

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, 20 MARCH 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.

INDEX

1	Meeting Opened	1
	1.1 Evacuation Procedures	
2	Present	1
3	Apologies	1
4	Disclosure Statements	1
5	Confirmation of Minutes	1
6	Mayors Report	1
7	Elected Members Reports	2
8	Petitions	2
	Nil	
9	Deputations	2
	Nil	
10	Adjourn to Standing Committees	2
11	Adoption of Standing Committee Recommendations	3
	11.1 Finance and Regulatory Committee Meeting.....	3
	11.2 Strategy and Community Committee Meeting	3
12	Adoption of General Committee Recommendations	3
	12.1 Corporate Planning, Policy and Performance Meeting	3
13	Questions with Notice	3
	Nil	
14	Questions without Notice	3
15	Motions with Notice	3
	15.1 Category 1 and 2 Developments	3
	15.2 DPTI Damage to Council Trees.....	3
	15.3 Public Access to Council Meetings.....	4
	15.4 Filming of Council Meetings	4
	15.5 West Beach Road Proposed Redevelopment	4
16	Motions without Notice	4
17	Reports of the Chief Executive Officer	5
	17.1 Code of Practice - Procedures at Meetings Review.....	5
	17.2 Review of the Council Policy - Customer Complaints	30
	17.3 Name the CCTV Security Trailer Competition	52
	17.4 Coast FM Sponsorship Application.....	59
	17.5 Summer Festival 2018	63
	17.6 Nominations to the Dog and Cat Management Board.....	80
	17.7 2018 Council Next Practice Showcase and LGA Ordinary General Meeting	84
	17.8 2018 ALGA National General Assembly of Local Government	90

18	Local Government Business	111
	18.1 Local Government Circulars	111
19	Member's Bookshelf	114
20	Correspondence	114
	20.1 Junior Development Grant Recipient - Email of Appreciation	114
21	Confidential	117
	Nil	
22	Meeting Close	117

1 MEETING OPENED

1.1 Evacuation Procedures

2 PRESENT

3 APOLOGIES

Leave of Absence

Council Members:

Cr Steven Rypp

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 6 March 2018 be confirmed as a true and correct record.

6 MAYORS REPORT

(Preliminary report for the agenda to be distributed Friday, 16 March 2018)

In the two weeks since the last Council Meeting of 6 March 2018 functions and meetings involving the Mayor have included:

8 March

6.00pm Participated in an Australia Day Council of SA Board of Management Meeting.

11 March

11.00am Attended the housewarming at 9 Morphett Road Camden Park of Sunendra, to whom I had not long ago presented his citizenship certificate..

12 March

12noon Attended with Mrs Rosemary Trainer, as guests of the SAJC Board, the Adelaide Cup luncheon at Morphettville Racecourse.

13 March

6.30pm Participated in the Corporate Planning, Policy and Performance Committee meeting.

14 March

- 10.00am With CEO Terry Buss met with Richard Wood, General Manager, Aviation and Environment and Russell McArthur, Director Aircraft Operations Department of Infrastructure and Regional Development.
- 12noon Attended the Metropolitan Mayors lunch hosted by Lord Mayor Martin Haese at Adelaide Town Hall.
- 4.00pm Attended the Metropolitan Local Government Group meeting with CEO Terry Buss at LGA House.

15 March

- 1.00pm Visiting Marjorie Gravestocks at Mercy House to present her City of West Torrens Community Service Award as she was unable to attend Council's Australia Day Awards event due to ill health.

17 March

- 7.45pm Attending the Women's AFL match at City Mazda Stadium between West Adelaide and South Adelaide.

20 March

- 6.00pm Council pre-brief and dinner
- 7.00pm Council and Standing 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 20 March 2018 be adopted.

11.2 Strategy and Community Committee Meeting

RECOMMENDATION

That the recommendations of the Strategy and Community Committee held on 20 March 2018 be adopted.

12 ADOPTION OF GENERAL COMMITTEE RECOMMENDATIONS

12.1 Corporate Planning, Policy and Performance Meeting

RECOMMENDATION

That the Minutes of the Corporate Planning, Policy and Performance held on 13 March 2018 be noted and the recommendations adopted.

13 QUESTIONS WITH NOTICE

Nil

14 QUESTIONS WITHOUT NOTICE

15 MOTIONS WITH NOTICE

15.1 Category 1 and 2 Developments

Cr John Woodward gave notice of his intention to move the following motion:

MOTION

That the Administration urgently develops a Statement of Intent for submission to the Minister for Planning to amend relevant sections of the West Torrens Development Plan to reverse the changes in the Housing Diversity Development Plan Amendment in 2015, so that any development exceeding 1 storey in any Residential Policy is classified as a Category 2 development, and so as to allow public notification and representation for the proposed development.

15.2 DPTI Damage to Council Trees

Cr Arthur Mangos gave notice of his intention to move the following motion:

MOTION

That Council take initial proceedings against the DPTI CEO for cutting down the trees illegally at 21 Sir Donald Bradman Drive to obtain compensation for their actions that occurred illegally.

15.3 Public Access to Council Meetings

At the meeting of Council on 6 March 2018, Cr George Demetriou moved the following motion which the Presiding Member ruled would be deferred to the meeting of Council on 20 March 2018.

MOTION

That:

1. The Administration conduct a review of how we can maintain open public access to Council Meetings whilst at the same time:
 - a) Ensuring the personal security of staff, Elected Members and members of the public and;
 - b) Preventing disorderly behaviour disrupting proceedings.
2. In the interest of further transparency the Administration obtain costings for CCTV of the Council Chambers to be live streamed through the Council Website.

15.4 Filming of Council Meetings

At the meeting of Council on 6 March 2018, Cr Arthur Mangos moved the following motion which the Presiding Member ruled would be deferred to the meeting of Council on 20 March 2018.

MOTION

That any filming of Council Meetings be approved by staff and possibly referred to a relevant Committee.

15.5 West Beach Road Proposed Redevelopment

At the meeting of Council on 6 March 2018, Cr Rosalie Haese moved the following motion which the Presiding Member ruled would be deferred to the meeting of Council on 20 March 2018.

MOTION

That Council give urgent consideration to the request of the West Beach Road residents in regards to the proposed redevelopment in particular the egress plans from Adelaide Shores.

16 MOTIONS WITHOUT NOTICE

17 REPORTS OF THE CHIEF EXECUTIVE OFFICER

17.1 Code of Practice - Procedures at Meetings Review

Brief

The *Code of Practice - Procedures at Meetings* has been reviewed to include a minor amendment to the Petitions clauses.

RECOMMENDATION

It is recommended to Council that:

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

Introduction

The *Code of Practice - Procedures at Meetings* (the Code) has been reviewed to include a minor amendment to the Petitions clauses. The Draft Code was presented to the 13 March 2018 meeting of the Corporate Planning, Policy and Performance Prescribed General Committee which has recommended to Council that the Code be approved.

Discussion

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) stipulate the statutory procedures to be followed during the operation of Council and Council Committee meetings. In addition to these statutory procedures and in accordance with these Regulations, Council has adopted a *Code of Practice – Procedures at Meetings* (the Code) for its own meetings, including Council Committee meetings, that varies certain of these provisions where they are capable of variation or where the Regulations are silent.

The Code has been reviewed to include a minor amendment to the provisions regarding Petitions (Clause 8).

Currently, the Code provides that only the first page of a petition will be provided in an Agenda report. When the report on the petition is subsequently considered by Council the entire petition will be attached to the Agenda report. This has resulted in occasions where Council is never presented with the full petition. The amendment seeks to provide clarification on the circumstances where a full version of a petition is required to be presented as part of an Agenda report. Additional provisions have been included and track changes highlight where amendments are proposed.

The Administration proposed that the following two additional clauses be included:

- When a petition is placed on the Council Agenda in accordance with regulation (10.2) but the petition is not to be actioned, no debate on, or in relation to, the petition will take place and the only motion that may be moved is that the petition be noted.
- On receipt of a petition which is to be noted only, the entire petition will be attached to the Agenda report.

In addition, a new provision prohibiting the filming and recording of Council and Committee meetings without the prior permission of the Chief Executive Officer has been included at Clause 29(6).

In considering the proposed changes to the Code, the CPPP Committee requested that the following amendments be made:

- Clause 8(10) be amended to read as follows:

'When a petition is placed on the Council Agenda in accordance with regulation (10.2) the only motion that may be moved is:

That the petition be received and referred back to a Council Committee or officer for consideration and a report back to Council.'

- Clause 8(12) be amended to read as follows:

'When a petition is placed on the Council Agenda in accordance with regulation (10.2) but the petition is not to be actioned the only motion that may be moved is:

That the petition be noted.'

These amendments will enable Council to debate the matter presented in the petition. The draft code (**Attachment 1**) has been amended accordingly for Council's consideration.

Conclusion

The *Code of Practice - Procedures at Meetings* (the Code) has been reviewed to include a minor amendment to the Petitions clauses. The Draft Code was presented to the 13 March 2018 meeting of the Corporate Planning, Policy and Performance Prescribed General Committee which has recommended to Council that the Code be approved.

Attachments

- 1. Draft Code of Practice - Procedures at Meetings**

CITY OF WEST TORRENS



Statutory Code: Code of Practice - Procedures at Meetings

Classification:	Statutory Code
First Issued:	19 April 2005
Dates of Review:	2006, 2007, 2008, 2008, 2011, 2013, 2015, 2017, 2018
Commencement	8 December 2015
Version Number:	109
Objective ID:	A7837
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government (Procedures at Meetings) Regulations 2013 (SA) • Mandatory Code of Conduct for Council Members
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Elections Period Caretaker Policy • Code of Practice - Access to Meetings and Documents
Associated Forms:	
Note:	
Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	Date
Approved by Executive:	Date 2 May 2017
Endorsed by Council:	Date 16 May 2017

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

Table of Contents

INTRODUCTION	3
1. Interpretation (Regulation 3).....	4
2. Guiding Principles (Regulation 4)	5
PART 2 - MEETINGS OF COUNCILS AND KEY COMMITTEES	5
DIVISION 1 - PRELIMINARY	5
3. Application of Part (Regulation 5)	5
4. Discretionary Procedures (Regulation 6)	5
DIVISION 2 PRESCRIBED PROCEDURES	6
5. Commencement of Meetings and Quorums (Regulation 7)	6
6. Minutes (Regulation 8)	7
7. Questions (Regulation 9)	8
8. Petitions (Regulation 10).....	9
9. Deputations (Regulation 11)	10
10. Motions (Regulation 12)	11
11. Amendments to Motions (Regulation 13)	15
12. Variations etc. (Regulation 14).....	15
13. Addresses by Members etc.(Regulation 15).....	16
14. Voting (Regulation 16).....	16
15. Divisions (Regulation 17)	17
16. Tabling of Information (Regulation 18)	17
17. Adjourned Business (Regulation 19)	17
18. Short-term Suspension of Proceedings (Regulation 20).....	18
19. Chief executive officer may submit report recommending revocation or amendment of council decision (Regulation 21)	19
PART 3 - MEETINGS OF OTHER COMMITTEES	19
20. Application of Part (Regulation 22)	19
21. Notice of Meetings for Members (Regulation 23).....	19
22. Public Notice of Committee Meetings (Regulation 24)	19
23. Minutes (Regulation 25)	19
PART 4 - MISCELLANEOUS	20
24. Quorum for Committees (Regulation 26).....	20
25. Voting at Committee Meetings (Regulation 27).....	20
26. Points of Order (Regulation 28)	21
27. Interruption of Meetings by Members (Regulation 29)	21
28. Interruption of Meetings by Others (Regulation 30)	22
29. Other Matters (City of West Torrens Provision)	22

Objective ID - A7837

Page 2 of 23

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

Code of Practice - Procedures at Meetings

INTRODUCTION

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

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

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

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

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

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

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

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

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

1. Interpretation (Regulation 3)

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

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

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

“**formal motion**” means a motion -

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

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

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

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

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

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

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

¹ See regulation 12 for specific provisions about formal motions

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

2. Guiding Principles (Regulation 4)

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

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

PART 2 - MEETINGS OF COUNCILS AND KEY COMMITTEES

DIVISION 1 - PRELIMINARY

3. Application of Part (Regulation 5)

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

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

4. Discretionary Procedures (Regulation 6)

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

Objective ID - A7837

Page 5 of 23

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

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

DIVISION 2 PRESCRIBED PROCEDURES

5. Commencement of Meetings and Quorums (Regulation 7)

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

City of West Torrens Provisions:

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

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

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

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

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

6. Minutes (Regulation 8)

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

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

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

City of West Torrens Provisions:

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

7. Questions (Regulation 9)

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

City of West Torrens Provisions:

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

Objective ID - A7837

Page 8 of 23

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

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

City of West Torrens Provisions:

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

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

8. Petitions (Regulation 10)

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

City of West Torrens Provisions:

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

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

- (8) If the petition does not comply with regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice, the petition will not be accepted or presented to Council for its consideration.
- (9) If a page of a petition does not comply with regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice, the signatures on that page will not be taken into account by the Council when considering the petition.
- (10) When a petition is placed on the Council Agenda in accordance with regulation (10.2), ~~no debate on or in relation to the petition will take place and~~ the only motion that may be moved is:
- (a) That the petition be received and referred to a Council Committee or officer for consideration and a report back to Council.
- (11) On receipt of the petition, in accordance with (10.2), a summary of the first page only will be provided to Council as an attachment to an initial report which sets out the request or submission of the petitioners. When the report on the petition is subsequently considered by Council the entire petition will be attached to the Agenda report except any page or pages not complying with sub-regulation (5).
- (12) When a petition is placed on the Council Agenda in accordance with regulation (10.2) but the petition is not to be actioned and the only motion that may be moved is:
- That the petition be noted.
- (13) On receipt of a petition pursuant to clause 10(12), the entire petition will be attached to the Agenda report except any page or pages not complying with sub-regulation (5).

9. Deputations (Regulation 11)

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

City of West Torrens Provisions:

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

10. Motions (Regulation 12)

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

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

City of West Torrens Provisions:

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

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

City of West Torrens Provisions:

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

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

City of West Torrens Provisions:

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

Objective ID - A7837

Page 12 of 23

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- (7.3) If a motion without notice is accepted for debate at a Council Committee meeting, the presiding member will provide the relevant general manager with an opportunity to comment on the proposed motion to assist the Committee to make an informed decision.

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

City of West Torrens Provisions:

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

- (10) A member may only speak once to a motion except:
- (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.

City of West Torrens Provisions:

- (11.1) Notwithstanding sub-regulation (11), a member who has already spoken to a motion before the presiding member, may move or second an amendment provided that the member is neither the mover nor seconder of the original motion.
- (11.2) Notwithstanding sub-regulation (12.11), a member who has already spoken to a motion or amendment before the presiding member, may move or second a second amendment provided that the member is neither the mover nor seconder of the original motion nor the amendment.
- (11.3) A member who has spoken to a motion may speak to both an amendment and a second amendment, for no more than five minutes respectively, other than the member who have moved or seconded the original motion.

- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in sub-regulation (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is:
- (a) *that the meeting proceed to the next business*, then the effect of the motion, if successful, is, in the case of an amendment, that the

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

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

City of West Torrens Provisions:

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

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

11. Amendments to Motions (Regulation 13)

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

City of West Torrens Provisions:

- (1.1) Notwithstanding sub-regulation (11.1), a member who has already spoken to a motion before the presiding member, may move or second an amendment provided that the member is neither the mover nor seconder of the original motion.
- (1.2) Notwithstanding sub-regulation (12.11), a member who has already spoken to a motion or amendment before the presiding member, may move or second a second amendment provided that the member is neither the mover nor seconder of the original motion nor the amendment.
- (1.3) A member who has spoken to a motion may speak to an amendment and a second amendment, for no more than five minutes, other than the members who have moved the original motion.

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

City of West Torrens Provisions:

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

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

12. Variations etc. (Regulation 14)

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

Objective ID - A7837

Page 15 of 23

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

13. Addresses by Members etc.(Regulation 15)

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Sub-regulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Provisions:

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

14. Voting (Regulation 16)

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Sub-regulation (3):
 - (a) may be varied at the discretion of the council pursuant to regulation 6;
and

Objective ID - A7837

Page 16 of 23

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

- (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

15. Divisions (Regulation 17)

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

16. Tabling of Information (Regulation 18)

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

17. Adjourned Business (Regulation 19)

- (1) If a formal motion for a substantive motion to be adjourned is carried:
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.

Objective ID - A7837

Page 17 of 23

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

- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provision of this regulation may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Provisions:

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

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

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

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

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

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

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

- (1) The chief executive officer may submit a report to council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is considered.
- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

PART 3 - MEETINGS OF OTHER COMMITTEES

20. Application of Part (Regulation 22)

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

21. Notice of Meetings for Members (Regulation 23)

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

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

22. Public Notice of Committee Meetings (Regulation 24)

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

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

23. Minutes (Regulation 25)

- (1) The minutes of the proceedings of a meeting must include:
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member a; and

Objective ID - A7837

Page 19 of 23

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

- (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
- (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.

City of West Torrens Provisions:

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

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

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

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

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

PART 4 - MISCELLANEOUS

24. Quorum for Committees (Regulation 26)

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

Note:

See also section 41(6) of the Act.

25. Voting at Committee Meetings (Regulation 27)

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

26. Points of Order (Regulation 28)

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

27. Interruption of Meetings by Members (Regulation 29)

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

Maximum penalty: \$1250.

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

28. Interruption of Meetings by Others (Regulation 30)

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

Maximum penalty: \$500.

City of West Torrens Provisions:

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

29. Other Matters (City of West Torrens Provision)

(1) Mayor's Report

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

(2) Elected Members Reports

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

(3) Tabling of Information by Elected Members

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

Objective ID - A7837

Page 22 of 23

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

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

(4) Conduct of Members

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

(5) Nominations

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

- (a) register their interest in nominating with the Chief Executive Officer prior to the commencement of the meeting at which the nominations will be considered.
- (b) inform the meeting at which their nomination is to be presented of the Elected Member's material conflict of interest.
- (c) leave the meeting while the matter is being considered and voted on unless an approval to remain in the room, has been granted by the Minister in accordance with section 74(3) of the Act and the approval has been provided to the Chief Executive Officer.
- (d) At the commencement of the business item to consider nominations, the Chief Executive Officer will advise the Council of the nominations received.

(6) Filming Council and Committee Meetings

Council and Committee meetings may not be filmed, or recorded in any manner, without the prior written permission of the Chief Executive Officer.

17.2 Review of the Council Policy - Customer Complaints

Brief

The *Council Policy - Customer Complaints* has been reviewed to include a minor amendment due to legislative change and is presented to for consideration and approval.

RECOMMENDATION

It is recommended to Council that:

1. The draft *Council Policy - Customer Complaints* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the *Council Policy - Customer Complaints*.

Introduction

The *Council Policy - Customer Complaints* (Policy) has been amended as a result of the introduction of the *Local Government (General) (Employee Code of Conduct) Variation Regulations 2018* (the Regulations). The draft Policy was presented to the 13 March 2018 meeting of the Corporate Planning, Policy and Performance Prescribed General Committee which has recommended that the Policy be approved. However, as the Policy is a statutory policy it requires approval by Council and so is presented for Council's consideration and approval.

Discussion

Section 270 of the *Local Government Act 1999* requires Council to develop and maintain policies to deal with:

- any reasonable request for the provision of a service or for the improvement of a service
- complaints about the actions of the Council, employees of the council, or other persons acting on behalf of the Council.

The *Council Policy - Customer Complaints* details the principles and processes for managing complaints including their registration, investigation, resolution and reporting.

The Policy has undergone a review as result of the introduction of the *Local Government (General) (Employee Code of Conduct) Variation Regulations 2018* (Regulations). The Regulations introduce a new Code of Conduct for employees which will come into effect in 2 April 2018.

The Regulations require that Council prepare and maintain a policy relating to complaints about breaches of the Code of Conduct by employees (including the Chief Executive Officer).

While clause 6.9 of the current Policy (**Attachment 1**) details how complaints about the conduct and behaviour of employees will be managed it was silent on how to lodge a complaint about the conduct of the Chief Executive Officer.

The Policy has been amended (**Attachment 2**), with track changes included for ease of reference, to include the following at Clause 9.6.2:

6.9 Complaints about Employees

- 6.9.1 *If a complaint relates to the conduct or behaviour of an individual employee the complaint will be assessed by the relevant Manager and dealt with in accordance with the [Code of Conduct for Council Employees](#) and/or the [Managing Performance, Misconduct and Inappropriate Behaviour Policy](#).*
- 6.9.2 *If the complaint relates to the conduct or behaviour of the Chief Executive Officer the complaint must be addressed to the Mayor, except in circumstances where it would be inappropriate to do so (for example, the matter to which the complaints relates to must be kept confidential under an Act or law).*

Other minor amendments include:

- The Definitions have been amended to include definitions for the Independent Commissioner Against Corruption (ICAC) and the Office of the Public Integrity (OPI).
- Clause 6.11 'Complaints of a Serious Nature' has been amended to include reporting requirements under the *Independent Commissioner Against Corruption Act 2012*.
- Clause 6.13 has been amended to include reference to both the ICAC and the Ombudsman.

Conclusion

As this is a statutory policy, Council is required to consider and adopt the Policy rather than on considering adoption on the recommendation of the Corporate Planning, Policy and Performance Prescribed General Committee.

Attachments

1. **Council Policy - Customer Complaints**
2. **Draft Council Policy - Customer Complaints**

CITY OF WEST TORRENS



Council Policy: Customer Complaints

Classification:	Council Policy
First Issued:	3 April 2012
Date of Review:	3 July 2012, 2016
Next Review Date:	2021
Version Number:	3
DW Doc set ID:	1780634
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 (SA) • Freedom of Information Act 1991 (SA) • Government Business Enterprises (Competition) Act 1996 (SA) • Ombudsman Act 1972 (SA) • Whistleblowers Protection Act 1993 (SA)
Related Policies, Guidelines or Corporate Documents:	<ul style="list-style-type: none"> • Whistleblowers Policy • Fraud and Corruption Prevention, Control Reporting and Investigation Policy • Code of Conduct for Council (Elected) Members • Code of Conduct for Council Employees • Internal Review of Council Decisions Policy • Managing Performance, Misconduct and Inappropriate Behaviour Policy • SA Ombudsman's 'Managing Unreasonable Complainant Conduct Practice Manual'
Associated Forms:	
Note:	
Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	Date 25 February 2016
Endorsed by Council:	Date 15 March 2016

City of West Torrens Council Policy - Customer Complaints

Table of Contents

- 1. **Preamble**3
- 2. **Purpose**3
- 3. **Scope**.....3
- 4. **Definitions**3
- 5. **Principles**5
- 6. **Policy Statement**.....5
- 7. **Complaint Handling Model**.....7

City of West Torrens Council Policy - Customer Complaints

COUNCIL POLICY - Customer Complaints

1. Preamble

- 1.1 Council is committed to listening and responding to people with complaints.
- 1.2 This policy is developed in accordance with Section 270 of the *Local Government Act 1999* (the Act).

2. Purpose

- 2.1 The purpose of this policy is to:
 - 2.1.1 clarify the definition of a complaint.
 - 2.1.2 detail the principles and processes to manage complaints received in relation to the services provided including their registration, investigation, resolution and reporting.
 - 2.1.3 ensure that the process for managing a complaint is fair, effective, transparent, consistent and time efficient.

3. Scope

- 3.1 This policy provides the principles and processes for managing a complaint made by an affected person regardless of which department of the City of West Torrens (CWT) it relates to.
- 3.2 The following will not be regarded as a complaint under this policy:
 - A request for service (unless it is a second request when the service requested has not been completed within the identified timeframe)
 - A request for information (unless it is a second request for identical information)
 - A request for a waiver or review of a penalty infringement notice, unless it is about the conduct of the employee issuing the notice
 - An objection to a development application
 - A request for a review of a Council or Council officer's decision.

4. Definitions

- 4.1 A **complaint** is any expression of dissatisfaction, in relation to:
 - no action taken in response to a request for service or information
 - the type or level of response after a request for service or information was made
 - the quality, standard or timeliness of a service provided
 - the behaviour or actions of an Elected Member or an employeewhen a response or resolution is explicitly or implicitly sought.
- 4.2 A **complainant** is any person who makes a complaint about a matter that has directly affected them by any action or inaction by CWT that gives rise to a complaint in accordance with 4.1.

Doc Set ID - 1780634

Page 3 of 10

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- 4.3 A **customer** is any person or entity that has dealings with CWT. These include, but are not limited to:
- Residents, business owners and their staff, facility users and ratepayers of the City of West Torrens
 - Elected Members
 - City of West Torrens' employees
 - Representatives from all agencies and community groups within and outside of the CWT
 - Developers.
- 4.4 **Elected Member/s** is the term used to define all members of Council, including the Mayor.
- 4.5 An **employee** is any individual who is employed by CWT and includes agency staff, contractors, volunteers and work experience students.
- 4.6 A **frivolous or trivial complaint** is a complaint that is considered by the relevant Manager to be minor, without merit or lacking substance or credibility.
- 4.7 A **complaint review** is a review of the complaint by the relevant Manager or an officer designated by the Manager within the responsible area to undertake a review of the complaint.
- 4.8 An **internal review** is a review of a decision made by Council, Council officers and other people acting on behalf of Council (a Council decision) in accordance with s270 of the Act. The request must arise from a grievance with a Council decision on access to a service, the way in which a service is delivered, or the application of regulatory powers.
- 4.9 For the purposes of this policy, **Manager** refers to a member of the Management Team.
- 4.10 A **personal complaint** is any complaint by an individual against another individual that includes personal information about either party. This includes a complaint about the conduct of an Elected Member or an employee.
- 4.11 **Personal information** is any information or opinion that identifies a person. This could include:
- written records about a person
 - a photograph or image of a person
- 4.12 A **request for information** is when a customer seeks information e.g:
- the status of a request for service
 - the status of a planning application
 - 'how to' requests
 - content of Council policies etc.
- 4.13 A **request for service** is a request from a customer seeking action on a particular matter or for the CWT to provide a particular service, e.g:
- pot hole repairs
 - waste collection
 - installation of speed humps
 - footpath repairs
 - reports of stray dogs, etc.

City of West Torrens Council Policy - Customer Complaints

4.14 The **investigating officer** is the employee assigned to investigate and resolve a complaint.

4.15 A **vexatious complaint** is any complaint:

- from a complainant who has consistently, over a period of time, complained about a minor matter or the same matter which has previously been dealt with and no new information has been provided by the complainant; and/or
- which the Manager, considers to be mischievous, without sufficient grounds or serving only to cause annoyance; and/or
- when the resources required to address such complaints would be an unreasonable diversion of public resources.

5. Principles

5.1 Commitment

5.1.1 CWT is committed to the provision of quality customer service which includes the efficient and fair resolution of complaints.

5.1.2 CWT commits to:

- treating all customers with respect and courtesy
- responding to customer enquiries promptly, efficiently and impartially.
- acting with integrity and honesty when dealing with customers
- providing relevant and timely feedback to customers including clear reasons for decisions.

6. Policy Statement

6.1 A complainant must have been directly affected by any action or inaction by CWT that gives rise to a complaint.

6.2 Complaints will be dealt with expediently, courteously and in accordance with this Policy.

6.3 All complaints will be considered on their merits, the principles of natural justice will be observed and complainants will not suffer any reprisal from CWT for making a complaint.

6.4 All parties will have the opportunity to express their point of view, provide relevant information and respond to issues raised.

6.5 Where possible the CWT will aim to address a complaint at the first point of contact.

6.6 Complainants will be encouraged to participate cooperatively in the review process. However, this will not negate the complainant's right to seek external review through the State Ombudsman, other legal processes or the Courts at any time during the review process.

6.7 If the Ombudsman, in accordance with the *Ombudsman Act 1972*, refers a complainant or complaint to the CWT, the complaint will be investigated by CWT in accordance with this Policy unless otherwise determined by the CEO.

City of West Torrens Council Policy - Customer Complaints

6.8 Complaints about Elected Members

As elected community representatives, complaints about Elected Members are treated seriously. In accordance with the requirements of the Act, complaints in relation to Elected Members will be considered in accordance with the [Code of Conduct for Council \(Elected\) Members](#).

6.9 Complaints about Employees

If a complaint relates to the conduct or behaviour of an individual employee the complaint will be assessed by the relevant Manager and dealt with in accordance with the [Code of Conduct for Council Employees](#) and/or the [Managing Performance, Misconduct and Inappropriate Behaviour Policy](#).

6.10 Anonymous Complaints

Anonymous complaints relating to allegations of maladministration, corruption or illegal activity occurring in the organisation must be made according to the process outlined in CWT's [Whistleblowers Policy](#).

6.11 Complaints of a Serious Nature

Any formal complaint alleging maladministration, serious and substantial waste of public money, corrupt conduct or pecuniary interest will be dealt with in accordance with the CWT's [Whistleblowers Policy](#) and Council's [Fraud and Corruption Prevention, Control Reporting and Investigation Policy](#).

6.12 Complaints Constituting a Breach of the Law

If the details of a complaint indicate that a crime may have been committed, the complaint will be immediately reported to the relevant law enforcement agency.

6.13 Privacy and Confidentiality

- 6.13.1 The complainant's personal information will be used by the investigating officer when investigating and handling the complaint.
- 6.13.2 If the complaint is referred to the Ombudsman, the CWT will share any relevant information relating to the complaint with the Ombudsman in accordance with the *Ombudsman Act 1972*.
- 6.13.3 Information contained within complaints may be accessible under the *Freedom of Information Act 1991*.
- 6.13.4 A complainant may apply directly to the CWT to suppress their personal details by completing and submitting an Application to Suppress Personal Details [form](#). Application forms are also available from Council's Civic Centre and the Hamra Centre Library.
 - 6.13.4a The CEO will assess the application and may suppress the complainant's name or address details if the CEO is satisfied that the complainant's personal safety or that of any other person is at risk. Acceptance of the application is at the discretion of the CEO.

- 6.13.5 Complaints alleging misuse of personal information will be acknowledged in writing within three (3) business days.

6.14 Data Collection

Statistical information may be used to identify areas/services/procedures that require review or that may need additional resources to provide the required level of service for customers.

6.15 Reporting

A summary of complaints received, including outcomes, will be included within the City of West Torrens' Annual report.

7. Complaint Handling Model

7.1 Lodging a Complaint

- 7.1.1 A complaint may be made:
- in person at the Civic Centre
 - by telephone on (08) 8416 6333
 - by facsimile on (08) 8443 5709
 - by email to csu@wtcc.sa.gov.au
 - online at <http://www.westtorrens.sa.gov.au> (hyperlink to form); or
 - in writing to:

The Chief Executive Officer
City of West Torrens
165 Sir Donald Bradman Drive
HILTON SA 5033

- 7.1.2 Complaints in writing are preferred to ensure that the complaint is clearly defined for both the complainant and CWT.
- 7.1.3 Verbal complaints may be summarised and provided, in writing, to the complainant for verification prior to the commencement of the assessment of the complaint.
- 7.1.4 Assistance in lodging complaints is available on request. This includes assisting customers with language and communication difficulties.
- 7.1.5 Information about the complaints process is available on CWT's website and on request.
- 7.1.6 If the complaint is in relation to a decision of Council, its employees or someone acting on behalf of Council then the complainant should lodge a formal request for an *'Internal Review of a Council Decision'* in accordance with Council's [Internal Review of Council Decisions Policy](#).

7.2 Timeframes and progress notification

- 7.2.1 Complaints, other than in relation to misuse of information, will be acknowledged in writing within 5 business days of receipt and will include advice about the expected timeframe for investigating the matter.
- 7.2.2 In most cases complaints will be investigated within 10 business days.

7.2.3 The complainant will be kept informed about the progress of the investigation.

7.2.4 The complainant will be advised, in writing, of the outcome of the investigation as soon as possible after a determination is made.

7.3 Complaints that will not be investigated

In general, every complaint will be investigated, unless it falls into one of the following categories:

- A vexatious complaint.
- A frivolous or trivial complaint.
- It is considered by the relevant Manager to lack substance or credibility and therefore investigating the complaint is deemed unnecessary, unjustifiable or an inappropriate use of resources.
- It is made using rude or abusive language or accompanied by threatening, intimidating or rude behaviour.
- The complaint is made anonymously and the relevant Manager determines that there is insufficient information to investigate it.
- When the complainant is able to pursue the complaint through an alternative review process.

If a complaint is deemed to fall into one of these categories the complainant will be advised accordingly unless the complaint is anonymous.

7.4 Unreasonable Complainant's Conduct

7.4.1 All complaints received by Council will be treated seriously and complainants will be treated courteously.

7.4.2 Occasionally the conduct of a complainant can be unreasonable. This may take the form of unreasonable persistence, unreasonable demands, lack of cooperation, argumentative or threatening behaviour. What can be termed 'unreasonable' will vary depending on a number of factors and the organisation aims to manage these situations in a fair and equitable manner.

7.4.3 If a complainant's behaviour consumes an unwarranted amount of Council resources or impedes the investigation of their complaint, a decision may be made to apply restrictions on contact with the person. Before making any decision to restrict contact, the complainant will be warned that, if the specified behaviour(s) or actions continue, restrictions may be applied.

7.4.3.1 The relevant departmental manager will issue this warning in writing if the home or email address of the complainant is known, otherwise it will be made verbally and a record of the discussion will be made.

7.4.4 Any decision to suspend action on a complaint will be made by the Chief Executive Officer or his/her delegate and communicated in writing to the complainant.

City of West Torrens Council Policy - Customer Complaints

7.5 Initial Assessment of a Complaint

- 7.5.1 An initial assessment of the complaint will include its severity, any safety implications and the need for immediate action.
- 7.5.2 If the complaint is not able to be resolved at the first point of contact it will be forwarded to the relevant Manager for a complaint review.
- 7.5.3 If the complainant remains dissatisfied after the complaint review the complainant may lodge a formal request for an [Internal Review of a Council Decision](#).

7.6 Opportunity to Provide Additional Information

- 7.6.1 After receiving the complaint, the investigating officer may invite the complainant to provide further information to assist in understanding:
 - a. the complainant's concerns, and/or
 - b. the issues to be investigated, and/or
 - c. the outcome or remedy sought by the complainant.
- 7.6.2 Complainants are welcome to supply information relevant to the initial complaint at any time during the review process. However, if the additional information is determined by the investigating officer to be of a different nature a secondary review may commence.
- 7.6.3 Complainants will be invited to comment on any additional information obtained by the investigating officer during the course of an investigation.

7.7 Complaint Remedies

When complaints are found to be justified CWT will, where practical, remedy the situation in a manner which is consistent and fair for both the complainant and CWT.

7.8 Dispute Resolution

- 7.8.1 The CWT may use alternate dispute resolution methods e.g. mediation, conciliation or neutral evaluation to resolve a complaint in circumstances where the CEO or their delegate deems such a course of action appropriate and the complainant is amenable to that process.
- 7.8.2 Any mediation, conciliation or neutral evaluation will be undertaken in accordance with s271 of the Act and the costs and expenses shared equally between the CWT and the complainant.
- 7.8.3 If the complaint cannot be resolved the complainant may refer the matter to the Ombudsman, or seek a legal remedy.

7.9 Withdrawal of Complaints

A complainant may withdraw their complaint at any time during the investigation period.

City of West Torrens Council Policy - Customer Complaints

7.10 Discontinuation of an Investigation into a Complaint

An investigation into a complaint may be discontinued by the relevant Manager if the complainant fails to provide sufficient information about the complaint or in some way inhibits the investigation.

If a complaint is discontinued then the complainant will be advised in writing of the reasons for the discontinuation of the investigation.

7.11 Completion of an Investigation into a Complaint

Complainants will be advised in writing of the outcome of the investigation as soon as is practical once the investigation is finalised.

CITY OF WEST TORRENS



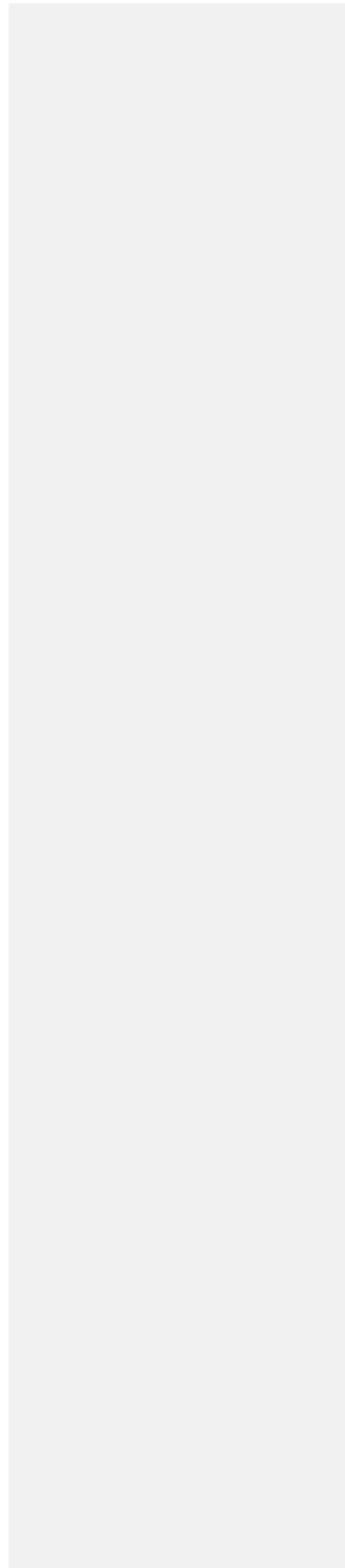
Council Policy: Customer Complaints

Classification:	Council Policy
First Issued:	3 April 2012
Date of Review:	3 July 2012, 2016, 2 March 2018
Next Review Date:	2021
Version Number:	4
Objective ID	A8109
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 (SA) • Freedom of Information Act 1991 (SA) • Government Business Enterprises (Competition) Act 1996 (SA) • Independent Commissioner Against Corruption Act 2012 • Ombudsman Act 1972 (SA) • Whistleblowers Protection Act 1993 (SA)
Related Policies, Guidelines or Corporate Documents:	<ul style="list-style-type: none"> • Whistleblowers Policy • Fraud and Corruption Prevention, Control Reporting and Investigation Policy • Code of Conduct for Council (Elected) Members • Code of Conduct for Council Employees • Internal Review of Council Decisions Policy • Managing Performance, Misconduct and Inappropriate Behaviour Policy • SA Ombudsman's 'Managing Unreasonable Complainant Conduct Practice Manual'
Associated Forms:	
Note:	
Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	Date
Confirmed by Executive	Date
Endorsed by Council:	Date 15 March 2016

City of West Torrens Council Policy - Customer Complaints

Table of Contents

1. **Preamble** 3
2. **Purpose** 3
3. **Scope** 3
4. **Definitions** 3
5. **Principles** 5
6. **Policy Statement** 5
7. **Complaint Handling Model**..... 7



Objective ID - A8109

Page 2 of 10

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City of West Torrens Council Policy - Customer Complaints

COUNCIL POLICY - Customer Complaints

1. Preamble

- 1.1 Council is committed to listening and responding to people with complaints.
- 1.2 This policy is developed in accordance with Section 270 of the *Local Government Act 1999* (the Act).

2. Purpose

- 2.1 The purpose of this policy is to:
 - 2.1.1 clarify the definition of a complaint.
 - 2.1.2 detail the principles and processes to manage complaints received in relation to the services provided including their registration, investigation, resolution and reporting.
 - 2.1.3 ensure that the process for managing a complaint is fair, effective, transparent, consistent and time efficient.

3. Scope

- 3.1 This policy provides the principles and processes for managing a complaint made by an affected person regardless of which department of the City of West Torrens (CWT) it relates to.
- 3.2 The following will not be regarded as a complaint under this policy:
 - A request for service (unless it is a second request when the service requested has not been completed within the identified timeframe)
 - A request for information (unless it is a second request for identical information)
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 - An objection to a development application
 - A request for a review of a Council or Council officer's decision.

4. Definitions

- 4.1 A **complaint** is any expression of dissatisfaction, in relation to:
 - no action taken in response to a request for service or information
 - the type or level of response after a request for service or information was made
 - the quality, standard or timeliness of a service provided
 - the behaviour or actions of an Elected Member or an employeewhen a response or resolution is explicitly or implicitly sought.
- 4.2 A **complainant** is any person who makes a complaint about a matter that has directly affected them by any action or inaction by CWT that gives rise to a complaint in accordance with 4.1.

Objective ID - A8109

Page 3 of 10

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City of West Torrens Council Policy - Customer Complaints

- 4.3 A **customer** is any person or entity that has dealings with CWT. These include, but are not limited to:
- Residents, business owners and their staff, facility users and ratepayers of the City of West Torrens
 - Elected Members
 - City of West Torrens' employees
 - Representatives from all agencies and community groups within and outside of the CWT
 - Developers.
- 4.4 **Elected Member/s** is the term used to define all members of Council, including the Mayor.
- 4.5 An **employee** is any individual who is employed by CWT and includes agency staff, contractors, volunteers and work experience students.
- 4.6 A **frivolous or trivial complaint** is a complaint that is considered by the relevant Manager to be minor, without merit or lacking substance or credibility.
- 4.7 A **complaint review** is a review of the complaint by the relevant Manager or an officer designated by the Manager within the responsible area to undertake a review of the complaint.
- 4.8 **Independent Commissioner Against Corruption (ICAC)** means the person holding or acting in the office of the Independent Commissioner Against Corruption.
- 4.9 An **internal review** is a review of a decision made by Council, Council officers and other people acting on behalf of Council (a Council decision) in accordance with s270 of the Act. The request must arise from a grievance with a Council decision on access to a service, the way in which a service is delivered, or the application of regulatory powers.
- 4.10 For the purposes of this policy, **Manager** refers to a member of the Management Team.
- 4.11 **Office of the Public Integrity (OPI)** means the entity that it is the point of contact for any person wishing to make a complaint or report under the [Independent Commissioner Against Corruption Act 2012](#).
- 4.12 A **personal complaint** is any complaint by an individual against another individual that includes personal information about either party. This includes a complaint about the conduct of an Elected Member or an employee.
- 4.13 **Personal information** is any information or opinion that identifies a person. This could include:
- written records about a person
 - a photograph or image of a person
- 4.14 A **request for information** is when a customer seeks information e.g:
- the status of a request for service
 - the status of a planning application
 - 'how to' requests
 - content of Council policies etc.
- 4.15 A **request for service** is a request from a customer seeking action on a particular matter or for the CWT to provide a particular service, e.g:
- pot hole repairs

Commented [VD1]: Definition from ICAC Act 2012

Commented [VD2]: Definition from ICAC website

Objective ID - A8109

Page 4 of 10

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City of West Torrens Council Policy - Customer Complaints

- waste collection
 - installation of speed humps
 - footpath repairs
 - reports of stray dogs, etc.
- 4.16 The **investigating officer** is the employee assigned to investigate and resolve a complaint.
- 4.17 A **vexatious complaint** is any complaint:
- from a complainant who has consistently, over a period of time, complained about a minor matter or the same matter which has previously been dealt with and no new information has been provided by the complainant; and/or
 - which the Manager, considers to be mischievous, without sufficient grounds or serving only to cause annoyance; and/or
 - when the resources required to address such complaints would be an unreasonable diversion of public resources.

5. Principles

5.1 Commitment

- 5.1.1 CWT is committed to the provision of quality customer service which includes the efficient and fair resolution of complaints.
- 5.1.2 CWT commits to:
- treating all customers with respect and courtesy
 - responding to customer enquiries promptly, efficiently and impartially.
 - acting with integrity and honesty when dealing with customers
 - providing relevant and timely feedback to customers including clear reasons for decisions.

6. Policy Statement

- 6.1 A complainant must have been directly affected by any action or inaction by CWT that gives rise to a complaint.
- 6.2 Complaints will be dealt with expediently, courteously and in accordance with this Policy.
- 6.3 All complaints will be considered on their merits, the principles of natural justice will be observed and complainants will not suffer any reprisal from CWT for making a complaint.
- 6.4 All parties will have the opportunity to express their point of view, provide relevant information and respond to issues raised.
- 6.5 Where possible the CWT will aim to address a complaint at the first point of contact.
- 6.6 Complainants will be encouraged to participate cooperatively in the review process. However, this will not negate the complainant's right to seek external review through the State Ombudsman, other legal processes or the Courts at any time during the review process.

Objective ID - A8109

Page 5 of 10

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City of West Torrens Council Policy - Customer Complaints

- 6.7 If the Ombudsman, in accordance with the *Ombudsman Act 1972*, refers a complainant or complaint to the CWT, the complaint will be investigated by CWT in accordance with this Policy unless otherwise determined by the CEO.

6.8 Complaints about Elected Members

- 6.8.1 As elected community representatives, complaints about Elected Members are treated seriously. In accordance with the requirements of the Act, complaints in relation to Elected Members will be considered in accordance with the [Code of Conduct for Council \(Elected\) Members](#).

6.9 Complaints about Employees

- 6.9.1 If a complaint relates to the conduct or behaviour of an individual employee the complaint will be assessed by the relevant Manager and dealt with in accordance with the [Code of Conduct for Council Employees](#) and/or the [Managing Performance, Misconduct and Inappropriate Behaviour Policy](#).

[6.9.2 If the complaint relates to the conduct or behaviour of the Chief Executive Officer, the complaint must be addressed to the Mayor, except in circumstances where it would be inappropriate to do so \(for example, the matter to which the complaints relates to must be kept confidential under an Act or law\).](#)

6.10 Anonymous Complaints

Anonymous complaints relating to allegations of maladministration, corruption or illegal activity occurring in the organisation must be made according to the process outlined in CWT's [Whistleblowers Policy](#).

6.11 Complaints of a Serious Nature

[6.11.1 Any formal complaint alleging maladministration, serious and substantial waste of public money, corrupt conduct or pecuniary interest is required to be reported to the Office of Public Integrity in accordance with the Independent Commissioner Against Corruption Act 2012.](#)

[6.11.2 All complaints of a serious nature reported to the CWT will be dealt with in accordance with the CWT's Whistleblowers Policy and Council's Fraud and Corruption Prevention, Control Reporting and Investigation Policy.](#)

6.12 Complaints Constituting a Breach of the Law

If the details of a complaint indicate that a crime may have been committed, the complaint will be immediately reported to the relevant law enforcement agency.

6.13 Privacy and Confidentiality

- 6.13.1 The complainant's personal information will be used by the investigating officer when investigating and handling the complaint.

- 6.13.2 If the complaint is referred to the Ombudsman [and/or the Independent Commissioner Against Corruption \(ICAC\)](#), the CWT will share any relevant information relating to the complaint with the Ombudsman [and/or ICAC](#) in accordance with [the Ombudsman Act 1972 legislation](#).

Objective ID - A8109

Page 6 of 10

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City of West Torrens Council Policy - Customer Complaints

- 6.13.3 Information contained within complaints may be accessible under the *Freedom of Information Act 1991*.
- 6.13.4 A complainant may apply directly to the CWT to suppress their personal details by completing and submitting an Application to Suppress Personal Details [form](#). Application forms are also available from Council's Civic Centre and the Hamra Centre Library.
- 6.13.4a The CEO will assess the application and may suppress the complainant's name or address details if the CEO is satisfied that the complainant's personal safety or that of any other person is at risk. Acceptance of the application is at the discretion of the CEO.
- 6.13.5 Complaints alleging misuse of personal information will be acknowledged in writing within three (3) business days.

6.14 Data Collection

Statistical information may be used to identify areas/services/procedures that require review or that may need additional resources to provide the required level of service for customers.

6.15 Reporting

A summary of complaints received, including outcomes, will be included within the City of West Torrens' Annual report.

7. Complaint Handling Model

7.1 Lodging a Complaint

- 7.1.1 A complaint may be made:
- in person at the Civic Centre
 - by telephone on (08) 8416 6333
 - by facsimile on (08) 8443 5709
 - by email to csu@wtcc.sa.gov.au
 - online at <http://www.westtorrens.sa.gov.au> (hyperlink to form); or
 - in writing to:

The Chief Executive Officer
City of West Torrens
165 Sir Donald Bradman Drive
HILTON SA 5033.

[7.1.2 If the complaint is regarding the conduct or behaviour of the Chief Executive Officer the complaint should be addressed to:](#)

[The Mayor](#)
[City of West Torrens](#)
[165 Sir Donald Bradman Drive](#)
[HILTON SA 5033.](#)

- 7.1.3 Complaints in writing are preferred to ensure that the complaint is clearly defined for both the complainant and CWT.

City of West Torrens Council Policy - Customer Complaints

- 7.1.4 Verbal complaints may be summarised and provided, in writing, to the complainant for verification prior to the commencement of the assessment of the complaint.
- 7.1.5 Assistance in lodging complaints is available on request. This includes assisting customers with language and communication difficulties.
- 7.1.6 Information about the complaints process is available on CWT's website and on request.
- 7.1.7 If the complaint is in relation to a decision of Council, its employees or someone acting on behalf of Council then the complainant should lodge a formal request for an '*Internal Review of a Council Decision*' in accordance with Council's [Internal Review of Council Decisions Policy](#).

7.2 Timeframes and progress notification

- 7.2.1 Complaints, other than in relation to misuse of information, will be acknowledged in writing within 5 business days of receipt and will include advice about the expected timeframe for investigating the matter.
- 7.2.2 In most cases complaints will be investigated within 10 business days.
- 7.2.3 The complainant will be kept informed about the progress of the investigation.
- 7.2.4 The complainant will be advised, in writing, of the outcome of the investigation as soon as possible after a determination is made.

7.3 Complaints that will not be investigated

In general, every complaint will be investigated, unless it falls into one of the following categories:

- A vexatious complaint.
- A frivolous or trivial complaint.
- It is considered by the relevant Manager to lack substance or credibility and therefore investigating the complaint is deemed unnecessary, unjustifiable or an inappropriate use of resources.
- It is made using rude or abusive language or accompanied by threatening, intimidating or rude behaviour.
- The complaint is made anonymously and the relevant Manager determines that there is insufficient information to investigate it.
- When the complainant is able to pursue the complaint through an alternative review process.

If a complaint is deemed to fall into one of these categories the complainant will be advised accordingly unless the complaint is anonymous.

7.4 Unreasonable Complainant's Conduct

- 7.4.1 All complaints received by Council will be treated seriously and complainants will be treated courteously.
- 7.4.2 Occasionally the conduct of a complainant can be unreasonable. This may take the form of unreasonable persistence, unreasonable demands, lack of cooperation, argumentative or threatening behaviour. What can be termed 'unreasonable' will vary depending on a number of factors and the

Objective ID - A8109

Page 8 of 10

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City of West Torrens Council Policy - Customer Complaints

organisation aims to manage these situations in a fair and equitable manner.

- 7.4.3 If a complainant's behaviour consumes an unwarranted amount of Council resources or impedes the investigation of their complaint, a decision may be made to apply restrictions on contact with the person. Before making any decision to restrict contact, the complainant will be warned that, if the specified behaviour(s) or actions continue, restrictions may be applied.

7.4.3.1 The relevant departmental manager will issue this warning in writing if the home or email address of the complainant is known, otherwise it will be made verbally and a record of the discussion will be made.

- 7.4.4 Any decision to suspend action on a complaint will be made by the Chief Executive Officer or his/her delegate and communicated in writing to the complainant.

7.5 Initial Assessment of a Complaint

- 7.5.1 An initial assessment of the complaint will include its severity, any safety implications and the need for immediate action.

- 7.5.2 If the complaint is not able to be resolved at the first point of contact it will be forwarded to the relevant Manager for a complaint review.

- 7.5.3 If the complainant remains dissatisfied after the complaint review the complainant may lodge a formal request for an [Internal Review of a Council Decision](#).

7.6 Opportunity to Provide Additional Information

- 7.6.1 After receiving the complaint, the investigating officer may invite the complainant to provide further information to assist in understanding:

- a. the complainant's concerns, and/or
- b. the issues to be investigated, and/or
- c. the outcome or remedy sought by the complainant.

- 7.6.2 Complainants are welcome to supply information relevant to the initial complaint at any time during the review process. However, if the additional information is determined by the investigating officer to be of a different nature a secondary review may commence.

- 7.6.3 Complainants will be invited to comment on any additional information obtained by the investigating officer during the course of an investigation.

7.7 Complaint Remedies

When complaints are found to be justified CWT will, where practical, remedy the situation in a manner which is consistent and fair for both the complainant and CWT.

7.8 Dispute Resolution

- 7.8.1 The CWT may use alternate dispute resolution methods e.g. mediation, conciliation or neutral evaluation to resolve a complaint in circumstances

Objective ID - A8109

Page 9 of 10

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City of West Torrens Council Policy - Customer Complaints

where the CEO or their delegate deems such a course of action appropriate and the complainant is amenable to that process.

7.8.2 Any mediation, conciliation or neutral evaluation will be undertaken in accordance with s271 of the Act and the costs and expenses shared equally between the CWT and the complainant.

7.8.3 If the complaint cannot be resolved the complainant may refer the matter to the Ombudsman, or seek a legal remedy.

7.9 Withdrawal of Complaints

A complainant may withdraw their complaint at any time during the investigation period.

7.10 Discontinuation of an Investigation into a Complaint

An investigation into a complaint may be discontinued by the relevant Manager if the complainant fails to provide sufficient information about the complaint or in some way inhibits the investigation.

If a complaint is discontinued then the complainant will be advised in writing of the reasons for the discontinuation of the investigation.

7.11 Completion of an Investigation into a Complaint

Complainants will be advised in writing of the outcome of the investigation as soon as is practical once the investigation is finalised.

Objective ID - A8109

Page 10 of 10

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17.3 Name the CCTV Security Trailer Competition

Brief

This report informs Council of the entries received in the Name the CCTV Security Trailer Competition.

RECOMMENDATION

It is recommended to Council that Entry Number _____ be declared the winner of the Name the CCTV Security Trailer Competition.

Introduction

As part of the 2017/2018 budget, Council allocated \$105,000 to purchase portable closed circuit television (CCTV) equipment to provide an additional security presence across West Torrens.

A CCTV Security Trailer was purchased and will be used across West Torrens as a crime prevention tool. Being a mobile unit, the trailer can be easily relocated to hotspots throughout the community as required.

At its meeting of 7 November 2017 Council resolved that:

1. *Council approve a competition to provide our community CCTV Security trailer with a character name and a "Community Safety Statement" that will be painted / screened onto the trailer.*
2. *The competition is open to all public and private primary school students in the City of West Torrens and that a prize value of \$1200 be approved to purchase 2 iPads for prizes.*

1 - iPad to the winning student
1 - iPad to the school.'

Council approved the guidelines for the competition at its meeting of 7 November 2017.

Discussion

The Name the CCTV Security Trailer Competition (Competition) commenced on 1 January 2018 and concluded on 28 February 2018.

Entrants, who must attend a primary school in the City of West Torrens, were required to:

- Provide a name for the Council's new CCTV Security Trailer.
- Write a "Community Safety Statement" to be painted onto the CCTV Security Trailer.
- Write a short explanation as to why they chose the submitted name and Community Safety Statement.

In accordance with the Competition guidelines (**Attachment 1**) entries are to be judged on the following criteria:

- Significance of the Name and Community Safety Statement to the entrant and/or the Council.
- Diversity, including gender representative or neutral names and culturally representative names.

At the close off the Competition 17 entries were received.

Entrants attended the following schools:

- Cowandilla Primary School
- Lockleys North Primary School
- Plympton Primary School
- Richmond Primary School
- St John Bosco
- Torrensville Primary School

Of these entries, four (4) were ruled ineligible for the following reasons:

- Two entrants didn't include a name, safety statement or the name of the school attended.
- One entrant was 2 years of age
- The entrant did not attend a school located within the City of West Torrens.

The remaining 13 entries are detailed in the table below:

Entry	Name	Community Safety Statement	Explanation for Choice of Name and Statement
1	The Cannon Cart Mobile Security Camera	Mobile security camera is needed for the community.	I chose it because I put my best thinking into it.
2	Security Sam	Look out for cars.	It is my name.
3	Roady McFoty	Don't go too fast on the road.	You are not supposed to go too fast on the road and it is a reminder for all.
4	Xaxon	Makes you happy and it is fun to say.	The name sounds nice and it is fun to say. I chose this name for community safety because it means happy.
5	Alicia	I like this name because it means truthful.	This name means something good and it is good to tell the truth.
6	Sammie Spy	Sammie Spy will keep our community safe.	Sammie can be a girl or boy spy. Sammie is a great initiative to improve security in our community.
7	Iris	Iris' keeping you safe.	Iris is a play on words - 'I' is 'eye' 'Is' is 'is'. Also Ris in Slovak means lynx and they have sharp eyes,

8	Flash	I want to be safe while living.	I chose the name because cameras have a flash and I don't want anyone young to get hurt or live in a bad environment.
9	Enigma Eave	We want to be safe, not hurt.	I chose the name because it is the first thing that came into my head and no one wants to get hurt.
10	Sparkle	Sparkle is a great name. When I say the name I feel happy and excited.	I chose the name for the community because it makes everyone happy.
11	The Evil Capture	It's safe if you look both ways with a parent/guardian when crossing the road.	I believe the name and safety statement will make people stop and wonder.
12	Cool Kevin Camera	It's cool to live in a safe community.	My community safety statement will encourage people to be safe. I chose the name because it has the camera's name in it and it has a pattern ckc.
13	Cameron Camera	Keep safe with Cameron!	I chose the name Cameron because it rhymes with camera. I chose the community safety statement because it is short and easy to remember.

The winning entrant will receive an iPad (128 gigabyte) for themselves, as well as one for their school, both to be presented by the Mayor at the school. Winners will be notified by mail.

Conclusion

The Name the CCTV Security Trailer has concluded with eligible nine (9) entries being submitted.

Attachments

1. Name the CCTV Trailer Competition Entry Form

Name our new mobile security camera



iPads to be won!

Want to win an iPad for yourself and one for your school? Name our new mobile security camera and trailer and you can be in with a chance!

This is our new mobile security camera and it will shortly be on its way to West Torrens.

When it gets here we want to give it a name so we can let people know where its going to be.

If you go to primary school in West Torrens, you can enter our competition. The winning entrant will win two iPads - one for themselves and one for their school.

Competition closes Wednesday 28 February 2018.

Entry conditions are listed over.

Illustration: Joie Creative



These Conditions of Entry are subject to the City of West Torrens (CWT) General Competition Entry Rules which are available on Council's website - westtorrens.sa.gov.au

Conditions of Entry

This competition is open to all children currently enrolled in a primary school (either public or private) located within the City of West Torrens.

Entrants must:

- Provide a name for the CWT's new Mobile CCTV Security Trailer.
- Write a 'Community Safety Statement' to be promoted on the Trailer.
- Write a short explanation (no more than eight words) as to why they chose the submitted name and Community Safety Statement.

Each entrant may only enter the competition once and must complete an entry form providing the following information:

- Their name, address and age (at the time of entry).
- Permission of a parent or guardian to enter the competition (including a contact telephone number and email address), including permission for the taking and publication of photographs of the winner.
- The name and a contact telephone number for the school they attend.

By the provision of parental consent, the parent or legal guardian warrants on behalf of the entrant that the entrant, so far as is possible, understands the meaning and obligations of these terms and conditions, and that the entry is the entrant's own original work and has not been copied from any other source.

Entries must not breach any copyright or intellectual property laws. Any entry that uses any copyrighted or trademarked names or images will be disqualified - for example, no names depicting characters from television shows, movies, video games or books will be accepted.

Entries must be received by 28 February 2018.

Entries may be submitted by:

- Email – Scanned and emailed to governance@wtcc.sa.gov.au, with the subject line 'Name the Trailer Competition'.
- Mail – Send to 'Name the Trailer Competition', 165 Sir Donald Bradman Drive, Hilton SA 5033.
- In person to – The City of West Torrens Civic Centre, 165 Sir Donald Bradman Drive, Hilton, or The Hamra Centre Library, 1 Brooker Terrace, Hilton, or at The Caravan at the Summer Festival events.

Please ensure that an entry form is submitted with each entry. These can be downloaded at westtorrens.sa.gov.au

Prizes

The winning entrant will receive an iPad (128 gigabyte) for themselves, as well as one for their school, to be presented at the school by the CWT. Winners will be notified by mail.

In accepting any prize, the parents/guardians of the winner and the principal of the winner's school agrees and consents that they may be contacted by the CWT to participate in publicity events as reasonably requested, including being interviewed and photographed for use in marketing and/or promotional materials. No additional payments or compensation will be provided for such participation.

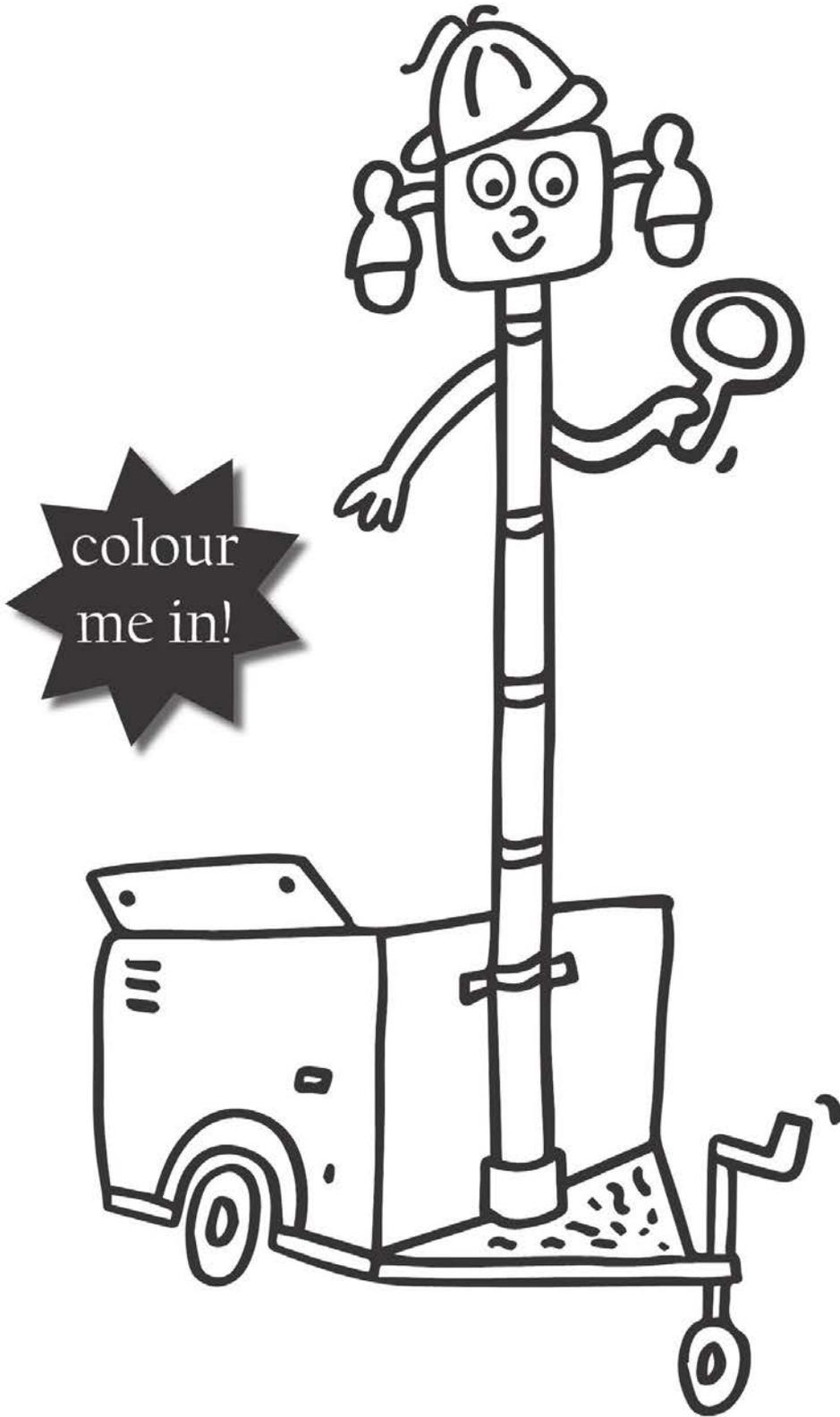
Judging

Council's Civic Committee will consider the submitted entries and recommend a winner to the Council, which will have final determination on the winning entry. The Committee's and Council's decisions will be at their discretion and will be final.

Entries will be judged according to the following criteria:

- Significance of the Name and Community Safety Statement to the entrant and/or the Council.
- Diversity, including gender representative or neutral names, and culturally representative names.

Entry form - name the Mobile Security Camera



Entry overleaf

Entry form - name the Mobile Security Camera

Name for Mobile Security Camera:.....

'Community Safety Statement' (no more than 8 words):

.....

.....

Why did you choose the name and the Community Safety Statement?:

.....

.....

.....

Personal details

Child's name:

Child's age:

Name and contact phone number of West Torrens school child is attending in 2018:

.....

Address of child:

Suburb:..... Post code:

Parental / guardian consent

Name:.....

Contact phone number (daytime):

Email:

I have read and agreed to the 'Conditions of Entry' Yes No

Signature:

Date:



17.4 Coast FM Sponsorship Application

Brief

This report presents a sponsorship application from Coast FM.

RECOMMENDATION

It is recommended to Council that it provides an \$810 sponsorship to Coast FM for their annual fundraising event to be held at Thebarton Community Centre on 14 July 2018.

Introduction

Coast FM is a non-for-profit community radio station, based in Glandore, which funds itself through fundraising events. Coast FM has held its annual quiz night at Thebarton Community Centre for several years. The increased hire fees have now made this unaffordable and therefore Coast FM has submitted a sponsorship application for the cost of the hire fee.

Discussion

Coast FM is licensed to serve the Southern and South-Western community in the Adelaide metropolitan area. The station operates 24 hours per day, with live presenters providing personal contact with listeners. From 6.00am to 6.00pm the Committee of Management dictates the type of programming, such as news, sport, music and special reports. The community radio station relies on fundraising as its main source of income.

Coast FM has booked its annual quiz night fundraising event at Thebarton Community Centre, to be held on 14 July 2018. The expected attendance for the event is 120 people. The total hire cost for the event is \$810. Coast FM is a non-for-profit community station that relies heavily on fundraising and volunteers and cannot afford this amount of hire cost. Coast FM has applied for sponsorship of this fundraising event to cover the full cost of hire. It is recommended that Council consider this sponsorship application for the hire cost of Thebarton Community Centre for Coast FM's fundraising event.

A total of \$158,190.93 worth of grant funding has been approved since the commencement of 2017/18 financial year. This additional amount of \$810 will bring the balance of funds for grants down to \$237,809.07.

Discussion

This report presents an \$810 sponsorship application from Coast FM for their annual fundraising event to be held at Thebarton Community on 14 July 2018 for consideration by Council.

Attachments

1. Coast FM Sponsorship Application

Sponsorship program application form

Civic Centre
 165 Sir Donald Bradman Drive
 Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au



Note:

1. Read the Sponsorship guidelines before completing this application.
2. Please attach any additional information and supporting statements.
3. Please type or print legibly.
4. **Applications must be completed in full or they will not be accepted.**

1. Event and organisation details													
Event name: Coast FM 2018 Quiz Night													
Event description: Annual Community Quiz Night													
Date(s) of event: 14 July, 2018													
Organisation / Group: COAST FM													
ABN number:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>		2	2	1	1	8	8	3	7	7	4	0
2	2	1	1	8	8	3	7	7	4	0			
Date submitted: 28 February, 2018													
2. Organiser's contact details													
Name: Brenton Montgomery													
Position: Vice Chairman													
Organisation: COAST FM													
Address: 25 Naldera Street, Glandore SA		P/Code: 5037											
Telephone:	Facsimile:	Email:											
08 83715887	08 83715889	monts@adam.com.au											
3. Event details													
Type of event (you may select more than 1)													
<input type="checkbox"/> Education	<input checked="" type="checkbox"/> Community	<input type="checkbox"/> Environment											
<input checked="" type="checkbox"/> Entertainment	<input type="checkbox"/> Sports	<input type="checkbox"/> Business											
<input type="checkbox"/> Arts / Culture	<input type="checkbox"/> Charity	<input type="checkbox"/>											
Event attendees (indicate the expected characteristics of your event attendees)													
Age range													
<input type="checkbox"/> Under 20	<input type="checkbox"/> 31 to 40	<input checked="" type="checkbox"/> 51 to 60											
<input type="checkbox"/> 20 to 30	<input checked="" type="checkbox"/> 41 to 50	<input checked="" type="checkbox"/> 60 plus											
Where will the attendees be travelling from?													
<input type="checkbox"/> City of West Torrens	<input checked="" type="checkbox"/> Adelaide metropolitan area												
<input type="checkbox"/> Western suburbs	<input type="checkbox"/> SA generally												
Estimated total attendance? 120													

4. Level of sponsorship requested (tick)		
Type:		
<input type="checkbox"/> Naming rights	<input checked="" type="checkbox"/> Joint sponsor	<input type="checkbox"/> Minor support
Cash: \$		
In kind support (specify): Waiver of Hall Fee, or part thereof		
What will the funds be used for? To allow not-for-profit community station to fundraise		
How many other sponsors are involved? Still to be finalised -- approx. 6-8		
Who are they? They will be existing station sponsors offering goods as prizes		
What is their level of support? Goods & Services		
5. Promotional / media benefits		
Provide details of the media types to be used:		
<input type="checkbox"/> Advertorials	<input type="checkbox"/> Television	<input type="checkbox"/> Public speaking
<input checked="" type="checkbox"/> Advertising - newspaper	<input type="checkbox"/> Signage	<input checked="" type="checkbox"/> Other / Facebook
<input checked="" type="checkbox"/> Radio	<input checked="" type="checkbox"/> Web site	
Provide details of the level of coverage anticipated:		
6. Research and evaluation of your event		
Will you undertake research prior to or after the event?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how?		
After the event we meet as a committee to evaluate the success of the event, number of attendees, and look at news ways to promote it for the following year.		
Coast FM Quiz nights have a good crowd following and normally attract good numbers.		
If not, why not?		
How do you evaluate the effectiveness of your event?		
By the attendance numbers and success of the event auction, raffles and games		

7. Declaration

I Brenton Montgomery hereby certify that I have been authorised to prepare and submit this application on behalf of the above-mentioned group or organisation, and that the information contained in the application is true and correct to the best of my knowledge.

Signature *B Montgomery*

Date: 28 / 02 / 2018

8. Where to send your completed application

Return this application together with any attachments to:

Administration Officer Community Services
City of West Torrens
165 Sir Donald Bradman Drive
Hilton SA 5033

Or email to csu@wtcc.sa.gov.au.

17.5 Summer Festival 2018

Brief

This report presents a summary of the outcomes of the City of West Torrens' Summer Festival 2018.

RECOMMENDATION

It is recommended to Council that the Summer Festival 2018 report be received.

Introduction

Council has funded and supported the 'Summer Festival' program in various forms during the past 10 years.

The Summer Festival 2018 program comprised nine (9) events and included four additional events being:

1. a new 'Street Party' festival event (Thebartonia!) which was delivered with support from The Wheatsheaf Hotel; and
2. three children and youth focussed 'Little Day Out/Little Day In' events.

Council used its Mobile Promotional Vehicle (MPV) as a point of presence to facilitate community engagement and discussion of Council services at each event with six departmental teams being involved in community engagement activities at Summer Festival 2018 including offering an opportunity for local school children to enter the CCTV Security Trailer competition.

Overall, attendance at the Summer Festival 2018 increased by approximately 25 per cent over 2017. This was primarily due to the success of the Thebartonia! street party and an increased attendance at the Kings Reserve Fork in the Road event.

A total of 76 people were surveyed across three Summer Festival events held during January and February and many more informal engagements were held. Customer feedback was rated as extremely positive with statistics showing 98 per cent would recommend the festival to others.

Discussion

Summer Festival 2018 was delivered over five weeks from 6 January to 10 February attracting over 12,000 attendees. While nine events were scheduled, only seven were able to be delivered due to inclement weather.

The approved budget was \$100,000 exclusive of overtime /TOIL/meal allowances. Expenditure was \$87,500 (including event cancellation costs) plus overtime wages/TOIL/meal allowances totalling \$32,000.

West Torrens Memorial Gardens

Four events were scheduled in the West Torrens Memorial Gardens (6/1, 13/1, 21/1 and 27/1). Two outdoor movie nights that incorporated live music and children's entertainment were programmed on 6 and 21 January. A live music focussed event with additional children's activities was programmed on 13 January and a two-stage multicultural festival event was developed for 27 January. Due to inclement weather the multicultural event was cancelled. The three shows that were delivered attracted a combined audience of 1,600.

CWT project cost: \$41,500 + GST (excluding staff costs)

Albert Street Party (Thebartonia!)

For the first time the City of West Torrens partnered with The Wheatsheaf Hotel to produce a two stage 'street party' branded as Thebartonia! on 3 February. The event included market stalls, locally based food trucks and roving performances, attracting an audience of 4,000.

CWT project cost: \$23,000 + GST (excluding staff costs)

Thebarton Community Centre/Kings Reserve (Westside Fork)

The final event was held on Saturday 10 February at Thebarton Community Centre/Kings Reserve. This was a 'Fork on the Road' supported event branded as 'Westside Fork'. The event attracted an audience estimated of 5,000 - 6,000.

Food was provided by 30 food trucks offering a variety of international cuisines. A selection of local craft beers, ciders and wine was also available. Traders reported excellent business with many providers 'selling out'.

The event also featured a display of 50 'classic' vehicles from the Wanderers Rock 'n' Roll Car Club, which also provided rock and roll dance demonstrations in the Thebarton Community Centre.

An extensive range of children's activities kept younger attendees engaged while adults and young people enjoyed live music performed by local musicians.

CWT project cost: \$23,000 + GST (excluding staff costs)

Children and youth specific events

Three child and youth specific events were scheduled as part of Summer Festival 2018. These events were delivered by the Children and Youth Teams (Community Services). One event was cancelled due to inclement weather. The 'Little Day Out' and 'Little Day In' events that were delivered were extremely popular, attracting a total audience of 1,000.

Summer Festival 2018 attendance

Date	Event	Est. attendance	Max temp (West Tce)
Saturday 6 January	Moana (PG)	600	42.3
Saturday 13 January	Musicbox	500	22.8
Saturday 20 January	Girl Asleep (M)	500	38.5
Saturday 27 January	All Together Now	(cancelled)	37.3
Saturday 3 February	Thebartonia!	4,000	33.5
Saturday 10 February	Westside Fork	6,000	31.1

Little Day Out / In

Tuesday 9 January	Little Day In: Steam	400	26.7
Friday 19 January	Little Day Out: Beach	(cancelled)	42.2
Wednesday 24 January	Little Day Out: Splash	600	33.0

Summer Festival engagement program

A number of teams from Council staffed the MPV at various events. They worked with the Media and Engagement Officer to design a display and program activities to showcase. There was a focus on having games, quizzes, giveaways or something fun to encourage people to approach staff and enable casual and informative interactions.

A total of six teams from three divisions across Council presented displays over four of the events.

City Operations' Horticultural Services participated in the engagement program for the first time in 2018. The team had great success engaging a large number of people with their hands-on, fun activities such as locating people's birth year on the rings of a tree and building furniture and a xylophone out of scrap wood.

The Library team also managed to raise significant awareness of services and classes offered within the Hamra Centre with particular interest being shown towards their Rewire: free digital technology classes.

Teams involved in the Summer Festival Engagement Project

- **City Operations**
Horticultural Services

- **Community Services**
Library

- **Regulatory Services**
Compliance
Waste

- **Strategy and Business**
City Strategy
Environment

Mobile Library Truck

The City of West Torrens' Mobile Library was incorporated into the events held in the West Torrens Memorial Gardens, Albert Street and Kings Reserve. The Mobile Library was a popular attraction with 1,188 visitors recorded as visiting the Mobile Library at Summer Festival events - 483 visitors were recorded at the Thebartonia! event, 366 visitors at Westside Fork and 339 visitors to the three events held in the West Torrens Memorial Gardens.

Summer Festival survey

A total of 76 people (over three events) were officially surveyed on their Summer Festival experience. QuickTap survey was once again used with iPads which enabled maximum personal interaction and minimal typing in order to record data.

Of the 76 recorded responses, more than 50 per cent of attendees had never been to a Summer Festival event before with an overwhelming number saying they would attend more events and also recommend the event to others. Of the 45 per cent of people who had attended previous Summer Festival events, the majority had attended five or more events.

Based on the results, Summer Festival was most popular among young families with the 31-40 and under 5 age groups making up the majority of attendees (54 per cent total). Many of the families commented on how they were attracted by the amount of activities and entertainment provided for children and the flexibility with seating, food and timings. In general there was extremely positive feedback at the majority of the events with attendees particularly commenting on how much they enjoyed the relaxed setting and 'vibe'. This area of data remained consistent with the 2017 Summer Festival results.

Reflecting the social nature and dominant age demographic of Summer Festival, the leading ways people found out about the events were social media and word of mouth.

Conclusion

The report summarises the outcomes of the Summer Festival 2018 program.

Attachments

1. **Summer Festival 2018 photographs by John Kruger**
2. **Summer Festival 2018 customer survey results**



Summer Festival 2018, Saturday 6 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 6 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 6 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 6 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 6 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 6 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 13 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 13 January - West Torrens Memorial Gardens



Saturday 13 January - West Torrens Memorial Gardens Summer Festival 2018,



Summer Festival 2018, Saturday 13 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 13 January - West Torrens Memorial Gardens



Summer Festival 2018, Saturday 3 February - Thebartonia!



Summer Festival 2018, Saturday 3 February - Thebartonia!



Summer Festival 2018, Saturday 3 February - Thebartonia!



Summer Festival 2018, Saturday 3 February - Thebartonia!



Summer Festival 2018, Saturday 3 February - Thebartonia!



Saturday 3 February - Thebartonia!Summer Festival 2018,



Summer Festival 2018, Saturday 10 February - Kings Reserve



Summer Festival 2018, Saturday 10 February - Kings Reserve



Summer Festival 2018, Saturday 10 February - Kings Reserve

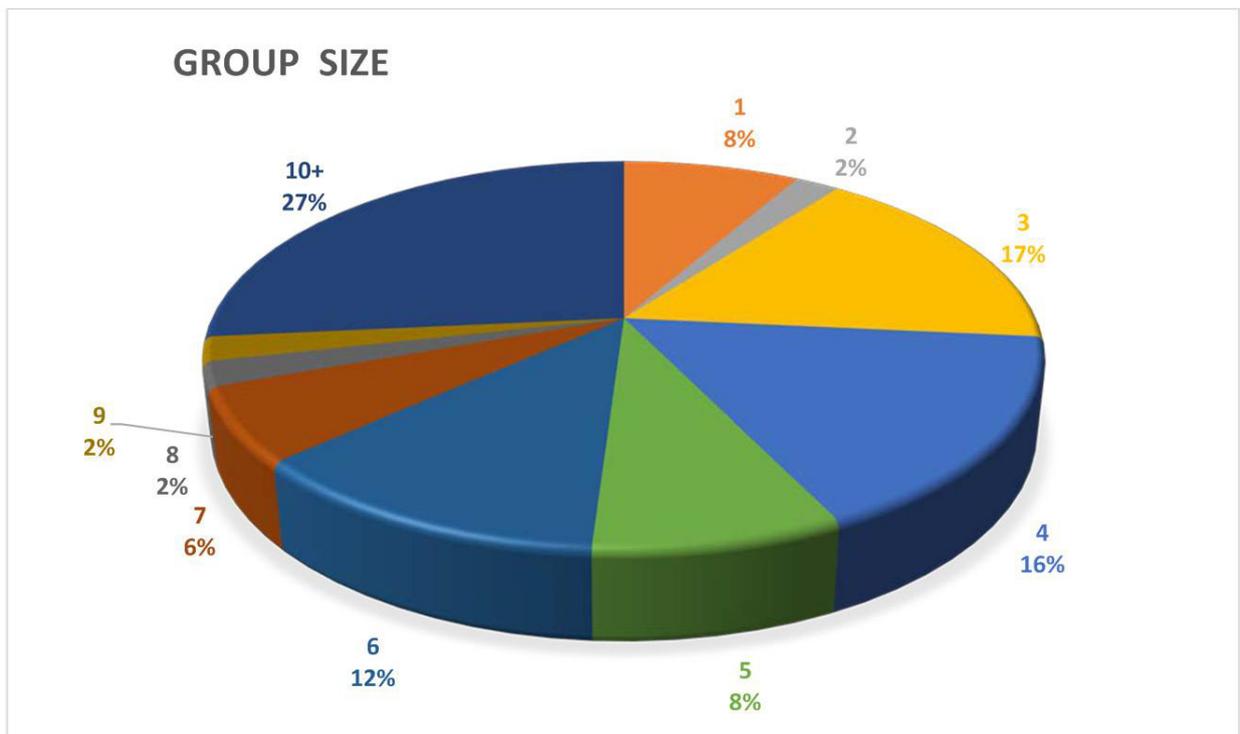
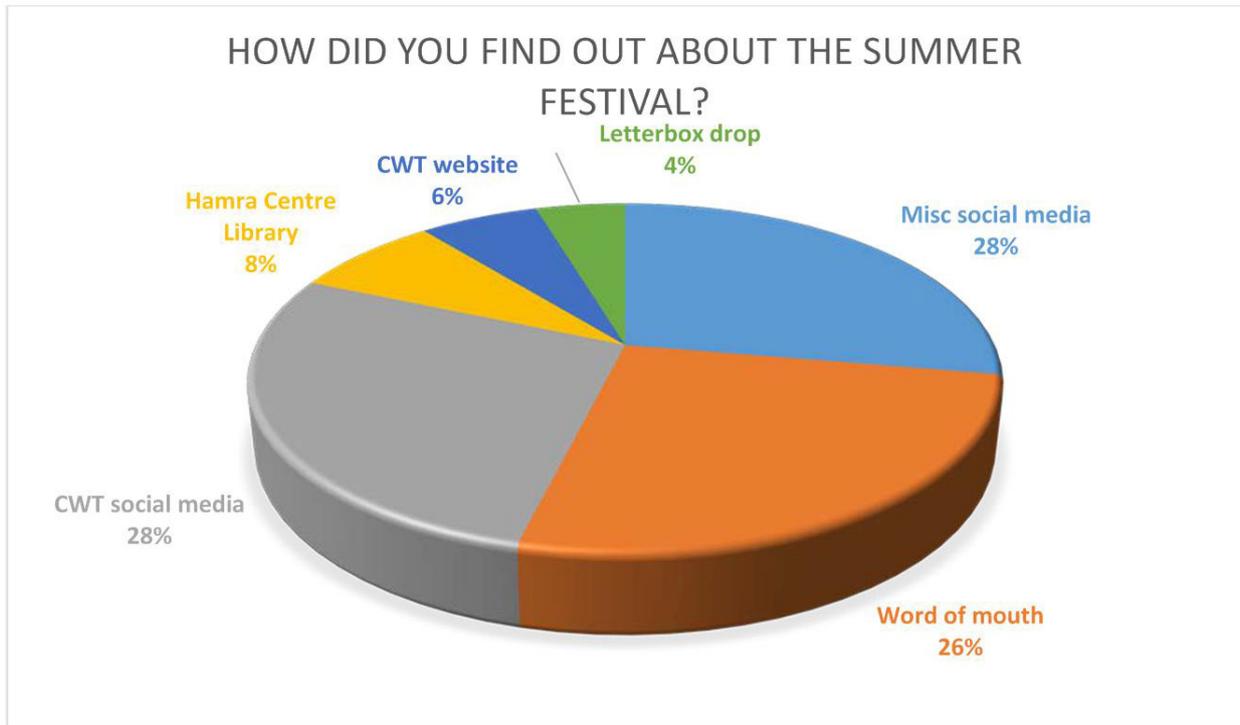


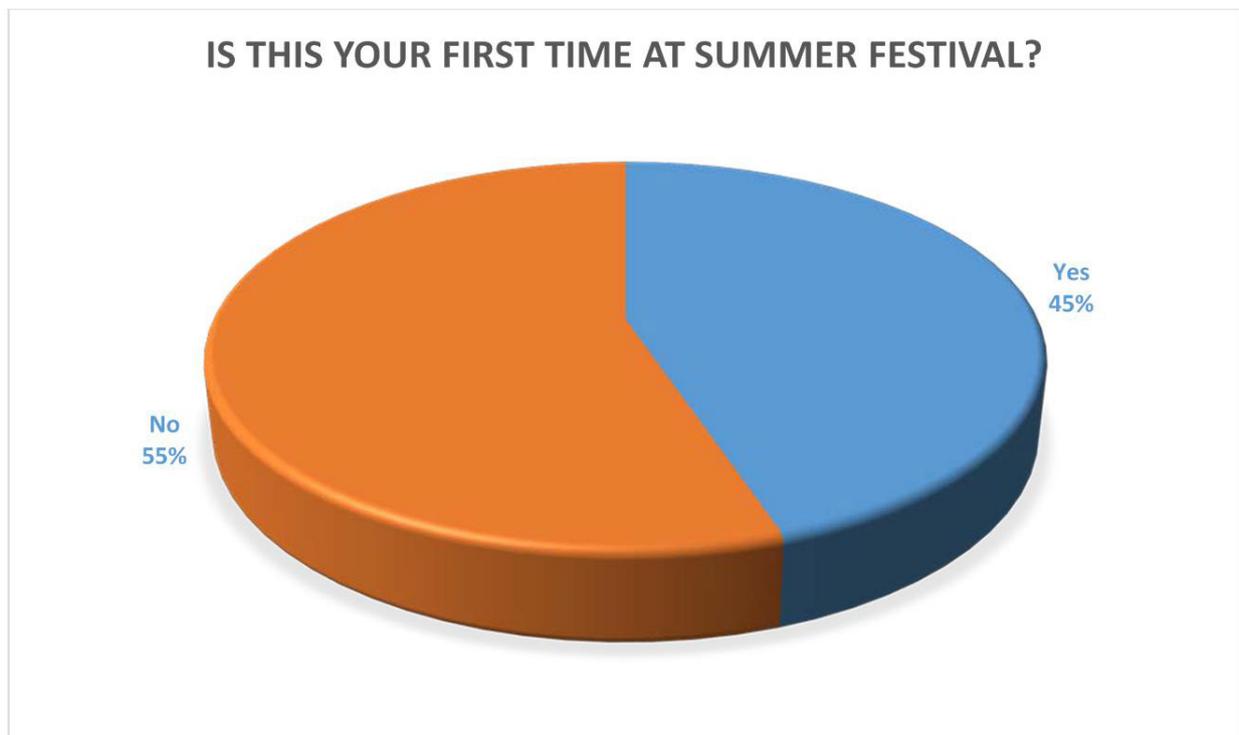
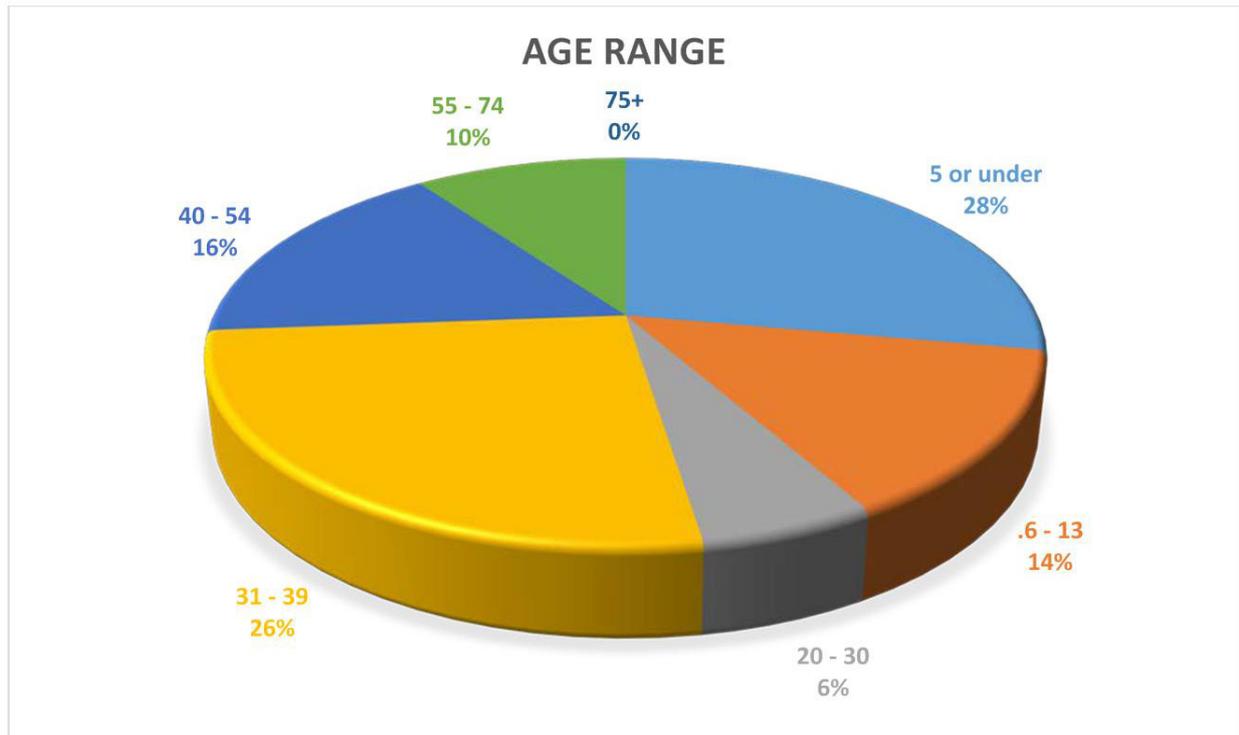
Summer Festival 2018, Saturday 10 February - Kings Reserve



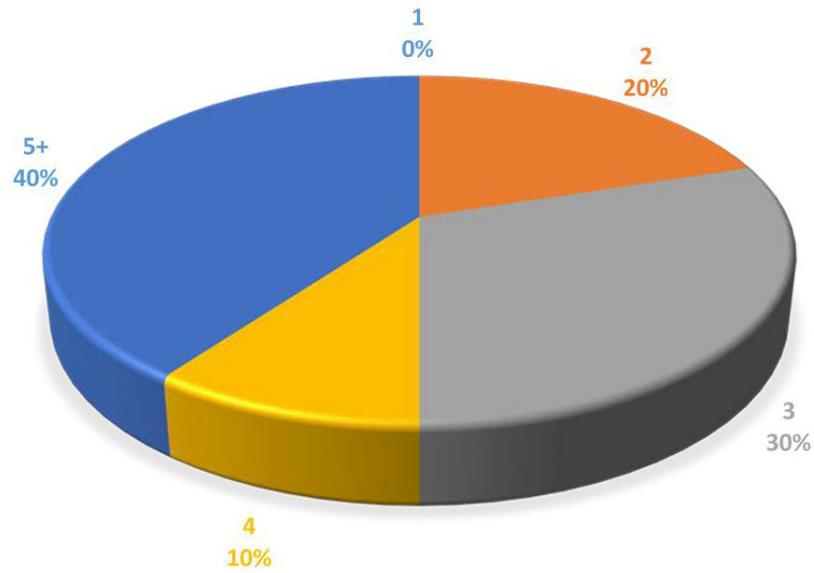
Summer Festival 2018, Saturday 10 February - Kings Reserve

Summer Festival 2018: Survey results

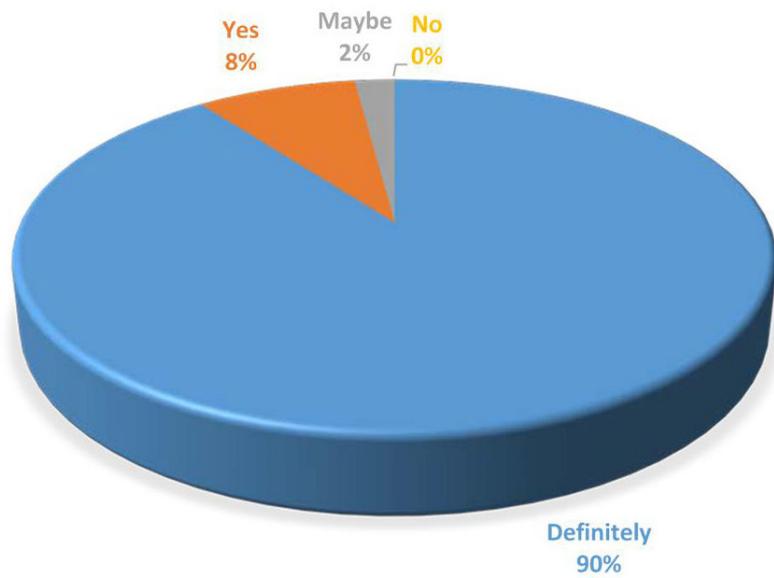




HOW MANY PREVIOUS EVENTS HAVE YOU ATTENDED?



WOULD YOU RECOMMEND SUMMER FESTIVAL TO OTHERS?



17.6 Nominations to the Dog and Cat Management Board

Brief

The Minister for Sustainability, Environment and Conservation, via the Local Government Association, is seeking nominations for four member positions on the Dog and Cat Management Board.

RECOMMENDATION(S)

It is recommended to Council that:

Cr/s..... be nominated to the Dog and Cat Management Board.

Or

The report be received.

Introduction

The Minister for Sustainability, Environment and Conservation has written to the Local Government Association (LGA) requesting nominations for four local government members to the Dog and Cat Management Board for terms of up to three (3) years.

Discussion

The Dog and Cat Management Board (DCMB) is established under the *Dog and Cat Management Act 1995* (Act) and works closely with stakeholders to improve dog and cat management in South Australia.

Appointments to the DCMB are for a term of three years commencing in June 2018.

Board meetings are held on the last Wednesday of each month during normal business hours with the location being varied between metropolitan and regional councils.

Members of the DCMB are currently paid a sitting fee of \$258 per four hour session attended.

Further information may be found in LGA Circular 11.6 which is included as **Attachment 1**.

Selection Criteria

While no formal qualifications are required, s12(2) of the Act requires nominees to the DCMB to have the following attributes:

- (a) practical knowledge of and experience in, local government including local government processes, community consultation and the law as it applies to local government;
- (b) experience in the administration of legislation;
- (c) experience in financial management;
- (d) experience in education and training.

The priority attribute for people nominating for this position is experience in education and training.

Relevant knowledge of dog and cat management issues as they impact local government is desirable as is experience serving on high level intergovernmental boards, committees or funding allocation bodies.

Nominations addressing the selection criteria (**Attachment 2**) must be forwarded to the LGA by close of business on Tuesday 17 April 2018. A copy of a current resume must be included with the application.

The LGA Executive will consider nominations at its meeting on Thursday 19 April 2018.

Conclusion

The Local Government Association is seeking nominations for four members to the Dog and Cat Management Board by close of business on Tuesday 17 April 2018.

Attachments

1. **LGA Circular 11.6 Nominations to the Dog and Cat Management Board**
2. **Selection Criteria for the Dog and Cat Management Board**



**Local Government Association
of South Australia**

Nominations sought for the Dog and Cat Management Board - Circular 11.6

To	Chief Executive Officer Elected Members Policy and Strategic Planning Staff	Date	13 March 2018
Contact	Stephen Smith Email: stephen.smith@lga.sa.gov.au		
Response Required	Yes	Respond By	17 April 2018
Summary	The Minister for Sustainability, Environment and Conservation has written to the LGA requesting nominations for a Local Government member on the Dog and Cat Management Board for a term of up to 3 years. Nominations must be forwarded to the LGA by cob 17 April 2018.		

Established in 1995 under the [Dog and Cat Management Act](#) the Dog and Cat Management Board (DCMB) works closely with key partner organisations and state government to improve dog and cat management in South Australia. Using its research and expertise the Board has ensured that South Australia's regulatory and legislative framework has been reviewed and amended to improve the management of dogs and cats.

The appointment is for a period of three years commencing June 2018. The LGA is currently represented by Mr John Darzanos (City of Salisbury) who is eligible for reappointment.

The DCMB generally meets on the last Wednesday of each month between 1.30pm and 5.30pm, regularly holding their meetings at metropolitan and regional councils.

The sitting fee for Board members is currently \$258 per four hour session attended.

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be current serving council members or council staff. No more than (2) nominees should be provided by each council.

Nominations addressing the Selection Criteria provided in [Part A](#) for the Dog and Cat Management Board must be forwarded to lgasa@lga.sa.gov.au by a council using the attached [Part B](#) along with a current resume / CV, by cob 17 April.

The LGA Executive Committee will consider nominations received at its meeting on 19 April 2018.

Nominations to Outside Bodies - PART A

Name of Body	Dog and Cat Management Board
Legal Status of Body	Statutory Authority
Summary Statement	The Dog and Cat Management Board operates under the Dog and Cat Management Act 1995 and its functions include monitoring the administration and enforcement of this Act by Councils.
<u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u> The following selection criteria must be addressed when completing Part B	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	No formal qualifications required.
Industry Experience	Relevant knowledge of dog and cat management issues as they impact local government.
Board / Committee Experience	Relevant experience serving on high level intergovernmental boards, committees or funding allocation bodies is highly desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Section 12(2) of the <i>Dog and Cat Management Act 1995</i> requires nominees, together, to have the following attributes: (a) practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government; (b) experience in the administration of legislation; (c) experience in financial management; (d) experience in education and training. The priority attribute for people nominating for this position is experience in education and training.
<u>LIABILITY AND INDEMNITY COVER</u> The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

ECM XXX

17.7 2018 Council Next Practice Showcase and LGA Ordinary General Meeting

Brief

This report provides notice of the 2018 Council Next Practice Showcase and LGA Ordinary General Meeting to be held at Adelaide Town Hall on Thursday 12 and Friday 13 April 2018.

RECOMMENDATION

It is recommended to Council that:

1. The voting delegates to the LGA Ordinary General Meeting be Mayor Trainer and Cr Vlahos (proxy), as previously resolved by Council at its meeting of 16 January 2018.
2. Subject to their confirmation, Council approves the attendance of Cr/sat the 2018 Council Next Practice Showcase and LGA Ordinary General Meeting on Thursday 12 and Friday 13 April 2018 at the Adelaide Town Hall including the Networking Dinner being held on Thursday 12 April 2018 at the Intercontinental Hotel, North Terrace, Adelaide.
3. Expenses be reimbursed in accordance with Council policy.
4. Subject to their confirmation, Council approves the attendance of the spouse/partner of the attending Elected Member at the Networking Dinner on Thursday 12 April 2018 at the Intercontinental Hotel, North Terrace, Adelaide, and further, consistent with Council policy, that the cost of any incidental meals be met by Council.

Introduction

The 2018 Council Next Practice Showcase and LGA Ordinary General Meeting is being held on Thursday 12 and Friday 13 April 2018 at the Adelaide Town Hall.

The Showcase Networking Dinner will be held on Thursday 12 April 2018 at the Intercontinental Hotel, North Terrace, Adelaide.

The full program for the event, including registration costs, is available at **Attachment 1**.

Discussion

The guest speaker for the Showcase event is Chris Richardson. Chris is a partner of Deloitte Access Economics and is one of Australia's best known economists.

Following the presentation by Chris Richardson, there will be an opportunity for attendees to attend concurrent sessions ranging from planning and engagement, economic regeneration, climate change, council collaboration, big data and sustainable population growth.

There is also an opportunity to attend a walking tour as one of the concurrent sessions which will highlight local heritage in the City of Adelaide.

Full event registration for LGA Member Councils is \$600 + GST which includes both full days plus Thursday's dinner.

Full conference pass excluding dinner is \$495 + GST.

Thursday (Day 1) pass is \$350 + GST; Friday (Day 2) pass is \$290 + GST.

Spouse/partner dinner pass is \$150 + GST.

Conclusion

Notification has been received from the Local Government Association of SA regarding the 2018 Council Next Practice Showcase and LGA Ordinary General Meeting being held on Thursday 12 and Friday 13 April 2018 at the Adelaide Town Hall and Networking Dinner on Thursday 12 April 2018 at the Intercontinental Hotel, North Terrace, Adelaide. Registrations close Wednesday 4 April 2018.

Attachments

- 1. 2018 Council Next Practice Showcase and LGA Ordinary General Meeting program**

-2018- COUNCIL NEXT PRACTICE

- *showcase* -

AND LGA ORDINARY GENERAL MEETING



Thursday 12 & Friday 13 April
Adelaide Town Hall, 128 King William St, Adelaide

Thursday 12 April Adelaide Town Hall, 128 King William St, Adelaide

8.30am	Registrations open	
8.45am	Welcome to Country	
9.00am	LGA President's Welcome - Mayor Lorraine Rosenberg	
9.10am	Welcome to the City of Adelaide - Lord Mayor Martin Haese	
9.20am	Keynote speaker - Chris Richardson <i>Chris is a Partner of Deloitte Access Economics and is one of Australia's best known economists. Chris heads Deloitte Access Economics' forecasting and modelling unit. He is the author of three regular publications: Business Outlook, Employment Forecasts and Budget Monitor. Chris' expertise includes the Australian and global economies, Federal budget analysis, property, aging and industry trends; and his comments on trends in the economy and their effect on business regularly appear in daily media coverage.</i>	
		
10.10am	Morning tea	
10.40am	A1 - Planning for excellence – how two SA councils are leading the way <i>An opportunity to hear about two award winning projects. The Adelaide Hills Council and Mid Murray Council were both recognised with awards at the 2017 Planning Institute of Australia Awards for Excellence.</i> Adelaide Hills and Mid Murray	B1 - Economic Regeneration and the role of council "Who does what to grow a community?" <i>Why are councils involved in economic development? Three councils with three very different back stories but with common issues explore how they have worked with the two other levels of government, their communities and private enterprise to turn challenge into opportunity.</i> Port Adelaide Enfield, Whyalla and Playford
11.45am	A2 – If not us, who? If not now, when? Going beyond tokenism to address the risks of climate change <i>This session will explore the fundamental issue of climate change, including the latest data and projections and ways in which councils can assist in tackling the issue. The discussion will focus on examples of where councils are achieving good outcomes in this area, while also highlighting areas for improvement and the need for a greater sense of priority and urgency in emissions reductions and climate adaptation.</i> Mount Barker and Port Pirie	B2 - Preserving local heritage – a walking tour <i>An opportunity to view properties around Adelaide which have been restored thanks to the City of Adelaide's Built Heritage Program/Heritage Incentive Scheme.</i> Adelaide City
12.45pm	Lunch	
1.35pm	A3 - Why community wellbeing is everyone's business <i>Community wellbeing is at the heart of local council functions and services. As the needs and expectations of our communities change councils are exploring innovative ways to work with residents to boost resilience, improve social cohesion and connections and help people develop the resources they need to overcome challenges and thrive.</i> Onkaparinga, Limestone Coast LGA and Murray Bridge	B3 - Harnessing the knowledge and energy latent within your organisation by engaging staff in non-traditional ways <i>In this session, the City of West Torrens will showcase its approach to facilitating staff access and engagement with council policies and corporate documents by using existing resources in a new way. The past CEO of Orroroo Carrieton Council will also share the lessons learnt during a three year journey to map a sustainable financial future and reflect on the team effort involved.</i> Orroroo Carrieton and West Torrens

2.40pm	Afternoon tea	
3.00pm	<p>A4 - Finding new ways to collaborate – how are councils working together to achieve greater efficiency</p> <p><i>South Australian councils are finding new ways to collaborate, form partnerships and share services. This session will highlight regional and metro examples of councils working together to improve service delivery while trying to limit rate increases.</i></p> <p>Holdfast Bay, Onkaparinga, Walkerville and Campbelltown</p>	<p>B4 - Big Data, what does it mean for councils?</p> <p><i>The massive growth in the collection of electronic data is creating huge opportunities for the transformation of business models in private and public sectors. This session will explore the challenges and opportunities ahead for councils.</i></p> <p><i>LGAQ General Manager Glen Beckett will outline its Sherlock initiative, and a panel will respond.</i></p> <p>Councils TBC</p>
4.05pm	<p>A5 - Sustainable populations - managing the impacts of increasing and decreasing populations</p> <p><i>Many South Australian councils and communities live with the ongoing and relentless challenge of population growth and decline. This session will explore the responses of three councils in very different circumstances, and identify learnings that may be beneficial for all.</i></p> <p>Mount Gambier, Mount Barker and Kimba</p>	<p>B5 - Preserving local heritage – a walking tour (session repeat)</p> <p><i>An opportunity to view properties around Adelaide which have been restored thanks to the City of Adelaide's Built Heritage Program/Heritage Incentive Scheme.</i></p> <p>Adelaide City</p>
5.05pm	Close	

Intercontinental Hotel, North Terrace, Adelaide

6.30pm	Networking Dinner
--------	-------------------

Friday 13 April Adelaide Town Hall, 128 King William St, Adelaide

8.30am	Registrations open
9.15am	LGA President's Welcome - Mayor Lorraine Rosenberg
9.30am	Keynote speaker TBC
10.20am	Morning tea
10.50am	National Anthem and performance by Adelaide High Senior Vocal Ensemble
11.00am	LGA Ordinary General Meeting
12.30pm	Lunch
2.00pm	Close

DRAFT

Registration fees

	LGA Member rates	Non LGA Member rates
Full event pass (both days & dinner)	\$600 + GST	N/A
Full conference pass (excludes dinner)	\$495 + GST	N/A
Day 1 pass	\$350 + GST	\$450 + GST
Day 2 pass	\$190 + GST	\$260 + GST
Dinner pass	\$150 + GST	\$220 + GST

Special discounted rate - LGA Members only

If your council registers additional delegates (for the full showcase & OGM eg more than the number it sent to the Showcase in 2017) they will receive one free registration.

- In addition, for every four delegates you register for the full event (both days and dinner) the fifth registration is free.
- Please note that the free registration only applies if you register for the full showcase pass (both days & dinner)

Online registrations close 5pm Wednesday 4 April 2018

Follow the event on Twitter - #LGA18OGM

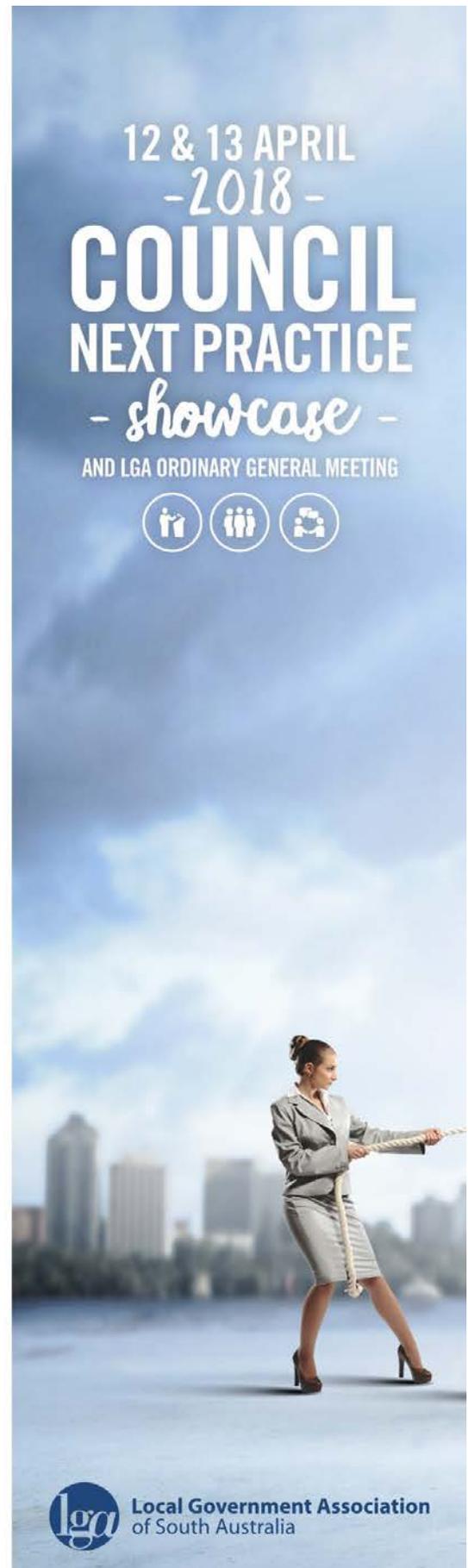
www.lga.sa.gov.au/Showcase

For more information please contact Rebecca Wake on (08) 8224 2047 or rebecca.wake@lga.sa.gov.au

Platinum Day Sponsor



Platinum Dinner Sponsor



17.8 2018 ALGA National General Assembly of Local Government

Brief

The Australian Local Government Association (ALGA) has advised that the 2018 National General Assembly (NGA) will be held in Canberra from 17 to 20 June 2018 and registrations are now open to attend.

RECOMMENDATION

It is recommended to Council that:

1. Subject to their confirmation, Council approves the attendance of Mayor Trainer and Cr/s at the ALGA National General Assembly being held at the National Convention Centre in Canberra from 17 to 20 June 2018.
2. Expenses be reimbursed in accordance with Council policy; and
3. Subject to their confirmation, Council approves the attendance of the spouse/partner of an attending Elected Member and further, consistent with Council policy, that costs other than airfares be met by Council.

Introduction

The Australian Local Government Association (ALGA) has advised that the 2018 National General Assembly (NGA) will be held in Canberra from 17 to 20 June 2018.

Discussion

The ALGA NGA is a major national event on the Local Government calendar and attracts mayors, councillors and senior management from councils across Australia.

This year's NGA theme is "Australia's Future - Make it Local" which reflects not just the wide scope and importance of local government but its ability to influence and affect fundamental change and improvement at the community level. With the possibility that there may be a Federal election later this year or early in 2019, local government will need to be in a position to speak up on behalf of constituents.

Registrations to attend the NGA are now open with early bird registrations available between now and 4 May 2018 at a cost of \$969.00.

Standard registration, for payment received before 1 June 2018 is \$1290.00 and late registrations taken after 1 June 2018 are \$1429.00.

Accompanying partner registration is \$280.00.

The full program and further registration information can be found in **Attachment 1**.

Return flights to Canberra from Adelaide are approximately \$500-700 return depending on the flight departure time. Accommodation at the Crowne Plaza is \$315 per night however cheaper options are available but are further away from the Conference venue.

Conclusion

The Australian Local Government Association (ALGA) has advised that the 2018 National General Assembly (NGA) will be held in Canberra from 17 to 20 June 2018 and that registrations are now open to attend.

Attachments

1. **2018 ALGA NGA Program and Registration information**



NGA18
National General Assembly
of Local Government

**AUSTRALIA'S FUTURE
MAKE IT LOCAL**

17–20 June 2018 // Canberra

Program + Registration
Register online www.alga.asn.au



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION



President's Message

Welcome to the Australian Local Government Association's 2018 National General Assembly – Australia's largest and most influential gathering of Local Government councillors, mayors, chairs and officials.

Our theme for this year's NGA – Australia's future: make it local – reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level.

The 2018 theme also hints at the strong possibility a federal election being called later this year or early next. That being the case, Local Government will need to be ready and able to speak up on behalf of our constituents.

ALGA and the State and Territory Local Government Associations are already well advanced in their election advocacy strategies, but this conference will provide important input into the fine-tuning of those plans.

A significant number of motions will be put to the Assembly, generating lively, vigorous and constructive debate. And, thanks to the introduction of keypad voting machines – a first for a National General Assembly – there'll be less time wasted on procedural matters and more time available for the things that matter: ideas, discussion, persuasion and consensus.

All of the motions that are supported at the NGA are submitted to the ALGA Board for consideration and aim, ultimately, to advance the cause of Local Government and the communities we seek to serve.

The program for this year's NGA is extensive, with multiple streams of specialist presentations for you to select from, and a range of keynote speakers to inform and inspire us.

Not surprisingly for a NGA that's being staged with a federal election in the wings, our expert panels will also boast plenty of individuals with insider views of Capital Hill.



Whilst the temperatures in the nation's capital may be decidedly brisk at this time of the year, I offer you a very warm welcome to the Australian Local Government Association's 25th National General Assembly.

I encourage you to meet new colleagues, to listen to experts and specialists, participate in discussions and to learn from the very best we have gathered on your behalf. Enjoy the experience, and take-home ideas and inspiration to help make your communities the very best they can be.

“...make it local – reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level.”

Mayor David O'Loughlin
ALGA President



Contents

President’s Message _____	2
Platinum Sponsors _____	3
Provisional Program _____	4
Regional Cooperation & Development Forum 2018 _____	5
Key Dates _____	6
Motions for Debate _____	6
Voting Procedures _____	6
Speaker Profiles _____	7
NGA 2018 Charity: Enormity – National Coat Day _____	13
Associated Events _____	13
General Registration Details _____	14
Social Function and Venue Information _____	15
Coach Transfers _____	16
Car Parking _____	16
Partner Tours _____	17
Accommodation _____	17
Registration Form _____	19

Platinum Sponsors

National General Assembly of Local Government // NGA18 // 3



NGA18

National General Assembly
of Local Government

AUSTRALIA'S FUTURE MAKE IT LOCAL

17–20 June 2018 // Canberra

Provisional Program

Sunday 17 June	
5:00pm	Service NSW Welcome Reception National Convention Centre
	
Monday 18 June	
9:00am	Opening Ceremony
9:20am	Mayor David O'Loughlin, ALGA President's Opening
9:30am	The Hon Malcolm Turnbull MP, Prime Minister (invited)
10:00am	Morning Tea
10:30am	▶ Keynote Speaker – David Speers , Political Editor, SKY NEWS <i>The Australian Political Landscape</i>
11:00am	▶ Keynote Speaker – Virginia Haussegger AM , Australian Journalist, Media Commentator and Television Presenter <i>The Case of Gender Diversity in Local Government</i>
11:30am	▶ Panel Session – <i>Changing Political Culture</i>
12:30pm	Lunch
	
1:30pm	▶ Panel Session – <i>Balancing Innovation and the Public Interest</i>
3:00pm	Afternoon Tea
3:30pm	▶ Debate on Motions
4:30pm	Mr Stephen Jones MP, Shadow Minister for Regional Services, Territories and Local Government (invited)
5:00pm	Close
7:00pm	Networking Dinner – National Arboretum
	

Tuesday 19 June	
9:00am	▶ Keynote Speaker – Bernard Salt AM , Author and Columnist <i>Population and the Policy Imperative</i>
9:45am	▶ Panel Session – <i>Building Tomorrow's Communities: Livability</i>
10:30am	Morning Tea
11:00am	▶ Debate on Motions
12:30pm	Lunch
	
1:30pm	▶ Concurrent Sessions – <ul style="list-style-type: none"> • Energy and Climate Change • Arts and Culture • Digital Technology • Recycling and Waste
3:00pm	Afternoon Tea
3:30pm	▶ Debate on Motions
4:30pm	The Hon Bill Shorten MP, Leader of the Opposition (invited)
5:00pm	Close
7:00pm	NGA Dinner – Australian Institute of Sport
Wednesday 20 June	
9:00am	Setting ALGA's Election Priorities
9:30am	▶ Panel of Mayors – <i>Local Government and the Federal Election</i>
10:30am	Morning Tea
11:00am	▶ Panel Session – <i>How to Create Resilient Local Communities</i>
12:30pm	ALGA President's Close



REGIONAL COOPERATION & DEVELOPMENT FORUM 2018

Sun 17 June 2018 // Canberra



Collaboration: A catalyst for success

The 2018 Regional Forum will bring together noted regional campaigners, academics, industry innovators and government officials to explore the challenges of successful collaboration, as a catalyst for region-scale prosperous metropolitan, regional and rural community growth.

Collaborative case studies and models will be shared, along with practical tools for delegates to test and disseminate within their own regions upon their return.

Once again, this year's State of the Regions Report, prepared in partnership between ALGA and the National Institute of Economic and Industry Research, will be launched with opportunities to discuss the data arising in the energy sector as well as international influences on local government at region-wide scales. The Forum also aims to prompt lively discussion about some of the country's most vulnerable household types – metro- and non-metro – and the crucial service delivery role and pressures at the local government level.

Preliminary Program

Sunday 17 June	
9:30am	ALGA President's Welcome
9:40am	▶ Keynote Address – <i>Observations of Australian economic development trends and regional impacts/challenges</i> Saul Eslake, Leading Australian Economist Katherine O'Regan, Executive Director, Cities Leadership Institute
10:30am	▶ Government Address – The Hon Dr John McVeigh MP, Minister for Regional Development, Territories and Local Government
11:00am	Morning Tea
11:30am	▶ Regional Showcase & 2018 State of the Regions Report Launch – <ul style="list-style-type: none"> • <i>Snapshot of programs/initiatives that have benefited from region-scale collaboration</i> • <i>Metro to non-metro vulnerable household types and challenges ahead</i>
12:15pm	▶ Panel Session – <i>State of the Regions Q&A</i>
12:45pm	Lunch
1:45pm	▶ Workshop – <i>A practical, fast-paced workshop applying tools to assist region-scale collaboration (metro and non-metro), led by Collaboration for Impact Facilitators</i>
3:00pm	Afternoon Tea
3:30pm	▶ Opposition Address – Mr Stephen Jones, Regional Services, Territories and Local Government (invited)
4:00pm	ALGA President's Close



Key Dates

- ▶ Submission of Motions for Debate – By 11:59pm Friday 30 March 2018
- ▶ Early Bird Registration – On or before Friday 4 May 2018
- ▶ Standard Registration – On or before Friday 1 June 2018
- ▶ Late Registration – After Friday 1 June 2018

Motions for Debate

The NGA is an important opportunity for you and your council to influence the national policy agenda. The primary focus of all motions should be to strengthen the capacity of local government to provide services and infrastructure in Australia.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

- 1
Be **relevant** to the work of local government **nationally**
- 2
Be **consistent with the theme** of the NGA
- 3
Complement or build on the policy objectives of your state and territory local government association

4
Be submitted by a council which is a **financial member** of their state or territory local government association.

5
Propose a **clear action and outcome**

6
Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

To assist you to identify motions that address the 2018 theme, 'Australia's Future: Make it Local', the Australian Local Government Association Secretariat has prepared a short discussion paper and is available on the NGA Website: www.alga.asn.au.

Motions should be submitted electronically via the online form at: www.alga.asn.au/tecms/forms/motions_2018/ and should be received by the Australian Local Government Association no later than Friday 30 March 2018. For more information contact ALGA on (02) 6122 9400.

Voting Procedures

Each council is entitled to one voting delegate in debating sessions. Councils will need to determine who their voting delegate will be. Electronic voting keypads can be collected at the assembly.



Speaker Profiles

The Hon Malcolm Turnbull MP



Prime Minister of Australia: Malcolm Turnbull became the 29th Prime Minister of Australia on 15 September 2015 and was sworn in for a second term on 19 July 2016.

Mr Turnbull was elected to Federal Parliament as the Member for Wentworth in 2004. Since entering public life, Mr Turnbull has held a number of parliamentary positions including Shadow Treasurer, Parliamentary Secretary to the Prime Minister with responsibility for national water policy and Minister for Environment and Water Resources.

He was Leader of the Opposition from 16 September 2008 to 1 December 2009 and was later Shadow Minister for Communications and Broadband.

Most recently, Mr Turnbull was Minister for Communications from 18 September 2013 to 21 September 2015.

Malcolm was educated at Vaucluse Public School and Sydney Grammar School and graduated from Sydney University with a BA LLB. He was awarded a Rhodes Scholarship and completed a further law degree at Oxford.

He is married to Lucy, and has two adult children, Alex and Daisy, and two grandchildren, Jack and Isla.

The Hon Bill Shorten MP



Bill Shorten is the Federal Member for Maribyrnong and was elected leader of the Australian Labor Party and Leader of the Opposition on 13 October 2013.

Mr Shorten completed a Bachelors' degree in Arts and Law from Monash University, as well as an MBA from the Melbourne Business School.

Bill has since worked as a union organiser, union secretary, as a member of the ACTU executive, as a Member of Parliament and as a Minister in a Labor Government.

As a senior member of the Rudd/ Gillard Labor Governments, Bill played a key role in securing a number of historic reforms including establishing the National Disability Insurance Scheme and increasing universal superannuation to 12 per cent.

As Minister for Workplace Relations, Bill continued the Labor Government's ongoing commitment to a fair and productive workplace relations system and during his time as Minister for Education helped secure the Better Schools reforms.

Prior to entering Parliament, Bill worked at the Australian Workers' Union, holding key leadership positions including State Secretary of the AWU Victoria Branch from 1998 to 2006 and National Secretary from 2001 to 2007.



The Hon Dr John McVeigh MP



John McVeigh was declared as the Federal Member for Groom on 22 July, 2016.

He was sworn in as the Minister for Regional Development, Territories and Local Government on December 20, 2017.

Before his elevation to Cabinet he was a member of the Joint Standing Committee on Foreign Affairs, Defence and Trade; the Joint Committee of Public Accounts and Audit; and the Standing Committees on Industry, Innovation Science and Resources; and Agriculture and Water Resources.

John also chaired the Coalition's Policy Committee for Industry, Innovation, Science and Northern Australia and was the chair of the Federal Government's Select Committee on Regional Development and Decentralisation.

He was previously a Councillor on the Toowoomba Regional Council from 2008 to 2012 where he held the Corporate Services Portfolio and Chaired the Audit Committee.

John has a Bachelor of Business (Marketing & Economics) (University of Southern Queensland), Master of Business Administration (Bond University) and a PhD in Agribusiness Management (University of Queensland).

John is proud to live with his wife, Anita, and six children in Toowoomba and is passionate about the role that regional Queensland will play in the future of our nation.

Mr Stephen Jones MP



Stephen Jones is the Federal Member for Whitlam and Shadow Minister for Shadow Minister for Regional Services, Territories and Local Government and Regional Communications.

Stephen was first elected to the Federal Parliament in 2010 representing the Southern Illawarra seat of Throsby. He was re-elected at the 2013 election and elected to the re-named seat of Whitlam in the 2016 election.

Stephen holds a Bachelor of Arts degree from the University of Wollongong and a Bachelor of Laws degree from Macquarie University.

Prior to entering the Federal Parliament, he worked as a community worker for various front line disability services, youth and health services and as a lawyer with the Australian Council of Trade Unions (ACTU) and as the Secretary of the Community and Public Sector Union (CPSU).



Virginia Haussegger AM



Virginia Haussegger AM is a gender diversity advocate and communication specialist. She is also an award-winning television journalist, writer and commentator, whose extensive media career spans more than 25 years.

Virginia has reported from around the globe for leading current affair programs on Channel 9, the Seven Network and the ABC. For 15 years (2001–2016) she anchored the ABC’s flagship TV News in Canberra. She is widely published, both as a former columnist with the Canberra Times, and a regular contributor to the Sydney Morning Herald and The Age.

In 2016 Virginia was appointed Director of a new, national gender equality initiative, the 50/50 by 2030 Foundation, at the University of Canberra’s Institute for Governance and Policy Analysis (IGPA), where she is an Adjunct Professor.

She has run a series of co-design workshops with local government leaders focused on diversity strategies and increasing the representation of women in

leadership positions. Virginia also runs a suite of Masterclasses on Strategic Communication and Persuasive Presentation.

In 2017 she launched an innovative gender equality news media platform, BroadAgenda, and currently serves as Chief Editor.

In 2014 Virginia was made a Member of the Order of Australia (AM) for service to the community, as an advocate for women’s rights and gender equity, and to the media.

Virginia has served on a number of boards and committees including; UN Women National Committee Australia; the Snowy Hydro SouthCare Trust, and the Australia Forum Steering Committee. She currently sits on the Board of the ACT Government’s Cultural Facilities Corporation; Women in Media Canberra; Our Watch, Media Advisory Committee; and is Patron of the Canberra Rape Crisis Centre.



David Speers



David Speers is Political Editor at SKY NEWS and anchor of agenda-setting political programs SPEERS and SPEERS ON SUNDAY on SKY NEWS LIVE.

David is one of Australia's most respected political journalists and interviewers, leading the SKY NEWS Walkley and Logie award-winning political news coverage.

David joined SKY NEWS as Political Editor in 2000 and has seen the channel grow to become the unrivalled destination for political and national affairs coverage in Australia.

He has been chosen to host Leaders' debates and forums at the last five federal elections and covered the last four Presidential elections in the United States.

Between elections David is one of the busiest and best connected correspondents in Canberra.

He has interviewed numerous world leaders, including US President George W. Bush at the White House and travelled extensively reporting from China, India, Afghanistan, Indonesia and Europe.

In 2014 David was awarded Australia's highest journalism honour, a Walkley Award for his global headline-making "What is Metadata" interview with the

Australian Attorney General. He received his second Walkley award in 2015 for his "The Fixer" interview featuring then Minister for Education and Training Christopher Pyne. In 2016 David and the SKY NEWS Political team were recognised with both a Walkley and TV Week Logie award for the team's outstanding coverage of the 2016 Federal Election.

David is also the recipient of the 2016 Kennedy Award for Most Outstanding Political Reporting, the 2017 AACTA Best Presenter Award for and the winner of more than 10 ASTRA Awards for excellence in broadcast journalism.

David served for three years as President of the Parliamentary Press Gallery. He has also served as a Director of the National Press Club since 2005.

Prior to joining SKY NEWS, David worked as a Political Reporter for a number of radio stations in Canberra and at New South Wales Parliament in Sydney.



Bernard Salt



Bernard Salt, a former partner at KPMG, is one of the most well-known writers, media personalities, and business advisors in Australia. Used to large crowds and the cameras, Bernard has the uncanny ability to explain even the most complex ideas in a way that everyone in the room can understand. Well-spoken, engaging, and enlightening, a business event featuring Bernard is sure to be a hit.

In business, Bernard’s specialties lie in tracking and understanding demographic and social changes in his country of origin and the rest of the world, including the United States, New Zealand, and Asia. He focuses on the evolution of consumer cultures, how the most recent generation will fit into today’s business world, and how companies can get the most out of their customer base and employees.

Bernard writes two weekly columns for The Australian newspaper that deal with social, generational and demographic matters, and

has authored six books, the most recent was published in 2014 titled More Decent Obsessions: The small things that tell the big picture. His other books include, The Big Shift: Welcome to the Third Australian Culture, The Big Picture, Man Drought: Why are there so many single women in their 30’s?, What is it with Generation Y? and lastly, Decent Obsessions: Why it’s okay to sweat the small stuff. He routinely appears as a commentator on a variety of television shows in Australia, including Business Sunday, A Current Affair, 60 Minutes, Today Tonight, Today Show, and Nightline.

Bernard’s unique skill is to take the latest data and then transfer this into a highly entertaining, very informative and above all else extremely relevant presentation on what the future environment will be for both businesses and individuals.

Saul Eslake



Saul Eslake worked as an economist in the Australian financial markets for more than 25 years, including as Chief Economist at McIntosh Securities (a stockbroking firm) in the late 1980s, Chief Economist (International) at National Mutual Funds Management in the early 1990s, as Chief Economist at the Australia & New Zealand Banking Group (ANZ) from 1995 to 2009, and as Chief Economist (Australia & New Zealand) for Bank of America Merrill Lynch from 2011 until June 2015. In between these last two positions he was Director of the Productivity Growth program at the then newly-established Grattan Institute, a ‘think tank’.

In July 2015 Saul started up his own economics consultancy business, operating out of Hobart, and in April 2016 took up a part-time position as a Vice-Chancellor’s Fellow at the University of Tasmania.

Saul is a member of the Australian Parliamentary Budget Office’s Expert Advisory Panel; and is on

the Advisory Board of Jamieson Coote Bonds, a Melbourne-based specialist bond investment manager.

Saul is a non-executive director of Hydro Tasmania, an energy business owned by the Tasmanian State Government; and of Housing Choices Australia Ltd, a not-for-profit provider of affordable rental housing. He is also Chairman of Ten Days on the Island, Tasmania’s bi-ennial state-wide multi-arts festival.

Saul has a first class honours degree in Economics from the University of Tasmania, and a Graduate Diploma in Applied Finance and Investment from the Securities Institute of Australia. In December 2012 he was awarded an Honorary LL.D degree by the University of Tasmania. He has also completed the Senior Executive Program at Columbia University’s Graduate School of Business in New York.



Katherine O'Regan



Katherine O'Regan has over 30 years' experience in developing and implementing growth strategies for business and government. Having served as a Chief of Staff and Advisor to Federal and State Government Ministers and Deputy Mayor, Woollahra Municipal Council where she served as a Councillor for five years, Katherine has unique insights into the policy, process and priorities of government.

This is complimented by a corporate executive career centred on the banking, financial and property sectors where she gained experience in public private partnerships, corporate transactions and mergers and acquisitions.

In 2013 Katherine established her own a consultancy firm providing strategic advice to government and business specialising in developing innovative solutions to the challenges and priorities facing

cities and communities. Katherine has led forums and workshops, written policy submissions and articles, and advocated for change for clients including NSW Small Business Commissioner's small business friendly Councils and regional activation programs, the NSW Department of Industry's Future Towns Program, energy start up Star Scientific and the Australian Banking Association.

In 2017 Katherine was appointed Executive Director of the Cities Leadership Institute a not for profit dedicated to building the capacity of urban leaders to make cities, towns and communities great places.

Katherine holds a Bachelor of Applied Science, Masters of Business Administration and a Masters of US Studies (with Merit) and is Director of leading public policy think tank, The Sydney Institute and Chair of her local Chamber of Commerce.



NGA 2018 Charity

Enormity – National Coat Day

Enormity is a not for profit, community based teenage committee.

Enormity started "Coat Day" 20 years ago when one of the member's friends became homeless and they "borrowed" a coat from the back of their mentor's car. This opened Enormity's eyes as to a community need and the collection of public donated coats began, "Coat Day".

Enormity has collected around 99,200 coats in that time and with the assistance of charitable agencies such as St. Vincent de Pauls, Salvation Army and Devonport's Gran's Van all have redistributed to the homeless and those in need.

Homelessness can affect all members of our community including the young or old, families or single people, Aboriginal people or people from culturally diverse backgrounds, resulting in great social and economic costs to the individual, and the community as a whole.

Enormity has for a long time worked towards helping those in need by providing the simplest basic need of warmth and protection from the elements of winter – warm coats and clothing.

In year 2000, former Prime Minister John Howard launched our campaign nationally by donating his own coat. Since then Prime Ministers Kevin Rudd, Julia Gillard, Tony Abbott and last year Malcolm Turnbull have also donated a coat.

"Coat Day" is held annually on the 1st Saturday in July, this year being Saturday 7th July 2018. Please bring a coat to donate at the 2018 Local Government National General Assembly. Your donation of a winter coat will help someone who is sleeping rough. Collection will be available through the entirety of the conference, 17–20 June 2018.



Associated Events



Australian Local Government Women's Association Breakfast

Monday 18 June 2018 – 7:00am–8:15am

The ALGWA National President is pleased to invite members, friends and colleagues to our Annual Networking Breakfast as part of the National General Assembly.

The hot Outback Breakfast will be held from 7:00-8:15am on Monday 18 June.

Speaker: Cr Alwyn Friedersdorff, President of the National Rural Women's Coalition, (NRWC) freshly returned from addressing the UN and participation on issues faced by rural women.

Seating is strictly limited; find booking details on www.algwa.net.au



General Registration Details

General Assembly Registration Fees

Registration Fees – *Early bird*
\$969.00
(payment received by Friday 4 May 2018)

Registration Fees – *Standard*
\$1,290.00
(payment received on or before Friday 1 June 2018)

Registration Fees – *Late*
\$1,429.00
(payment received after Friday 1 June 2018)

General Assembly Registration Includes

- ▶ Attendance at all General Assembly sessions
- ▶ Morning tea, lunch and afternoon tea as per the General Assembly program
- ▶ One ticket to the Welcome Drinks, Sunday
- ▶ General Assembly satchel and materials

Day Registration Fees

Monday 18 June 2018
\$529.00

Tuesday 19 June 2018
\$529.00

Wednesday 20 June 2018
\$320.00

Day Registration Includes

- ▶ Attendance at all General Assembly sessions on the day of registration
- ▶ Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- ▶ General Assembly satchel and materials

Sunday Regional Development Forum Registration Fees (Sunday 17 June 2018)

Forum Only
\$445.00

NGA Delegate
\$245.00
(Delegates attending the Regional Form and the NGA are entitled to this discount)

Accompanying Partners Registration Fees

Accompanying Partners Registration Fee
\$280.00

Accompanying Partners Registration Includes

- ▶ 1 ticket to the Welcome Reception, Sunday 17 June
- ▶ Day tour Monday 18 June
- ▶ Day tour Tuesday 19 June
- ▶ Lunch with General Assembly Delegates on Wednesday 20 June



Payment Procedures

Payment can be made by:

- ▶ Credit card – MasterCard and Visa
- ▶ Cheque made payable to ALGA
- ▶ Electronic Funds Transfer:
 - Bank:** Commonwealth
 - Branch:** Curtin **BSB No:** 062905
 - Account No:** 10097760

NOTE: If paying via EFT you must quote your transaction reference number on the registration form.

Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by email. Notification should be sent to:

Conference Co-ordinators
PO Box 4994, CHISHOLM ACT 2905

Facsimile: (02) 6292 9002

E-mail: conference@confco.com.au

An administration charge of \$110.00 will be made to any participant cancelling before Friday 4 May 2018. Cancellations received after Friday 4 May 2018 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

Photographs

During the National General Assembly there will be a contracted photographer, the photographer will take images during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

Canberra Weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12–15C and temperatures do drop to 1C on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

Social Function and Venue Information

Social Functions

Welcome Reception and Exhibition Opening

Sponsored by:



Sunday 17 June 2018

Venue: National Convention Centre

The Welcome Reception will be held in the exhibition hall and foyer.

- ▶ 5:00–7:00 pm
- ▶ \$50.00 per person for day delegates and guests
- ▶ No charge for full registered delegates
- ▶ No charge for registered accompanying partners

Dress code: smart casual

Networking Dinner

Sponsored by:



Monday 18 June 2018

Venue: National Arboretum Canberra

The dinner is being held in the Village Centre.

- ▶ 7:00–11:00 pm
- ▶ \$100.00 per person

Dress code: smart casual

The Monday night dinner takes on a new format as we take it offsite to the multi-million dollar National Arboretum. Enjoy the stunning Canberra landscape whilst having the opportunity to network with delegates from other councils and organisations.



General Assembly Dinner

Tuesday 19 June 2018

Venue: Australian Institute of Sport

The dinner is being held in the Arena of the AIS.

- ▶ 7:00–11:00 pm
- ▶ \$130 per person

Dress code: lounge suit/collar and tie for men and cocktail style for women.

With Parliament House undergoing renovations this year, we are excited to take delegates to the Australian Institute of Sport, the country’s elite and award winning sports precinct. Tickets to the General Assembly Annual Dinner are always highly sought after and therefore booking early is highly recommended to ensure your place.

Note: Bookings are accepted in order of receipt.

General Assembly Business Sessions

Monday 18 June 2018 to Wednesday 20 June 2018

Venue: National Convention Centre

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

Dress code: Smart casual

Exhibition

Sunday 17 June 2018 to Wednesday 20 June 2018

Venue: National Convention Centre

The exhibition is being held in the Exhibition Hall of the National Convention Centre.

Dress code: Smart casual

Coach Transfers

Welcome Reception and Exhibition Opening – Sunday 17 June 2018

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza) at approximately 4:45pm. The return coaches will depart at 7:00pm.

General Assembly Dinner – Australian Institute of Sport – Tuesday 19 June 2018

Coaches will collect delegates from all General Assembly hotels at approximately 6:40pm. A return shuttle service will operate between 10:30pm and 11:45pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:30pm.

Networking Dinner – National Arboretum Canberra – Monday 18 June 2018

Coaches will collect delegates from all General Assembly hotels at approximately 6:40pm. A return shuttle service will commence at 10:15pm.

Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$19.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$15.70 per day. The voucher machines accept either coins or credit cards (Visa or MasterCard).



Partner Tours



Monday 18 June 2018

Monday Partner Tour: *Behind the Scenes of our Capital*

Take a glimpse behind the scenes of two of Canberra's iconic locations. The day will start with an intimate tour of Government House to see where Cabinet ministers are sworn in and the Governor General welcomes visitors like the Queen and heads of states.

After lunch we have an exclusive tour of The Royal Military College Duntroon, including the Army Officer training course, the cadet mess, and some of the historical and ceremonial areas within the College grounds.



Tuesday 19 June 2018

Tuesday Partner Tour: *Diamonds and Decadence*

We start today with a high tea at Adore Tea where we'll experience a variety of teas from simple black teas to incredible flowering teas paired with sweet and savoury foods with a twist.

The afternoon will be spent at the National Gallery of Australia to experience the confirmed Cartier Exhibition. This is showcasing some of the most exquisite jewels from the renowned French jeweller including the Queen's "Halo" tiara, the engagement ring of Princess Grace of Monaco and costumes from the Ballet Russes, as well as displays of sketches and the tools of Cartier's trade.

Accommodation

Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24 hour reception, room service, concierge, undercover parking for a fee and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include free WiFi, climate control air-conditioning, tea/coffee making facilities and a minibar.

Twin option at the hotel consists of two double beds.

Superior Room: \$315 per night single/twin/double

Deluxe Room: \$365 per night single/twin/double

Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the newest options in Canberra and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre and has an onsite restaurant and bar, 24 hour reception, room service, gymnasium, undercover parking (charges apply per night) and guest lounge. All rooms have king size beds, rainfall showers, balconies, mini bar and free WiFi. The apartments also have a fully functioning kitchen.

Twin option is only available in the Superior rooms and consists of two single beds.



Superior King Rooms: \$260 per night single/twin/double

1 Bedroom Apartments: \$310 per night single/double

Waldorf

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a five minute walk from the National Convention Centre. This hotel has 24 hour reception and provides guests with a gymnasium, indoor heated lap pool, room service and onsite dining at the Waldorf on London Restaurant. All rooms have kitchen and laundry facilities, in-room safe, dining table and chairs, complimentary cable TV, pay per view movies and high speed internet service (for a fee). The 1 bedroom apartments also offer a separate lounge/dining area.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than 2 guests are within the one room.

Studio Apartment: \$200 per night single/twin/double

1 Bedroom Apartment: \$220 per night single/twin/double

Novotel

65 Northbourne Avenue, Canberra

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre. The hotel offers 24 hour reception and room service, an onsite restaurant and bar, a newly renovated indoor pool, gymnasium and undercover parking (charges apply per night). In-room facilities include mini bar, tea/coffee making facilities, internet

access (for a fee), pay per view movies and climate control air-conditioning. Standard rooms have a Queen size bed while the Executive rooms have a King size bed.

Twin option for the standard room type consists of two double beds and the executive room type consists of one king bed and a pull out sofa bed.

Standard Room: \$280 per night single/twin/double

Executive Room: \$315 per night single/twin/double

Mantra

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located within the CBD and approximately a 15–20 minute walk from the National Convention Centre. The hotel features underground parking (for a fee), a 24 hour reception, a heated indoor pool, sauna, fully-equipped gymnasium and an onsite restaurant bar. All rooms offer individually controlled air-conditioning, WiFi (for a fee), pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. 1 bedroom apartments also offer a separate lounge and dining area, kitchen and a fully equipped laundry.

Bedding configuration in a hotel room is one king or two single beds and a 1 bedroom apartment has one queen or two singles.

Hotel Room: \$236 per night single/twin/double

1 Bedroom Apartment: \$276 per night single/twin/double

Medina Apartment Hotel James Court

74 Northbourne Avenue, Canberra

The Medina Apartment Hotel James Court is approximately a 15–20 minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking (for a charge), outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, free WiFi, spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

Twin option consists of two single beds.

Note: Reception operates between the hours of 6:30am and 11:00pm

1 Bedroom Apartment: \$215 per night single/twin/double

2 Bedroom Apartment: \$285 per night

Qt Hotel

1 London Circuit, Canberra

The Qt Hotel is a modern hotel with boutique style furnishings, central to the city and a 10 minute walk to the National Convention Centre. The hotel offers guests a 24 hour reception and room service, an onsite restaurant and bar, parking for a daily charge plus an onsite barber shop. All rooms have now been upgraded to have king beds, other features include a balcony, rainfall showers, free WiFi, pay per view movies, mini bar, hairdryer, iron and ironing board.

Twin option at the hotel consists of two single beds.

Standard Room: \$249 per night single/twin/double

Registration Form

Register online www.alga.asn.au

NGA18

National General Assembly of Local Government 17–20 June 2018
 Australian Local Government Association ABN 31 008 613 876

Multiple delegates > photocopy form
 Register online, download PDF or return this form to:
 Conference Co-ordinators
 PO Box 4994 Chisholm ACT 2905
 Phone (02) 6292 9000 Fax (02) 6292 9002
 Email nga@confco.com.au
 By submitting your registration you agree to the terms
 and conditions of the cancellation policy on page 15

PERSONAL DETAILS

TITLE _____ NAME _____ SURNAME _____
 (Cr/Ald/Mayor/Other)

POSITION _____

COUNCIL/ORGANISATION _____

ADDRESS _____

SUBURB _____ STATE _____ POSTCODE _____

PHONE _____ MOBILE _____

EMAIL _____

NAME FOR BADGE _____

How did you find out about the General Assembly? ALGA State/Territory Association Council Other: _____

PRIVACY DISCLOSURE

- I DO consent to my name appearing in the 2018 General Assembly List of Participants booklet (name, organisation and state only disclosed) as outlined in the privacy disclosure on page 15.
- I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 15.

REGISTRATION FEES

GENERAL ASSEMBLY REGISTRATION FEES

Please note registration does NOT include attendance to the Regional Cooperation and Development Forum

- EARLY BIRD REGISTRATION FEES (payment received on or before 4 May 2018) \$969.00
- STANDARD REGISTRATION FEES (payment received on or before 1 June 2018) \$1,290.00
- LATE REGISTRATION FEES (payment received after 1 June 2018) \$1,429.00
- DAY REGISTRATION FEES: Monday 18 June \$489.00 Tuesday 19 June \$489.00 Wednesday 20 June \$280.00

REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES (SUNDAY 17 JUNE)

- REGIONAL DEVELOPMENT FORUM ONLY Registration fee \$445.00
- GENERAL ASSEMBLY DELEGATE Registration fee \$245.00
- STATE OF THE REGIONS REPORT 2018–19 (Single licence) \$260.00
- STATE OF THE REGIONS REPORT 2018–19 (Organisational licence) \$720.00

ACCOMPANYING PARTNERS REGISTRATION FEES

- REGISTERED ACCOMPANYING PARTNER Name for badge: _____ \$280.00

SOCIAL FUNCTIONS INCLUDED IN FEES

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

REGISTERED DELEGATES AND PARTNERS

WELCOME RECEPTION AND EXHIBITION OPENING (SUNDAY 17 JUNE 2018)

I/we will attend: Delegate Partner Number of additional tickets @ \$50.00 each Total \$

REGISTERED PARTNERS

Day 1 • Behind the Scenes of our Capital (Monday 18 June 2018)

I will attend: Partner Number of additional tickets @ \$125.00 each Total \$

Day 2 • Diamonds and Decadence (Tuesday 19 June 2018)

I will attend: Partner Number of additional tickets @ \$125.00 each Total \$

Registration form continues over the page

NGA18

National General Assembly of Local Government 17–20 June 2018
 Australian Local Government Association ABN 31 008 613 876

OPTIONAL SOCIAL FUNCTIONS

Tickets to these functions are **not** included in the General Assembly registration fee or accompanying partners registration fee. To purchase tickets to any of the following functions please indicate the number required and the total amount payable.

NETWORKING DINNER, Arboretum (Monday 18 June 2018) Number of tickets @ \$100.00 each Total \$

GENERAL ASSEMBLY DINNER, Australian Institute of Sport (Tuesday 19 June 2018) ****NUMBERS STRICTLY LIMITED****
 Number of tickets @ \$130.00 Each Total \$

SPECIAL REQUIREMENTS

(E.G. DIETARY, MOBILITY) _____

REGISTRATION AND SOCIAL FUNCTION PAYMENT DETAILS

Enclosed is my cheque made payable to ALGA Conference Account.
 Please issue an invoice. (invoices are automatically issued on receipt of registrations)
 I have paid via an Electronic Funds Transfer to the 'ALGA Conference Account'. Transaction reference number _____
ALGA ACCOUNT: Bank: Commonwealth **BRANCH:** Curtin **BSB NO:** 062905 **ACCOUNT NO:** 10097760

Please charge my credit card Mastercard Visa
 CREDIT CARD Grand total \$
 CARD HOLDERS NAME _____ SIGNATURE _____
 EXPIRY DATE /

IS THIS A CORPORATE CARD? YES NO

ACCOMMODATION DETAILS

Please indicate your preference from 1 to 5

CROWNE PLAZA

SUPERIOR ROOM \$315 Single Twin Double
 DELUXE ROOM \$365 Single Twin Double

AVENUE HOTEL

SUPERIOR KING ROOM \$260 Single Twin Double
 1 BEDROOM APARTMENT \$310 Single Double

MANTRA

HOTEL ROOM \$236 Single Twin Double
 1 BEDROOM APARTMENT \$276 Single Twin Double

MEDINA APARTMENT HOTEL JAMES COURT

1 BEDROOM APARTMENT \$215 Single Twin Double
 2 BEDROOM APARTMENT \$285 Queen/Queen
 Queen/2 Singles

NOVOTEL

STANDARD ROOM \$280 Single Twin Double
 EXECUTIVE ROOM \$315 Single Twin Double

QT HOTEL

STANDARD ROOM \$249 Single Twin Double

WALDORF

STUDIO APARTMENT \$200 Single Twin Double
 1 BEDROOM APARTMENT \$220 Single Twin Double

Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give a minimum of twenty one (21) days notice in writing of your cancellation. All cancellations will be acknowledged in writing by Conference Co-ordinators. Full payment of your account will be required at the time of your departure. The rates quoted are per room per night.

DATE OF ARRIVAL _____
 DATE OF DEPARTURE _____
 SHARING WITH _____
 ESTIMATED TIME OF ARRIVAL _____

I understand my credit card details are given as a guarantee of my arrival and to ensure my room will be held until my nominated arrival time. No charge for accommodation will be made against this card unless I fail to give a minimum of twenty one (21) days notice of cancellation in writing to Conference Co-ordinators.

Mastercard Visa Amex

CREDIT CARD NUMBER

CARD HOLDERS NAME _____

SIGNATURE _____

EXPIRY DATE /

IS THIS A CORPORATE CARD? YES NO

Return form to Conference Co-ordinators, PO Box 4994 Chisholm ACT 2905 Email nga@confco.com.au

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(S)

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 9 and 10.

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 9 and 10



Local Government Association of South Australia

- 9.3 Expiry of Freedom of Information (Fees and Charges) Regulations – Feedback sought**
Feedback is sought by the Attorney-General's Department on the Freedom of Information (Fees and Charges) Regulations 2003.
- 9.4 2018 Council Next Practice Showcase and LGA Ordinary General Meeting**
A draft program, registration links and information about service certificates is now available. Further information can be found in this Circular.
- 9.5 Regional Capability Community Fund**
SAFECOM and the Government of South Australia have announced that applications for the Regional Capability Community Fund (RCCF) will open Monday 5 March, 2018.
- 9.6 National Heavy Vehicle Law: Chain of Responsibility**
The NHVR has released a fact sheet for local government about Chain of Responsibility (CoR). This circular has details.
- 9.7 ANZAC Day Commemoration Fund Centenary Grant Funding 2018/2019 – Applications Open**
Applications are open for eligible organisations and community groups wishing to undertake projects commemorating the Centenary of ANZAC.
- 9.8 new delegations for Fines Enforcement and Debt Recovery Act and Expiation of Offences Act required by 30 April 2018**
A new enforcement regime under the Fines Enforcement and Debt Recovery Act and the Expiation of Offences Act will commence on 30 April 2018. Councils need to have new delegations in place before 30 April 2018 to ensure a seamless transition to the new enforcement regime.
- 9.9 2018 State Election- Delivering Local Government Reform**
Working with the state government to deliver a local government reform program is identified as a priority in the LGA's 2018 State Election Agenda- South Australia. Uncapped Potential. The LGA has now released a plan for sensible change that state and local government can work together to start delivering in the first 100 days of government and beyond.
- 9.10 Telecommunications (Low-Impact Facilities) Determination 2018**
The Australian Government has amended the Telecommunications (Low-impact Facilities) Determination and the Telecommunications Code of Practice under the authority of the Telecommunications Act 1997 (the Act). This circular contains details.



Local Government Association of South Australia

10.1 Feedback Sought - New LGA Constitution and Ancillary Documents

Following extensive consultation with the local government sector, the new LGA Constitution will be presented for endorsement to the LGA Ordinary General Meeting in April. There are a number of Ancillary Documents to the new Constitution on which the LGA is seeking feedback. Further information is available in this circular.

10.2 Dogs and Cats Online (DACO) system update

This Circular provides an update on the adoption and function of the DACO system.

10.3 NLP2 Environment Small Grants round open

The NLP2 Environment Small Grants round has opened for applications between \$5000 and \$50,000 and is aimed at the community group level. This Circular provides more information and application details.

10.4 RDA Grant Funding Update

Initial Applications are now open for RDA Grant Funding. This Circular provides further information and application details.

10.5 Nominations for Council Members Recognition of Service

Currently serving council members, who have served for 20 years or more are eligible to receive a Certificate of Service. Further information can be found in this Circular.

10.6 New Panel Arrangement for SA Councils - Road Sign and Associated Products

LGA Procurement has developed this NEW panel through a rigorous open tender process, to provide Local Government and subsidiaries with a preferred provider panel arrangement for the supply, delivery and installation of road signs and associated products.

11.1 Government House Open Day

Details of Government House Open Day.

19 MEMBER'S BOOKSHELF

- Adelaide Cemeteries Authority - Plans of Management 2018 - 2023

RECOMMENDATION

That the additions to Members' bookshelf be noted.

20 CORRESPONDENCE**20.1 Junior Development Grant Recipient - Email of Appreciation**

Correspondence has been received from West Torrens residents Brad and Silvia Carruthers providing an update on their son, Declan Carruthers, a previous recipient of the Junior Development Grant who has been selected to represent Australia in Pole Vault at the upcoming Commonwealth Games.

RECOMMENDATION

That the correspondence be received.

Attachments**20.1 Junior Development Grant Recipient - Email of Appreciation**

From: Bradley & Silvia Carruthers
Sent: Tuesday, 6 March 2018 5:34 PM
To: Council Enquiries <csu@wtcc.sa.gov.au>
Subject: Grants and sponsorship program query

Hi, we thought we would let you know that Declan Carruthers , a past recipient of the sports grant has been selected to represent Australia in Pole Vault at the upcoming Commonwealth Games.

It is through help like that given by the council that has allowed Declan to pursue his dream and this is just the beginning.

Although Declan has been living in WA for the past two years improving his craft due to a scholarship at WAIS it all began back here in SA and helped by people like yourselves.

If there is ever a time that is mutually convenient for both I am sure Declan would love to speak at one of the awards nights.

I have attached a photo from a couple of weeks ago.

Regards,

Brad ANd Silvia Carruthers





21 CONFIDENTIAL

Nil

22 MEETING CLOSE

INDEX

1	Meeting Opened	1
2	Present	1
3	Apologies	1
4	Disclosure Statements	1
5	Confirmation of Minutes	1
6	Communications by the Chairperson	1
7	Questions with Notice	1
	Nil	
8	Questions without Notice	1
9	Motions with Notice	1
	Nil	
10	Motions without Notice	1
11	Finance and Regulatory Reports	2
	11.1 Creditor Payments	2
	11.2 Council Budget Report - EIGHT Months to 28 February 2018	13
12	Meeting Close	20

1 MEETING OPENED**2 PRESENT****3 APOLOGIES**

**Leave of Absence
Committee Members:**
Cr Steven Rypp

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 20 February 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 February 2018.

RECOMMENDATION

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

Discussion

A schedule of creditor payments totalling \$3,258,248.29 (\$3,244,941.39 in January 2018) is attached for the information of Elected Members. Notable items include:

- A payment to Solo Resource Recovery for both waste collection and disposal for January 2018 of \$442,970.07 (refer ref. no. 454);
- A payment to Buckford Illumination Group Pty Ltd of \$216,386.49 for lighting of the Linear Park and Westside Bikeway (refer ref. no. 95);
- A payment to SEM Civil Pty Ltd of \$175,425.02 for road and stormwater upgrades in George Street (refer ref. no. 447);
- A payment to LCS Landscapes of \$148,158.04 for the redevelopment of Weigall Oval (refer ref. no. 310);
- A payment to Beltrame Civil Pty Ltd \$144,808.14 for stormwater upgrade works (refer ref. no. 77);
- A payment to Sync Cabling Solutions Pty Ltd of \$104,264.60 for lighting of the Linear Park (refer ref. no. 478);

Conclusion

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

Attachments

1. Creditor payments for the month of February 2018

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
1	EFT49699	18 Mawson Crescent Pty Ltd	Refund Overpaid Rates	567.85
2	060131	A & R Castell	Cummins Caretaker	280.00
3	EFT49589	AAPT Limited	Internet Connection	1,730.30
4	EFT49703	Aboriginal Family Support Services	Thebarton Community Centre Bond Return	120.00
5	EFT49357	Above All Specialised Roofing	Refund Development Fees	222.00
6	EFT49466	Active Education	Library Programme	660.00
7	EFT49477	Adami's Sand & Metal	Depot Supplies	1,755.73
8	EFT49594	Adams Cleaning & Maintenance Services	Cleaning	7,792.35
9	EFT49587	Adelaide Airport Limited	Depot Rent	45,378.44
10	EFT49476	Adelaide Baby Disco	Library Program	685.00
11	EFT49274	Adelaide Chainwire & Domestic Fencing Pty Ltd	Fencing	3,987.50
12	EFT49368	Adelaide Chainwire & Domestic Fencing Pty Ltd	Fencing	1,925.00
13	EFT49596	Adelaide Chainwire & Domestic Fencing Pty Ltd	Fencing	3,472.70
14	EFT49471	Adelaide Classic Rock n Roll	Summer Festival	2,000.00
15	EFT49366	Adelaide Commercial Building & Property Services	Building Maintenance	5,973.00
16	060188	Adelaide Community Healthcare Alliance	Refund Development Fees	62.50
17	EFT49367	Adelaide Green Clean	Summer Festival	2,134.83
18	EFT49473	Adelaide Green Clean	Summer Festival	1,424.84
19	EFT49598	Adelaide Hills Toyota	Purchase Vehicle	43,323.84
20	EFT49469	Adelaide Isuzu	Vehicle Maintenance	3,644.35
21	EFT49232	Adelaide Merchandising	Depot Supplies	110.19
22	EFT49468	Adelaide Pipeline Maintenance Services	Drainage	11,429.00
23	EFT49474	Adelaide Safety Supplies Pty Ltd	First Aid Supplies	1,206.03
24	EFT49593	Adelaide Sewing Centre	Sewing Machines Supplies	149.76
25	EFT49470	Adelaide Signs Group Pty Ltd	Depot Supplies	915.75
26	EFT49361	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	2,124.49
27	EFT49588	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	24,810.75
28	EFT49585	Adelaide Waste & Recycling Centre	Rubbish Disposal	18,094.27
29	EFT49270	Advam Pty Ltd	Transaction Fees	172.44
30	EFT49364	Advanced Plastic Recycling	Depot Supplies	2,296.80
31	EFT49591	AECOM Australia Pty Ltd	Professional Fees	8,381.45
32	EFT49275	African Soul	Summer Festival	600.00
33	060148	AGL South Australia Pty Ltd	Power	137.61
34	060164	AGL South Australia Pty Ltd	Power	1,938.42
35	EFT49320	AJ & CA Mackintosh	Weed Spraying	6,582.40
36	EFT49414	AJ & CA Mackintosh	Weed Spraying	5,411.45
37	EFT49653	AJ & CA Mackintosh	Weed Spraying	7,162.76
38	EFT49234	Alchemy Technology	Software Maintenance	5,913.60
39	EFT49646	Alison Holdstock	Reimburse Expenses	150.00
40	EFT49464	Allen Press Pty Ltd	Business Cards	275.00
41	EFT49586	Allsurv Engineering Surveys Pty Ltd	Field Surveys	7,700.00
42	EFT49465	Alsco Pty Ltd	Dry Cleaning	27.14
43	EFT49233	Alzheimer's Australia SA Inc	Workshop	836.00
44	060147	Amin Islam	Plympton Community Centre Bond Return	500.00
45	EFT49358	Andrew Munzberg	Refund Overpaid Rates	918.80
46	EFT49590	Animal Management Services Pty Ltd	Doggy Bags	957.00
47	EFT49463	Animal Welfare League SA	Impound Dogs	4,148.00
48	EFT49467	Anstat Pty Ltd	Subscription	461.79
49	EFT49362	Answering Adelaide Pty Ltd	After Hours Answering Service	748.72
50	EFT49272	Apple Pty Ltd	Computer Equipment	2,574.80
51	EFT49584	Aqua Techniques	Bore Upgrade	31,330.99
52	EFT49597	Aquarium Aid	Library Aquarium Maintenance	109.00
53	EFT49273	Arboreen Landscape Products	Depot Supplies	1,030.19
54	EFT49595	Arboreen Landscape Products	Depot Supplies	1,175.04
55	EFT49369	Arrow Alpha Industries	Drinking Fountain	6,450.40

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
56	EFT49269	Artcraft Pty Ltd	Depot Supplies	2,310.00
57	EFT49356	Arthur Katropoulos	Refund Overpaid Rates	7,546.51
58	060165	Ashdown Ingram Thebarton	Depot Supplies	825.18
59	EFT49478	ATI Electronics Pty Ltd	Office Equipment	628.10
60	EFT49592	Attorney-General's Department	Expiation Lodgement Fees	2,521.20
61	EFT49472	Auscontact Association	Membership	450.00
62	EFT49599	Aussie Digging	Roadworks	7,568.00
63	EFT49271	Aussie Hire & Events	Summer Festival	1,000.00
64	EFT49231	Australia Post	Postage	4,438.85
65	EFT49583	Australia Post	Postage	5,524.34
66	EFT49370	Australia Post	Agency Collection Fees	755.68
67	EFT49365	Australia Post	Postage	15,611.07
68	060166	Australian Institute of Building Surveyors	Staff Training	750.00
69	060176	Australian Institute of Building Surveyors	Staff Training	2,842.92
70	EFT49701	Australian Society for Music Education	Thebarton Community Centre Bond Return	500.00
71	EFT49602	Badge A Minit	Name Badges	1,496.00
72	EFT49486	Banh Mi Cafe	Catering	138.70
73	EFT49372	BCE & CJ Electrical	Electrical	3,241.60
74	EFT49604	BCE & CJ Electrical	Electrical	23,239.35
75	060128	Bedford Group Torrensview	Staff Casual Day Donations	237.55
76	EFT49278	Bells Pure Ice	Depot Supplies	39.46
77	EFT49481	Beltrame Civil Pty Ltd	Roadworks	144,808.14
78	EFT49601	Best Signs	Signage	726.00
79	EFT49482	BGC Industrial Cleaning	Cleaning Chemicals	419.87
80	EFT49487	Bianco Walling Pty Ltd	Depot Supplies	379.50
81	EFT49235	Binforce	Cleaning	60.00
82	EFT49484	Blade Assurance and Advisory	Audit Committee Allowance	844.80
83	EFT49493	Bob Cannan	Reimburse Volunteer Expenses	29.20
84	EFT49280	Bob Jane T Mart - Brooklyn Park	Tyres	4,387.00
85	EFT49608	Bob Jane T Mart - Brooklyn Park	Tyres	235.50
86	EFT49480	BOC Limited	Depot Supplies	447.77
87	EFT49606	Bolzon Holdings Pty Ltd	Paint	795.00
88	060189	Boost Juice	Refund Development Fees	2,228.50
89	EFT49237	Brendan Fewster Planning and Development	Professional Fees	3,168.00
90	EFT49375	Brendan Fewster Planning and Development	Professional Fees	3,168.00
91	EFT49607	Brendan Fewster Planning and Development	Professional Fees	3,168.00
92	060135	Brenton Gill	Reimburse Volunteer Expenses	101.16
93	EFT49536	Brenton Manser	Summer Festival	400.00
94	EFT49654	Bucher Municipal Pty Ltd	Vehicle Maintenance	1,533.06
95	EFT49605	Buckford Illumination Group Pty Ltd	Lighting	216,386.49
96	EFT49276	Bundaleer Apiaries	Wasp Removal	1,040.00
97	EFT49483	Bundaleer Apiaries	Wasp Removal	340.00
98	EFT49603	Bundaleer Apiaries	Wasp Removal	880.00
99	EFT49479	Bunnings Building Supplies Pty Ltd	Maintenance Supplies	65.83
100	EFT49489	Cabcharge Australia Pty Ltd	Cab Fares	398.48
101	EFT49492	Calypso Tree Co Pty Ltd	Planning Advice	1,320.00
102	EFT49281	Camden Community Centre	Partnership Agreement	11,747.18
103	EFT49383	Cameron Irrigation Consulting Pty Ltd	Irrigation	15,312.00
104	060133	Cancelled		
105	060142	Cancelled		
106	EFT49385	Canon Australia Pty Ltd	Copier Charges	37.99
107	EFT49380	Cash Security Services Pty Ltd	Banking	653.40
108	EFT49554	Chelsea Randall	Guest Speaker	750.00
109	EFT49387	Chess School SA	Library Program	140.00
110	EFT49382	Chris Sale Consulting Pty Ltd	Professional Fees	1,650.00

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20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
111	EFT49611	Chris Sale Consulting Pty Ltd	Professional Fees	2,695.00
112	EFT49494	Chubb Fire & Security Ltd	Security	3,646.43
113	EFT49238	City Circle Newsagents	Library Magazines	45.78
114	EFT49381	City Circle Newsagents	Library Magazines	84.92
115	EFT49610	City Circle Newsagents	Library Magazines	35.47
116	060130	City of Charles Sturt	AdaptWest Coordinator Contribution	22,000.00
117	060129	City of West Torrens Petty Cash	Petty Cash	3,457.65
118	060167	City of West Torrens Petty Cash	Petty Cash	3,235.45
119	EFT49615	Cleanaway Pty Ltd	Rubbish Disposal	468.05
120	EFT49616	Cleanaway Pty Ltd	Rubbish Disposal	615.78
121	EFT49613	Cleanaway Pty Ltd	Rubbish Disposal	536.52
122	EFT49614	Cleanaway Pty Ltd	Rubbish Disposal	658.90
123	EFT49488	Coca-Cola Amatil (SA) Pty Ltd	Refreshments	635.20
124	EFT49384	ColleaguesNagels Pty Ltd	Printing	629.99
125	EFT49617	ColleaguesNagels Pty Ltd	Printing	1,120.70
126	EFT49292	Colleen Dunn	DAP Member Allowance	1,458.75
127	EFT49379	Combined Fire Systems Pty Ltd	Fire Safety	402.60
128	EFT49490	Complete Building Services (SA) Pty Ltd	Building Maintenance	328.90
129	EFT49377	Consolidated Bearing Co	Depot Supplies	112.19
130	EFT49286	Consult Australia	Staff Training	40.00
131	EFT49386	Continuum Care Australia Pty Ltd	Home Support Services	2,713.44
132	EFT49491	Cooke Precast Concrete	Depot Supplies	450.12
133	EFT49495	Cool Rules Pty Ltd	Library Workshop	3,168.00
134	EFT49609	Cornes Toyota	Vehicle Maintenance	1,819.40
135	EFT49618	Corporate Health Group Pty Ltd	Medical	998.80
136	EFT49285	Cosmo Thundercat	Summer Festival	500.00
137	EFT49415	Cr AC Mangos	Elected Members Allowance	6,613.60
138	EFT49426	Cr C O'Rielly	Elected Members Allowance	3,714.00
139	EFT49388	Cr G Demetriou	Elected Members Allowance	6,190.00
140	EFT49427	Cr G Palmer	Elected Members Allowance	6,186.86
141	060156	Cr G Vlahos	Elected Members Allowance	6,190.00
142	EFT49423	Cr Graham Nitschke	Elected Members Allowance	4,507.00
143	EFT49456	Cr J Woodward	Elected Members Allowance	6,190.00
144	EFT49413	Cr Kym McKay	Elected Members Allowance	4,020.00
145	EFT49396	Cr M Farnden	Elected Members Allowance	4,952.00
146	EFT49404	Cr M Hill	Elected Members Allowance	4,333.00
147	EFT49401	Cr R Haese	Elected Members Allowance	4,642.00
148	EFT49450	Cr S Tsiaparis	Elected Members Allowance	3,219.00
149	EFT49437	Cr Steven Rypp	Elected Members Allowance	4,333.00
150	060151	Cr T Polito	Elected Members Allowance	4,952.00
151	EFT49284	Curler Moe's Popcorn & Fairyfloss	Summer Festival	1,540.00
152	EFT49499	Daimler Trucks Adelaide	Vehicle Maintenance	1,023.99
153	EFT49293	Dallas Equipment	Contractor	20,728.00
154	EFT49500	Dallas Equipment	Contractor	8,668.00
155	EFT49626	Dallas Equipment	Contractor	5,896.00
156	EFT49702	Damien Barnes	Thebarton Community Centre Bond Return	500.00
157	EFT49680	Daniels Health Services Pty Ltd	Immunisation	52.47
158	EFT49694	Daryl K Warman	Reimburse Volunteer Expenses	102.20
159	EFT49304	David Giersch	Reimburse Volunteer Expenses	100.64
160	EFT49389	Department of Environment, Water and Natural Resources	Heritage Referral Fees	180.00
161	EFT49263	Department of Planning, Transport and Infrastructure	Street Lighting / Vehicle Searches	16,867.16
162	EFT49687	Department of Planning, Transport and Infrastructure	Vehicle Searches	2,520.00
163	EFT49390	Design Flow Consulting Pty Ltd	Professional Fees	7,293.00
164	EFT49289	Dialog Information Technology	Software License	15,950.00
165	EFT49283	Diane Cannan	Reimburse Volunteer Expenses	29.20

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
166	060120	Dig A Dino	Summer Festival	550.00
167	EFT49290	Dillons Norwood Bookshop	Library Books	652.33
168	EFT49622	Dillons Norwood Bookshop	Library Books	555.64
169	EFT49240	Direct Comms Pty Limited	TXT2U Messages	269.87
170	EFT49625	Direct Comms Pty Limited	TXT2U Messages	348.28
171	EFT49623	Direct Mix Concrete Sales	Concrete	14,676.38
172	EFT49624	Django Rowe	Summer Festival	500.00
173	EFT49288	dormakaba Australia Pty Ltd	Building Maintenance	2,373.85
174	EFT49498	dormakaba Australia Pty Ltd	Building Maintenance	1,496.00
175	EFT49266	Downer EDI Works Pty Ltd	Asphalt	554.40
176	EFT49581	Downer EDI Works Pty Ltd	Roadworks	68,399.10
177	EFT49418	Dr Joseph Magliaro	Professional Fees	198.50
178	EFT49535	Dylan Marshall	Summer Festival	460.00
179	060177	Dymocks Adelaide	Library Books	10,071.68
180	EFT49241	E & J Music Productions Pty Ltd	Library Entertainment	660.00
181	EFT49629	E & J Music Productions Pty Ltd	Library Entertainment	385.00
182	EFT49363	E & S Athanasiadis	Depot Supplies	1,292.10
183	EFT49297	Edward Street Psychology	Professional Fees	178.00
184	EFT49394	Edward Street Psychology	Professional Fees	178.00
185	EFT49534	Elizabeth Moran	Audit Committee Allowance	768.00
186	EFT49392	EMA Legal	Legal Fees	278.52
187	EFT49502	EMA Legal	Legal Fees	139.26
188	060163	Emma Kitto	Junior Development Grant	200.00
189	EFT49461	Enhanced Lifestyles	Thebarton Community Centre Bond Return	120.00
190	EFT49700	Enhanced Lifestyles	Thebarton Community Centre Bond Return	40.00
191	060127	Environmental Health Australia	Advertising	198.00
192	EFT49628	Environmental Health Australia (SA) Inc	Inspection Pads	244.25
193	EFT49501	EnvisionWare Pty Ltd	Software Maintenance	550.00
194	EFT49503	Equipment Solutions Pty Ltd	Depot Supplies	1,955.36
195	EFT49294	Esar Home Care	Home Support Services	1,379.06
196	EFT49391	Esar Home Care	Home Support Services	1,037.58
197	EFT49627	Esar Home Care	Home Support Services	996.64
198	EFT49395	Exeter Blues	Summer Festival	400.00
199	EFT49295	Expressions SA Pty Ltd	Newspapers	129.60
200	EFT49242	Face Painters Ink	Summer Festival	1,890.00
201	060149	Feriwalla	Library Books	66.00
202	EFT49301	Festival Hire	Summer Festival	1,168.00
203	EFT49634	Festival Hire	Summer Festival	1,168.00
204	EFT49633	Fine Choice Distribution Pty Ltd	Office Supplies	37.50
205	EFT49243	Fleet Complete Australia Pty Ltd	Support	586.04
206	EFT49505	Flightpath Architects Pty Ltd	Professional Fees	6,978.13
207	EFT49705	Football Federation SA	Thebarton Community Centre Bond Return	500.00
208	EFT49300	Forpark Australia (SA)	Playground Equipment	6,171.00
209	EFT49630	Forpark Australia (SA)	Playground Equipment	1,045.00
210	EFT49504	Foxtel Cable Television Pty Ltd	Library Connection	420.00
211	EFT49244	Fraglerocc Pty Ltd	Roadworks	9,551.62
212	EFT49302	Fraglerocc Pty Ltd	Roadworks	13,993.68
213	EFT49507	Fraglerocc Pty Ltd	Roadworks	23,924.40
214	EFT49635	Fraglerocc Pty Ltd	Roadworks	30,331.62
215	EFT49298	Frank Siow Management Pty Ltd	Professional Fees	13,024.00
216	EFT49506	Freeman Wauchope Pty Ltd	Depot Supplies	49.50
217	EFT49631	Fresh & Clean	Hygiene Service	702.94
218	EFT49299	Freshford Nurseries Pty Ltd	Plants	500.50
219	EFT49632	Fry Library & School Supplies	Library Supplies	682.00
220	EFT49665	Fulton Hogan Industries Pty Ltd	Roadworks	44,147.23

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20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
221	EFT49245	Fusion Beats Dance	Summer Festival	200.00
222	060134	Games World Marion	Library Supplies	206.96
223	EFT49305	Genpower Australia Pty Ltd	Generator Service	3,277.07
224	EFT49397	Genpower Australia Pty Ltd	Generator Service	2,607.00
225	EFT49638	Genpower Australia Pty Ltd	Generator Service	1,477.58
226	EFT49303	GGC Earthmovers Pty Ltd	Concrete Recycling	12,328.80
227	EFT49247	Gleam Team Domestic Services	Home Support Services	304.14
228	EFT49400	Gleam Team Domestic Services	Home Support Services	263.18
229	EFT49642	Gleam Team Domestic Services	Home Support Services	391.04
230	EFT49511	GLG GreenLife Group Pty Ltd	Landscaping	5,937.58
231	EFT49639	GLG GreenLife Group Pty Ltd	Landscaping	6,648.80
232	EFT49306	Global Dance & Stage	Summer Festival	968.00
233	EFT49510	Global Dance & Stage	Summer Festival	968.00
234	EFT49684	Gordon J Tregoning Pty Ltd	Depot Supplies	847.00
235	EFT49513	Grace Records Management (Aust) Pty Ltd	Records Storage	3,031.14
236	EFT49347	Graham Tapscott	Reimburse Volunteer Expenses	130.80
237	EFT49566	Graham Tapscott	Reimburse Volunteer Expenses	146.00
238	060150	Greeks of Egypt and Middle East Society of SA Inc	Environment Grant	5,000.00
239	EFT49512	Green Steel Supplies Pty Ltd	Depot Supplies	170.54
240	EFT49246	Green Team Shred-Safe	Paper Recycling	55.00
241	EFT49636	Green Team Shred-Safe	Paper Recycling	55.00
242	EFT49509	Greene Eden Watering Systems Pty Ltd	Irrigation	196.56
243	EFT49508	Greening Australia (SA) Ltd	Landscaping	6,464.15
244	EFT49399	Greenplay Australia Pty Ltd	Landscaping	5,500.00
245	EFT49641	GRH Supplies	Depot Supplies	1,151.76
246	EFT49516	Hamilton Holden	Vehicle Maintenance	218.50
247	EFT49376	Hana Brenecki	Summer Festival	900.00
248	EFT49307	Hays Specialist Recruitment (Aust) Pty Ltd	Temp Staff	10,413.27
249	EFT49514	Hays Specialist Recruitment (Aust) Pty Ltd	Temp Staff	2,987.38
250	EFT49308	HDS Australia Pty Ltd	Detailed Design	10,219.00
251	EFT49310	Health & Immunisation Management Services	Temp Immunisation Staff	3,973.53
252	EFT49319	Helen Lawry	Library Storytelling	120.00
253	EFT49520	Hemisphere Management Group	Business Breakfast	1,100.00
254	EFT49309	Hennig & Co Pty Ltd	Professional Fees	1,900.00
255	EFT49402	Hennig & Co Pty Ltd	Professional Fees	472.00
256	EFT49518	Hicks Instant Turf	Turf	1,920.60
257	EFT49248	Hi-Line Hardware Distributors Pty Ltd	Home Support Services	451.00
258	EFT49519	Hi-Line Hardware Distributors Pty Ltd	Home Support Services	2,890.00
259	EFT49644	Hilton Hemz	Clothing Alterations	45.00
260	EFT49403	Hoban Recruitment	Temp Staff	134.51
261	EFT49517	Hoban Recruitment	Temp Staff	134.51
262	EFT49645	Hoban Recruitment	Temp Staff	134.51
263	060126	HS Aulakh	Thebarton Community Centre Bond Return	1,000.00
264	EFT49405	Independent Fuels Australia Pty Ltd	Fuel	18,087.75
265	EFT49311	Info-Osmosis	Staff Training	396.00
266	EFT49521	Instant Windscreens	Vehicle Maintenance	95.00
267	EFT49406	Internode Pty Ltd	Internet Connection	708.48
268	EFT49522	Internode Pty Ltd	Internet Connection	639.40
269	EFT49647	iSentia Pty Ltd	Media Monitoring	753.50
270	EFT49262	ISS Facility Services Aust Limited	Cleaning	3,695.51
271	EFT49562	ISS Facility Services Aust Limited	Cleaning	3,695.51
272	EFT49600	J Blackwood & Son Ltd	Depot Supplies	478.96
273	060144	Jamaal Anchor	Junior Development Grant	500.00
274	EFT49515	James Hay	Reimburse Expenses	60.00
275	060158	Jan Dinos	Refund Permit Fee	8.00

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
276	EFT49523	Jasol Australia	Cleaning Chemicals	2,595.02
277	EFT49371	Jason Bury	Reimburse Expenses	60.00
278	EFT49409	JB HI-FI Solutions	Television	626.82
279	EFT49317	Jennifer Kuyper	Reimburse Volunteer Expenses	36.50
280	EFT49314	JF Mobile Catering	Catering	1,118.00
281	EFT49315	JLL Infrastructure Advisory Pty Ltd	Professional Fees	3,669.87
282	EFT49526	John Kruger	Photography	1,812.50
283	EFT49649	John Kruger	Photography	312.50
284	060174	John Murrin	Refund Overpayment	105.00
285	EFT49524	Jones Lang LaSalle Infrastructure Advisory Pt Ltd	Professional Fees	1,760.00
286	EFT49407	JPE Design Studio Pty Ltd	Professional Fees	12,663.75
287	EFT49621	JR Devereaux	Reimburse Volunteer Expenses	36.45
288	EFT49249	Jump Easy	Library Program	820.00
289	EFT49462	Kathy Carey	Thebarton Community Centre Bond Return	500.00
290	EFT49648	Kelley Jones Lawyers	Legal Fees	2,268.68
291	EFT49525	Kellogg Brown & Root Pty Ltd	Professional Fees	46,744.48
292	EFT49324	Kelly Menhennett	Summer Festival	800.00
293	EFT49318	Kemps Credit Solutions	Debt Collection	18,768.14
294	EFT49316	Kent Civil Pty Ltd	Roadworks	28,012.60
295	EFT49348	Kerry Taylor	Reimburse Volunteer Expenses	148.19
296	EFT49567	Kerry Taylor	Reimburse Volunteer Expenses	123.37
297	EFT49412	Kidsafe SA Inc	Playground Review	990.00
298	060132	Kishor Chand	Reimburse Volunteer Expenses	81.00
299	EFT49411	Kubpower Earthmoving & Construction Equipment Co	Depot Supplies	1,893.38
300	EFT49706	Kyla Thackeray	Thebarton Community Centre Bond Return	500.00
301	EFT49425	Kym Newton	Reimburse Expenses	150.00
302	EFT49236	Kym Strelan	Home Advantage Program	713.50
303	EFT49277	Kym Strelan	Home Advantage Program	596.00
304	EFT49374	Kym Strelan	Home Advantage Program	1,355.50
305	EFT49485	Kym Strelan	Home Advantage Program	656.00
306	EFT49528	L&H Lawrence & Hanson	Electrical Supplies	363.00
307	EFT49652	Lakeside Building Solutions	Roadworks	6,884.90
308	EFT49529	Land Services Group	Searches	1,239.05
309	EFT49527	Lane Print & Post	Printing	3,457.69
310	EFT49650	LCS Landscapes	Landscaping	148,158.04
311	EFT49651	LGA Asset Mutual Fund	Insurance Excess	500.00
312	060160	Liam Parry	Junior Development Grant	500.00
313	EFT49619	Lio D'Amico	Reimburse Expenses	780.00
314	EFT49408	Liz Johnson	Reimburse Expenses	150.00
315	060146	Lofty Building Group Pty Ltd	Refund Development Fees	411.08
316	060172	Luka Dobrovolski	Junior Development Grant	500.00
317	EFT49252	M & B Civil Engineering Pty Ltd	Roadworks	54,366.66
318	EFT49656	M & B Civil Engineering Pty Ltd	Roadworks	44,934.68
319	EFT49416	M2 Technology Pty Ltd	Message on Hold	402.60
320	EFT49420	Magryn	Professional Fees	4,043.38
321	EFT49532	Maps Consulting Services Pty Ltd	Professional Fees	7,250.10
322	EFT49253	Marion Sand and Metal Pty Ltd	Depot Supplies	2,098.66
323	060140	Marjorie Tuckfield	Reimburse Volunteer Expenses	148.24
324	EFT49417	Materne Pennino Hoare Architects	Professional Fees	627.00
325	EFT49321	Maxima Group Training	Temp Depot Staff	2,068.68
326	EFT49655	Maxima Group Training	Temp Depot Staff	7,041.13
327	EFT49349	Maxima Tempskill	Temp Depot Staff	17,402.11
328	EFT49570	Maxima Tempskill	Temp Depot Staff	9,097.03
329	EFT49691	Maxima Tempskill	Temp Depot Staff	21,135.35
330	EFT49421	Maximum Lighting and Energy Solutions	Solar Lighting	5,720.00

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
331	EFT49448	Mayor John Trainer	Mayoral Allowance	6,603.00
332	EFT49251	Mechanical Vegetation Solutions Pty Ltd	Tree Maintenance	9,267.95
333	060161	Meleri Mullan	Junior Development Grant	500.00
334	EFT49279	Melinda Buick	Reimburse Expenses	150.00
335	EFT49323	Message4U Pty Ltd	Software	228.59
336	060162	Michelle Delaney	Refund Parking Permit Fee	35.00
337	EFT49419	Midfield Food Services Pty Ltd	Catering	240.00
338	EFT49322	Mobile Science Education	Library Performance	253.00
339	EFT49657	Mobile Science Education	Library Performance	275.00
340	EFT49530	Modern Teaching Aids Pty Ltd	Library Supplies	1,669.36
341	EFT49531	Morestel Powder Coaters	Depot Supplies	88.00
342	EFT49533	Mt Compass Sand & Loam	Depot Supplies	3,524.08
343	060125	Multiple Solutions	Thebarton Community Centre Bond Return	52.50
344	EFT49459	Music Teachers' Assoc of SA Inc	Thebarton Community Centre Bond Return	20.00
345	EFT49268	My Care Solution	Thebarton Community Centre Bond Return	120.00
346	EFT49250	Naomi Keyte	Summer Festival	900.00
347	EFT49267	Nathan Zeppel	Thebarton Community Centre Bond Return	500.00
348	EFT49325	National Library of Australia	Library Books	33.00
349	060136	National Tax & Accountant's Assoc Ltd	Staff Training	1,254.00
350	EFT49537	Nelson Locksmiths Pty Ltd	Locks	2,100.20
351	EFT49612	Nemolita I Christensen	Reimburse Volunteer Expenses	140.60
352	EFT49328	Nespresso Australia	Coffee Supplies	263.00
353	EFT49326	Netsolutions Australia Pty Ltd	Computer Equipment	913.00
354	EFT49538	Neverfail Springwater Ltd	Spring Water	583.25
355	EFT49539	News Limited	Advertising	7,471.63
356	EFT49637	Nicholas Grgurinovich	Reimburse Volunteers Expenses	133.60
357	060123	Nicole Smith	Refund Parking Permit Fee	70.00
358	EFT49424	Norman Waterhouse	Legal Fees	1,664.85
359	EFT49659	Norman Waterhouse Lawyers	Legal Fees	10,244.65
360	EFT49658	North East Isuzu	Vehicle Maintenance	31.65
361	EFT49327	Norwood Screen Printers Pty Ltd	Clothing	220.00
362	EFT49422	Nova Group Services Pty Ltd	Bus Stop Works	18,807.03
363	EFT49254	Oaklands Road Mower Centre	Mower Repairs / Purchases	110.00
364	EFT49541	Oaklands Road Mower Centre	Mower Repairs / Purchases	1,904.50
365	EFT49660	Oaklands Road Mower Centre	Mower Repairs / Purchases	3,044.00
366	EFT49329	Orana Australia Ltd	Home Advantage Program	989.08
367	EFT49661	Orana Australia Ltd	Home Advantage Program	1,429.40
368	EFT49255	Origin Energy Electricity Limited	Power	118.79
369	EFT49330	Origin Energy Electricity Limited	Power	23,773.46
370	EFT49542	Origin Energy Electricity Limited	Power	14,824.06
371	EFT49663	Origin Energy Electricity Limited	Power	513.20
372	060121	Origin Energy Services Ltd	Gas Supply	675.21
373	060137	Origin Energy Services Ltd	Gas Supply	988.36
374	060168	Origin Energy Services Ltd	Gas Supply	207.59
375	EFT49662	Our Earth Pest Control	Pest Control	242.00
376	EFT49352	Owen Wheeler	Reimburse Volunteer Expenses	21.90
377	EFT49256	P & J Sons Building Maintenance	Home Support Services	88.50
378	EFT49545	P & J Sons Building Maintenance	Home Support Services	363.00
379	060184	P Kalpesh	Thebarton Community Centre Bond Return	500.00
380	EFT49331	Pacific Hydro Retail Pty Ltd	Green Power Sales	121.67
381	060145	Peter Spyropoulos	Thebarton Community Centre Bond Return	500.00
382	EFT49431	Planning Institute of Australia	Staff Training	250.00
383	EFT49667	Planning Institute of Australia	Staff Training	440.00
384	EFT49257	Platters Plus Catering Pty Ltd	Catering	228.30
385	EFT49671	Platters Plus Catering Pty Ltd	Catering	838.35

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
386	EFT49258	Play & Go Adelaide	Summer Festival	660.00
387	EFT49669	Play/Pause/Play	Summer Festival	450.00
388	EFT49429	Playmazing	Playground Equipment	253.00
389	EFT49332	PLOT Works	Reserve Development	21,670.00
390	EFT49668	PLOT Works	Reserve Development	63,789.00
391	060157	Plympton International College	Community Grant	1,925.00
392	EFT49547	PMP Distribution	Distribution	2,566.15
393	060169	Powerdirect Pty Ltd	Power	274.48
394	EFT49546	Pro Bitumen Pty Ltd	Roadworks	21,670.00
395	060152	Proactive Lifestyle & Fitness	Workshop	240.00
396	060178	Proactive Lifestyle & Fitness	Workshop	240.00
397	EFT49543	Professional Linemarking Pty Ltd	Linemarking	660.00
398	EFT49664	Professional Linemarking Pty Ltd	Linemarking	1,441.00
399	EFT49544	Property & Advisory Pty Ltd	Professional Fees	1,324.13
400	EFT49430	Pump Technology Services (SA) Pty Ltd	Pump Maintenance	1,221.39
401	EFT49435	R & D Pump Equipment & Services SA Pty Ltd	Pump Equipment	876.70
402	EFT49672	Rain Bird Australia Pty Ltd	Irrigation	3,960.00
403	060187	Rajeev Sharma	Thebarton Community Centre Bond Return	1,000.00
404	EFT49260	Randstad Pty Ltd	Temp Staff	4,185.52
405	EFT49359	Rebecca Stewart	Refund Overpaid Rates	964.10
406	EFT49333	Redman Solutions Pty Ltd	Professional Fees	3,916.00
407	EFT49433	Redman Solutions Pty Ltd	Professional Fees	1,958.00
408	EFT49432	Reece Pty Ltd	Irrigation	553.58
409	EFT49548	Reece Pty Ltd	Irrigation	1,105.07
410	EFT49259	Rent A Fence Pty Ltd	Summer Festival	385.00
411	EFT49552	Rent A Fence Pty Ltd	Summer Festival	968.00
412	EFT49335	Rentokil Initial Pty Ltd	Pest Control	401.75
413	EFT49549	Resource Furniture	Office Furniture	2,496.37
414	060124	Rhianan Strangways	Refund Development Fees	101.50
415	EFT49360	Rhoderick Garcia	Thebarton Community Centre Bond Return	80.00
416	EFT49434	Richmond Wheel and Castor Co	Depot Supplies	297.00
417	EFT49439	Ricoh Australia Ltd	Copy Charges	86.81
418	EFT49675	Ricoh Australia Ltd	Copy Charges	3,381.64
419	EFT49440	Rio Coffee Pty Ltd	Tea & Coffee Supplies	305.00
420	EFT49334	Roadrunner Couriers	Couriers	537.75
421	EFT49551	Roadrunner Couriers	Couriers	528.69
422	060179	Roads Corporation	Vehicle Searches	206.80
423	EFT49676	Roadshow Films Pty Ltd	Library Film Showing	467.50
424	EFT49550	Roadside Services & Solution	Depot Supplies	2,275.28
425	EFT49428	Robert Price	Reimburse Volunteer Expenses	89.10
426	060143	Roksolid Construction	Refund Development Fees	468.75
427	EFT49438	Roofdex Pty Ltd	Home Support Services	132.00
428	EFT49673	Roofsafe Industrial Safety	Building Maintenance	19,629.50
429	EFT49336	Rundle Mall Plaza Newsagency	Library Magazines	585.84
430	EFT49436	Rundle Mall Plaza Newsagency	Library Magazines	228.42
431	EFT49553	Rundle Mall Plaza Newsagency	Library Magazines	233.11
432	EFT49674	Rundle Mall Plaza Newsagency	Library Magazines	344.20
433	EFT49261	SA Metropolitan Fire Service	Alarm Response Callout	578.00
434	EFT49556	SA Metropolitan Fire Service	Alarm Response Callouts	1,156.00
435	060138	SA Power Networks	Power	30,284.15
436	060153	SA Power Networks	Power	16,132.60
437	060180	SA Power Networks	Power	1,425.60
438	060122	SA Water	Water	13,114.17
439	060139	SA Water	Water	310.71
440	060181	SA Water	Water	3,467.00

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
441	EFT49683	SA Window Cleaning Pty Ltd	Window Cleaning	726.00
442	EFT49678	Sabre Security Services	Install CCTV	2,359.50
443	EFT49355	Safe Work Practice	Staff Training	638.00
444	EFT49341	School of Chinese Music & Arts	Library Program	1,281.50
445	EFT49344	Seek Limited	Advertising	186.91
446	EFT49561	Seek Limited	Advertising	560.73
447	EFT49557	SEM Civil Pty Ltd	Roadworks	175,425.02
448	060154	Sensis Pty Ltd	Yellow Pages Listing	29.23
449	EFT49443	ShadowDraw	Subscription	2,750.00
450	EFT49339	Shield Fire Systems	Fire Safety	485.10
451	EFT49444	Shield Fire Systems	Fire Safety	1,040.88
452	060159	Signcraft Pty Ltd	Refund Development Fees	5.50
453	EFT49441	Solo Resource Recovery	Rubbish Removal	178.20
454	EFT49677	Solo Resource Recovery	Garbage Collection & Waste Disposal	442,970.07
455	EFT49398	Sonia Gallarello	Reimburse Expenses	150.00
456	060185	Sophie Lambert	Junior Development Grant	200.00
457	060182	South Australian Housing Trust	Fencing Contribution	937.71
458	EFT49282	Southern Cross Protection	Patrol Service	71.50
459	EFT49378	Southern Cross Protection	Patrol Service	6,353.55
460	EFT49559	Specialty Fasteners	Depot Supplies	281.78
461	EFT49342	Splashdown	Toilet Hire	4,180.00
462	EFT49338	Sports Medicine Australia - SA Branch	Library Program	138.60
463	EFT49337	St John Ambulance Australia SA Inc	First Aid Services	930.00
464	EFT49555	St John Ambulance Australia SA Inc	First Aid Services	585.00
465	060186	St Mary's College Inc	Thebarton Community Centre Bond Return	500.00
466	EFT49679	State Library of Queensland	Library Books	512.60
467	EFT49340	State Soccer	School Holiday Program	300.00
468	060171	Sticker Planet	Library Supplies	742.50
469	EFT49681	Streamline Plumbing SA Pty Ltd	Plumbing	4,110.76
470	EFT49345	Studio Flamenco	Summer Festival	300.00
471	EFT49343	Stumpy Stumps	Grind Stumps	700.00
472	EFT49560	Stumpy Stumps	Grind Stumps	750.00
473	EFT49682	Stumpy Stumps	Grind Stumps	400.00
474	EFT49445	Suburban Transport Services	Taxi Fares	153.83
475	060170	Suez Environnement Recycling & Waste Recovery	Rubbish Removal	712.62
476	EFT49704	Sushil Hegishte	Thebarton Community Centre Bond Return	130.00
477	EFT49442	Switch Electric	Electrical	760.53
478	EFT49558	Sync Cabling Solutions Pty Ltd	Lighting	104,264.60
479	060173	Talis Smits	Junior Development Grant	500.00
480	EFT49312	Tania Ingram	Library Books	35.00
481	EFT49497	Tara Carragher	Summer Festival	600.00
482	EFT49449	Taylor Cullity Lethlean	Professional Fees	6,600.00
483	060141	Telstra	Telephone	49.61
484	060155	Telstra	Telephone	448.11
485	060183	Telstra	Telephone	7,249.11
486	EFT49688	Telstra Plant Damages	Repair to Damage Telstra Plant	954.31
487	EFT49685	Terrain Group Pty Ltd	Irrigation	10,098.00
488	EFT49475	The Adelaide Tree Surgery	Tree Maintenance	500.00
489	EFT49373	The Baker Suite	Summer Festival	650.00
490	EFT49496	The Coconut Kids	Summer Festival	600.00
491	EFT49291	The Department for Correctional Services	Litter Collection	1,155.00
492	EFT49296	The Ergo Centre	Furniture	3,520.00
493	EFT49393	The Ergo Centre	Furniture	520.00
494	EFT49460	The Gideons International in Aust	Thebarton Community Centre Bond Return	500.00
495	EFT49640	The Good Guys	Vacuum Cleaners	1,296.00

**ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING
20 MARCH 2018**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
496	EFT49670	The Paper Bahn	Stationery	6,471.35
497	EFT49666	The Personnel Risk Management Group	Security Checks	369.60
498	EFT49540	The Workwear Group Pty Ltd	Corporate Wardrobe	4,232.34
499	EFT49564	TNPK Staff Pty Ltd	Temp Compliance Staff	4,576.00
500	EFT49571	TNT Express	Courier	152.34
501	EFT49313	Tomas Jelinek Jim's Mowing (Cowandilla)	Mowing	45.00
502	EFT49447	Tom's Car Wash	Vehicle Maintenance	3,146.00
503	EFT49346	Tonkin Consulting	Professional Fees	2,376.00
504	EFT49446	Tonkin Consulting	Professional Fees	23,516.63
505	EFT49563	Tonkin Consulting	Professional Fees	16,748.88
506	EFT49569	Torrens Safety	Depot Supplies	2,807.53
507	EFT49686	Total Construction Surveys Pty Ltd	Survey and Setout	8,093.25
508	EFT49565	Total Tools Thebarton	Depot Supplies	1,130.75
509	EFT49410	Tracey Beaumont	Catering	756.00
510	EFT49690	Tradies Workwear	Safety Clothing	1,546.04
511	EFT49452	Tree Care Machinery	Depot Supplies	429.00
512	EFT49689	Tree Care Machinery	Depot Supplies	15,825.00
513	EFT49451	Trojan Fire Protection Pty Ltd	Fire Testing	3,537.60
514	EFT49568	Trojan Fire Protection Pty Ltd	Fire Testing	420.48
515	EFT49239	Tudor Civil	Roadworks	22,181.83
516	EFT49287	Tudor Civil	Roadworks	23,718.08
517	EFT49620	Tudor Civil	Roadworks	34,969.12
518	EFT49264	Two Brothers Catering	Catering	7,763.00
519	EFT49572	UrbanVirons Group Pty Ltd	Tree Maintenance	1,430.00
520	EFT49573	UVP Services Pty Ltd	Depot Supplies	132.00
521	EFT49349	Veolia Environmental Services	Rubbish Removal	281.38
522	EFT49351	VIP Commercial Cleaning Melrose Park	Window Cleaning	100.00
523	EFT49692	VIP Commercial Cleaning Melrose Park	Window Cleaning	100.00
524	EFT49574	Visual Image Products Pty Ltd	Depot Supplies	1,031.58
525	EFT49693	Walter Brooke & Associates Pty Ltd	Professional Fees	17,490.00
526	EFT49579	Wanderes	Summer Festival	900.00
527	EFT49575	Wavesound Pty Ltd	Library Supplies	772.20
528	EFT49454	WAX Design Pty Ltd	Professional Fees	1,265.00
529	EFT49354	WC Convenience Management Pty Ltd	Public Toilet / BBQ Cleaning	2,162.99
530	EFT49458	WC Convenience Management Pty Ltd	Public Toilet / BBQ Cleaning	594.00
531	EFT49582	WC Convenience Management Pty Ltd	Public Toilet / BBQ Cleaning	4,700.85
532	EFT49697	WC Convenience Management Pty Ltd	Public Toilet / BBQ Cleaning	5,949.76
533	EFT49695	Web Safety Pty Ltd	Clothing	2,615.08
534	060175	Wendy Verstrepen	Refund Application Fee	40.00
535	EFT49265	Weslo Staff Pty Ltd	Summer Festival Security Guard	590.04
536	EFT49455	Weslo Staff Pty Ltd	Summer Festival Security Guard	2,868.14
537	EFT49576	Weslo Staff Pty Ltd	Summer Festival Security Guard	1,690.48
538	EFT49353	West Torrens Concert Band	Partnership Agreement	6,000.00
539	EFT49696	Western Medical Services Pty Ltd	Medical	78.00
540	EFT49457	Westside Services (SA) Pty Ltd	Airconditioner Maintenance	7,959.98
541	EFT49577	Westside Services (SA) Pty Ltd	Airconditioner Maintenance	4,359.32
542	EFT49580	Wheelchair Sports Assoc of SA Inc	Library Program	302.50
543	EFT49578	Winc Australia Pty Limited	Stationery	673.35
544	EFT49643	WR Haslam	Audit Committee Allowance	782.00
545	EFT49453	Wurth Australia	Depot Supplies	326.77
546	EFT49698	Xcellerate IT Pty Ltd	Software Upgrade	6,600.00
				<u>\$ 3,258,248.29</u>

11.2 Council Budget Report - EIGHT Months to 28 February 2018

Brief

This report provides information to Council on budget results for the eight months ended 28 February 2018.

RECOMMENDATION

The Committee recommends to Council that the report be received.

Introduction

The report provides year to date (YTD) budget results for February 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:

- User charges are below budget YTD by \$33,905, largely due to an unfavourable variance for waste royalties and transfer station lease income, which is timing related.
- Grant income is above budget YTD by \$843,072, largely due to the timing of three payments, being the materials grant for the library (\$140,978), a the special local road grant for Phillips Street (\$350,000), and the supplementary local road grant (\$306,173).
- Reimbursement and other income is \$188,206 above budget YTD, key items being higher than expected legal fee reimbursements (\$58,267), better than expected investment income for the Mendelson Foundation (\$75,290) and better than expected sundry income (\$64,298). The sundry income variance is largely an insurance related timing difference.

The end of year (EOY) forecast for operational income is expected to remain unchanged to the current budget.

Operational Expenditure

Key variances include:

- Staff and related costs are \$265,948 below budget YTD, for a combination of vacancy and timing reasons across most areas of the Council. The main contributors to this favourable variance are City Strategy (\$72,547), the depot (\$77,281), City Assets (\$44,056) and City Development (\$40,835).
- Buildings, furniture, plant and equipment costs are \$158,126 below budget YTD largely due to the timing of computer software and hardware expenditure (\$133,215).

- General expenses are below YTD budgets by \$542,597, largely due to the timing of expenditure on professional fees (\$417,255), community and promotional programs, including the summer festival (\$76,316), and publications and printing, including Talking Points (\$58,277). The variance in professional fees involves City Assets (\$116,877), Urban Services Management (\$95,259), City Strategy (\$56,766) and HR (\$55,322).
- Council related expenditure is \$89,600 above budget YTD, with partnership, community and related grant payments under-spent by \$206,466, for timing reasons, but this is offset by an unfavourable NRM levy expense variance, which is timing related, of \$333,659.
- Occupancy and property costs are above budget YTD by \$228,895, largely due to the timing of payments of water rates (\$146,368) and the emergency services levy (\$73,000). Payments occurred earlier than was budgeted.

The end of year (EOY) forecast for operational expenditure is expected to remain unchanged to the current budget.

Capital Expenditure

Key variances include:

- Computer equipment expenditure is below budget YTD by \$60,926, but this is expected to be spent in the remaining 4 months of the financial year.
- Other plant and equipment expenditure is below YTD budget by \$468,165, but is timing related.
- Land and building costs are \$18,882,495 below budget YTD, largely due to delayed spending associated with hub and related developments.
- Library resources are \$83,702 above budget YTD, with expenditure being earlier than expected.

The EOY forecast for capital expenditure is expected to remain unchanged to the current budget. All variances are timing related.

Capital Income

Key variances include:

- Capital income is \$18,500 over budget YTD, due to the receipt of the River Torrens recovery project grant.

The EOY capital income budget is expected to remain unchanged.

Capital Works Expenditure

Expenditure on capital works YTD is \$7,047,396.

A capital works expenditure summary for YTD February 2018 is attached with appropriate comments provided on the status of individual budget lines. 45.6 per cent of the capital works budget has been spent or committed by way of purchase orders as at 28 February 2018.

It is estimated that 100 per cent of the forecast budget of \$34,405,162 is required to complete the program of works and that 79 per cent will be completed by 30 June 2018.

The EOY forecast for capital works expenditure is expected to remain unchanged from the current budget.

Conclusion

Information is provided in this report on budget results for the eight months ended 28 February 2018.

Attachments

- 1. February Budget v's Actual**
- 2. Capital Works - Budget v's Actual**

<p align="center">City of West Torrens</p> <p align="center">Finance Budget Report for the 8 Months Ended 28 February 2018</p> <p align="center">Operational Income and Expenditure (\$'000's)</p>							
Adopted Budget Original	Adopted Budget Revised	Income & Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining
		Income					
56,263	56,138	Rates	55,865	55,861	(4)	(0%)	277
2,293	2,338	Statutory Charges	1,641	1,625	(16)	(1%)	713
1,242	1,436	User Charges	957	923	(34)	(4%)	512
3,615	3,491	Grants & Subsidies	1,519	2,362	843	55%	1,129
1,163	1,146	Reimbursements & Other Income	817	1,005	188	23%	141
64,577	64,548	Total Income	60,799	61,776	977	2%	2,772
		Expenditure					
22,988	22,594	Staff & Related Costs	14,204	13,938	266	2%	8,656
4,768	4,795	Buildings, Furniture, Plant & Equipment	3,441	3,283	158	5%	1,513
8,315	8,315	Community Asset Costs	5,536	5,536	0	0%	2,779
4,115	4,961	General Expenses	3,543	3,000	544	15%	1,961
151	154	Bank & Finance Charges	98	91	7	7%	63
4,279	4,727	Council Related Expenditure	3,220	3,310	(90)	(3%)	1,417
8,355	8,663	Contract & Material Expenditure	5,243	5,335	(92)	(2%)	3,328
1,670	2,353	Occupancy & Property Costs	1,256	1,485	(229)	(18%)	868
(85)	(98)	Expenditure Recovered	(69)	(135)	66	(95%)	38
54,556	56,465	Total Expenditure	36,470	35,841	629	2%	20,623
10,020	8,084	Operating Surplus/Deficit					

City of West Torrens									
Finance Budget Report for the 8 Months Ended 28 February 2018									
Capital Income and Expenditure (\$'000's)									
Adopted Budget Original	Adopted Budget Revised	Capital Expenditure and Sales	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
97	139	Motor Vehicles	124	64	60	49%	75		
255	155	Computer Equipment	150	89	61	41%	66		
1,049	1,434	Other Plant & Equipment	894	486	408	46%	948		
7,930	34,066	Land & Buildings	28,956	10,074	18,882	65%	23,992		
323	301	Library Resources	173	256	(84)	(48%)	45		
9,654	36,096	Total Expenditure	30,297	10,969	19,328	64%	25,127		
Adopted Budget Original	Adopted Budget Revised	Capital Income	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
3,625	4,918	Grants & Subsidies - Capital Income	1,293	1,311	(19)	(1%)	3,607		
3,625	4,918	Total Income	1,293	1,311	(19)	(1%)	3,607		
Adopted Budget Original	Adopted Budget Revised	Capital Works Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
2,556	4,627	Environment Program	2,313	749	1,564	68%	3,878		
4,387	4,830	Recreation Program	2,415	1,623	792	33%	3,207		
11,919	24,948	Transport Program	12,474	4,675	7,799	63%	20,273		
18,862	34,405	Total Expenditure	17,203	7,047	10,155	59%	27,358		

CITY OF WEST TORRENS
BUDGET 2017/18 - AS AT 28 February 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
ENVIRONMENT PROGRAM									
<i>Stormwater & Drainage</i>									
300,000	387,000	Minor Drainage Upgrades and Replacement Work	391,937	49,544	441,482	114.1%	441,482	100%	Minor Works / Program upgrade ongoing.
1,985,900	3,751,855	Lockleys Catchment	259,183	1,574,645	1,833,828	48.9%	3,751,855	70%	Works on May Tce are completed. Consultation material for Rutland Ave Traffic Control and local stormwater collection has been completed and currently finalising distribution for resident consultation to be scheduled mid March 2018. Henley Beach Road crossing at Rutland Avenue is completed. Contract for Henley Beach Rd crossing at May Terrace has been awarded, currently scheduling the relocation of underground services.
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.
175,000	175,000	BHKC- Down stream South Rd and Gray St Bend	0	0	0	0.0%	175,000	100%	Detailed design is underway.
50,000	50,000	Plympton Green	0	0	0	0.0%	50,000	100%	Scope being developed.
45,000	45,000	Shannon Ave Pump Station	55,808	0	55,808	124.0%	45,000	100%	Design project is finalised for the upgrade of pump station. Works to be scheduled, subject to budget approval - 2018 / 2019.
0	-1	Maria Street Drainage	0	0	0	0.0%	-1	100%	These works are now being considered in context with greater drainage upgrade along George St, Dew St and Maria St. Works are currently underway. Project merged with George Street Reconstruction Project code 8569)
<i>Other Environment</i>									
0	32,145	Brown Hill and Keswick Creeks	10,000	0	10,000	31.1%	32,145	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	89,462	Glenelg Adelaide Pipeline (GAP)	32,530	10,970	43,500	48.6%	89,462	75%	The budget funds to undertake a review of the current staged implementation plan and commence design on the next stage of the pipeline network.
2,555,900	4,626,963	Program Total	749,458	1,635,159	2,384,617	51.5%	4,681,445	75%	
RECREATION PROGRAM									
<i>Parks & Gardens</i>									
620,000	1,163,750	Playground Upgrade	221,203	440,109	661,312	56.8%	1,163,750	90%	Project in progress; refer Urban Services Report 6 March 2018.
330,000	772,329	Reserve Developments - Various	497,719	40,034	537,753	69.6%	772,329	90%	Project in progress; refer Urban Services Report 6 March 2018.
560,000	704,893	River Torrens Upgrade	364,896	153,525	518,421	73.5%	704,893	100%	Project in progress; refer Urban Services Report 6 March 2018.
30,000	42,919	River Torrens Path Upgrades	24,255	745	25,000	58.2%	42,919	100%	Works in progress
645,000	1,021,313	Reserve Irrigation Upgrades	246,296	33,326	279,622	27.4%	1,021,313	100%	Project in progress; refer Urban Services Report 6 March 2018.
0	100,596	Additional Open Space Amenity Initiatives	49,140	27,766	76,906	76.5%	100,596	100%	Project in progress; refer Urban Services Report 6 March 2018.
60,000	65,000	Bikeway Path Upgrade and Reseal	0	0	0	0.0%	65,000	100%	Works scheduled / programmed

**CITY OF WEST TORRENS
BUDGET 2017/18 - AS AT 28 February 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
RECREATION PROGRAM CONT...									
<i>Sports Facilities</i>									
50,000	207,808	Tennis Court Upgrades	70,510	31,900	102,410	49.3%	207,808	100%	Works scheduled / programmed
1,441,900	55,723	Apex Park	49,035	0	49,035	88.0%	55,723	100%	Project in progress; refer Urban Services Report 6 March 2018.
0	45,600	Airport Road	0	600	600	1.3%	45,600	0%	
0	-1	Memorial Gardens	0	0	0	0.0%	-1	0%	
650,000	650,000	Thebarton Oval Kings Reserve	99,988	27,457	127,445	19.6%	650,000	50%	Project in progress; refer Urban Services Report 6 March 2018.
4,386,900	4,829,932	Program Total	1,623,043	755,461	2,378,504	49.2%	4,829,932	88%	
TRANSPORT PROGRAM									
<i>Roads Sealed</i>									
9,339,763	21,402,322	City Funds/ULRG Funds/Carryovers	3,544,653	5,391,929	8,936,582	41.8%	21,402,322	75%	Project in progress; refer Urban Services Report 6 March 2018.
873,376	873,376	Roads to Recovery Grant Funds	0	0	0	0.0%	873,376	100%	Project in progress; refer Urban Services Report 6 March 2018.
<i>Other Transport</i>									
0	0	Roundabouts / Minor Road Rehabilitation	0	0	0	0.0%		0%	
150,000	313,054	Bus Shelters	129,015	155,224	284,238	90.8%	313,054	100%	Upgrade works to hard stand area has commenced. Bus shelters have been purchased.
280,000	545,360	Traffic Management	536,233	6,550	542,783	99.5%	545,360	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 developing resident consultation material for the removal of the roundabout and upgrade of Sherrif and Ashley Street intersection.
300,000	366,579	Bicycle Management Schemes	35,405	0	35,405	9.7%	366,579	100%	Upgrade works to Captain McKenna and Reece Jennings shared paths are in progress.
360,000	548,426	Public Lighting	171,636	318,579	490,214	89.4%	548,426	95%	Project in progress; refer Urban Services Report 6 March 2018.
0	117,352	Bio-Science Precinct Works	3,434	10,428	13,862	11.8%	117,352	50%	Currently undertaking design development for Holland Street.
<i>Bridges</i>									
50,000	111,479	Bridge Ancillary Works (as per Bridge Audit)	7,964	0	7,964	7.1%	111,479	100%	Design and documentation is underway.
<i>Footways & Cycle Tracks</i>									
168,054	226,868	Footpath Renewal Program	119,517	71,308	190,825	84.1%	226,868	100%	Project in progress; refer Urban Services Report 6 March 2018.
197,862	243,451	Footpath Construction Program	0	265,088	265,088	108.9%	243,451	100%	Project in progress; refer Urban Services Report 6 March 2018.
200,000	200,000	Footpath Remediation Program	127,038	16,654	143,692	71.8%	200,000	85%	Various footpath projects are scheduled to commence
11,919,055	24,948,267	Program Total	4,674,895	6,235,759	10,910,654	43.7%	24,948,267	78%	
18,861,855	34,405,162	TOTAL - ALL CAPITAL WORKS	7,047,396	8,626,379.52	15,673,775	45.6%	34,459,644	79%	

12 MEETING CLOSE

INDEX

1	Meeting Opened	1
2	Present	1
3	Apologies	1
4	Disclosure Statements	1
5	Confirmation of Minutes	1
6	Communications by the Chairperson	1
7	Questions with Notice	1
	Nil	
8	Questions without Notice	1
9	Motions with Notice	1
	Nil	
10	Motions without Notice	1
11	Strategy and Community Reports	2
	11.1 City Strategy Activity Report.....	2
	11.2 Community Services Activity Report - February 2018.....	4
12	Meeting Close	5

1 MEETING OPENED**2 PRESENT****3 APOLOGIES**

**Leave of Absence
Committee Members:**
Cr Steven Rypp

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 20 February 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 City Strategy Activity Report

Brief

This report presents the Strategy Unit's activity report for the month of February 2018.

RECOMMENDATION

The Committee recommends to Council that the Strategy Activity Report for February 2018 be received.

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

Annual Service Plans 2nd Quarter Progress Update

Relevant officers and managers provided progress updates on their department's 2017/18 Annual Service Plans in preparation for a report to be provided to the 13 March meeting of the CPPP Committee.

2018/19 Departmental Annual Service Plans

All managers were provided with resources to commence drafting their department's 2018/19 Annual Service Plan, commensurate with their 2018/19 budget bids.

Corporate Planning Framework and processes

The interdepartmental LEAN group progressed the Corporate Planning Framework project to identify ways to improve the Corporate Planning process.

Environmental Planning

Greening and Cooling

The Administration is scoping ways to green and cool the City by bringing together results of heat mapping and tree canopy analysis, as well as open space and urban design issues, which will help to identify options and prioritise actions.

Raingarden Interpretive Trail

Signage for raingardens are being developed as part of an interpretive trail. Development of a dedicated webpage and factsheets will also be developed to showcase the raingardens to others in during the final quarter of this financial year.

Proposed Rebates for Solar Panels for Community Groups

Staff are preparing a proposed rebate program to offer rebates to community groups for the installation of solar panels for the April Civic Committee meeting.

AdaptWest Regional Coordinator

The Cities of West Torrens, Port Adelaide Enfield and Charles Sturt progressed the appointment of an AdaptWest Regional Coordinator. The key responsibility of this role will be to coordinate implementation of the AdaptWest Climate Change Adaptation Plan for the Western Adelaide Region, working across government, businesses and the community. An announcement regarding the successful candidate is imminent.

Public Health

On February 9, the Administration attended a workshop at the LGA to provide feedback on the State Public Health Plan as part of stakeholder consultation being undertaken by SA Health in conjunction with the LGA to inform the new SA Public Health Plan due by the end of 2018. Councils will be required to refer to the updated SA Public Health Plan when reviewing their own Regional Public Health Plans next financial year.

Economic Development

Tourism Projects

A mailing list for tourism businesses in West Torrens was developed based on information extracted from the ABN register. Businesses on the list were advised of the opportunity to join the Australian Tourism Data Warehouse and automatically be registered on the Western Region Councils' joint Tourism website initiative: adelaidebeaches.com.au

The website was "soft" launched by way of a combined press release sent to a variety of media outlets on behalf of the four councils. The press release received interest from tourism publications.

Land Use Planning

Glandore Character Policy Area Protection SOI

No further written communication has been received from DPTI or the Minister regarding the SOI. The SOI proposes to amend policy in the Urban Corridor Zone Policy Area 34, between Anzac Highway and Waymouth Street, to protect the character of the nearby Residential Zone Glandore Character Policy Area.

DPAs

Underdale Torrensville DPA

The Underdale and Torrensville Urban Renewal DPA was gazetted and consolidated 6 February 2018. The DPA introduces a new Planning Zone module and policy area into the Development Plan. This is the first time the Urban Renewal Zone has been included in the West Torrens Development Plan. The final version of the policy includes clauses that relate to Council's new role in assessing environmental nuisance. These clauses were the subject of an information session with the Environment Protection Authority on 27 February.

There may be some challenges in communicating information of such a technical nature in "lay persons" terms in the fact sheet, and this is being worked through, prior to written communication being provided to members of the public in March (subject to Executive approval).

Privately Funded DPA- Mooringe Ave (now known as Plympton Residential DPA)

The Administration continued to refine the Deed Agreement to respond to the requirements of Holmes Dyer and its client. This has delayed the presentation of the SOI to Council however, once an agreement is reached, both documents will be presented to Council for consideration. This is likely to occur in April 2018.

Ministerial DPAs

There has been no further progress to report regarding the Minister's Morphettville Racecourse DPA.

Conclusion

This report details the activities of the Strategy Unit for February 2018.

Attachments

Nil

11.2 Community Services Activity Report - February 2018

Brief

This report details the activities of the Community Services Department for February 2018.

RECOMMENDATION

The Committee recommends to Council that the Community Services Activity Report - February 2018 be noted.

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 February 2018 are as follows:

Community Centres

Over the month of February, there were a total of 84 groups booked into Thebarton Community Centre and 75 booked into Plympton Community Centre.

Thebarton Community Centre hosted Summer Festival events, weddings and the annual Australian Society for Music Education Conference. All weekends are booked until August 2018.

Outreach

The delivery of the annual swimming and water safety program targeting new arrivals aged 10-14, held at the Thebarton Aquatic Centre began this month. The six week program has been designed to cover important skills such as survival strokes, the use of PFD's and rescue situations, deep water and underwater swimming. This Program is a finalist in the LG Professionals SA Leadership Excellence Awards. The winning nomination will be announced on April 6.

A total of 25 students from Thebarton Seniors College (mostly migrants) have been inducted and will support the community meal at Plympton Community Centre through their placements over the coming months. This program has been running for thirteen years and both the clients and students enjoy the experience.

The Department attended and participated in the Collective Impact Symposium and supported a stall promoting the work of Thriving Neighbourhoods. Thriving Neighbourhoods also delivered a presentation on community engagement and mobilisation, this presentation was delivered by a WTC community development officer who is one of the leaders of the group. Over 300 community workers attended the Symposium, which provided many opportunities to connect and learn from other experienced practitioners.

Orange Tree Quilters ran a successful quilting day raising over \$1500 for Bedford Industries. A total of 115 books were donated to the Aboriginal Literacy Foundation from the 2017 Gift of Reading book donation program held in the Hamra Centre over the Christmas period.

A large quantity and high standard of food items was donated during the 2017 Food for Fines program. This was distributed to the local community in hampers via the Australian Refugee Association, St Vincent de Paul, Hare Street Church and Baptist Community Care Homeless and at risk Youth program

Active Ageing

The Friday Active Ageing social and exercise program held at Plympton Community Centre is continuing to gain popularity. Due to the demand, the exercises are now a weekly program. There are currently 30 clients who attend regularly and afterwards enjoy a healthy light lunch. Some of the group stay after the session to play scrabble, chat and socialise.

Arts and Culture

The West Torrens Art Prize opened for entries on 19 February 2018 and has already attracted entrants. Advertising has featured in The Adelaide Review Paper and Digital versions.

The Fringe exhibition 'Preternatural' launched with the work of 6 artists.

Library Services

The digital programs in the Hamra Centre have been rebranded, now called "Rewire". Classes run once a month (approximately) on Fridays and Saturdays. Currently on offer are:



Learn about computers	February
Get to know your tablet	March
Learn Windows 10	April
Discover eBooks and eMagazines	May
Email tips and tricks	June
Get to know your smartphone	June

More details at:

http://www.westtorrens.sa.gov.au/Library/Computers_learning/Computer_amp_Internet_training

This year, the digital literacy team will work with the children and youth team to deliver a technology based school holiday program each holiday period. The first class is Robotics Programming and will be delivered as part of the Little Day In program in the April 2018 school holidays.

Throughout the month of February, 225 children and 294 adults attended Baby Time and 261 children and 314 adults attended Toddler Time sessions. The Story Time program also continues to be popular, this term is a celebration of works by Mem Fox.

Activities Coming Up**Movie nights**

Free movie nights are held in the Hamra Centre bi-monthly at 7pm on Thursdays:

15 February 2018	Zookeeper's Wife
12 April 2018	Life of PI
5 July 2018	Hidden Figures

Mexican Night

An interactive, vibrant Mexican music and food experience will be held at the Hamra Centre on Thursday 29 March 2018 at 7pm. Musicians from the Mexican Mariachi Band "The Three Amigos" will sing classic songs such as "Guantanamera," "La Cucaracha," "La Bamba" or contemporary smash hits like Mark Ronson & Bruno Mars' "Uptown Funk".

Attachments

Nil

12 MEETING CLOSE

CITY OF WEST TORRENS



Late Agenda Item

Council Meeting

20 March 2018

Item 17.9 - 2018 National General Assembly of Local Government - Call for Motions

17 REPORTS OF THE CHIEF EXECUTIVE OFFICER

17.9 2018 National General Assembly of Local Government - Call for Motions

Brief

This report advises that the Australian Local Government Association is seeking Notices of Motion for its 2018 National General Assembly of Local Government to be held in Canberra from 17 to 20 June 2018.

RECOMMENDATION(S)

It is recommended to Council that:

1. The recommended process for lodgement of notices of motion, contained within this report be adopted.
2. Council delegates authority to the Chief Executive Officer to finalise the wording of any notices of motion and submit them to the Australian Local Government Association.

Introduction

The Australian Local Government Association (ALGA) has advised of its upcoming 2018 National General Assembly of Local Government (NGA) to be held in Canberra from 17 to 20 June 2018 and is calling for notices of motion for the NGA under the theme of Australia's Future: Make it Local'.

Discussion

To assist councils in preparing notices of motion ALGA have prepared a short discussion paper which is included at **Attachment 1**.

For notices of motion to be eligible for inclusion in the NGA Business papers they must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Be consistent with the themes of the NGA.
3. Complement or build on the policy objectives of the Local Government Association (SA).
4. Propose a clear action and outcome.
5. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or gain national political exposure for positions that are not directly relevant to the work of, or in the national interest of, local government.

Notices of motion are to be received by ALGA no later than Friday 30 March 2017.

In order to ensure that the notices of motion are submitted in a timely manner the process outlined below is proposed to process any draft notices of motion for the NGA.

1. Elected Members are to provide any draft notices of motion for the NGA to the Chief Executive Officer by Monday 26 March 2018. Draft motions must also be provided with a short explanation of why the motion subject is a national issue and why it should be debated at the NGA. A summary of the key arguments must also be provided detailing any background information and supporting arguments.
2. The Chief Executive Officer will finalise the wording of any notices of motions to facilitate any changes of a practical nature without the need to refer back to a formal meeting of Council.
3. The Administration will provide approved notices of motion to the ALGA by Friday 30 March 2018.

Conclusion

The Australian Local Government Association is seeking notices of motion for its 2018 National General Assembly of Local Government to be held in Canberra from 17 to 20 June 2018.

Attachments

1. **ALGA 2018 NGA Call for Notices of Motion Discussion Paper**

NGA 2018

National Convention Centre Canberra
17-20 June 2018

National General Assembly of Local Government Call for Motions Discussion Paper

Australia's Future, Make it Local

The purpose of this discussion paper is to provide guidance to councils for the development of Motions for debate at the 2018 National General Assembly. The paper provides an overview of policy areas in which the NGA has well-established positions and identifies potential new and emerging policy areas which are being developed by ALGA and require detailed consideration. Councils are particularly encouraged to submit Motions on these policy areas.

Highlighting the issues below contributes to implementing ALGA's Strategic Plan 2017-2020 and its objectives to:

- strengthen Local Government in the areas of financial sustainability; delivering services in regional cities; infrastructure; and innovation and digital transformation, as well as,
- facilitating collaboration between state and territory associations in Local Government's role in Indigenous policy issues, scale and capacity; women in Local Government; and diversity in representation.

Criteria for Motions

Motions must meet the following criteria:

- ✓ be **relevant** to the work of local government **nationally**
- ✓ be **consistent with the theme** of the NGA
- ✓ **complement or build** on the policy objectives of your state and territory local government association
- ✓ be submitted by a council which is a **financial member** of their state or territory local government association
- ✓ propose a **clear action and outcome**
- ✓ **not be advanced** on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Your Opportunity

The primary focus of all Motions should be to strengthen the capacity of local government to provide services and infrastructure in Australia. Providing clear actions within areas that are still emerging provides councils with an opportunity to influence the development of ALGA policy and advocacy by ALGA on federal election commitments.

Emerging Issues

Councils across Australia are constantly being asked to do more with less. Changing community needs, including ageing populations, technological advancements and changing economic circumstances, are a challenge for all communities.

Analysis suggests that a Commonwealth election may well be called between August 2018 and May 2019. The 2018 NGA therefore provides an important opportunity to progress Local Government issues in the Federal agenda. Below are some critical areas in which Local Government needs to consider the role it can in local communities on the national stage. In particular, the 2018 NGA is calling for Motions that provide clear policy advice and/or policy initiatives that will help Local Government to address the following policy challenges:

Housing Affordability

Housing affordability is a major challenge in many communities. The Commonwealth frequently asserts that housing affordability is a problem because of the supply of housing. As such there has been a focus on planning reform.

Motions are called for on ways to improve housing supply and improve land use planning and associated local government infrastructure to support increased housing supply.

Financial Sustainability – Oppose Cost Shifting

In 2005 The House of Representatives Inquiry into Cost Shifting from States onto Local Government estimated that cost shifting amounted to between \$500m - 1.4b annually. This includes regulatory and other services that Local Government provided on behalf of states without adequate compensation.

Motions are called for on ways to reduce cost shifting from states and the Commonwealth on to Local Government and on areas of regulatory reform and services that Local Government could provide efficiently and effectively on behalf of states or the Commonwealth if appropriately funded.

Innovation and Digital Transformation – Smart Communities

Technological advancements are changing the way councils communicate with citizens and deliver services and infrastructure.

Motions are called for on ways to improve the ability of councils to support their community to understand and benefit from digital transformation, ways to improve data, protect privacy and increase security of council-held data.

Harmonising Local Government Data

National Local Government data is held in a variety of places and is often of variable quality. National advocacy on behalf of Local Government needs a strong evidence base. ALGA has been working with JRA on the State of the Assets project which collects data on the quality and condition of all local government assets. Increasingly, councils are being required to provide data to third parties.

Motions are called for on ways to improve the collection of local government data, how data could be better linked across the sector, and ways to improve the quality of data.

Cyber Security

Recent malware attacks have highlighted the vulnerability of business and government computer systems. Strong measures are required to ensure that all Australians and Australian businesses and governments are aware of the risks and take appropriate measures to ensure cyber security.

Motions are called for on ways to improve local government cyber security.

Environment

Local Government plays a critical role in environmental management, with actions often embedded into other day to day operations as well as included in economic management considerations

Motions are called for on what should be national priorities and on ways to improve environmental management systems, waste management, product stewardship and biodiversity.

Regional Development

Local Government plays a critical role in regional development, with an active role working with neighbouring councils, industry, state government agencies, community and other key stakeholders to set and achieve regional goals.

Motions are called for on ways to improve regional policy approaches, funding ideas on regional sustainability and equity.

Motions should be lodged electronically using the online form available on the NGA webpage at: alga.asn.au. All Motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your Council.

Motions should be received by ALGA no later than **11:59pm on Friday 30 March 2018**.

Established ALGA Policy Areas

Financial Assistance Grants

Adequate and appropriate Local Government services and infrastructure are critical to all communities. The Commonwealth Financial Assistance Grants are important to all councils. Success has been achieved in the last 12 months by restoration of the indexation of the Financial Assistance Grants (FAGs). ALGA's priority in this area is to continue advocating for FAGs funding to be increased to a level equal to at least one per cent of commonwealth taxation revenue.



Freight Strategy

Local government manages around 75 per cent of Australia's local roads network. These roads were generally built decades ago and today are required to carry increasing amounts of freight, including higher productivity vehicles. Poor and unsafe roads are a barrier to increased productivity. ALGA's priority is the promotion and development of a freight strategy with funding of \$200m per year for five years to address first and last mile access issues, leading to an increase in local, regional and national productivity.



Roads to Recovery

The Roads to Recovery Program provides councils with essential additional funding to help address the backlog of maintenance and renewal of local roads. Success was achieved with Roads to Recovery by having the expiration date removed and essentially creating an ongoing program. Further work in this area is being undertaken to ensure Roads to Recovery funding is permanently doubled.



Additional Local Roads Funding for South Australia

Additional funding for South Australian local roads to address an anomaly in FAGs ceased in 2014. It was reinstated in 2017–18 but only for two years. The focus is now on securing ongoing additional funding for South Australian local roads, indexed annually in line with FAGs.



Climate Change Plans

Many councils are addressing or wish to address climate change. With the important role Local Government can play helping the Australian Government to achieve internationally agreed climate change targets, a priority has been placed on supporting councils to work with local businesses and communities to implement local and regional Climate Change Adaptation Plans.



Indigenous

Addressing Indigenous disadvantage across Australia is a priority for all Australian governments. Advocacy is about closing the gap between Indigenous and non-Indigenous Australians in the areas of housing, health, early childhood development, education, economic participation and remote service delivery.



Community Infrastructure

Funding support for community infrastructure will enable all local councils to plan and deliver adequate and appropriate community infrastructure. ALGA is urging political parties to commit to specific local government community infrastructure funding at the level of \$300 million per annum over the next four years.

