

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, 13 MARCH 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 6.31pm.

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, M Hill, A Mangos

Officers:

Mr T Buss	(Chief Executive Officer)
Ms P Koritsa	(General Manager Business and Community Services)
Mr B Ross	(General Manager Corporate and Regulatory)
Mr A Catinari	(General Manager Urban Services)
Mr S Curran	(Manager Strategy & Business)
Ms R Butterfield	(Manager Regulatory Services)

3 APOLOGIES

Lateness

Committee Members:

Cr Megan Hill (6.32pm)

Absent

Committee Members:

Cr Garth Palmer

4 DISCLOSURE STATEMENTS

Nil

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Corporate Planning, Policy and Performance held on 14 November 2017 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 REPORTS OF THE CHIEF EXECUTIVE OFFICER

7.1 Mobile Food Vendors Policy

This report proposed a new draft *Council Policy - Mobile Food Vendors* as required following recent changes to the *Local Government Act 1999*.

RECOMMENDATION

The Committee recommends to Council that:

1. The *Council Policy - Mobile Food Vendors* as set out in Attachment 1 to this report be endorsed.
2. The fees for mobile food vendor permits be adopted and the Schedule of Fees and Charges be updated as follows:
 - a. Annual Fee - \$1,000 excluding GST (if applicable); and
 - b. Monthly Fee - \$100 excluding GST (if applicable)
3. That the Chief Executive Officer be authorised to make amendments of a formatting and or minor nature to the *Council Policy - Mobile Food Vendors* as may be necessary from time to time.

COMMITTEE RESOLUTION

Moved: Cr Graham Nitschke

Seconded: Cr Arthur Mangos

That the recommendation be adopted.

6.32pm Cr Megan Hill entered the meeting.

CARRIED

7.2 Review of Council Policy - Use of Public Footpaths and Roads for Business Purposes

The *Council Policy - Use of Public Footpaths and Roads for Business Purposes* was subject to a review as a result of legislative change to the *Local Government Act 1999* and is presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION

The Committee recommends to Council that:

1. Given that the nature of the changes to the *Council Policy - Use of Public Footpaths and Roads for Business Purposes* are minor and consistent with legislative requirements that the Policy does not proceed to public consultation
2. That the revised *Council Policy - Use of Public Footpaths and Roads for Business Purposes* be considered and approved.
3. That the Chief Executive Officer be authorised to make amendments of a formatting and or minor nature to the *Council Policy - Use of Public Footpaths and Roads for Business Purposes* as may be necessary from time to time.

COMMITTEE RESOLUTION

Moved: Cr Graham Nitschke

Seconded: Cr Megan Hill

That the recommendation be adopted.

CARRIED

7.3 Review of the Council Policy - Customer Complaints

The *Council Policy - Customer Complaints* was reviewed to include a minor amendment 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. It supports the presentation of the draft *Council Policy - Customer Complaints*.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the *Council Policy - Customer Complaints*.

COMMITTEE RESOLUTION

Moved: Cr Arthur Mangos

Seconded: Cr Megan Hill

That:

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

CARRIED

7.4 Commonwealth Home Support Program Policies

The four Commonwealth Home Support Program policies were reviewed 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 draft *Commonwealth Home Support Program - Advocacy Policy* be approved.
2. the draft *Commonwealth Home Support Program - Fees and Charges Policy* be approved.
3. the draft *Commonwealth Home Support Program - Quality Assurance Policy* be approved.
4. the draft *Commonwealth Home Support Program - Care Recipient Does Not Respond to a Scheduled Visit Policy* be approved.
5. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the four Commonwealth Home Support Program policies.

COMMITTEE RESOLUTION

Moved: Cr Arthur Mangos

Seconded: Cr Graham Nitschke

That the recommendation be adopted.

CARRIED

7.5 Code of Practice - Procedures at Meetings Review

The *Code of Practice - Procedures at Meetings* was reviewed to include a minor amendment 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. It supports the presentation of the draft *Code of Practice - Procedures at Meetings*.
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.

COMMITTEE RESOLUTION

Moved: Cr Arthur Mangos
Seconded: Mayor John Trainer

That:

1. It supports the presentation of the draft *Code of Practice - Procedures at Meetings* to Council for its approval with the following amendments:
 - 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.'
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.

CARRIED

7.6 Afterhours Parking in the City of West Torrens

Action taken in response to a Committee decision on after hours parking is provided in this report.

RECOMMENDATION

The Committee recommends to Council that the report be received.

COMMITTEE RESOLUTION

Moved: Cr Arthur Mangos

Seconded: Cr Megan Hill

That the recommendation be adopted.

CARRIED

7.7 Annual Service Plans 2nd Quarter 2017/18 Progress Update

This report presented the 2nd 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 2nd Quarter Progress Report 2017/18 be received,
2. The completion dates for the nominated actions from the Strategy & Business and Information Services 2017/18 Service Plans be revised as detailed in the report, and
3. The nominated action from the Strategy & Business 2017/18 Service Plan to *'review and update Council's Open Space and Public Places Plan'* be deferred to the 2018/19 Service Plan.

COMMITTEE RESOLUTION

Moved: Cr Arthur Mangos

Seconded: Cr Megan Hill

That the recommendation be adopted.

CARRIED

7.8 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 Megan Hill

Seconded: Cr Michael Farnden

That the recommendation be adopted.

CARRIED

8 OUTSTANDING REPORTS / ACTIONS

Nil

9 OTHER BUSINESS

11.1 West Torrens Council Credit Card Expenses

MOTION

That details of West Torrens Credit Card expenses are updated on the Council website each quarter, providing the credit card holder position, date of expenditure, cost and vendor for each transaction. The details are made available until the completion of the subsequent Council four year term.

COMMITTEE RESOLUTION

Moved: Cr Michael Farnden

Seconded: Mayor John Trainer

That details of West Torrens Credit Card expenses are updated on the Council website each quarter, providing the date of expenditure, cost and vendor for each transaction. The details are made available until the completion of the subsequent Council four year term.

CARRIED

The CEO agreed that the commencement date for reporting in accordance with this resolution will be 1 April 2018.

11.2 Travel by Elected Members and Staff

MOTION

That the itinerary, costs, reason for travel, decision date, approval (e.g. Council or Executive) of any interstate or overseas trip undertaken by an Elected Member or member of staff representing the City of West Torrens during the current term of Council, be made publicly available on the City of West Torrens website. The information is to be updated quarterly and retained on the website until the completion of the subsequent term.

COMMITTEE RESOLUTION

Moved: Cr Michael Farnden

Seconded: Mayor John Trainer

That the itinerary, costs, reason for travel, decision date, approval (e.g. Council or Executive) of any interstate or overseas trip undertaken in the previous quarter by an Elected Member or of staff (by position) representing the City of West Torrens, during the current term of Council, be made publicly available on the City of West Torrens website. The information is to be updated quarterly and retained on the website until the completion of the subsequent term.

CARRIED

The CEO agreed that the commencement date for reporting in accordance with this resolution will be 1 April 2018.

10 CONFIDENTIAL

Nil

11 NEXT MEETING

8 May 2018, 6.30pm in the Mayor's Reception Room.

12 MEETING CLOSE

The Presiding Member declared the meeting closed at 7.56pm.