

CITY OF WEST TORRENS



## **MINUTES**

**of the**

### **CORPORATE PLANNING, POLICY AND PERFORMANCE PRESCRIBED COMMITTEE**

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

**of the**

**CITY OF WEST TORRENS**

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

on

**TUESDAY, 10 JULY 2018  
at 6.30pm**

**Terry Buss PSM  
Chief Executive Officer**

**City of West Torrens Disclaimer**

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

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## **1 MEETING OPENED**

The Presiding Member declared the meeting open at 6.35pm.

### **1.1 Evacuation Procedure**

The evacuation procedures were taken as read.

## **2 PRESENT**

### **Committee Members:**

Cr C O'Rielley (Presiding Member)

Mayor J Trainer

Councillors: G Nitschke, K McKay, M Farnden, A Mangos

### **Officers:**

Mr T Buss (Chief Executive Officer)

Ms P Koritsa (General Manager Business and Community Services)

Mr A Catinari (General Manager Urban Services)

Mr B Ross (General Manager Corporate and Regulatory)

Mr S Curran (Manager Strategy & Business)

### **In Attendance:**

Cr John Woodward

## **3 APOLOGIES**

### **Apologies**

#### **Committee Members:**

Cr Megan Hill

#### **Lateness:**

Cr Graham Nitschke (7.12pm)

#### **Absent:**

Cr Garth Palmer

## **RECOMMENDATION**

That the apologies be received.

## **COMMITTEE RESOLUTION**

Moved: Cr Arthur Mangos

Seconded: Cr Michael Farnden

That the recommendation be adopted.

**CARRIED**

**4 DISCLOSURE STATEMENTS**

Nil

**5 CONFIRMATION OF MINUTES****RECOMMENDATION**

That the Minutes of the meeting of the Corporate Planning, Policy and Performance held on 8 May 2018 be confirmed as a true and correct record.

**COMMITTEE RESOLUTION**

Moved: Cr Kym McKay

Seconded: Cr Arthur Mangos

That the recommendation be adopted.

**CARRIED**

**6 COMMUNICATION BY THE CHAIRPERSON**

Nil

**7 OUTSTANDING REPORTS / ACTIONS**

Nil

**8 REPORTS OF THE CHIEF EXECUTIVE OFFICER****8.1 Review of Financial Asset Policies**

The *Council Policy - Impairment of Assets*, the *Council Policy - Revaluation of Assets* and the *Council Policy - Capitalisation of Assets* had undergone a scheduled review and are presented to the Corporate Planning, Policy and Performance Prescribed General Committee for consideration and recommendation to Council.

**RECOMMENDATION**

The Committee recommends to Council that:

1. The *Council Policy - Impairment of Assets* be revoked.
2. The draft *Council Policy - Revaluation of Assets* and the draft *Council Policy - Capitalisation of Assets* be approved.
3. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the *Council Policy - Revaluation of Assets* and the *Council Policy - Capitalisation of Assets*.

**COMMITTEE RESOLUTION**

Moved: Cr Kym McKay  
Seconded: Mayor John Trainer

That the recommendation be adopted.

**CARRIED**

**8.2 Review of Council Policy - Treasury (Debt Management)**

*The Council Policy - Treasury (Debt Management)* had undergone a scheduled review and is presented to the Corporate Planning, Policy and Performance Prescribed General Committee for consideration and recommendation to Council.

**RECOMMENDATION**

The Committee recommends to Council that:

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

**COMMITTEE RESOLUTION**

Moved: Cr Arthur Mangos  
Seconded: Cr Kym McKay

That the recommendation be adopted.

**CARRIED**

**8.3 Review of the Council Policy - Elections Period Caretaker Policy**

*Council Policy - Elections Period Caretaker* has undergone a scheduled review and is presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

**RECOMMENDATION**

The Committee advises Council that it supports the approval of the reviewed *Council Policy - Elections Period Caretaker Policy (Attachment 2 of Agenda report)*.

**COMMITTEE RESOLUTION**

Moved: Cr Michael Farnden  
Seconded: Cr Arthur Mangos

The Committee advises Council that it supports the approval of the reviewed *Council Policy - Elections Period Caretaker Policy (Attachment 2 of Agenda report)* subject to the following amendments to the Draft Policy:

Clause 5.9.3.4 to read:

During the caretaker period, Elected Members must ensure that any personal social media pages bearing their name will not include their position title i.e. Cr John Smith (Preferred use would be John Smith, Cr for the City of West Torrens).

**CARRIED**

### Agreed Action

The Chief Executive Officer agreed to amend the date on clause 4.1 of the Agenda report, page 21 of the Agenda from 18 November 2018 to 18 September 2018.

### **8.4 Annual Service Plans 4th Quarter 2017/18 Progress Update**

This report presented the 4<sup>th</sup> quarter review of the 2017/18 Annual Service Plans and progress in the delivery of Council's Community Plan.

#### **RECOMMENDATION(S)**

The Committee recommends to Council that:

1. The Annual Service Plans 4<sup>th</sup> Quarter Progress Report 2017/18 be received,
2. Requests to carry over incomplete actions from the 2017/18 Service Plans to the 2018/19 Service Plans are approved, as detailed within the report.

#### **COMMITTEE RESOLUTION**

Moved: Cr Arthur Mangos

Seconded: Cr Kym McKay

The Committee recommends to Council that:

1. The Annual Service Plans 4<sup>th</sup> Quarter Progress Report 2017/18 be received,
2. Requests to carry over incomplete actions from the 2017/18 Service Plans to the 2018/19 Service Plans are approved, as detailed within the report.
3. Mortimer Street be added to the list of Capital Works (Road Reconstruction) details in section 2 of action 12.1.1.7 - *Undertake the 2017/2018 Capital Works program to deliver asset renewal timed at lowest cost cycle*, on page 98 of the Agenda being page 17 of 18 of the Agenda report.

**CARRIED**

### **8.5 2018/19 Departmental Annual Service Plans Update**

This report provided information on changes made to the approved 2018/19 Departmental Annual Service Plans as a result of budget and minor editorial changes as well as some additional actions requiring endorsement.

#### **RECOMMENDATION(S)**

The Committee recommends to Council that the changes to the 2018/19 Departmental Annual Service Plans proposed in this report be approved.

#### **COMMITTEE RESOLUTION**

Moved: Cr Kym McKay

Seconded: Cr Arthur Mangos

That the recommendation be adopted.

**CARRIED**

## 8.6 Review of the Council Policy - Food Act Inspections and Auditing Fees

The Council Policy - Food Act Inspections and Auditing Fees had undergone a scheduled review and is presented to the Corporate Planning, Policy and Performance Prescribed General Committee for consideration and recommendation to Council.

### RECOMMENDATION

The Committee recommends to Council that:

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

### COMMITTEE RESOLUTION

Moved: Cr Arthur Mangos

Seconded: Cr Kym McKay

7.12pm Cr Graham Nitschke entered the meeting

The Committee recommends to Council that:

1. The draft *Council Policy - Food Act Inspections and Auditing Fees* be approved subject to the reinstatement of clause 5.2.5, with the addition of a time limit, as follows:  

*5.2.5 An inspection fee will not be imposed for mobile food vans that have completed their notification process within the previous 3 (three) months in another local government area.*
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the *Council Policy - Food Act Inspections and Auditing Fees*.

**CARRIED**

## 8.7 Progress on Implementing Council Decisions

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

### RECOMMENDATION(S)

The Committee recommends to Council that the report be received.

### COMMITTEE RESOLUTION

Moved: Cr Arthur Mangos

Seconded: Cr Graham Nitschke

That the recommendation be adopted.

**CARRIED**

## **9 OTHER BUSINESS**

### **9.1 Elected Member Training and Development**

#### **COMMITTEE RESOLUTION**

At the meeting of Council on 3 July 2018, Cr John Woodward moved the following motion which the Council resolved to refer to the Corporate Planning, Policy and Performance Committee meeting on 10 July 2018.

That Council establish a maximum of \$3,000 per financial year for each Elected Member (excluding the Mayor) to be available for their personal development, including attendances at conferences and/or member based events. The cap would exclude attendance where the Elected Member is representing the Council in an official capacity and attendance is not discretionary. E.g. being a member of a Board, but not only being a member or associate of a particular organisation. The cap would also exclude costs for attendance at the Australian LGA conference for first-time Elected Members during the first three years of their first term. Any unspent budget cannot be rolled over to the subsequent year.

The motion was discussed by Committee Members and moved as follows:

Moved: Cr Michael Farnden

Seconded: Cr Kym McKay

That Council establish a maximum of \$4,000 per financial year for an Elected Member (excluding the Mayor) to be available for their personal education and development, including attendances at conferences and/or member based events. The cap would exclude attendance where the Elected Member is representing the Council in an official capacity and attendance is not discretionary. e.g. being a member of a Board, but not only being a member or associate of a particular organisation. The cap would also exclude costs for attendance at the Australian Local Government Association Annual National Congress, the Local Government Association South Australia Annual General Meeting or the Local Government Association South Australia Ordinary General Meeting for first-time Elected Members during the first three years of their first term. Any unspent budget cannot be rolled over to the subsequent year.

**CARRIED**

Cr Arthur Mangos discussed and indicated his intent to move a motion at next weeks' Council meeting to amend Council's Asset Naming Policy to provide for more culturally diverse naming options.

## **10 CONFIDENTIAL**

Nil

## **11 NEXT MEETING**

11 September 2018, 6.30pm in the Mayor's Reception Room.

## **12 MEETING CLOSE**

The Presiding Member declared the meeting closed at 8.11pm.