trees fund) and introduces new initiatives for multi-unit building contributions, while allowing other off-setting contribution schemes to be established under authorisation of the Minister.

#### WHAT'S NEW: DESIGN STANDARDS

The Commission may prepare design standards that relate to the public realm or infrastructure. A design standard may supplement the Code by specifying design principles, standards and guidance. A design standard may be linked to any spatial layer or location in the Code, or apply to an infrastructure delivery scheme or other scheme under the Act.





## 6. APPEALS

### 6.1 Applicant appeal rights

#### 6.1.1 General rights of appeal

An applicant may appeal to the Environment, Resources & Development Court (the Court) against the following prescribed matters:

- any assessment, request, decision, direction or act of a relevant authority that is relevant to any aspect of the determination of the application
- a decision to refuse to grant the authorisation
- the imposition of conditions
- any other assessment, request, decision, direction or act of a relevant authority under the Act in relation to the authorisation (subject to exclusion by regulation).

However, the Act specifies that no right of appeal to the court exists against impact assessed developments.

#### 6.1.2 Decision of Assessment Manager

In a case where an application is made to an assessment manager appointed by an assessment panel acting as a relevant authority, an applicant may also apply to the assessment panel for a review of a prescribed matter.

#### WHAT'S NEW: APPLICANT APPEALS

An application determined by an assessment manager (who has been appointed by an assessment panel) can be appealed to the assessment panel by the applicant.

#### 6.1.3 Refusing to proceed with assessment of a restricted development

A decision of the Commission's delegate (SCAP) to refuse to proceed with an assessment of a restricted development is subject to review by the Commission itself. An application must be made within one month after the applicant receives notice of the decision to not proceed (unless the Commission allows an extension of time). No appeal to the Court lies against a decision of a delegate or the Commission.

#### 6.1.4 Nature of development

A landowner or occupier of the land subject to development may apply to the Court for a review of the decision as to the nature of the development.

#### 6.1.5 Section 234AA of the *Local Government Act 1999*

Where a development proposes an alteration of a road or requires a permit for business to use a public road, a person can appeal to the Court where a council unreasonably prevents or delays a development that requires section 221 or 222 consents or concurrences under the Local Government Act 1999 (e.g. for a new driveway crossover or alfresco dining area in a public road).

Assessment Pathways: How will they work?



## 6.2 Third party appeal rights

### 6.2.1 Restricted development

An appeal against a decision on a 'restricted' development can be made to the Court by a third party within 15 business days after the date of the decision.

### 6.2.2 Nature of development

A person who can demonstrate an interest in a matter that is relevant to the determination of an application (being a landowner/occupier of adjacent land) may apply to the Court for a review of the decision as to the nature of the development.

## 6.3 Local heritage

The owner of any land constituting a place that has been designated in an amendment to the Planning and Design Code as a new place of local heritage value may appeal to the Court against the decision to make the designation. However, that right to appeal does not apply to existing local heritage designations under Development Plans that are transitioned into the Code.

### WHAT'S NEW: THIRD PARTY APPEALS

Third party (representor) appeals only apply to restricted development. Third parties cannot appeal decisions with respect to performance assessed development.



## 7. BUILDING CONSENT

Any reform to Building Consent pathways has been considered in the context of supporting the effective operation of the Act, and the need to ensure building rules compliance across the State.

### 7.1 What's not changing?

**In contrast to planning pathways, no fundamental reform is proposed to Building Consent pathways.**

Under the Act, responsibility for undertaking the assessment of a development in respect of the Building Rules will continue to lie with a relevant authority under the Act.

The relevant authority will continue to be either a council for the area in which the proposed development is to be undertaken, or an accredited Building Certifier, who may draw on the assistance of other experts as necessary.

This implies that, in contrast to planning pathway reform, end responsibility for building rules assessment will continue to lie with either one council, or one building certifier, irrespective of the value or complexity of the development under consideration.

Building rules assessment will continue to be required against the building rules, comprising the National Construction Code (NCC) and any South Australian variations in place at the time of development approval.

Under the new Act it is expected that the large majority of building consents will continue to be provided via private building certifiers, particularly for class 2 to 9 buildings, as set out in the NCC.

### WHAT'S NEW: CONSENTS IN ANY ORDER

If a proposed development requires more than one consent (i.e. Planning, Land Division and Building consents), the consents can be granted in any order.

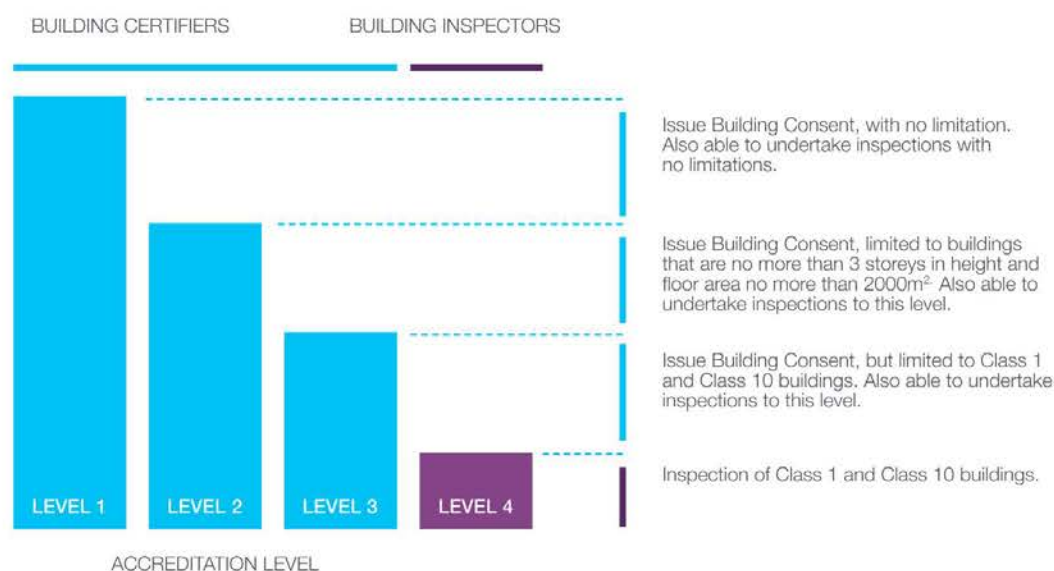
While the standard pathway will remain unchanged, reform is proposed under the new accreditation scheme to allow building certifiers operating at levels 2 and 3 to directly provide building consent for developments they are accredited to provide consent for.

This represents a change from the current model where only registered Level 1 private certifiers – or those that have received mutual recognition – can provide building consent. Under current arrangements Level 2 and 3 certifiers can assist a Level 1 certifier but cannot provide consents.

The new accreditation scheme also proposes to support a new level 4 Building Inspector level to support increased level of inspections for class 1 and class 10 buildings. See **Figure 9** (page 55).



Assessment Pathways: How will they work?



**Figure 9.** Levels of Building Certification.

## 7.2 What is under consideration?

While no fundamental reform is proposed to Building Consent pathways at this stage, consideration is being given to how to improve the undertaking of the Building Rules assessment function, to ensure high levels of compliance under the Act.

This review forms part of a separate 'Building Reform' program, which will examine how this key function is overseen, and what improvements

could be made to support increased compliance with the building rules, and ultimately, improved public trust in the delivery of the built environment.

The Department will consult on these issues separately, with the clear aim to ensure any building system reforms complement the planning reforms being delivered under the Act.

## 8. CROWN DEVELOPMENT AND ESSENTIAL INFRASTRUCTURE

If a State agency proposes to undertake development, or a person proposes to undertake the development of essential infrastructure of a prescribed class, they must lodge an application for approval with the Commission.

The Commission must give notice of the proposed development to the relevant council, who will have one month (4 weeks) to respond.

The Commission must also refer the application to any body prescribed by the regulations for comment and report.

### WHAT'S NEW: CROWN DEVELOPMENT

If development to be undertaken by the State Agency is classified as 'accepted' or 'deemed-to-satisfy', the agency can choose to lodge a standard application for processing through the relevant authority.

### 8.1 Public notification

If an application is for a development that involves construction work where the development cost exceeds \$10 million (other than an application for a variation to an approved development that is deemed of a minor nature), the Commission must:

- by public notice, invite interested persons to make written submissions to it on the proposal within a period of at least 15 business days; and
- allow representors a reasonable opportunity to appear personally or by representative before the Commission to be heard in support of their submission; and
- give due consideration in its assessment of the application to any representors' submissions.

### 8.2 Environmental Impact Statement (EIS)

If the Minister directs that an EIS be prepared with respect to a development, the State agency must not undertake the development without the approval of the Minister. The development becomes subject to the procedures under the Act with respect to the preparation and consideration of an EIS (as if the development were classified as impact assessed development).



Assessment Pathways: How will they work?



### 8.3 Determination

The Commission will prepare a report to the Minister on the application. The Minister may then approve or refuse the development. An approval may be given for the whole or part of a proposed development, and subject to such conditions as the Minister thinks fit. No appeal lies against the decision of the Minister.

### 8.4 Building certification

Approval from the Minister will be taken to be given subject to the condition that, before any building work is undertaken, the building work be certified by a building certifier as complying with the provisions of the building rules.

#### Key Questions: Crown Development and Essential Infrastructure

32. What types of Crown Development should be exempt from requiring approval (similar to Schedule 14 under the current *Development Regulations 2008*)?
33. Are there any other forms of development/work that should be included in the definition of 'essential infrastructure'?

#### WHAT'S NEW: ESSENTIAL INFRASTRUCTURE

If a proposed development is consistent with a 'standard infrastructure design' (as declared by the Minister) and is to be undertaken within an 'infrastructure reserve' (land specified as suitable for infrastructure in the Planning and Design Code, or subject to a statutory easement) where that design is recognised as being permitted within that reserve—an accredited professional may (if qualified) act as a relevant authority.

#### Essential infrastructure means:

- infrastructure, equipment, structures, works and other facilities used in or in connection with the generation of electricity or other forms of energy, or the distribution or supply of electricity, gas or other forms of energy
- water infrastructure or sewerage infrastructure within the meaning of the Water Industry Act 2012
- transport networks or facilities (including roads, railways, busways, tramways, ports, wharves, jetties, airports and freight-handling facilities)
- causeways, bridges or culverts
- embankments, walls, channels, drains, drainage holes or other forms of works or earthworks
- testing or monitoring equipment
- coast protection works or facilities associated with sand replenishment
- communications networks
- health, education or community facilities
- police, justice or emergency services facilities
- other infrastructure, equipment, buildings, structures, works or facilities as prescribed by the regulations.



Assessment Pathways: How will they work?



## SUMMARY TABLE – ASSESSMENT PATHWAYS

Category of Development	Meaning	Assigned by	Relevant Authority (Planning)	Notification	Agency Referral	Assessment Tool	Appeal rights
Exempt	Development approval not required.	Regulations.	n/a	None.	None.	None.	n/a
Accepted	Planning consent not required.	Planning and Design Code or Regulations.	n/a	None.	None.	Planning - None Building - Building Rules (National Construction Code).	n/a
Code assessed – Deemed-to-satisfy	Planning consent must be granted.	Planning and Design Code.	Assessment panel, assessment manager or accredited professional as prescribed.	None.	None.	Planning and Design Code.	Relevant authority appeal of a deemed consent.
Code assessed – performance assessed	Planning assessment on merit.	Planning and Design Code.	Assessment panel, assessment manager or accredited professional as prescribed.	Notification required, unless a form of development exempted from notification by the Code. Notification of adjacent land owners/occupiers and members of the public by notice placed on the relevant land.	Only for certain development in specified locations (e.g. bushfire affected) or for specific land uses (activities of major environmental significance), as prescribed in the Regulations.	Planning and Design Code.	Applicant appeal of decision. Relevant authority appeal of a deemed consent.
Impact assessed – Restricted	Planning assessment on impact.	Planning and Design Code.	The Commission (or its delegate).	Notification required. Notification to adjacent land owners/occupiers, others affected to a significant degree, any other person of a prescribed class, and the public generally by notice placed on the relevant land.	Only for certain development in specified locations (e.g. bushfire affected) or for specific land uses (activities of major environmental significance), as prescribed in the Regulations.	Planning and Design Code (but not bound by the Code).	Applicant appeal of decision. Relevant authority appeal of a deemed consent. Third party appeal.
Impact assessed (not restricted)	Planning assessment on impact.	The Minister or Regulations.	The Minister (must receive assessment advice from the Commission).	Copies of the EIS published on the SA Planning Portal and available by public notice. The Minister may also require any other consultation to be undertaken. The Commission must make the Assessment Report available to a person who made a written submission and by public notice.	Regulations prescribe persons and bodies for referrals. The Minister may also require referral to other bodies or persons, as prescribed in the regulations.	Guidelines issued by the Commission (in accordance with Practice Direction and following consultation with prescribed bodies).	No appeal rights.
Crown development/ essential infrastructure	Development by State Agency.	The Act or Regulations.	The Commission (or its delegate).	Notification required by public notice if the development cost exceeds \$10 million.	As prescribed by Regulations.	Not specified.	No appeal rights.

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## SUMMARY OF KEY QUESTIONS

Relevant Authorities
1. Code assessed applications are assigned to an assessment panel, except where the regulations assign an assessment manager or accredited professional. What should be considered when assigning these relevant authorities?
Assessment Categories
2. Should the current scope of 'exempt' development be expanded to capture modern types of common domestic structures and expected works?
3. Should the current scope of 'building consent only' development be expanded to allow for more types of common development with minor planning impacts?
4. How should the scope of a 'minor variation' to deemed-to-satisfy development be defined?
5. Are there some elements of a project that should always be notified if the deemed-to-satisfy criteria are not met (e.g. buildings over height)? Are there other things that don't matter as much for the purposes of notification?
6. What types of performance assessed development should be assessed by an Assessment Panel?
7. What types of principles should be used when determining 'restricted' development types in the Planning and Design Code?
8. How should restricted development be assessed? What other considerations outside of the Code should be taken into account?
9. What scale of development and/or impact types would be suited to the impact assessment (not restricted) pathway?
Public Notification
10. Should accredited professionals/assessment managers have the capacity to determine publicly notified applications?
11. Who should be responsible for placing a notice on the subject land?
12. How would that person/body provide/record evidence of a notice being placed on the land throughout the specified notification period?
13. For how long should an application be on public notification (how long should a neighbour have to provide a submission)? Should a longer period apply for more complex applications?



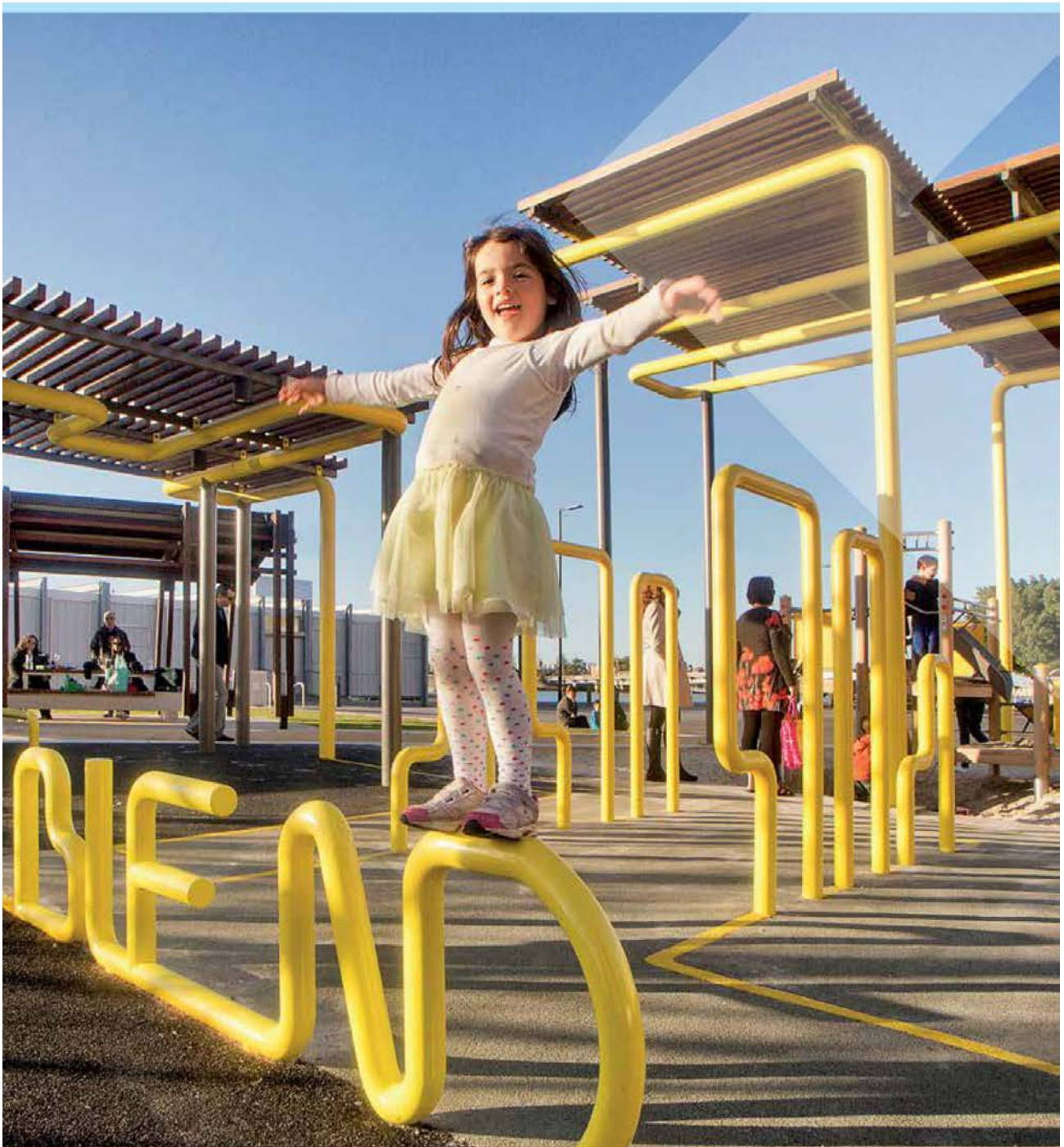
Assessment Pathways: How will they work?



Provision of Information
14. What type of information should be submitted with deemed-to-satisfy applications? Are the current requirements in Schedule 5 of the Development Regulations 2008 sufficient/too onerous?
15. Should relevant authorities (including accredited professionals) be allowed to dispense with the requirement to provide the mandatory information listed by the regulations/code/practice directions?
16. Should a referral agency or assessment panel be able to request additional information/amendment, separate to the one request of the relevant authority?
17. Should there be an opportunity to request further information on occasions where amendments to proposal plans raise more questions/assessment considerations?
Outline Consents
18. How long should an outline consent be operational?
19. When, where and for what kind of development would an outline consent be appropriate and beneficial?
20. What types of relevant authorities should be able to issue outline consent?
Referrals
21. What types of development referrals should the regulations allow applicants to request for deferral to a later stage in the assessment process?
Preliminary Advice
22. The Act stipulates that preliminary advice may be obtained from agencies. Should there also be a formal avenue for applicants to seek preliminary advice from the relevant authority?
23. Should there be a fee involved when applying for preliminary advice?

<b>Decision Timeframes</b>
24. How long should a relevant authority have to determine a development application for each of the new categories of development?
25. Are the current decision timeframes in the <i>Development Act 1993/Regulations 2008</i> appropriate?
<b>Deemed Planning Consent</b>
26. Should a deemed planning consent be applicable in cases where the timeframe is extended due to: <ul style="list-style-type: none"> <li>- a referral agency requesting additional information/amendment</li> <li>- absence of any required public notification/referral</li> <li>- any other special circumstances?</li> </ul>
27. What types of standard conditions should apply to a deemed consent?
<b>Conditions &amp; Reserved Matters</b>
28. What matters should be addressed by a practice direction on conditions?
29. What matters related to a development application should be able to be reserved on application of an applicant?
<b>Variations</b>
30. Should the scope for 'minor variations' - where a new variation application is not required - be kept in the new planning system?
31. Should a fee be required to process 'minor variations'?
<b>Crown Development and Essential Infrastructure</b>
32. What types of Crown Development should be exempt from requiring approval (similar to Schedule 14 under the current Development Regulations 2008)?
33. Are there any other forms of development/work that should be included in the definition of 'essential infrastructure'?

Assessment Pathways: How will they work?





## GLOSSARY – KEY TERMS OF DIFFERENCE

Common Terminology	Development Act 1993	Planning, Development and Infrastructure Act 2016
<b>Adjacent land</b>	Adjacent land in relation to other land, means land— (a) that abuts on the other land; or (b) that is no more than 60 metres from the other land and is directly separated from the other land only by— (i) a road, street, footpath, railway or thoroughfare; or (ii) a watercourse; or (iii) a reserve or other similar open space.	Adjacent land in relation to other land, means land that is no more than 60 metres from the other land.
<b>Assessment Panel</b>	Development Assessment Panel.	Council Assessment Panel; or State Commission Assessment Panel; or Joint Planning Board Assessment Panel; or Regional Assessment Panel; or Local Assessment Panel; or Combined Assessment Panel.
<b>Building Rules</b>	The Building Rules means any codes or regulations under the Act (or adopted under the Act) that regulate the performance, standard or form of building work and includes any standard or document adopted by or under those codes or regulations, or referred to in those codes or regulations.	Building Rules means— (a) the Building Code, as it applies under the Act; and (b) any regulations under the Act that regulate the performance, standard or form of building work; and (c) without limiting paragraph (b), any regulations that relate to designated safety features; and (d) the Ministerial building standards published by the Minister under the Act.
<b>Category of development</b>	Refers to public notification categories – 1, 2 or 3.	Refers to application type/pathway (formerly complying, merit or non-complying - now accepted, code assessed or impact assessed). Public notification is no longer assigned to categories – notification is simply required or not.
<b>The Code</b>	Residential Code (for complying residential development under Item 2B in Schedule 4 of the Development Regulations 2008).	Planning and Design Code (constituting the state-wide policy for planning assessment).

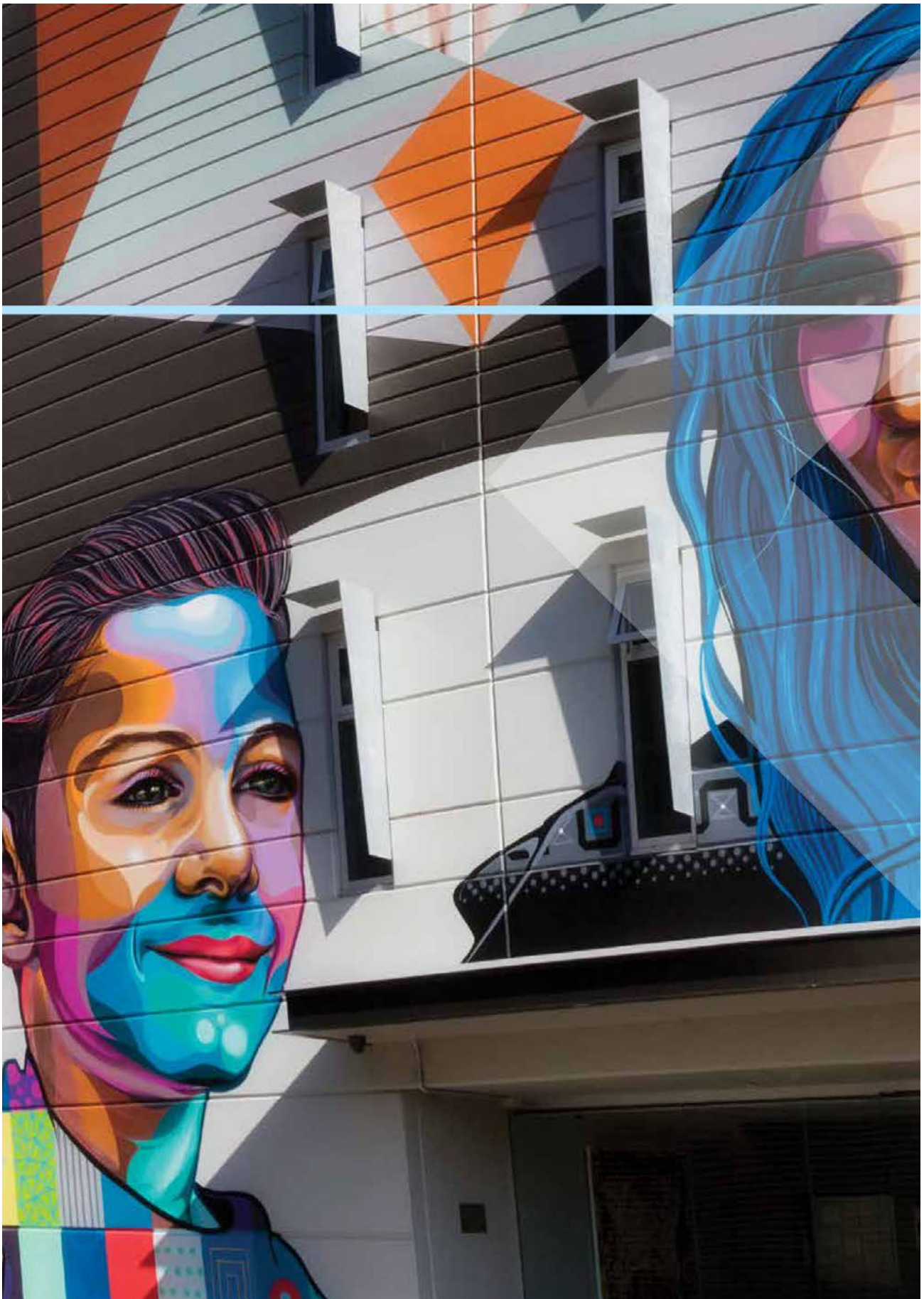
Assessment Pathways: How will they work?



Common Terminology	Development Act 1993	Planning, Development and Infrastructure Act 2016
<b>The Commission</b>	Development Assessment Commission (DAC) - State planning assessment body.	State Planning Commission - planning assessment role delegated to the State Commission Assessment Panel (SCAP).
<b>Council</b>	Council means a municipal or district council.	Council means a council constituted under the Local Government Act 1999.
<b>Design Standards</b>	[no definition]	Design standards may be prepared by the Commission which relate to the public realm or infrastructure for the purposes of the Act. A design standard may supplement the Planning and Design Code by specifying design principles, design standards for the public realm or infrastructure, and providing design guidance with respect to any relevant matter.
<b>Development</b>	<p>In relation to a local heritage place—the demolition, removal, conversion, alteration or external painting of, or addition to, the place, or any other work (not including internal painting but including, in the case of a tree, any tree-damaging activity) that could materially affect the heritage value of the place.</p> <p>The external painting of a building within an area prescribed by the regulations.</p> <p>An act or activity in relation to land (other than an act or activity that constitutes the continuation of an existing use of land) declared by regulation to constitute development, (including development on or under water) but does not include an act or activity that is excluded by regulation.</p>	<p>In relation to a local heritage place—any work (including painting) that could materially affect the heritage value of the place (including, in the case of a tree, any tree-damaging activity) specified by the Planning and Design Code for the purposes of this paragraph (whether in relation to local heritage places generally or in relation to the particular local heritage place.)</p> <p>The external painting of a building within an area specified by the Planning and Design Code</p> <p>An act or activity in relation to land declared by or under the regulations to constitute development, (including development on or under water) but does not include an act or activity that is declared by or under the regulations not to constitute development for the purposes of the Act.</p>



Common Terminology	Development Act 1993	Planning, Development and Infrastructure Act 2016
Planning Rules	[no definition]	Planning Rules means— (a) the Planning and Design Code; and (b) the design standards that apply under Part 5 Division 2 Subdivision 4; and (c) any other instrument prescribed by the regulations for the purposes of this definition.
Private certifier	Private certifier means a person who may act as a private certifier pursuant to Part 12 of the Act.	No definition – role of private certifiers replaced by accredited professionals under a different scheme
Statutory instrument	[no definition]	Statutory instrument means— (a) a state planning policy; or (b) a regional plan; or (c) the Planning and Design Code; or (d) a design standard; or (e) a practice direction, guideline, standard or specification published by the Commission under the Act; or (f) any other instrument prescribed by the regulations for the purposes of the definition.



## HAVE YOUR SAY

The Department of Planning Transport and Infrastructure is committed to genuine collaboration with the community in the development of South Australia's new planning system.

Interested parties are invited to provide feedback on the technical discussion paper *Assessment Pathways – How will they work?*

Submissions can be lodged via

- SA Planning Portal: [www.saplanningportal.sa.gov.au/have\\_your\\_say](http://www.saplanningportal.sa.gov.au/have_your_say)
- YourSAy website: [www.yoursay.sa.gov.au](http://www.yoursay.sa.gov.au)
- Email: [DPTI.PlanningEngagement@sa.gov.au](mailto:DPTI.PlanningEngagement@sa.gov.au)
- Post: **PO Box 1815, Adelaide SA 5001**

For details about engagement activities and how to get involved, visit [www.saplanningportal.sa.gov.au](http://www.saplanningportal.sa.gov.au)



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## **PROPOSED RESPONSE TO THE TECHNICAL DISCUSSION PAPER "ASSESSMENT PATHWAYS: HOW WILL THEY WORK?"**

Feedback on the technical discussion paper is provided against the numbered sections of the document.

### **1. Introduction**

#### **1.5 ePlanning**

The ePlanning Development Application Process flowchart states that the 'timeframe to assess' clock (the clock) starts as soon as an applicant pays the fees for lodgement of the application. This is problematic as categorisation of the application (including checking that the application is complete) must be confirmed, and at this stage may yet be reallocated by the relevant authority. If the relevant authority initially tasked with the application does not act in a timely manner before reallocating the application and the clock is running, it may significantly reduce the amount of time left for the correct relevant authority to process the application. Furthermore, a relevant authority should not have their assessment time reduced if an applicant submitted an incomplete response.

However, Council understands that DPTI staff have advised that the clock will not start until the application has reached the correct relevant authority and the initial relevant authority will have a timeframe in which to confirm, reallocate or reject the application. Council supports this position and suggests a period of 5 working days is appropriate for this decision to be made. However, what happens if that does not occur? How will the system deal with delays?

Clarity is also required around how the ePlanning system will manage how an applicant may submit a variation to their application which may occur as part of negotiations to achieve better outcomes during the assessment process.

### **2. Relevant Authorities (Planning)**

#### **2.7 Delegations**

A relevant authority (other than an accredited professional) can delegate any of their functions or powers to a particular person or body. This assumes that there is no limit on what an Assessment Manager can delegate. DPTI's advice to Council is that under any delegation, the Assessment Manager would need to be satisfied of every delegated decision and sign off as the relevant authority.

This is contrary to the way delegations currently work in Local Government under the Development Act and Local Government Act and is more akin to a direction than a delegation, is impractical and would place an unreasonable demand on the Assessment Manager's time and could impact on the ability to process development applications within the statutory time period.



### 3. Categories of Development

#### 3.2 Exempt Development

There needs to be some clarity around whether some types of development are exempt including screening, some signage eg. LED signs.

#### **Question 2 - Should the current scope of 'exempt' development be expanded to capture modern types of common domestic structures and expected works?**

There is potential to expand the current scope of exempt development to capture modern types of common domestic structures and expected works. However, any exemptions need to carefully consider the appropriateness (or otherwise) of a particular development type along property boundaries.

#### 3.3 Accepted Development

Council agrees with the proposed category of accepted development.

#### **Question 3 - Should the current scope of 'building consent only' development be expanded to allow for more types of common development with minor planning impacts?**

Any proposal to expand the current scope of 'building consent only' development should proceed with caution, as even 'minor' development may cause issues between neighbours, particularly along property boundaries. Furthermore it is important to consider the implications of such changes.

##### 3.4.1 Deemed-to-Satisfy Development

Council is of the view that deemed-to-satisfy development should not be expanded beyond the current Res Code development. Deemed-to-satisfy should be limited to development of 2 storeys or less detached/semi-detached dwellings.

Development including new dwellings, additions, alterations and creation of new allotments within the ANEF +25 contour should be excluded from the deemed-to-satisfy category.

Urban design criteria should be included in deemed-to-satisfy development.

There needs to be greater clarity around the definition of "does not impact Council infrastructure" this must include better protection for street trees, recognising tree root protection areas.

Deemed-to-satisfy criteria need to include minimum internal garage dimensions and minimum size of a habitable room addressing the street to achieve better quality design outcomes.

Council also seeks clarity on whether or not conditions can be placed on a deemed-to-satisfy development approval.



**Question 4. How should the scope of a 'minor variation' to deemed-to-satisfy development be defined?**

Council is opposed to having "minor" variations in deemed-to-satisfy. The minor variation concept has been tested in the ERD court but there is no consistent definition of what a minor variation is. Allowing minor variations will result in inconsistent interpretation and application across relevant authorities and has the risk of private practitioners allowing greater variations than what was intended and placing the integrity of the privatised system at risk. This is contrary to what the new planning system is designed to achieve - consistency and certainty for applicants. If an application does not meet the deemed-to-satisfy criteria, it should become a performance assessed application.

**3.4.2 Deemed-to-Satisfy Performance Assessed Hybrid Development**

This should be renamed Limited Assessment to avoid confusion.

**3.4.3 Performance Assessed Development****Question 5 - Are there some elements of a project that should always be notified if the deemed-to-satisfy criteria are not met (e.g. buildings over height)? Are there other things that don't matter as much for the purposes of notification?**

Performance assessed development should always be notified for the following:

- 3 or more storeys development (residential or mixed use)
- more than 1 storey on a hammerhead allotment
- residential development in a non-residential zone
- removal of regulated or significant Council trees
- building on site boundaries
- building on a site adjacent to a different zone
- multi-storey development (over 2 storeys) within, or in proximity to character policy areas
- vehicle access points

**Question 6 - What types of performance assessed development should be assessed by an Assessment Panel?**

Development when a representation has been received.

**3.5.1 Restricted Development**

Council is of the view that all restricted development should be notified. The regulations should include a mandatory requirement for referral to Council as a practice direction is not considered strong enough given the need for local planning knowledge and infrastructure advice.

**Question 8 - How should restricted development be assessed - what other considerations outside of the Code should be taken into account?**

Where the land use or building is contemplated somewhere in the Code, even if not in that zone/subzone, the Code should apply.

## 4. Public Notification

The amended definition of adjacent land is an arbitrary figure which does not necessarily capture those people who may be most impacted by a development. For example, an application for a new business premises may result in increased truck movements along a suburban road. Those affected in this instance may be those who are located anywhere along the new truck route to the main road which will, in many instances, exceed the 60m rule. Consideration needs to be given to the type of development and potential impacts when determining who may be affected.

### 4.2 Performance Assessed

The extent of the impact must be determined in order to determine if a performance assessed development requires public notification. The discussion paper states that minor, reasonable or anticipated level of impact would not require public notification. Council questions how this is determined. Is it the responsibility of the relevant authority to determine the nature of impact or will there be some quantitative or qualitative measures contained in the Code to guide this? Council strongly opposes Accredited Professionals assessing Performance Assessed development but if this occurs, in the case of private accredited professionals making those decisions, there is potential for impacts to be considered minor to ensure an easier process for applications in the absence of further guidance.

The public notification requirements are limited to the performance assessed elements only. Council is of the opinion that the entire application should still be placed on public notice with a clear explanation of which parts are notified.

There should be a template created for notification signs to ensure consistency in size, information provided, contact details, materials etc.

In terms of placement of signs, there needs to be some direction given as to where signs must be placed to ensure greatest visibility. In the instance where the development site is on a corner, will a sign be required on both boundaries? If a site is split by a road, for example, will there be a requirement to place signs on both parcels of land?

Removal of a public notification sign prior to the due date should be an offence and signs must be removed on the due date.

While Council supports the concept of signs as a form of public notification, it does allow anyone to make a submission whether it impacts them or not. This may result in a significant number of submissions particularly in light of the ability to broadcast on social media channels which will increase the amount of effort required to review the submissions. Allowing submissions from any interested party also creates expectations that their comments will be considered.

The Act does not specify a right for representors to be heard for performance assessed development. However, it is Council's understanding that DPTI are of the view that verbal representations are precluded under the Act. Local Government legal advisors have the opposite view that as the Act is silent, Assessment Panels are able to allow verbal representations through their meeting procedures.

Council holds a strong view that in keeping with the principles of the Community Engagement Charter, verbal submissions should be allowed. This requires clarification.

**Question 10 -Should accredited professionals/assessment managers have the capacity to determine publicly notified applications?**

Accredited professionals/assessment managers should only have the capacity to determine publicly notifiable applications if there are no submissions received. This should only apply to accredited professionals/assessment managers engaged by councils and not private sector accredited professionals. Council's understanding is that DPTI's position on this is that an application that requires public notification cannot be assessed by a private accredited professional and Council supports this position.

**Question 11 - Who should be responsible for placing a notice on the subject land?**

The relevant authority should be responsible for placing the notice on the subject land at a cost to the applicant. This should ensure a more consistent approach and is more likely to meet the requirements of the Regulations.

**Question 12 - How would that person/body provide/record evidence of a notice being placed on the land throughout the specified notification period?**

This could be achieved with a photograph of the sign uploaded to the ePlanning portal against the development application.

**Question 13 - For how long should an application be on public notification (how long should a neighbour have to provide a submission)? Should a longer period apply for more complex (i.e. impact assessed) applications?**

An application should be on public notification for 10 business days following the placement of the sign on the subject land. For more complex applications, a longer period of 15 business days should apply.

## **5. Procedural Matters**

### **5.1 Provision of Information**

**Question 14 - What type of information should be submitted with deemed-to-satisfy applications? Are the current requirements in Schedule 5 of the Development Regulations 2008 sufficient/too onerous?**

Plans need to show that all of the deemed-to-satisfy criteria have been met eg. plans clearly indicate the amount of private open space, site coverage etc. It should not be the responsibility of the relevant authority to determine these.

**Question 15 - Should relevant authorities (including accredited professionals) be allowed to dispense with the requirement to provide the mandatory information listed by the regulations/code/practice directions?**

No, if the information is mandatory, there should be a reason it is mandatory. If it is not adding value to the assessment process, then it should not be mandatory. Relevant authorities should not be able to pick and choose what information they consider.



**Question 16 - Should a referral agency or assessment panel be able to request additional information/amendment, separate to the one request of the relevant authority?**

Yes as the referral agency may consider different aspects of a development which may not have been addressed in the first instance. This should result in a better outcome.

**Question 17 - Should there be an opportunity to request further information on occasions where amendments to proposal plans raise more questions/assessment considerations?**

Yes, as additional information could be used to provide a better outcome. This may also negate a refusal of the proposed development.

## **5.2 Outline Consents**

The discussion paper states that the practice direction is likely to apply outline consents only to certain elements of development in certain areas/zones eg. building heights/envelopes. This is problematic for the community as one aspect does not provide sufficient detail for a layperson to properly consider a development and provide a submission (assuming the development is notifiable).

Council is of the view that if an outline consent is notified for one aspect of the development, if a subsequent application is lodged which requires another aspect to be notified, then the original notifiable event from the outline consent process should be included in the application notification process. This will enable community members to comment on those aspects as a whole.

**Question 18 - How long should an outline consent be operational?**

12 months

**Question 19 - When, where and for what kind of development would an outline consent be appropriate and beneficial?**

For publicly notified performance assessed applications, where planning policy is not clear, for master planned developments, for structure plans.

**Question 20 - What types of relevant authorities should be able to issue outline consent?**

Council Assessment Panels or SCAP

## **5.3 Design Review**

Any design panel established by the Minister should include the relevant Council. This would be essential for considering implications for Council infrastructure and community expectations.

## 5.4 Referrals

### **Question 21 - What types of development referrals should the regulations allow applicants to request for deferral to a later stage in the assessment process?**

Council's positions on this is none unless DPTI can provide specific examples for Council to consider. Any matters which are fundamental to the decision should not be able to be deferred, particularly now that all referrals are for direction.

## 5.5 Preliminary Advice

### **Question 22 - The Act stipulates that preliminary advice may be obtained from agencies. Should there also be a formal avenue for applicants to seek preliminary advice from the relevant authority?**

Council supports the proposal that there should be a formal avenue for applicants to obtain preliminary advice from agencies in addition to existing services Council provides for informal advice.

### **Question 23 - Should there be a fee involved when applying for preliminary advice?**

Council invests heavily in preliminary advice by having a full time staff member dedicated to that function. This leads to better quality outcomes and greater community understanding of the planning system and processes. Council sees that questions requiring verbal responses should continue to be provided free of charge but more complex questions involving written responses may incur a fee. This is particularly relevant as under the new system, Council is concerned that over time it may collect reduced development application fees which currently fund important services such as preliminary advice.

## 5.6 Decision Timeframes

### **Question 24 - How long should a relevant authority have to determine a development application for each of the new categories of development?**

The timeframes should be increased from the current ones due to the deemed consent process.

## 5.7 Deemed Planning Consent

Council's view is that deemed planning consent has some fundamental issues which may lead to poor outcomes. Where a timeframe is not met and an applicant serves notice, the authority should have 10 days to make a decision (including refusal), not grant consent.

The deemed consent process may result in more refusals as relevant authorities near the end of the timeframe for assessment issue a refusal to manage potential risks rather than encourage negotiation with the applicant for an agreed outcome. This may lead to an increase in the number of court actions from applicants unhappy with a refusal.



If a relevant authority considers that a deemed planning consent application should have been refused, it can apply to the court. This is an expensive exercise which may not be pursued by private accredited professionals (as the relevant authority) leading to consents being issued for developments that are inappropriate and potentially poor planning outcomes for the community. Council will be the recipient of any complaints regardless of the fact that Council has nothing to do with the decision.

In addition, private accredited professionals being paid by a client may be loath to challenge a deemed consent of a lucrative client and in more extreme cases, may use that process to allow approvals to proceed without making a decision. Although that behaviour will be subject to some scrutiny through Code of Conduct complaints, it may be difficult to prove and does not reverse a poor planning decision.

The deemed consent process does not take into consideration the issues faced by councils of staff shortages and CAP meeting schedules which can occur from time to time resulting in an increase in the time taken to process an application. If this results in an increase in consents which the relevant authority must apply to the court to have quashed, additional time and significant cost will be added to the planning system.

The deemed consent process may result in an outcome opposite to what it was trying to achieve ie. streamlining the application assessment process.

**Question 26 - Should a deemed planning consent be applicable in cases where the timeframe is extended due to:**

- a referral agency requesting additional information/amendment
- absence of any required public notification/referral
- any other special circumstances?

No

**Question 27 - What types of standard conditions should apply to deemed consents?**

This will depend on the type of application.

## **5.8 Conditions and Reserved Matters**

**Question 29 - What matters related to a development application should be able to be reserved on application of an applicant?**

This should not apply to anything which is fundamental to the decision.

## **5.9 Variations**

**Question 30 - Should the scope for 'minor variations' - where a new variation application is not required - be kept in the new planning system?**

Council's position is this should be kept in the new planning system.

**Question 31 - Should a fee be required to process 'minor variations'?**

Council's position is that a fee should be payable as minor variations still require consideration and use of Council resources.

## **6. Appeals**

### **6.1.2 Decision of Assessment Manager**

Where an applicant appeals against the decision of an assessment manager, the appeal should be against the decision of the position, not the individual. This will ensure that if there is a turnover of an assessment manager within a council, the appeal will be managed by the new assessment manager.

### **General Comments**

The number of development applications processed by councils under the new planning system is likely to reduce markedly over time. However, despite information and education on councils' role in the new planning system, many members of the community still assume that councils have responsibility for what is developed in their local area. As a result, councils will still be the first point of contact for the community and will require resourcing to provide that service which will not be offset by the level of fees charged.

How does DPTI propose to offset the cost of service provision for councils particularly in light of additional costs for the ePlanning portal while still maintaining internal systems?

The intent of the new planning system seems to be to increase the number of private sector accredited professionals assessing development. This leads to conflicts of interest between the best outcome for the accredited professional's client (who is paying for that service) and good planning outcomes. In the current system, Council plays an important role in balancing the needs of the applicant with the needs of the community and understands local context.

How will this be maintained under the new system particularly as public notification requirements appear to be watered down? DPTI's position of community participation at the policy level rather than at an individual application stage assumes a level of interest, understanding and knowledge and computer literacy which may be absent. In general, community members tend to get involved when directly affected by a proposal rather than at the theoretical policy level.

## 11.4 Aircraft Noise Survey Outcomes

### Brief

This report outlines a summary of the results of more than 650 responses to the experiences of aircraft noise consultation survey which are proposed to inform Council's position on aircraft noise policy and advocacy with Adelaide Airport Limited, the proposed Planning Code and relevant government departments.

### RECOMMENDATION

The Committee recommends to Council that:

1. The results of the Aircraft noise Survey be noted;
2. Its policy position, to be used to influence the Department for Planning, Transport and Infrastructure's (DPTI) development of the new *Planning and Design Code*, with respect to aircraft noise be the ANEF contour map recognising >25 ANEF as the threshold for managing aircraft noise and excluding land divisions in >30 ANEF with the following additional measures be approved by Council as its position with regard to Aircraft Noise:
  - a. Development should be designed and located having regard to the flight paths, height restrictions and noise exposure forecasts issued by Adelaide Airport Limited.
  - b. Residential development on land within the area defined by Fig R1/1 is affected by aircraft noise from Adelaide Airport and should be designed, constructed and insulated to minimise the effects of noise.
  - c. Dwellings (and dwelling additions - where such additions have a floor area equal to or greater than 50 percent of the existing dwelling) are constructed in accordance with Australian Standard 2021-2000: Acoustics - Aircraft noise intrusion - Building siting and construction; or
  - d. Dwellings (and dwelling additions - where such additions have a floor area equal to or greater than 50 percent of the existing dwelling) include the following construction techniques:
    - I. shielding windows and doors with external blinds or verandahs;
    - II. using masonry walls for external walls and if brick veneer construction is used fully, by insulating the cavity wall with 75 millimetres to 100 millimetres insulation (rockwool or fibreglass)
    - III. keeping window size to a minimum and using at least 6 millimetres single glazing or double glazed windows; where possible, windows of sensitive rooms should be oriented away from the direction of view to the flight path;
    - IV. air-conditioning sensitive rooms using a split or ducted system. Wall mounted air-conditioning units should not be used as they provide a weak path for sound transmission;
    - V. shielding doors with an entrance verandah and using a solid core construction;
    - VI. sealing airtight all cracks in the housing construction. Cracks between doors, windows and the house construction should also be weather sealed;
    - VII. positioning air exhausts in non-sensitive rooms, e.g. wall vents should not be placed in bedrooms or living rooms; and
    - VIII. insulating the ceiling space with 75 millimetres to 100 millimetres ceiling insulation (rockwool or fibreglass)

## Introduction

At its meeting on 12 December 2017, Council deferred a report (**Attachment 1**) on the City of West Torrens' Aircraft Noise Policy Position and resolved:

A report on Aircraft Noise was presented to the 12 December 2017 meeting of Council (**Attachment 1**). This report recommended

- '1. **Option 3** (use the ANEF contour map, recognise >25 ANEF as the threshold for managing aircraft noise and exclude land divisions in >30 ANEF) with additional prescriptive measures detailed in this report be adopted as Council's position on the management of aircraft noise which the Administration will use to influence the Department for Planning, Transport and Infrastructure's (DPTI) development of the new Planning and Design Code.'

Option 3, as detailed in **Attachment 1** is as follows:

### 'Option 3 (Preferred Option)

*Use the ANEF contour map, recognise >25 ANEF as the threshold for managing aircraft noise and exclude land divisions in >30 ANEF.*

This option results in no change to the treatment of those properties between 25 and 30 ANEF detailed in option 2 but does vary the requirements for properties within > 30 ANEF in that it prevents any subdivision of land in these areas. This would not apply to the replacement of existing dwellings or additions to existing dwellings.

This option more closely aligns with AS 2021:2015 and provides a greater balance between development potential and amenity (noise impacts). However, it will have the effect of limiting the subdivision potential of approximately 800 sites and would potentially be more limiting than the current system which is assessed on merit.'

Option 3 also proposed the following additional measures to give more certainty to applicants in terms of the acoustic levels that are likely to be achievable within a dwelling at a particular site:

- Development should be designed and located having regard to the flight paths, height restrictions and noise exposure forecasts issued by Adelaide Airport Limited.
- Residential development on land within the area defined by Fig R1/1 is affected by aircraft noise from Adelaide Airport and should be designed, constructed and insulated to minimise the effects of noise.
- Dwellings (and dwelling additions - where such additions have a floor area equal to or greater than 50 percent of the existing dwelling) are constructed in accordance with Australian Standard 2021-2000: Acoustics - Aircraft noise intrusion - Building siting and construction; or
- Dwellings (and dwelling additions - where such additions have a floor area equal to or greater than 50 percent of the existing dwelling) include the following construction techniques:
  - a. shielding windows and doors with external blinds or verandahs;
  - b. using masonry walls for external walls and if brick veneer construction is used fully, by insulating the cavity wall with 75 millimetres to 100 millimetres insulation (rockwool or fibreglass)
  - c. keeping window size to a minimum and using at least 6 millimetres single glazing or double glazed windows; where possible, windows of sensitive rooms should be oriented away from the direction of view to the flight path;
  - d. air-conditioning sensitive rooms using a split or ducted system. Wall mounted air-conditioning units should not be used as they provide a weak path for sound transmission;
  - e. shielding doors with an entrance verandah and using a solid core construction;

- f. sealing airtight all cracks in the housing construction. Cracks between doors, windows and the house construction should also be weather sealed;
- g. positioning air exhausts in non-sensitive rooms, e.g. wall vents should not be placed in bedrooms or living rooms; and
- h. insulating the ceiling space with 75 millimetres to 100 millimetres ceiling insulation (rockwool or fibreglass)

Council deferred that report (**Attachment 1**) and resolved:

*"As City of West Torrens residents are particularly affected by this aircraft noise policy position, Council writes to the Minister to advise that Council intends to undertake essential consultation with affected residents and request that no decisions be made with regard to the Aircraft Noise land use planning policy until such time as Council has completed that consultation and determined its position with regard to the management of aircraft noise."*

This report presents the findings of the consultation undertaken. Copies of the complete consultation report will be made available in hard copy.

## Discussion

The 'Experiences of Aircraft Noise' consultation was developed as an online survey with the ability for residents to request a hard copy if required. More than 12,000 letters were sent to residents and property owners living **within** ANEF contours advising of the opportunity to participate and directing them to the online survey.

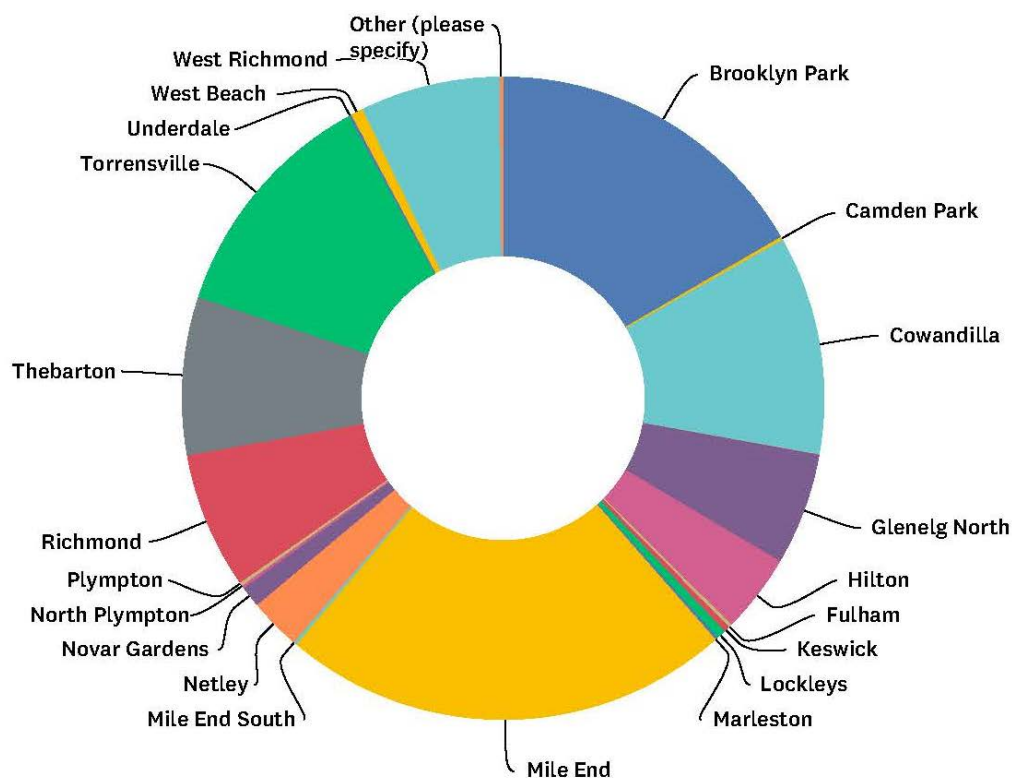
The survey was designed to canvass the range of experiences of aircraft noise felt by residents and property owners in West Torrens. The majority of responses were received from property owners with properties within the ANEF contour areas. Fewer responses were received from non-ratepaying residents some of whom lived outside of the ANEF contour areas. In total:

- 618 responses were received online
- 36 respondents provided input to the survey by phone or hard copy

The majority of responses were received in relation to the experience of aircraft noise in Brooklyn Park and Mile End (more than 100 responses for each suburb). This is roughly consistent with the fact that these suburbs are overrepresented in the ANEF contour areas. However, the survey provides valuable information of trends in responses and the wide range of experiences of those people living in the ANEF areas.



A breakdown of the survey response suburbs is shown in the chart below:

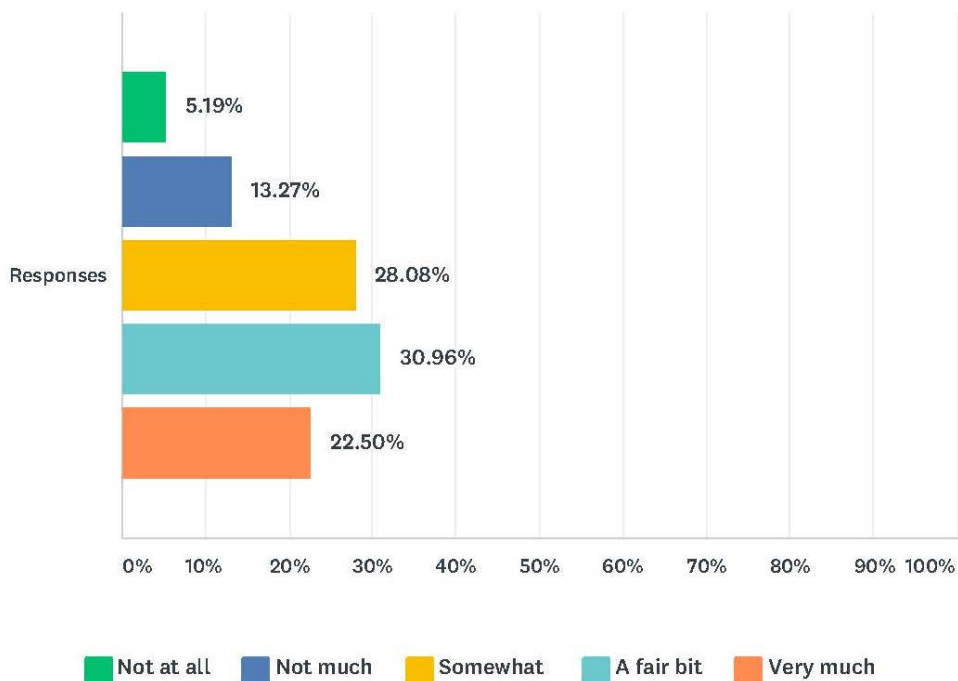


The questions canvassed decisions about moving in and buying in the area; with more than 50% of property owners in ANEF areas indicating that they would not buy in the area or might reconsider their purchase, based on current levels of aircraft noise.

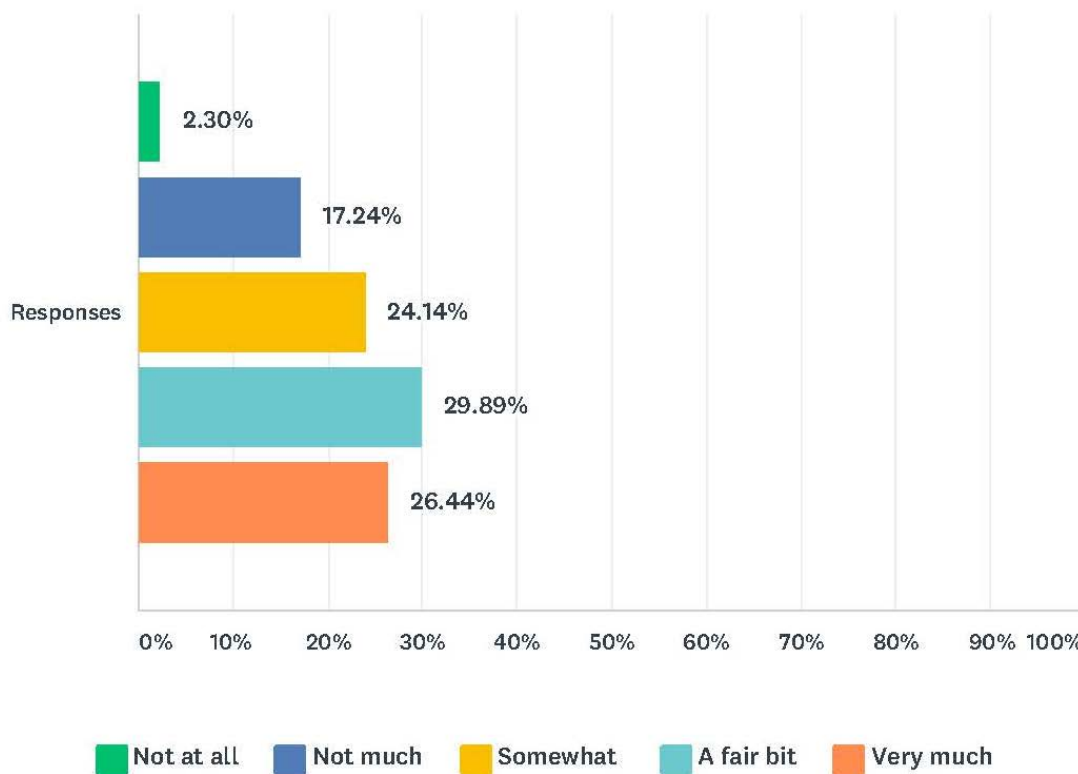
### ***Extent of Aircraft Noise Impacts***

The majority of property owners in ANEF contours indicating they were "somewhat" affected, or greater, by aircraft noise as shown in the graphs below:

#### ***Property Owners***



#### ***Non-Owners***



The effects did not vary considerably between owners and non-owners which would be expected.

The common effects stated in the comments section of the survey included:

- Noise
- Sleep
- Curfew

Some also stated health impacts but many stated no impact with comments that "you get used to it" or similar.

For those who did feel impacted by aircraft noise, 'impact on sleep' was the highest single concern identified. The current curfew was indicated as a strong protective factor with some respondents specifically identifying that breaches of the curfew created problems for sleep.

Health concerns and impacts on quality of life (including the ability to focus on tertiary studies) were common experiences, with one extreme case indicating their child had to move out of the area to be able to concentrate on university studies, and another example at the other end of the spectrum suggesting a move would be required for comfortable retirement. Parents also cited aircraft noise as an issue for baby sleep routines.

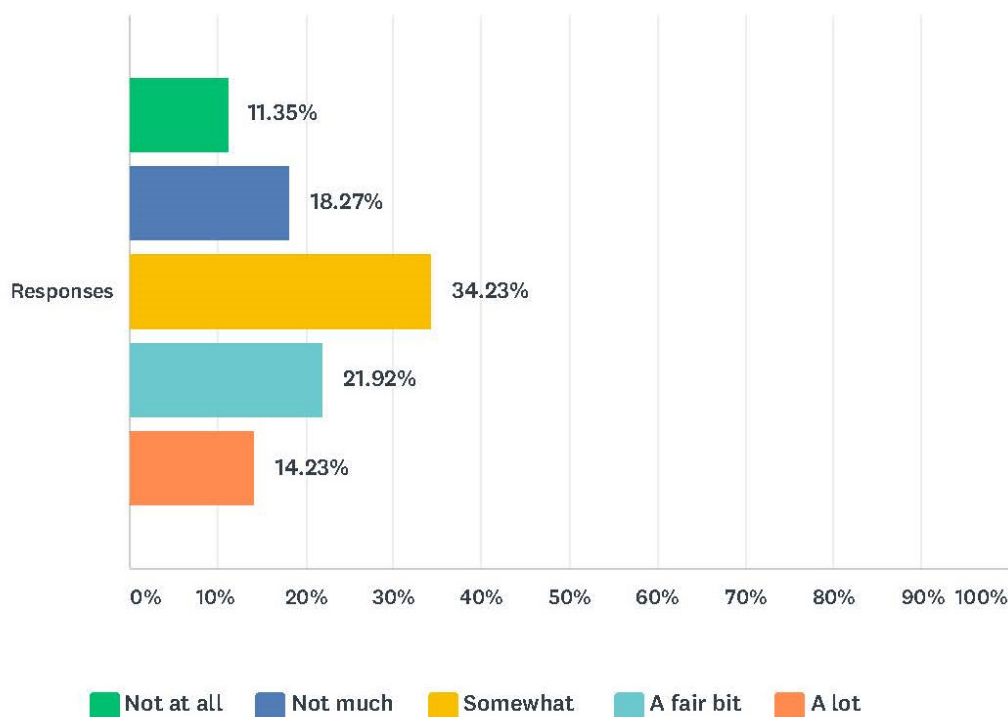
Furthermore multiple responses indicated that health impacts were not only tied to aircraft noise, but also the smell of aviation fuel vapours and perceived environmental contamination, such as sooty air and potential contamination of rainwater collected in tanks under the flight path. Multiple responses suggested additional trees in the area may assist to dissipate aircraft noise, and/or help purify and filter the air.

Vibrations, rattles and/or shakes felt in the household as aircraft fly overhead were experienced by a number of respondent property owners in the ANEF contour areas, and in some extreme cases cracks, window shattering and breakages were attributed to aircraft flying overhead.

Respondents also commonly experienced annoyance at interrupted television and radio listening as well as halted conversations and phone calls when flights passed overhead. Outdoor amenity and the ability to entertain outdoors in comfort was also compromised by the noise of flights. A few responses also identified limitations of noise attenuation as the sole solution to aircraft noise.

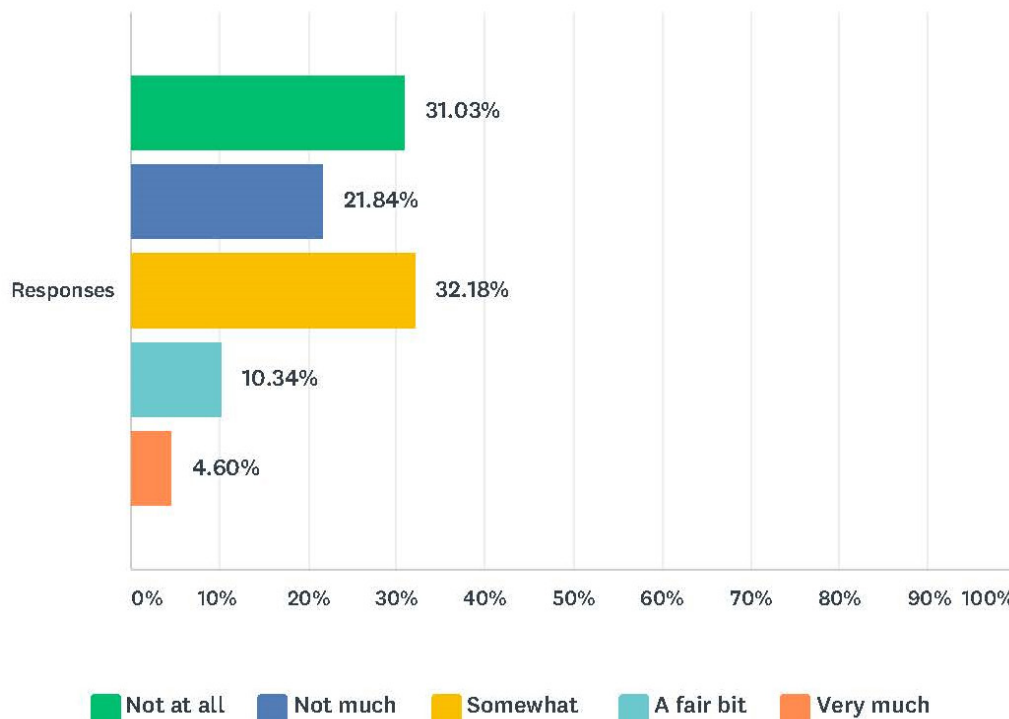
***Consideration of Aircraft Noise in Purchasing Property or Moving Into Areas Affected by Aircraft Noise***

Property owners were asked to what extent they considered proximity to the airport and the potential effects of aircraft noise when considering purchasing their property. The majority gave it at least some consideration (68%) with half of those giving it considerable weight.



A follow up question asked if the owner could go back in time, would they have purchased the property given what they experience now in terms of aircraft noise. Over 50% of the respondents said they may or would have reconsidered.

For non-owners, the consideration was considerably less with 53% not considering proximity or effects much at all.



However, 48% of non-owner respondents may or would have reconsidered their decision to move into an area affected by aircraft noise.

### ***Causes of Aircraft Noise Impacts***

Respondents had the ability to make any comments regarding aircraft noise and its impacts on their household. Many chose to comment on the causes of aircraft noise impacts which provided useful information when considering possible options for dealing with the effects.

Respondents in the ANEF contour submitted various experiences as to the key causes of the noise. Experiences indicated that the flight path had altered in recent times, with many responses suggesting flights that take off over the city, or land from over the city created the most noise while others found noise on the ground to be more of a disturbance.

Several long term residents that have lived in the area for ten or more years noted a considerable increase in noise in recent times. While several responses indicated that 'you get used to the noise after a while', some respondents indicated that it had reached a tipping point, where they were now no longer able to tolerate the level of noise.

Many responses indicated that larger aircraft tended to be more problematic with Emirates, Qatar, Cathay Pacific and Singapore Airlines all identified in multiple responses. A few responses made the observation that *some* larger aircraft actually have a quieter engine than other aircraft. While another response suggested that any new aircraft should not exceed the noise levels of existing aircraft that access the Airport. The increasing frequency of flights along with flights that fly low overhead were also cited as contributing factors in a number of responses.



Long term residents indicated differing experiences with aircraft noise and provided interesting perspective, many having lived in the area for more than 30 years, with at least one responder stating they had lived in the area for 56 years. Some long term resident/owners felt the situation was bearable as long as the curfew remained in place. However, many long term resident/owners indicated that noise and/or frequency of flights is increasing unreasonable and/or while it once didn't bother them, it is now becoming an issue.

Some long term resident/owners of land in the ANEF contours even expressed or indicated regret at having purchased in the area:

Meanwhile, respondents who identified themselves as long term residents/property owners were most likely of any responders to share the view that 'you get used to the noise'.

### ***Potential Treatments and Solutions***

Respondents made a number of comments which can be used to inform potential treatments or solutions. Most of these are outside of the control of Council but Council may have a role in influencing third parties such as the airport and State Government through the planning reform process to provide better outcomes for the community.

#### **1. Communication**

Several responses praised and thanked Council's efforts to provide a voice to the residents, with some expressing dissatisfaction at the level of information available and level of service provided by the Adelaide Airport, and agencies tasked with addressing aircraft noise.

Furthermore, respondents indicated a desire for more open and transparent communication about Airport operations and aircraft movement, with a handful of respondents taking the initiative to indicate their interest in taking part on any future strategy development and/or consultation in regard to aircraft noise.

Council can continue to liaise with the Adelaide Airport through a number of existing channels and advocate on behalf of the community.

#### **2. Airport Operations**

The maintenance of the curfew was the single most mentioned concern. While the curfew was not mentioned in materials supporting the survey it seemed some residents saw this survey as an unofficial vote on the issue of retaining the curfew (or not). Interestingly, despite extensive media coverage of the Federal Government's proposed Public Safety Zones during the course of the survey feedback period, only 5 responses made reference to issues of safety in relation to proximity of runways proposed to be addressed through the NASF Guidelines on Public Safety Zones at the Ends of Airport Runways.

A large number of responses indicated that aircraft noise was tolerable, provided that the reprieve offered by the curfew is maintained. Some responses indicated additional hours of 'no flights' would be preferred, while others indicated without the curfew, they would move out of the area: Some respondents even suggested how residents could be informed and how breaches of curfew and or changes to the curfew should be addressed to benefit the residents.

Suggested changes to operations included greater penalties for breaching curfew and encouraging aircraft modification to reduce noise.

A small number of responses suggested additional works that the Airport could undertake at their boundary to contain the impact of aircraft noise (particularly relating to landing, take off and engine testing on the ground) and also that Adelaide Airport needed to take greater responsibility for minimising aircraft noise.

Responses were divided over whether batching of flights had a negative or positive impact.

Alternate views that saw economic benefit in 24/7 airport operation were presented in fewer responses.

Council can continue to liaise with the Adelaide Airport through a number of existing channels and advocate on behalf of the community.

### 3. Relocate the Airport

Other responses suggested moving the airport altogether. Land to the north of the Adelaide metropolitan area was the favoured location for a relocated airport (a variety of locations were suggested including Parafield, Edinburgh, north of Two Wells, near Gawler and generally 'North', with one suggestion for Normanville in the south.

Some responses indicated an acceptance that the airport in this location was here to stay, meanwhile, significantly fewer responses suggested a buyer beware approach.

As Council has no influence on the location of the airport, no action is recommended.

### 4. Policy Positions

#### 4.1 Land Uses in ANEF Areas

A free text response was available for survey respondents to make suggestions as to what type of development/properties/land uses may be suitable in areas affected by aircraft noise.

Responses provided several suggestions as to alternate uses in and around the current airport land. Justification for the status quo and pro-development sentiment featured in some responses. Alternate views submitted included some responses that acknowledged the economic benefit of having the airport located so close to the city and responses that presented an optimistic outlook on the ability for residential to happily co-exist with the airport.

Responses from property owners varied considerably, with some popular responses including industry/warehousing, commercial and shopping centres/retail. However, the opposite view was also expressed with concern regarding encroachment from non-residential uses, as expressed in this response received:

"I would be totally opposed to increasing commercial use in these areas. My observation of the commercial property development has been that it detracts from the amenity of nearby residential areas."

Several responses indicated that residential was fine, or just keep things the same. Equally popular were mentions of residential land uses **that included noise attenuation**.

Other common responses included:

- Gardens and parks (including some suggestions for carbon offsetting), sporting, recreational and golf course.

There were also several mentions of the potential benefits of street trees and greening to reduce the impacts of, not only aircraft noise, but also potential odour and pollution from aviation fuel drop.

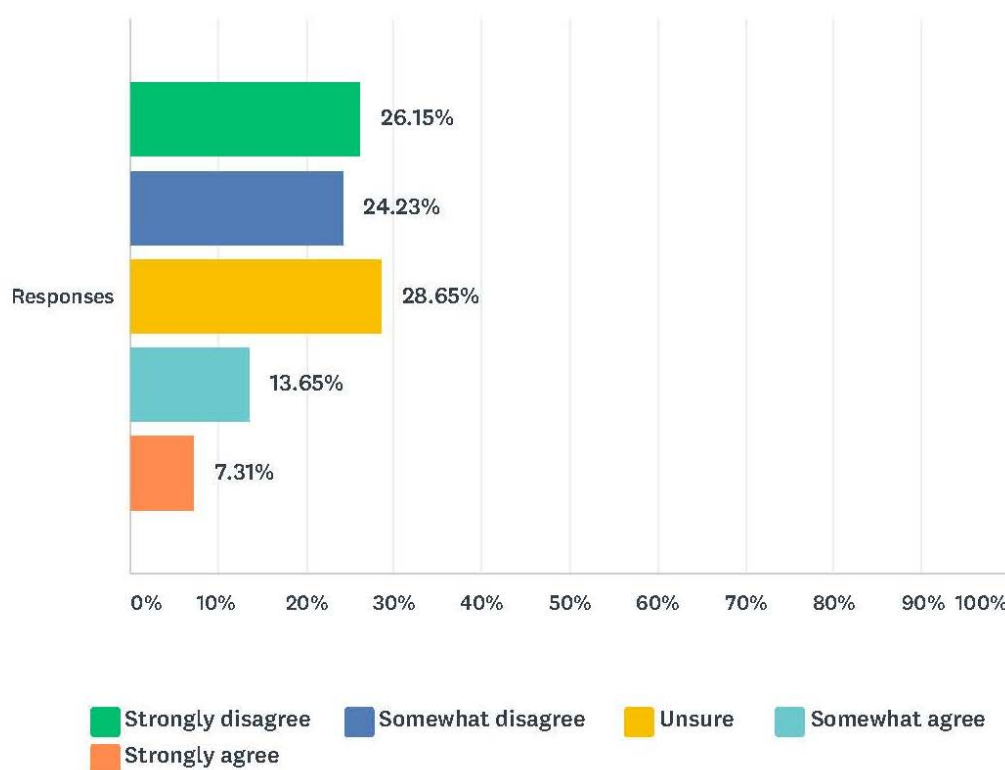
Progressive suggestions that build on the economic development and tourism benefits of the airport included:

R146: "More facilities after hours locally for airport workers e.g. gyms, eateries, close to the airport (noisiest area) rather than residences."

R117: "...some sort of park for "plane spotting"... (including)... "fixed features of binoculars and information about planes... a nice positive highlight about our proximity to the airport and this good asset we have in our area."

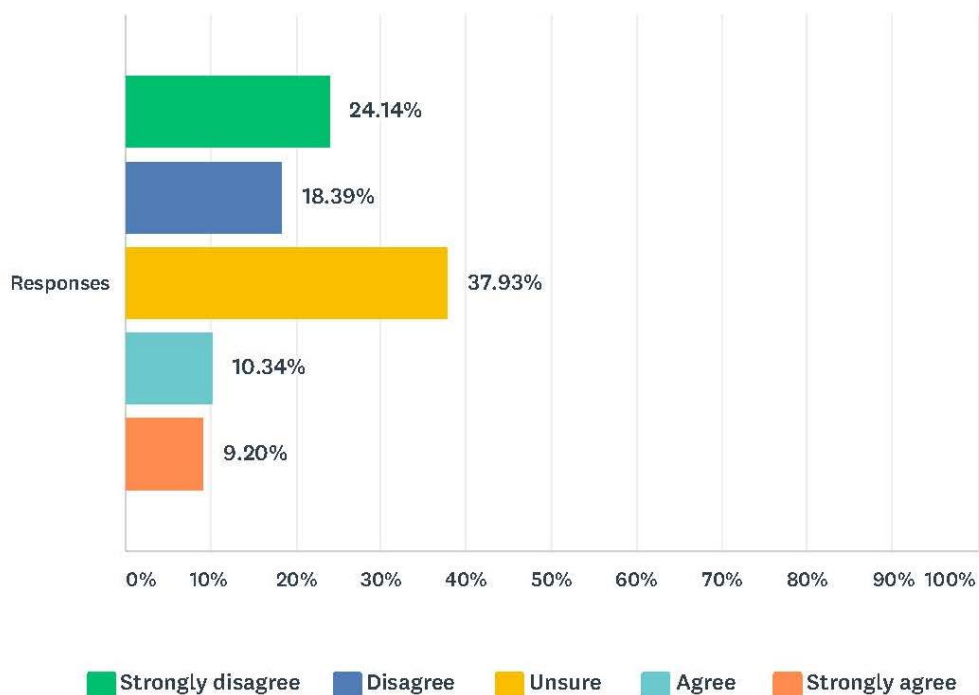
#### 4.2 Development in Areas Affected by Aircraft Noise

The survey included a question on whether people agreed that the planning system should be encouraging more people to live in areas where aircraft noise may be experienced by allowing more houses to be built in these areas. Approximately 50% of property owners disagreed or strongly disagreed with the statement and only 20% agreeing that it is a good idea as shown in the graph below:



This was coupled by 72% of property owners stating they were unlikely to or definitely not going to subdivide in the next 10 to 20 years.

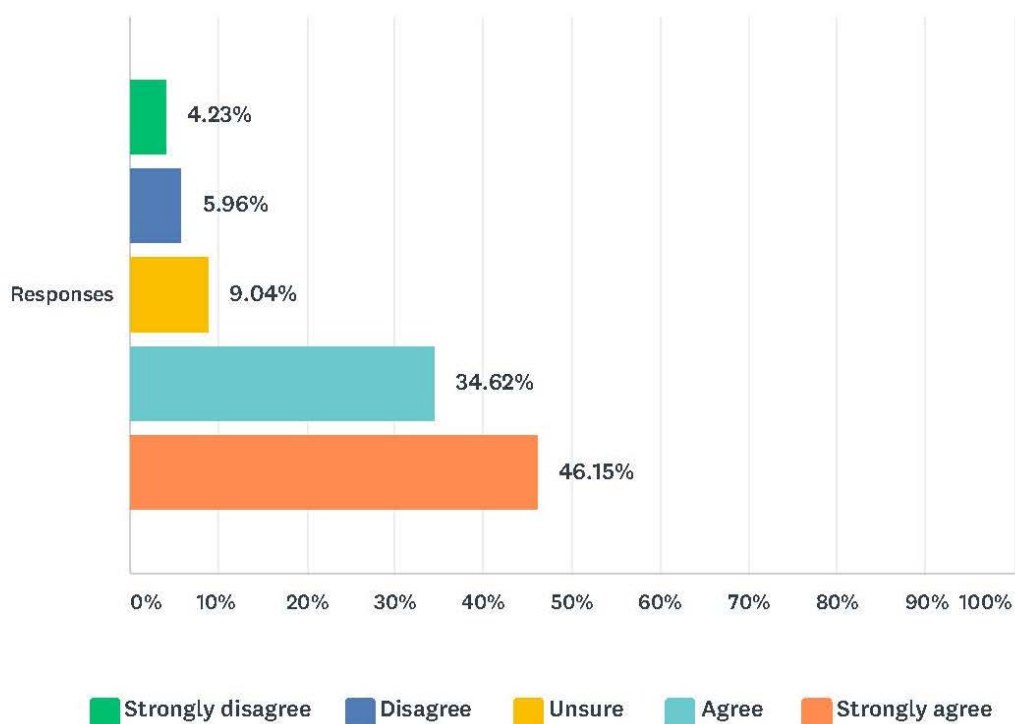
A large proportion of non-owners (42%) also disagreed that the planning system should encourage more people to live in areas affected by aircraft noise.



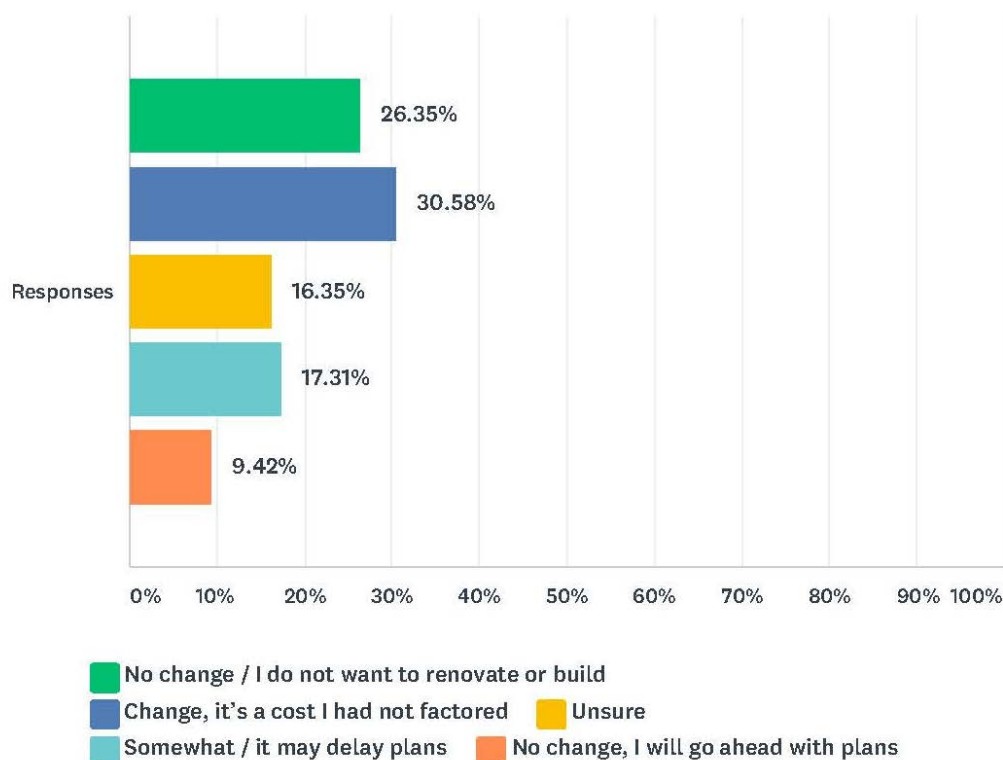
#### 4.3 Noise Attenuation and Grants

Less than 25% of responses indicated their property had noise attenuation. In a subsequent question, the majority (81%) of property owner responses in the ANEF contours agreed or strongly agreed that new homes under the flight path should be required to be built in a way that prevents or minimises the occupants' experiences of aircraft noise.

Around 10% of property owners in the ANEF contours (53 responses) disagreed or strongly disagreed.



However, the cost of noise attenuation measures would discourage a significant proportion (57%) from renovating or building a new dwelling on their property. Responses presented differing views on the tension between noise attenuation as a solution, and building costs in the area.



Many responses indicated support for the concept of additional building insulation, double glazing and use of construction materials that ameliorate aircraft noise. The majority of such responses also indicated a preference that the subsidy be reinstated.



Several responses suggested mechanisms by which noise attenuation could be funded, including fines for breaches of curfew to fund grants.

Fewer responses included consideration of elements in the public realm which may assist with noise reduction. Such suggestions include increased tree canopy to filter air and assist dissipation of aircraft noise.

#### 4.4 Future Directions

The issue of development within ANEF contours and around the airport in general will be included in the Planning and Design Code. The Aircraft Noise Survey was designed to inform Council's policy position in relation to development in areas affected by aircraft noise. The survey results showed a majority support for:

- Not encouraging more building and residents within the areas affected by aircraft noise
- Ensuring noise attenuation measures are a requirement of new homes built in the areas affected by aircraft noise
- Consider alternative land uses in areas affected by aircraft noise

This position is supported by the NASF Guideline - Managing the Risk in Public Safety Zones at the end of Runways which actively discourages having people located in areas 1km from the end of airport runways. However, it is likely to be at odds with the State Government's infill targets. Balancing these competing priorities is challenging but Council has an opportunity to influence the outcomes through the Planning and Design Code. It is proposed that the position contained in recommendation 1 of **Attachment 1** be used to influence the Planning and Design Code as it supports the findings of the survey. However, it should be recognised that while this may be the position advocated by Council, there is no guarantee this will be incorporated into the Code.

In addition, Council's strategic plans around open space and green cover as well as other public realm design elements can assist to improve the quality of life for the community within areas affected by aircraft noise.

The findings of the survey did not present any significant surprises, however the community appreciated the opportunity to share their experiences.

#### Conclusion

This report presents the outcomes of the 'Experiences of Aircraft Noise' consultation and proposes a policy position, with respect to aircraft noise, to be used to influence DPTI's proposed *Planning and Design Code*.

#### Attachments

1. **Management of Aircraft Noise Policy Position Report - Council Meeting 12 December 2017**

## 11.2 Aircraft Noise Policy Position

### Brief

This report presents the outcomes of research on land use policy options for the management of aircraft noise in existing urban areas as required by the 21 March 2017 resolution of Council.

### RECOMMENDATION(S)

The Committee recommends to Council that:

1. **Option 3** (use the ANEF contour map, recognise >25 ANEF as the threshold for managing aircraft noise and exclude land divisions in >30 ANEF) with additional prescriptive measures detailed in this report be adopted as Council's position on the management of aircraft noise which the Administration will use to influence the Department for Planning, Transport and Infrastructure's (DPTI) development of the new *Planning and Design Code*.
2. The Administration advises the Minister for Planning and DPTI's senior management of Council's recommended approach and requests that DPTI closely engages Council and its Administration in the process of developing aircraft noise policy within the new planning system, given its strong interest in the issue.
3. The Administration advocates for mechanisms within the new planning system that ensures ANEF contours are included, and can be promptly updated when new data is made available (in line with updates to the Adelaide Airport Master Plan) to maintain currency in relation to land affected by aircraft noise, particularly land in West Torrens.

### Introduction

At its 21 March 2017, the Strategy and Community Committee considered a report with regard to managing aircraft noise within the West Torrens Development Plan and made the following recommendations to Council, which it subsequently resolved:

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.*

This report seeks to address the second part of the resolution by providing Council with a proposed position to address the management of aircraft noise in the Planning and Design Code.

### Discussion

#### Background

The City of West Torrens is a desirable place to live due to its location between the city and the beach and therefore demand for land is high. This has resulted in property owners and developers looking for opportunities to subdivide larger blocks and accommodate multiple dwellings to meet the demand.

In addition, the State Government's 30 Year Plan for Greater Adelaide contains a target of 85% of all new housing in metropolitan Adelaide to be built in established urban areas.

When considering Council's position on the management of aircraft noise, these factors need to be balanced with the safe operation of the airport and the amenity of the areas affected by aircraft noise for both current and future residents.

The effect of aircraft noise is currently managed through both legislation and policy. The curfew at Adelaide Airport from 11pm to 6am set by the *Adelaide Airport Curfew Act and Regulations 2000* is designed to protect the amenity of residents during those hours to allow a rest period from otherwise relatively regular plane activity.

Within the West Torrens Development Plan, there is a module called 'Building near Airfields'. Within the module are key provisions to assess development in respect to aircraft noise which are:

6. *Development within areas affected by aircraft noise should be consistent with Australian Standard AS2021 - Acoustics - Aircraft Noise Intrusion - Building Siting and Construction.*
7. *Residential development on land within areas affected by aircraft noise as shown on Overlay Map WeTo/8 - Development Constraints should incorporate noise attenuation measures.*

In practice the Administration applies this policy as follows (see **Attachment 1** for where these apply):

ANEF Level	Action Undertaken
<20 ANEF	No action required
≥20 ANEF	AS2021 advisory note required on any development approval (Chris Turnbull, Acoustic Engineer from Sonus has advised that under modern construction techniques, most dwellings should be able to meet AS2021)
≥25 ANEF	If the application is for a land division, additional dwelling, dwelling addition or replacement dwelling in the Residential Zone, advise that the AS2021 lists the site as unacceptable for residential development and seek an acoustic report
≥25 ANEF	If the application is not in the Residential Zone and, for a land division, additional dwelling, dwelling addition or replacement dwelling (i.e. residential development) advise that the AS2021 lists the site as unacceptable for residential development

When a proposed dwelling is located within the ≥25 ANEF area, the applicant is requested to provide an acoustic report at a cost of approximately \$2,000.

Measures for noise mitigation generally cost in the order of \$20,000 but could be substantially more depending on the type of development. Generally a professional acoustic report that recommends measures to ensure a dwelling can achieve a desirable level of sound within a dwelling is considered appropriate however, it is worth noting that it is near impossible to check that the measures have been implemented.

The current process allows for dwellings within the >25 ANEF area to be issued planning consent by Council with conditions relating to noise attenuation measures. There are times when the dwelling is privately certified under the Building Code of Australia and the noise attenuation measures have not been met which has resulted in the applicant being requested to meet the requirements. There is no formal process to address this under the current system.

The current provisions within the City of West Torrens Development Plan provide insufficient direction in terms of how development is to respond to balancing the ongoing operations of the Adelaide Airport and the potential impact on residents adjacent or under flight paths. As a result, removal of the outdated *Area affected by aircraft noise mapping* is the logical first step to improving clarity. This approach however, was rejected by DPTI when it was initially proposed by the Administration.

Given the transition from the Development Plan to the Planning and Design Code under the *Planning, Development and Infrastructure Act 2016*, it is important that Council determines its preferred position in relation to managing aircraft noise to be used to influence the development of the Planning and Design Code policy elements relevant to aircraft noise and ensure consistent application.

#### Options Resulting from Research

In accordance with the resolution of the 21 March 2017 meeting of Council, the Administration undertook research which has resulted in the consideration of the following three main options to manage aircraft noise:

#### **Option 1**

*Remove acoustic policy regarding aircraft noise from the West Torrens Development Plan and rely on the National Construction Code 2016 - Building Code of Australia (BCA) or Minister's Specification and market forces for development in areas affected by aircraft noise.*

This is the preferred option of the Minister presumably as it is more likely to increase dwelling densities in areas affected by aircraft noise in line with the 30 Year Plan for Greater Adelaide.

This option will save applicants and developers time and money as they will not be required to include noise attenuation measures unless they choose to do so and the relevant authority will not be required to assess this aspect of the development.

In addition, this option would also allow existing lots to be subdivided resulting in greater value for the owners or developers.

On the downside, residents and prospective property buyers may not understand the implications of aircraft noise and what is required to address it during the purchase of a property, design and construction phase or whether an existing property has any noise mitigation features. Amongst other things, this may result in:

- Unexpected costs for the purchaser; and/or
- Reduced amenity for the occupants; and/or
- Unexpected additional costs to retrofit noise attenuation measures after the initial construction phase.

Effectively this option takes a 'buyer beware approach' to aircraft noise mitigation and therefore, on that basis, is not the preferred option.

#### **Option 2**

*Use the ANEF contour map and recognise >25 ANEF as the threshold for managing aircraft noise.*

The ANEF is referenced within the *AS 2021:2015 Acoustics- Aircraft noise intrusion - Building siting and construction* and therefore this approach clarifies how AS2021:2015 translates to the West Torrens spatial area. Option 2 formalises what is currently being applied by the Administration in development assessment.

When a proposed dwelling is located within the  $\geq 25$  ANEF area and is in a Residential Zone, the development assessment process requires the applicant to provide an acoustic report. This costs the applicant approximately \$2,000 while measures required for noise mitigation generally cost in the order of \$20,000 although this could be significantly more dependent on the proposed development/redevelopment.

This option goes some way to providing a balance between allowing development in areas affected by aircraft noise and protecting future owners of those dwellings from the effects of aircraft noise. However, it would potentially still allow subdivisions and therefore additional dwellings in areas  $>30$  ANEF which are deemed unsuitable for residential development as per AS2021:2015.

A summary of the number of properties in each category is included in the table below:

Allotments	ANEF $>25-30$	ANEF $>30-35$	ANEF $>35$
Individual Dwellings	2,343	735	65
Multiple Dwellings	152 (on 31 allotments)	50 (on 9 allotments)	5 (on 1 allotment)

While this option would potentially impact approximately 3,143 allotments they would not experience any change with the way development is currently managed within those areas.

It should be noted that many of these dwellings will have received noise attenuation funding as part of a Federal Government program which has now ceased.

Option 2 is not the preferred option given it would still, potentially, allow for additional dwellings in areas  $>30$  ANEF which the AS2021:2015 deems unsuitable on the basis of the negative noise impacts.

### Option 3 (Preferred Option)

*Use the ANEF contour map, recognise  $>25$  ANEF as the threshold for managing aircraft noise and exclude land divisions in  $>30$  ANEF.*

This option results in no change to the treatment of those properties between 25 and 30 ANEF detailed in option 2 but does vary the requirements for properties within  $>30$  ANEF in that it prevents any subdivision of land in these areas. This would not apply to the replacement of existing dwellings or additions to existing dwellings.

This option more closely aligns with AS 2021:2015 and provides a greater balance between development potential and amenity (noise impacts). However, it will have the effect of limiting the subdivision potential of approximately 800 sites and would potentially be more limiting than the current system which is assessed on merit.

### Additional Measures (Options 2 and 3)

The addition of more descriptive policy regarding appropriate measures to minimise the impacts of aircraft noise may also be possible and could be added to both Option 2 and 3.

Prior to adopting the Better Development Plan (August 2011) format for the Development Plan, Council had the following provisions for areas affected by aircraft noise:

- 137 Development should be designed and located having regard to the flight paths, height restrictions and noise exposure forecasts issued by Adelaide Airport Limited.



- 138 Residential development on land within the area defined by Fig R1/1 is affected by aircraft noise from Adelaide Airport and should be designed, constructed and insulated to minimise the effects of noise.

**Design Techniques** (*Design Techniques illustrate ONE WAY of satisfying the above principle.*)

- 138.1 *Dwellings (and dwelling additions - where such additions have a floor area equal to or greater than 50 percent of the existing dwelling) are constructed in accordance with Australian Standard 2021-2000: Acoustics - Aircraft noise intrusion - Building siting and construction; or*
- 138.2 *Dwellings (and dwelling additions - where such additions have a floor area equal to or greater than 50 percent of the existing dwelling) include the following construction techniques:*
- a) shielding windows and doors with external blinds or verandahs;
  - b) using masonry walls for external walls and if brick veneer construction is used fully, by insulating the cavity wall with 75 millimetres to 100 millimetres insulation (rockwool or fibreglass)
  - c) keeping window size to a minimum and using at least 6 millimetres single glazing or double glazed windows; where possible, windows of sensitive rooms should be oriented away from the direction of view to the flight path;
  - d) air-conditioning sensitive rooms using a split or ducted system. Wall mounted air-conditioning units should not be used as they provide a weak path for sound transmission;
  - e) shielding doors with an entrance verandah and using a solid core construction;
  - f) sealing airtight all cracks in the housing construction. Cracks between doors, windows and the house construction should also be weather sealed;
  - g) positioning air exhausts in non-sensitive rooms, e.g. wall vents should not be placed in bedrooms or living rooms; and
  - h) insulating the ceiling space with 75 millimetres to 100 millimetres ceiling insulation (rockwool or fibreglass)

Re-introducing some of these concepts into the *Planning and Design Code* may give more certainty to applicants in terms of the acoustic levels that are likely to be achievable within a dwelling at a particular site. This may negate the need for a separate acoustic report.

As shown above, Design Technique 138.2 displays eight construction techniques that would assist applicants to improve noise attenuation in dwellings measured by design, construction and insulation.

Some of the wording in the historic Design Technique 138.2 is ambiguous, i.e. 'sealing airtight' in that it is unclear how the techniques can be achieved and consequently, it is recommended that these techniques be reviewed. The review should also take into consideration updated building standards, to ensure the techniques are reasonable and easy to apply.

This method will provide owners, developers, applicants or builders with more on how to achieve structural external noise minimising techniques when building in areas affected by aircraft noise.

As such, it is proposed that this be the preferred option which the Administration will use to influence the development of the *Planning and Design Code* currently being developed by DPTI.

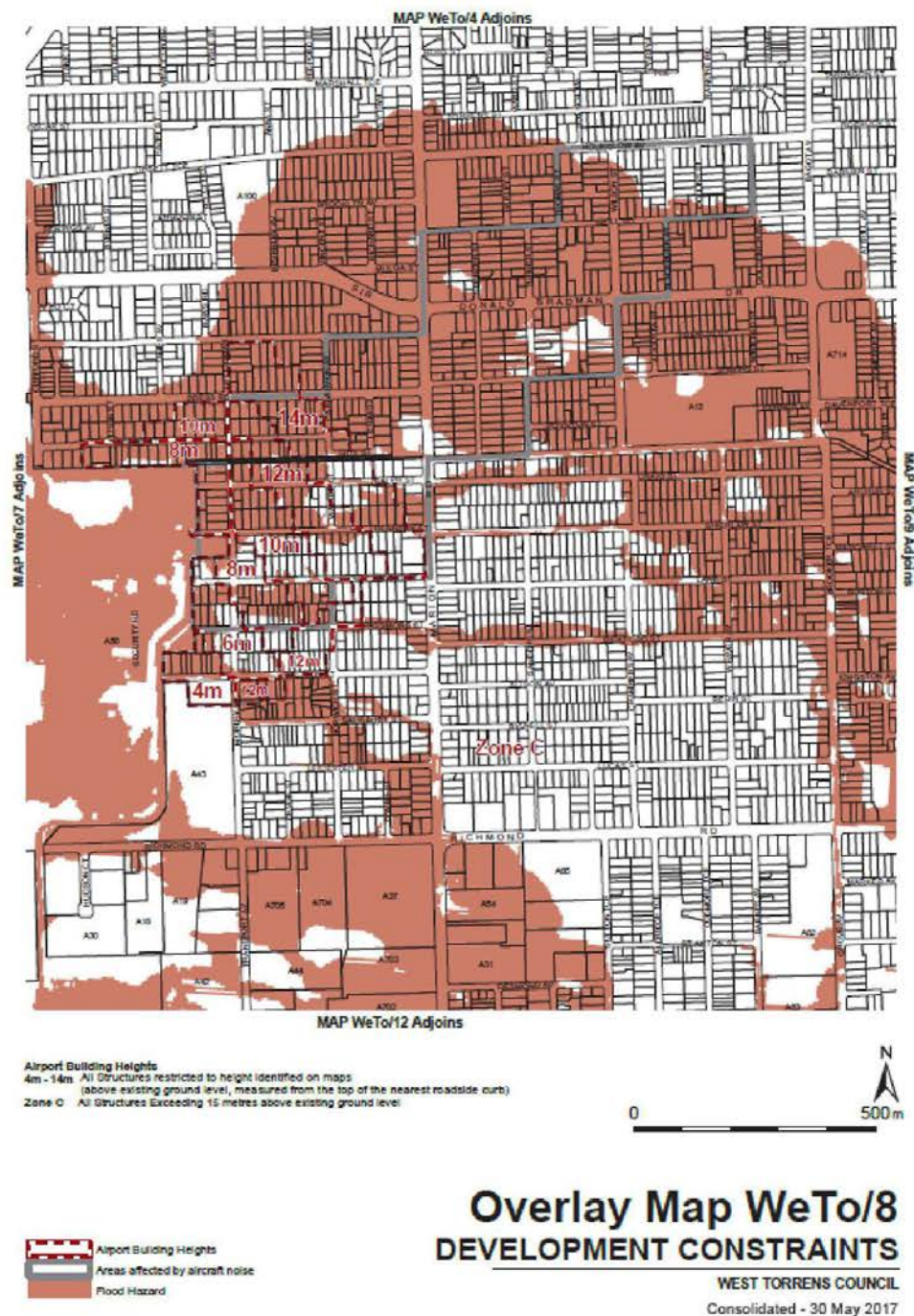
**Conclusion**

This report presents the outcomes of research undertaken to manage aircraft noise, as it applies to development, within West Torrens and recommends a preferred option to be used to influence the development of the *Planning and Design Code* currently being developed by DPTI.

**Attachments**

1. **Overlay Map WeTo/8 'Development Constraints' of the Development Plan**

## Extract from the Development Plan



## 11.5 City Strategy Activity Report September 2018

### Brief

This report presents the Strategy Unit's activity report for the month of September 2018.

### RECOMMENDATION

The Committee recommends to Council that the Strategy Activity Report for September 2018 be received.

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### Introduction

A report is presented to each Strategy and Community Committee detailing the status of key projects and activities within the Strategy Unit since the last report to the Committee.

### Discussion

#### Corporate Planning

##### ***Public Health Plan Reporting***

The second biennial progress report on achievements against Council's Public Health Plan (2014) were prepared and submitted as required by the Chief Public Health Officer under the *Public Health Act (2011)*. A report was presented to the 18 September 2018 meeting of the Strategy and Community Committee for approval prior to submission.

#### Community Planning

##### ***Community Needs Analysis Project***

A number of meetings were held with the consultants from Intermethod to refine the scope and timeframe of the project. The consultants also presented draft documents to the project reference group, which comprises staff members from various departments of Council. Due to the local government elections caretaker period, the public consultation stage of the project has been deferred until early in the new calendar year. One of the benefits of this is that it will allow engagement activities to align with Council's popular Summer Festival events.

#### Environmental Sustainability

##### ***AdaptWest website***

A design company has been engaged to develop a website for AdaptWest which will provide a central platform for information, materials and news regarding the program. This will address current concerns that information is hosted on each of the partner councils' websites and does not provide a consistent look and feel for the regional program.

Several workshops have been coordinated by the AdaptWest Regional Coordinator to engage the relevant stakeholders to ensure each of the councils has equal participation and consideration when developing the content, look and feel of this website. The first meeting covered off on the logo, purchasing of domain name for the AdaptWest website and layout. A second meeting is scheduled to develop content.

The project is currently on track for completion by December 2018.

##### ***Native Plant Giveaway***

The Administration is seeking to engage a suitable supplier for the 2019 Native Plant Giveaway. The Native Plant Giveaway is an established successful program which seeks to encourage residents to incorporate native plants into their gardens at home.

**Natural Landscapes Reform**

In July, the State Government released the *Managing Our Landscapes Conversations for Change* Discussion Paper outlining proposed changes to the natural resources management system. The Natural Resources Management Act 2004 will be repealed with the government introducing a new Landscape South Australia Bill into Parliament in the first quarter of 2019.

This will involve creating nine Landscape Boards to replace existing NRM Boards with the addition of Green Adelaide which will deliver natural resource management functions in metropolitan Adelaide. The Administration has prepared a response to the consultation on the framework of the reform which is the subject of a separate report in this agenda.

A separate discussion paper on Green Adelaide is being developed for future release. It is anticipated Council will have the opportunity to provide feedback on the future Discussion Paper through a subsequent consultation process.

**Rebates for Solar PV Panels for Community Groups**

The Solar Panel Rebates for Community Groups program is currently available for a 12 month trial period. No applications were received during September despite extensive promotion for the rebate scheme throughout September. Promotion aimed at improving community uptake included advertisement in the Messenger, on the Council website, Facebook and Twitter, as well as posters displayed at the Civic Centre and Library.

**Backyard Bird Count**

The City of West Torrens has signed up as a supporter of the 2018 Aussie Backyard Bird Count which takes place from 22 - 28 October 2018. Administration staff will take part in the 2018 Aussie Backyard Bird Count by promoting community participation in the lead up to National Bird Week. Extensive promotion for the count occurred throughout September. Promotion includes Council's website, social media pages as well as posters displayed at the Civic Centre and Library.

**Rainwater Tank Rebates**

Two applications were received as part of the Rainwater Tank Rebate Scheme during September. A total of 10 applications have been received for the 2018-19 financial year to date. Promotion for the rebate scheme throughout September included advertising in the Messenger, on Council's website and social media pages as well as posters displayed at the Civic Centre and Library.

**Economic Development****Economic Development Strategy**

The Strategy Unit further progressed the Economic Development Strategy project in collaboration with the Office of the Mayor and CEO.

**Airport Noise Consultation**

Following the close of contributions to the *Experiences of Aircraft Noise Survey*, an analysis of the 654 responses was undertaken. The results are presented in a separate report in the agenda of this meeting. The survey was designed to gauge residents' and property owners' experiences of aircraft noise in particular parts of West Torrens. Results of the survey are intended to inform future policy approaches to residential development in areas deemed to be affected by aircraft noise.

**Heritage Grants Review**

Throughout September, the Administration advised applicants regarding the success or otherwise of Heritage Grant applications received in the 2017/18 Financial Year. A review was also undertaken to streamline the process for assessing applications and issuing grants for any future Heritage Grant rounds offered by Council.



**Land Use Planning - Intergovernmental Relations*****Planning Reform***

The Development Plan Review, approved at the 4 September Council Meeting, was forwarded to the Department for Planning, Transport and Infrastructure.

***State Planning Policies***

The closing date for submissions on the State Planning Commission's (SPC) 16 draft State Planning Policies was extended, which allowed time for a submission to be presented in a report for Council's approval on 18 September 2018. The response approved by Council was submitted within the extended timeframe for the consultation period.

**Conclusion**

This report details the activities of the Strategy Unit for September 2018.

**Attachments**

**Nil**

## 11.6 Community Services Activity Report - September 2018

### Brief

This report details the activities of the Community Services Department for September 2018.

### RECOMMENDATION

The Committee recommends to Council that the Community Services Activity Report - September 2018 be noted.

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### Introduction

The community services department (Department) provides a report to each Strategy and Community Committee meeting detailing the status of key projects and activities for the preceding month.

### Discussion

The key projects and activities undertaken by the Department during the month of September 2018 are as follows:

#### Community Centres

Over the month of September, there was a total of 111 groups booked into Thebarton Community Centre and 28 booked into Plympton Community Centre.

**Thebarton Community Centre** highlights included the Mexican Cultural Club's 'Mexican Independence Day Celebration' and the Music Teachers Association of South Australia's trade show Expo. The other main activities in August included birthday parties, Sporting Club presentation evenings, various AGM's and cultural group activities. The meeting room spaces were booked with employee safety training sessions, local start-up business programs and new regular social group, The Adelaide Mature Age Social Club.

**Plympton Community Centre** welcomed a new monthly community group focussed on cultural activities, BAPS Sri Swaminarayan Mandir group. The WTC community meal programs for older people on Monday and Tuesdays are now at full capacity.

#### Arts and Culture

The launch of the Underwater South Australia exhibition was attended by 90 people, the exhibition was opened by Oceanographer Jochen Kaempf from Flinders University. The exhibition features marine and aquatic flora and fauna of South Australia through the lenses of 13 emerging and established photographers and videographers.

#### Community

The Department nominated walking group leader, Pia Mazzaracca, for a National Golden Shoe award in the category of Leadership in Walking. The nomination was successful and Pia received a national recognition certificate and a prize.

CWT Community Development Officer facilitated a prototyping workshop with Thriving Neighbourhoods collective impact to build a greater understanding of the process of rapid prototyping - bringing an idea to life and creating a project plan in one session. Planning in this way allows for ideas to be scoped quickly, and moved along to the next stage of planning or thrown out. This was an exciting process for all involved, and as staff grow a greater understanding of the process, it has the potential to be used across Council, especially Community Services.

The Department supported the opening of Weigall Oval Stage 1 with various children's activities and general event support. The opening was a huge success with attendance in excess of 500 people.

### Active Ageing

The Department hosted and chaired the CWT 'Over 50's Network'. This is a forum that gives local community group leaders and organisations focussed on services/activities for people aged over 50 years to share information and network.

The Friday Active Ageing program at Plympton Community Centre (Movers and Shakers) is running at capacity with average attendance of 35 people each week. Due to the overwhelming positive feedback being received, work is currently being undertaken to record and promote the positive stories of people's experience in this program.

### Children and Youth

The sixth school gardening workshop was delivered this month with 20 attendees from schools and kindergartens across West Torrens, Holdfast Bay and Marion. This partnership with Natural Resources Management, City of Holdfast Bay and City of Marion has provided many learning experiences for local education sites to upskill their staff in including natural education in the curriculum. Topics covered over the last 2 years include worm farms, composting, permaculture, seed propagation, linking to curriculum, managing volunteers, using produce, butterfly gardens and native bush food gardening.

### Library Services

Baby and Toddler Time continued to be very well attended. Raising Literacy Australia attended the sessions on Thursday 20 September as part of 'Reading Hour' celebrations. Raising Literacy spoke to parents and caregivers about the importance of reading to babies and toddlers and had lots of great tips for the attendees.

A new and popular DVD collection has been added for speedy viewers. The DVD 'Quick Flicks' can be borrowed for 2 weeks at a time. Both, the Quick Flicks and Quick Reads collections have been immediately popular and customer feedback has been very positive.



### **Attachments**

Nil

## **12 MEETING CLOSE**

CITY OF WEST TORRENS



# **Late Agenda Item**

## **Finance And Regulatory Committee Meeting**

**16 October 2018**

Item 11.7 Mendelson Financial Report September 2018

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## 11 FINANCE AND REGULATORY REPORTS

### 11.7 Mendelson Financial Report September 2018

#### Brief

This report provides information on the financial performance of the Mendelson Foundation as at 30 September 2018.

#### RECOMMENDATION

The Committee recommends to Council that the report be received.

#### Discussion

The following financial reports as at 30 September 2018 are attached for Elected Member information:

- Balance Sheet (**Attachment 1**);
- FMD Financial Pty Ltd Investment Portfolio Report (**Attachment 2**);
- Cash Movement Report (**Attachment 3**).

For the three month period ended 30 September 2018, FMD Financial Pty Ltd is reporting a net return on investments of 3.2 per cent, as follows:

	Sept 2018	Jun 2018
	Actual 3 Month YTD	Final 12 Month YTD
Market Movement on Equities	\$ 16,293.59	\$ 105,731.84
Add Dividends	\$ 31,329.69	\$ 50,184.43
Add Interest	\$ 156.64	\$ 3,203.24
	<hr/>	<hr/>
	\$ 47,779.92	\$ 159,119.51
Less Trustee Charges	\$ 3,107.95	\$ 12,245.94
	<hr/>	<hr/>
<b>Net Return</b>	<b>\$ 44,671.97</b>	<b>\$ 146,873.57</b>
	<hr/>	<hr/>
Fund Balance @ 1 July 18	\$ 1,398,313.55	\$ 1,292,664.60
<b>Net Return on Investments</b>	<b>3.2%</b>	<b>11.4%</b>

**Attachment 2** shows defensive (or income) assets and growth assets separately, to highlight the weighting between the two as a way of monitoring compliance with investment policy targets.

The weighting at 30 September 2018 is 27.1 per cent for income assets and 72.9 per cent for growth assets, which contrasts favourably with our policy targets as shown below:

	<b>Target Weightings</b>	<b>Actual Weightings</b>
Income Assets	No Less Than 25%	27.1%
Growth Assets	No Greater Than 75%	72.9%

## **Conclusion**

Information is provided in this report on the financial performance of the Mendelson Foundation as at 30 September 2018.

## **Attachments**

- 1. Mendelson Foundation Balance Sheet as at 30 September 2018**
- 2. Mendelson Foundation Financial Portfolio Report as at 30 September 2018**
- 3. Mendelson Cash Reconciliation as at 30 September 2018**

**CITY OF WEST TORRENS  
MAX AND BETTE MENDELSON FOUNDATION  
BALANCE SHEET AS AT 30 Sept 2018**

	\$ Final at 30/06/18	\$ Actual at 30/06/19	\$ Variance
<b>CURRENT ASSETS</b>			
Cash held at Council	44,330	14,158	(30,172)
Investments - FMD Financial Pty Ltd	1,239,994	1,256,287	16,294
Cash & Term Deposit	158,320	186,387	28,068
GST Refunds/Imputation Credits Due	303	310	7
Dividend Income due not yet received	11,029	11,029	0
<b>Total Current Assets</b>	1,453,975	1,468,171	14,196
<b>Non-Current Assets</b>	0	0	0
<b>TOTAL ASSETS</b>	<b>1,453,975</b>	<b>1,468,171</b>	<b>14,196</b>
Less Liabilities	0	0	0
<b>NET ASSETS</b>	<b>1,453,975</b>	<b>1,468,171</b>	<b>14,196</b>
<b>FOUNDATION WEALTH</b>			
Accumulated Funds **	1,453,975	1,468,171	14,196
Reserves	0	0	0
<b>TOTAL FOUNDATION WEALTH</b>	<b>1,453,975</b>	<b>1,468,171</b>	<b>14,196</b>
 ** Accumulated Funds - Opening		1,453,975	
Plus Revenue		67,780	
Less YTD Expenditure		53,584	
 <b>Accumulated Funds - Closing</b>		<b>1,468,171</b>	

**CITY OF WEST TORRENS  
MAX AND BETTE MENDELSON FOUNDATION  
FMD FINANCIAL PTY LTD PORTFOLIO INTERIM REPORT AS AT 30/09/2018**

	Balance at 30/06/2018 \$	Weight at 30/06/2018 %	Balance at 30/09/2018 \$	Weight at 30/09/2018 %	Variance \$	Variance %
ANZ Convertible Pref Cap Note2	34,211	2.4%	34,238	2.4%	27	0.1%
ANZ Banking Grp Ltd (ANZPG)	30,967	2.2%	31,281	2.2%	314	1.0%
CBAPD PERSP VII	28,950	2.1%	29,400	2.0%	450	1.6%
NAB Income Securities	42,380	3.0%	43,097	3.0%	717	1.7%
Westpac Non-Cum Converting Perp Cap Note II	57,525	4.1%	58,300	4.0%	775	1.3%
Term Deposit	125,000	8.9%	125,000	8.6%	0	0.0%
Cash	33,320	2.4%	61,387	4.2%	28,068	84.2%
Dividends due not yet received	11,029	0.8%	11,029	0.8%	0	0.0%
<b>Total for Defensive Assets:</b>	<b>363,381</b>	<b>25.8%</b>	<b>393,732</b>	<b>27.1%</b>	<b>30,352</b>	<b>8.4%</b>
Argo	27,736	2.0%	27,631	1.9%	(104)	-0.4%
BHP Billiton	49,000	3.5%	50,040	3.4%	1,040	2.1%
CSL	68,573	4.9%	71,595	4.9%	3,022	4.4%
MFG	29,987	2.1%	35,637	2.5%	5,650	18.8%
CBA	34,103	2.4%	33,420	2.3%	(683)	-2.0%
NAB	32,974	2.3%	35,819	2.5%	2,845	8.6%
Origin Energy Limited	17,934	1.3%	14,769	1.0%	(3,165)	-17.6%
Qube Holdings Ltd	20,569	1.5%	23,301	1.6%	2,731	13.3%
Ramsay Health Care	24,183	1.7%	24,609	1.7%	426	1.8%
ResMed Inc	33,868	2.4%	38,120	2.6%	4,252	12.6%
Rio Tinto	42,221	3.0%	39,853	2.7%	(2,368)	-5.6%
Sydney Airport	36,201	2.6%	34,836	2.4%	(1,365)	-3.8%
Westpac Corporation Deferred Ex St George	38,002	2.7%	36,225	2.5%	(1,777)	-4.7%
Woodside Petroleum Ltd Ord	38,190	2.7%	41,551	2.9%	3,360	8.8%
Woolworths	23,104	1.6%	21,257	1.5%	(1,847)	-8.0%
Magellan Global Fund	101,102	7.2%	102,327	7.0%	1,224	1.2%
Walter Scott Global Equity Fund	98,634	7.0%	104,584	7.2%	5,950	6.0%
Mcp Master Income	51,750	3.7%	51,750	3.6%	0	0.0%
RARE Infrastructure Ltd	70,256	5.0%	69,860	4.8%	(396)	-0.6%
Antipodes Partners - Antipodes Global Fund	101,583	7.2%	100,462	6.9%	(1,121)	-1.1%
Bennelong ex-20 Australian Equities Fund	56,229	4.0%	53,346	3.7%	(2,883)	-5.1%
INVESCO Wholesale Global Targeted Returns Fund	49,763	3.5%	48,981	3.4%	(782)	-1.6%
<b>Total for Growth Assets:</b>	<b>1,045,962</b>	<b>74.2%</b>	<b>1,059,971</b>	<b>72.9%</b>	<b>14,010</b>	<b>1.3%</b>
<b>Total Investments</b>	<b>1,409,342</b>	<b>100.0%</b>	<b>1,453,704</b>	<b>100.0%</b>	<b>44,361</b>	<b>3.1%</b>

**MENDELSON RECONCILIATION  
CASH HELD BY FMD FINANCIAL PTY LTD  
AS AT 30/09/2018**

	\$	\$
<b>Balance at 30/06/2018</b>		<b>158,319.73</b>
<b>Macquarie Cash Management Account - opening balance</b>		<b>33,319.73</b>
<b>Term Deposit - opening balance</b>		<b>125,000.00</b>
<b>Add</b>		
<u>Dividends/Interest/Income</u>		
Interest Received in July 2018	46.89	
Dividend Income Received in July 2018	21,050.50	
Interest Received in August 2018	54.22	
Dividend Income Received in August 2018	3,218.94	
Interest Received in September 2018	55.53	
Dividend Income Received in September 2018	7,060.25	
		31,486.33
<b>Less</b>		
<u>Fees</u>		
FMD Financial Pty Ltd Administration Fee inc. GST (June)	1,117.10	
FMD Financial Pty Ltd Administration Fee inc. GST (July)	1,099.86	
FMD Financial Pty Ltd Administration Fee inc. GST (August)	1,201.77	
		3,418.73
<b>Macquarie Cash Management Account - closing balance</b>		<b>61,387.33</b>
<b>Term Deposit - closing balance</b>		<b>125,000.00</b>
<b>Less Macquarie Cash Mgt Acct and Term Deposit</b>		<b>186,387.33</b>
<b>Imbalance</b>		<b>-</b>