

CITY OF WEST TORRENS



Notice of Committee Meeting

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

CITY ADVANCEMENT AND PROSPERITY GENERAL COMMITTEE

Members: Councillor C O'Rielley (Presiding Member), Mayor M Coxon
Councillors: E Papanikolaou, K McKay, S Tsiaparis, D Wilton, G Nitschke, J Wood

of the

CITY OF WEST TORRENS

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

on

**TUESDAY, 26 FEBRUARY 2019
at 6.00pm**

**Terry Buss PSM
Chief Executive Officer**

City of West Torrens Disclaimer

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

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1 MEETING OPENED**1.1 Evacuation Procedures****2 PRESENT****3 APOLOGIES****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

Nil

6 COMMUNICATION BY THE CHAIRPERSON**7 OUTSTANDING REPORTS / ACTIONS**

Nil

8 REPORTS OF THE CHIEF EXECUTIVE OFFICER

8.1 Affordable Housing Discussion Paper Proposed Response

Brief

The LGA has released an Affordable Housing Discussion Paper and is seeking feedback on discussion points by 8 March 2019.

RECOMMENDATION

The Committee recommends to Council that the information in the report form the basis of a response to be prepared by the Administration and submitted to the LGA within the required timeframe, by 8 March 2019.

Introduction

The Local Government Association of SA's *Affordable Housing Discussion Paper* (**Attachment 1**) canvasses a range of discussion topics related to affordable housing.

In the paper the LGA acknowledges that Councils do not have a legislated role in providing affordable housing, however, councils' responsibilities as Public Health Authorities and other triggers in the Local Government Act 1999 set out councils' responsibilities for general health and wellbeing of their constituents.

The definition of "affordable housing" in the paper is broadly described as housing that does not consume more than 30% of the household income, to ensure adequate funds remain for food, transport, education and other essentials, and minimise financial stress related to high costs of living. Furthermore it is acknowledged that affordable housing is not just about **purchasing** a home, but is increasingly about affordable **rental** accommodation.

The LGA Discussion Paper poses questions about the ways in which councils may seek to become more involved in providing, partnering to deliver, or co-funding affordable housing.

Discussion

The City of West Torrens 'Towards 2025' Community Plan is the lead document in Council's suite of strategic documents. It sets out Council's commitment to being the best place to live, work and enjoy life.

The aspirations outlined in the Community Plan include the following (among others):

- A community that embraces diversity
- Active, healthy and learning communities
- A well-designed built environment
- Enhanced natural environment
- A vibrant city

These aspirations are all part of the decision when contemplating the role that council may play in advocating, facilitating, leading, partnering or providing affordable housing.

Council's recently approved Disability Access and Inclusion Plan sets out Council's objective to be an advocate for housing liveability by supporting universal design principles within infill development. It identifies that a liveable private realm is about advocating for and influencing housing choices of various access types. This sentiment could be said to extend to affordability access points.

Council's Current Role

Council's current role in providing affordable housing is limited to administering provisions in the Development Plan at the point when a relevant development application is lodged, and referring any application which purports to be for the purpose of affordable housing to the *Minister for Housing* as per Schedule 8 of the Development Regulations.

The Housing Diversity DPA gazetted in 2015 included policy provisions to allow for a range of housing types, however, even with the spread of house pricing points found in the City of West Torrens, there is scope for improved access to affordable housing. Affordable housing overlays identified in the West Torrens Development Plan which are anticipated to be 'grandfathered' over into the Planning and Design Code, provide density 'bonuses' in defined areas for development that complies with the regulated definition of affordable housing.

From time to time developers seek to access the increased densities available to 'affordable housing' written into the planning policy for specified residential, and appropriate mixed-use, policy areas. However developers are largely unaware that to do so they must meet the Gazetted definition of 'affordable housing' and enter into a land management agreement to formalise the arrangement.

Item 23 of Schedule 8 requires that development that *purports to be for the purposes of the provision of affordable housing (applying the criteria determined under regulation 4 of the South Australian Housing Trust (General) Regulations 1995)* is referred to the *Minister for Housing* for a period of 3 weeks, and that the assessing authority *have regard to* (as distinct from being **directed** by) any referral comments.

Policies that apply to the Affordable Housing Overlay in the Development Plan include a principle of development control which states that,

Development comprising 20 or more dwellings should include a minimum of 15 per cent affordable housing (as defined by the South Australian Housing Trust Regulations as amended).

Developers are encouraged to provide 15% affordable housing requirement identified in the Development Plan when council is the relevant authority for Development Assessment (and in any informal SCAP referrals provided under a Heads of Agreement). In reality, the majority of infill development proposals in the West Torrens area consist of less than 20 dwellings, therefore the requirement for affordable housing provision is rarely triggered. Furthermore, in the event a developer neglected to provide affordable housing in a development that includes more than 20 dwellings there is no rigorous mechanism to enforce the 15% requirement.

Improved awareness of the role of private developers in meeting their affordable housing quotas and some active enforcement options and /or penalties for not complying with the 15% affordable housing target that applies to certain development, may assist.

In addition, as much of the future affordable housing in West Torrens is likely to include multi-storey development in Urban Corridor Zones, it is worth noting that for development over 4 storeys in height proposed in the Urban Corridor Zone, a schedule 8 referral to the Government Architect applies. The Government Architect has 8 weeks to provide a response which the relevant authority must have regard to when making their assessment.

Regulation 4 of the South Australian Housing Trust (General) Regulations 1995 outlines that the Minister may, by notice in the Gazette, determine criteria that are to be applied for the purpose of determining whether a policy, strategy, program, application or other matter falls within the concept of *affordable housing*. Notwithstanding that the reference to the 1995 version has been superseded by new Regulations in 2010, a copy of the most up-to-date Government Gazette notice setting affordable housing criteria is provided at **Attachment 2**. It demonstrates the price points, administrative processes and design parameters specified by Gazette as the requirement for affordable housing.

As described above, in the past the eligibility criteria that determines what is, and isn't, within the definition of 'affordable housing' has been proclaimed from time to time through the Government Gazette. It is unclear if there will be any changes to this through legislative amendments associated with the Planning, Development and Infrastructure Act 2016 and how the Housing Trust Regulations will integrate with new elements of the planning system.

Inner Metropolitan Context

The City of Salisbury provides a wonderful example of an outer suburban council setting a policy to provide affordable housing. However, for City of West Torrens and other inner metropolitan Councils the infrastructure and land costs associated with development in an inner metropolitan context are more challenging. The nature of infill development and zoning in the inner metropolitan area means that 'affordable' is likely to become synonymous with multi-storey, and probably take the form of apartments or flats.

The role of City Deals and Precinct Planning to incorporate affordable housing are avenues where allotment amalgamation and master planning of larger development sites may make these costs more viable. Even so, the competition for Council funds is fierce, with land in the inner metropolitan area priced at a premium and compounded by targets for tree canopy and open space to meet the needs of the infill population already competing for Council's funds.

In the past the Administration met with relevant staff in Renewal SA regarding their future development plans to understand where future open space pressures might be created and/or be addressed through potential land acquisition associated with strategically located Renewal SA sites. Such land acquisition, to ensure open space provided to residents of new developments is available for general public access, allows for open space linkages, and easier access to public transport as well as greater integration of housing with existing residential areas.

A careful balance must be struck between providing affordable housing that is fit for purpose versus providing substandard housing for those unable to compete in the regular housing market. It is important to recognise that under the current system, development applications assessed under the Renewing Our Streets and Suburbs Scheme (ROSAS) and the Minister's Residential Design Code (note: Rescode - as distinct from the new Planning and Design Code) are currently issued planning approval without consideration of whether or not they meet Australian Standards with regard to the Aircraft noise contours which affect significant parts of City of West Torrens.

Finance Issues

The majority of Affordable Housing into the future is likely to be accommodation that is **rented**, rather than owned by the occupant. Therefore, any financial initiatives that seek to reduce the cost of housing need to factor all elements of living costs to ensure **ongoing** affordability. Hence passive solar design that limits the requirement for mechanical heating and cooling, and the inclusion of design features such as solar panels which respond to the rising costs of power are essential to future-proof affordability of housing.

It is acknowledged that the cost of solar and battery technology can add significantly to the initial purchase price of housing. The Gazetted definition of "affordable housing" recognises this by allowing for the developer/owner to seek approval for up to 15% variation on the maximum purchase price for any dwelling that otherwise meets the definition of affordable housing and *has features which make it more energy efficient and environmentally sustainable*.

Programs or finance packages such as low cost or interest-free loans for environmentally sustainable features and solar energy provision could be beneficial to the ongoing affordability of homes for both owner-occupiers and rentals.

While the primary focus is shifting to an affordable **rental** market, for individual housing purchasers (and possibly also developers that rely on bank loans for funding) the Banking Royal Commission is causing lenders to take greater responsibility to check a purchaser's ability to pay off any loans entered into. Some consideration of the trend toward tougher (or more rigorously enforced) lending criteria as a result of the Banking Royal Commission and how this may have the effect of somewhat regulating the market may be required.

With the State hand-over of Housing Trust properties, it appears likely that in the future the majority of affordable **rental** housing will fall to not-for-profit groups who tailor products to a specific interest group or demographic. Councils cannot seek rates from such not-for-profit housing providers, which restricts councils' ability to finance new infrastructure in infill areas where residential densities are increasing and there is greater pressure on stormwater, open space, waste collection, on-street parking, tree canopy provision and community programs.

Council's core role in affordable housing

Council's ability to cost-effectively influence affordable housing in an inner metropolitan context is best directed to coordinating Council's infrastructure spend on public realm upgrades to coincide with not-for-profits and developers who seek to provide affordable housing. This requires relevant state agencies to be more open with their forward plans of redeveloping housing stock and renewing existing housing and flexibility on the forward planning of infrastructure upgrades.

Such infrastructure upgrades may include streetscapes (trees, greening, on street car-parking, stormwater provision) and open space provision as well as footpath provisions and lighting upgrades.

Furthermore, Council's grant programs could be extended to include access for affordable housing and/or all private residences to be eligible for solar panel and battery storage grants which may encourage owner-occupiers or landlords to acquire solar panels which make the costs of living more affordable to themselves or their tenants.

While Council Administration will continue to **advocate** for affordable housing provision, and potentially **facilitate** partnerships between not-for-profits and developers seeking to partner on affordable housing projects, without mechanisms to expiate, or otherwise penalise, developers that do not comply with affordable housing minimums requirements in policy, councils are unable to ensure affordable housing provision at 15%.

Given the cost impost of not receiving rates for Housing Trust stock transferred to not-for-profit housing providers, provision of West Torrens Council funds for affordable housing is unlikely to extend beyond Council's traditional roles of providing upgrades for the public realm, advocating and, in cases where decision-making powers are still retained through the yet to be finalised Planning and Design Code, regulating through development assessment.

Conclusion

The proposed position on the LGA's Affordable Housing Discussion Paper is recommended for submission to the LGA by 8 March 2019.

Attachments

1. **LGA Affordable Housing Discussion Paper**
2. **Affordable Housing Gazette Notice 22 November 2018**

Affordable Housing Discussion Paper

February 2019



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Forward

The LGA is the peak body representing the 68 councils in South Australia. The LGA listens to its members and explores issues of interest to councils. This discussion paper explores aspects of affordable housing provision across South Australia and how these issues may relate to the roles of councils.

It is important to note upfront that councils do not have a legislated responsibility to play a part in providing affordable housing. However, councils (in consultation with their communities) may determine that it is appropriate to provide limited discretionary services that contribute to affordable housing provision, subject to community support and the availability of adequate funding.

Although there isn't a specific policy in the LGA Policy Manual regarding affordable housing, there is a recognition that *'providing tailored support services for community groups with specific needs is key to creating equitable, cohesive communities'*.

The aim of this discussion paper is therefore to explore how councils may place a greater emphasis on affordable housing provision through their statutory planning and asset maintenance functions, and the discretionary support that may be provided through partnerships with State Government and affordable housing providers.

Comments received as a result of this paper will assist the LGA in determining any action that is required to provide support to member councils on issues related to affordable housing.

The discussion paper is focused on activities relating to:

- Utilising existing statutory instruments
- Supporting State Government affordable housing initiatives
- Developing partnerships with providers

A number of **consultation prompts** are provided throughout the document to highlight some key questions that councils may consider in providing a response to the LGA.

Need for Affordable Housing

Affordable housing is housing that is appropriate for the needs of a range of very low to moderate income households and priced so that these households are also able to meet other basic living costs such as food, clothing, transport, medical care and education. Although affordable housing is sometimes available to buy, the majority is available for rent.

As a rule of thumb, housing is usually considered 'affordable' if it costs less than 30% of gross household income. More specifically, each year the State Government gazettes an affordable housing price point for metropolitan and country areas.

Demand for affordable housing in South Australia is exceeding supply¹. This continues the upwards pressure on rents and house prices and leads to a decline in the number of available affordable properties, even in suburbs which are experiencing an overall increase in supply of rental properties.

The Community Housing Council estimates that there will still be a deficit of 14,000² affordable dwellings in South Australia over the next 15 years that are needed to meet future growth demand.

The adverse effects of rental stress include:

- Living with unmanageable levels of debt, further exacerbating housing vulnerability

¹ Renewal SA Affordable Housing Review 2016
² Community Housing Council 2 Nov 2017

- Working long hours to pay for housing
- Travelling long distances to work or services
- Living in overcrowded or substandard housing
- Going without essentials such as adequate clothing, food, heating/ cooling, medication or education.

These all have negative impacts on local communities by causing higher instances of social exclusion, physical and mental health issues, homelessness, crime and disorder. These also contribute to low education attainments of younger people and less opportunities for growth and employment.

These are issues of concern to councils as one of their legislated functions under the *Local Government Act 1999* is to provide for the welfare, well-being and interests of individuals and groups within its community. Councils also have responsibilities for the wellbeing of the community as a local public health authority under the State's *Public Health Act 2011*.

Discussion Topics

1 Utilising Existing Statutory Instruments

a) Council Land and Property

The City of Salisbury has developed an affordable housing policy in its Growth Action Plan that contributes to the provision of housing options appropriate to those who need it. The policy commits to the redevelopment of surplus council-owned land for residential purposes where not less than 15% of dwellings will be affordable housing.

This relates to land that is sold for development, in addition to instances where council may choose to develop the land itself.

The State Government also has a 15% policy for residential developments where:

- The Development Plan, residential code, overlay and zones show affordable housing should be included
- The developer seeks to gain access to planning concessions for affordable housing that are outlined in the Development Plan
- It is categorised as a major project
- The land derives from government sale or government joint ventures

While supporting the State Government target of 15% affordable housing, the City of Salisbury's 15% policy applies to all residential developments on council owned or council sold land, which means it could be applied outside of the existing 15% State Government criteria.

Would a similar policy approach to the use of council-owned land be feasible and effective in your council area?

Renewal SA previously assessed development applications relating to the 15% State Government criteria (it is likely this task will now fall to the SA Housing Authority), but councils are responsible for liaising with developers and agreeing how the 15% State Government policy could be applied to maximise its benefits.

Is there an opportunity to work with developers to achieve better affordable housing outcomes (in relation to the 15% State Government criteria and any policy council may have)?

b) Privately Owned Land

There will be residential developments on private land that don't meet the 15% State Government policy. However, voluntary listing of development properties through the State Government's *Affordable Homes Program* is available to developers as an option.

Councils such as the City of Waverly in NSW and the City of Moonee Valley in Victoria have entered into negotiations with developers to achieve the same or similar outcomes on private land by seeking agreement at the planning approval phase that developers will offer certain affordable units to low income households before making them available to investors, in much the same way as if the development did meet the State Government criteria.

Is there an opportunity to work with developers of private land to achieve better affordable housing outcomes (falling outside of the 15% State Government criteria)?

c) Statutory Development Approvals Opportunities

Councils in other parts of Australia have been successful in implementing policies (in addition to that discussed above) to support affordable housing provision through the planning approvals process. This has occurred through collaboration with their respective State/ Territory Governments, which would also be necessary in South Australia.

Policies include providing density bonuses, exploring development contributions and consolidation of land parcels and sub-division opportunities. Although not new concepts, the widespread implementation of such policies typically does not occur in South Australia.

Much research has been undertaken that confirms these approaches have been successful; notably, research that has been developed by the Australian Centre for Excellence³, ARC Linkage Projects⁴ and the Australian Housing and Urban Research Institute⁵.

How can the Planning and Design Code (under the Planning, Development and Infrastructure Act 2016) best facilitate and encourage the development of affordable housing through the statutory planning process?

d) Diversity in Housing Policy

In addition to policies that promote development (discussed above), councils in other parts of Australia have also been successful in implementing policies that promote diversity in housing types. This is occurring in some Renewal SA projects, but it is currently not widespread.

A diverse neighbourhood has various different dwelling types and sizes – usually achieved by offering a wider range of lot sizes and promoting a variety of building forms. By providing greater housing choice, developments can meet the housing needs of increasingly diverse residents and household types, such as those on low incomes.

Again, research and successful examples interstate confirms these approaches have been successful. Some may say that they have already been successful in South Australia, as developments such as a number of master planned urban infill developments are completed and become well established.

How can the Planning and Design Code best facilitate and encourage increased diversity of housing types through the statutory planning process?

³ Housing and Local Government in the 21st Century

⁴ Local Government and Housing in the 21st Century: Housing Locally

⁵ Paying for Affordable Housing in different market context

Increasing density of housing and therefore unit costs is a standard means of providing affordable housing. Termed micro housing, this could include boarding houses⁶, tiny houses⁷, or high density units, which are usually located in high rise developments.

In addition, larger plot and building footprint sizes could be considered for concepts such as multi-generational living, where a single dwelling has a number of self-contained units that proponents of the same family may occupy.

Also, changes to current policy for extensions or for building additional dwellings on land that has not been sub-divided to facilitate a larger proliferation of multi-generational living could be considered.

Should opportunities for varying planning requirements through the Planning and Design Code higher to support density housing be further explored?

e) Asset/ Infrastructure Programs

Councils that are experiencing large scale residential developments, or where there has been a lot of infill development, have found developing their Strategic and Infrastructure and Asset Management Plans (and associated operational plans) challenging. Examples include building and maintaining additional assets and infrastructure.

Upgrading infrastructure is sometimes problematic and expensive where the space does not exist to build additional assets due to a high proliferation of infill developments. With new developments, connecting additional dwellings to existing infrastructure and utility networks can be expensive and this has a direct impact on the purchase price of new dwellings.

If development is to be encouraged in the context of providing affordable housing, improved coordination between planning policy, the granting of planning approvals and identifying asset management priorities (and vice versa) would be of benefit.

In addition, many councils currently have policies that encourage development where infrastructure to support affordable housing already exists, such as on transit corridors and in areas where stormwater and sewerage provisions are adequate to support additional dwellings at low (or lower) costs to developers.

It is therefore imperative that these policies are migrated over into the Planning and Design Code, in a strengthened form.

What are the opportunities to better coordinate planning and asset/ infrastructure provision to reduce short and long-term costs of housing developments?

2 Supporting South Australian State Government Initiatives

a) Shared Equity Home Loans

Shared equity home loans work by allowing homebuyers to borrow a greater amount of money in return for sharing part of the capital growth (the increase in value over time) in the property. This means they can borrow more money without a corresponding increase in loan repayments (loans are capped).

Typically, the State Government does not charge interest or loan repayments on the shared equity portion until a home is sold, which makes the task of meeting home loan repayments more manageable for many households.

⁶ Boarding houses are where persons occupy a room and share other facilities

⁷ Tiny Houses are full-fledged dwelling units on a small scale

In the UK, councils have responsibility for providing affordable housing, or managing CHP contracts, and have begun to offer similar shared equity services to those on offer by the State Government. As South Australian councils do not have a responsibility to provide affordable housing, entering into a shared equity scheme would require careful consideration of the financial obligations that councils have to all ratepayers.

Should the opportunities for providing support such as shared equity home loans be further explored? In what circumstances might this be appropriate for councils?

b) Renewing Our Streets and Suburbs Program

The State Government provides affordable housing which it owns and maintains through the SA Housing Authority. The aim for the Renewing Our Streets and Suburbs (ROSAS) program (which was formerly managed by Renewal SA) is to renew 4500 pre-1968 State Government owned affordable housing properties located within 10km of the city of Adelaide by 2020.

The end goals are to encourage housing growth in existing suburbs, close to amenities such as schools, hospitals, transport and shops to create healthy, affordable and liveable communities.

Ideally councils would be considered as a key partner in the delivery of the neighbourhood-scale renewal projects that form part of this program given their role as managers of the public realm, local infrastructure providers and community service providers.

However, in some instances councils have not been fully engaged in the design and delivery process of these projects, and opportunities to leverage infrastructure investment and community service support may not have been fully realised.

Part of the ROSAS program includes the transfer of public housing properties to Community Housing Providers through long-term management leases. These large-scale transfers can limit a council's ability to support affordable housing as a mandatory 75% rebate must be applied to Community Housing properties.

The loss of income as a result of this rebate can be significant in some council areas, creating a barrier to the extent to which impacted councils can financially support affordable housing projects.

Is there greater capacity to capitalise more on State Government urban renewal projects? What needs to change in order to achieve this?

3 Developing Partnerships with Providers

a) Collaboration

Collaboration is fundamental to meet and manage housing need and demand. Successful collaborations depend heavily on good relationships between key players which are State Government, developers and CHPs in the case of affordable housing provision.

If councils choose to play more of a supportive role, effective collaboration with these stakeholders will be crucial. Councils that have had successful collaborations with these stakeholders have had strong and consistent local leadership, and have worked hard to build relationships.

Experiences from the UK and Victoria (City of Liverpool, UK and City of Port Phillip, Victoria are good examples), show that building momentum and creating strong partnerships takes time.

Through investing in partnerships, there may be additional benefits, which include better leveraging of Federal and State Government funds and better coordination between initiatives of the key stakeholders to achieve better outcomes.

Do you have examples of effective collaborations and partnerships with affordable housing providers?

b) State Government

State and local governments work together successfully all the time. However, there are a range of barriers across areas of joint service delivery which sometimes makes this difficult. These relate to governance, project/ program coordination, information sharing, alignment of service delivery and continuity in policy and strategy development.

State housing and planning agencies can contribute to more collaborative intergovernmental relationships by better engaging local councils in state and regional planning processes and major renewal projects. As good communication and engagement is a two-way process, councils may also consider ways in which they can reduce any barriers to effective collaboration between state and local government.

This could result in better aligned affordable housing strategies, and local precinct plans and planning policies that support affordable housing partnerships.

How can opportunities for effectively partnering with State Government on affordable housing projects be increased?

c) Development Sector

The South Australian State Government has partnered with developers on developments such as Lightsview, Bowden and Playford Alive to provide a wide range of housing types for all income ranges. However, these developments exceed the 15% State Government affordable housing policy, which is a key consideration across the developments.

As well as contributing land, the State Government has also invested financially in these developments, with \$264m being invested in Bowden⁸ (for example) over the 15 year lifecycle of the project.

These collaborations are examples of joint ventures between government and developers aimed at boosting provision of affordable housing. Each party contributes to the venture and an agreement is made to collaborate together to share both risks and benefits.

In addition, State Government is in a good position to consider other aspects of good design, such as influencing public transport, zoning and density requirements.

There are many examples in the UK where councils have also entered into joint ventures with developers to achieve similar goals.

Examples include Croydon Council town centre re-development and Hasting and Bexhill Council seafront development. The key to the success of these ventures have been a shared vision about the objectives of the joint venture, and a clear delineation of roles, responsibilities, risks and benefits.

Councils in South Australia are increasingly building better partnerships with developers as all tiers of government are recognizing the value of merging public and private interests and resources for mutually beneficial outcomes and a limited number have also started to consider joint ventures.

⁸ Developer- Hassell/Parsons Brinckerhoff

An example of this is Mawson Central, where the City of Salisbury Council entered into a joint venture with Delphin Developers and the University of South Australia to develop the civic centre and surrounds of the wider Mawson Lakes development.

With a proper process for legal services, business case development and detailed planning, it is feasible that councils could also enter into joint ventures with developers on a wider scale (albeit within council budgets).

How can opportunities for effectively partnering with developers on affordable housing projects be increased?

Should the opportunities for joint ventures be further explored? In what circumstances might this be appropriate for councils?

d) Future Owner/ Occupiers

Deliberative development promotes sustainable and social development outcomes through a model where a group of future owner-occupiers of a multi-residential development are the project proponent, rather than a speculative development or investor model. In theory, deliberative development emphasises occupant and community needs over profits, which drive market developments.

A deliberative development model requires investment from owners and other non-profit sources, so that focus can be placed on innovative design processes with outcomes that meet a range of social needs, while also being sympathetic to the environment.

There have been some recent examples in Victoria (such as the Nightingale development) of where a consortium of future owner-occupiers have successfully engaged with councils on deliberative development schemes, and industry experts have recently begun to conceptualise how governments (all tiers) could use financing and policy levers to promote this type of development.

There are a range of barriers to implementing the model which include setting up community cooperatives and managing joint finances and the practice is not widespread in Australia. However, if these barriers can be overcome, there is a potential to apply the model to contribute to the provision of affordable housing.

Should councils explore the idea of deliberative development and ways in which they can promote this type of development?

How might this type of development be achieved?



The voice of local government.

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THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

22 November 2018

SOUTH AUSTRALIAN HOUSING TRUST REGULATIONS 2010

NOTICE UNDER REGULATION 4

*Determination of Criteria for the Purposes of the Concept of Affordable Housing*1. *Application*

This Notice applies to:

- (a) applications for development authorisation under the *Development Act 1993* (SA); and
- (b) policies under Development Plans pursuant to the *Development Act 1993* (SA).

2. *Determination of Criteria*

- (1) Land or a dwelling that is the subject of an application or policy to which this Notice applies will fall within the concept of affordable housing for the purposes of the South Australian Housing Trust Regulations 2010 (SA) if:
 - (a) the Dwelling is to be offered for sale to an Eligible Buyer (as described in paragraph 2(2) of this Notice) either at or below the price described in row two in the table set out below (having regard to the location of the Dwelling as described in column two and three of that table) ('Price'), or at a price approved under clause 2(3) of this Notice in accordance with the terms of a legally binding agreement referred to in paragraph 2(1)(d); or
 - (b) the Land is a Torrens Title allotment and is offered for sale to an Eligible Buyer at or below the price described in row three in the table set out below (having regard to the location of the Land as described in column two and three of that table) ('Price'); or
 - (c) the Land or Dwelling is purchased by an Eligible Buyer described in paragraphs 2(2)(b), 2(2)(c), or 2(2)(d) for more than the Price; or
 - (d) the Dwelling is to be provided for affordable lease or rent; or
 - (e) the Minister responsible for administering the *South Australian Housing Trust Regulations 2010* (SA) otherwise determines, in the Minister's absolute discretion, that the Land or Dwelling constitutes affordable housing for the purposes of the *South Australian Housing Trust Regulations 2010* (SA); and
 - (f) in the case of an application for a development authorisation—a legally binding agreement between the developer/owner and a Minister, or instrumentality of the Crown in right of the State or Council (constituted under the *Local Government Act 1999* (SA)), is in place to ensure that the sale and/or purchase of the Land or Dwelling complies with the requirements set out in this Notice.

Affordability Indicators (July 2018)	Greater Adelaide*	Rest of State#
Dwelling or house and land purchase price (inclusive of GST)	\$354,000	\$288,000
Land purchase price (inclusive of GST)	\$159,300	\$129,600

* 'Greater Adelaide' means Greater Adelaide as defined in Map D1 the 30 Year Plan for Greater Adelaide, a volume of the South Australian Planning Strategy published in 2010.

'Rest of State' means all areas in the State of South Australia excluding Greater Adelaide.

(2) An Eligible Buyer is:

- (a) a person who is assessed as being eligible by the SA Housing Trust;
- (b) the South Australian Housing Trust or a registered housing association or a registered housing co-operative under the *South Australian Co-operative and Community Housing Act 1991* (SA);
- (c) a person (natural or corporate) approved to provide affordable rental under the 'National Rental Affordability Scheme';
- (d) a person (natural or corporate) subject to an affordable housing facilitation agreement with a Minister, or instrumentality of the Crown in right of the State; or
- (e) any class of persons, declared from time to time by the Minister responsible for administering the *South Australian Housing Trust Regulations 2010* (SA).

(3) If a Dwelling:

- (a) has features which make it more energy efficient and environmentally sustainable; or
- (b) is on a small allotment within close proximity of public transport; or
- (c) is offered for sale in conjunction with a financing product that increases an Eligible Buyers purchasing capacity

as outlined in the industry guidelines published from time to time by the SA Housing Trust, the developer/owner may seek approval from the Minister with applications for approval directed to the Chief Executive, SA Housing Trust for a variation of the Price by up to 15%.

Dated: 31 October 2018

MICHELLE LENSINK
Minister for Human Services

8.2 Draft Open Space for Higher Density Structure Plan

Brief

This report presents the draft Open Space for Higher Density Structure Plan.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The draft *Open Space for Higher Densities Structure Plan* be approved for progression to public consultation pursuant to *Council Policy - Public Consultation*.
2. The Chief Executive Officer be authorised to make any required minor administrative edits to the draft Open Space for Higher Density Structure Plan prior to public release for consultation in accordance with the funding agreement.

Introduction

In 2016 the Administration lodged a successful application to DPTI's competitive Open Space and Places for People grant funding round and received a grant of \$20,900 to undertake an analysis of open space in the context of future development envisaged in the new zones and policy in the City of West Torrens and develop an *Open Space for Higher Densities Structure Plan* (Plan).

The aim of the project is to respond to the projected increased densities, and therefore anticipated increased populations in concentrated areas of West Torrens.

The project analysis is designed to inform a spatial structure plan which identifies locations where Council could most efficiently focus any potential land acquisition to address future open space shortfall. The urgency for this project recognises that once infill development occurs, the price of nearby land escalates.

The project was designed to also identify new and progressive ways of providing open space in the urban environment in the context of infill and consider linkages to existing and future open space to enable optimal usage of existing infrastructure and guide best value investment in open space.

The project tender was awarded to URPS consultancy.

Discussion

The project does not negate earlier open space planning documents endorsed by Council. Rather, it is designed to enhance the existing open space planning and provide particular guidance on higher density areas in the city. This work may feed into a subsequent whole of Council approach to Open Space.

Furthermore, the project acknowledges that new zones introduced since Council's previous open space plans were developed, allow for a different type of development which has potential to significantly impact on the usage of public open space without triggering any open space contributions.

Medium density and medium-rise apartment developments, in particular, introduce additional population into areas zoned for increased infill, some of which already experience an under-provision of open space.

The policy areas included in the project study include:

- **Residential Policy Areas 18 and 19, along with;**
- **Urban Corridor Zone Policy Areas 34, 35, 36 and 37.**

These planning Policy Areas cover all or part of the following suburbs:

Ashford, Brooklyn Park, Camden Park, Hilton, Kurralta Park, Marleston, Mile End, North Plympton, Plympton, Thebarton, Torrensvile, and Underdale.

The project highlights why there is an increased need for open space in these areas and introduces a methodology to predict the anticipated future populations in these areas based on likely development potential facilitated by the planning policy.

The project assesses two key parameters for each designated Policy Area:

- a) Ratio of Open Space (hectares) to 1000 people; and;
- b) Ratio of Open Space (hectares) to 1000 people **within 400 metres**.

The data for each parameter is calculated for the population baseline year of 2011 and the projected population in the year 2027.

Using future population projections and development potential data, of the suburbs included in this scope of the project, only Mile End is likely to achieve the desired ratio of 3 hectares per 1000 people or more of open space within the Policy Area itself by 2027. (A ratio of 3 hectares per 1000 people maintains Council's existing service level of 3 hectares per 1000 people identified in Council's Open Space and Public Place Plan approved in September 2013).

It is also postulated that without intervention, by 2027, the following areas are at risk of not providing sufficient open space **within 400 metres of residents**.

- **Policy Area 18** (consisting parts of **Keswick and Ashford**) with estimated predicted future shortfall by 2027, of up to **1.5ha per 1000** people.
- **Policy Area 19** (consisting parts of **Underdale and Torrensvile**) with estimated predicted future shortfall by 2027, of up to **2.7 ha per 1000** people.
- **Policy Area 19** (consisting parts of **Marleston, Kurralta Park and North Plympton**) with an estimated predicted future shortfall by 2027, of up to **0.3 ha (3000m²) per 1000** people.
- **Policy Area 34** (consisting parts of **Marleston, Kurralta Park and North Plympton**) with an estimated predicted future shortfall by 2027, of up to **0.9ha (9000m²) per 1000** people.
- **Policy Area 36** (consisting parts of **Torrensvile and Brooklyn Park**) with an estimated predicted future shortfall by 2027, of up to **2.2 ha per 1000** people.

Section 9 of the project outlines 4 clear recommendations:

1. Focus action on Priority Areas identified in the Structure Plan - Figure 4 (page 28),
2. Develop 'precinct' plans to guide open space acquisition and development,
3. Review and amend planning policy,
4. Explore opportunities to share open space (e.g. agreements with schools).

Furthermore, section 9 of *the Plan*, recommends that Precinct Plans focus on the following 11 aspects (paraphrased) which may also assist to deliver on environmental (urban greening), community participation, and economic development priorities of Council:

- a) Continuous tree canopy over major transit routes to increase shade
- b) Create an attractive main street environment along Henley Beach Road
- c) Reclaim public realm at intersection of main and secondary streets to create room for trees, vegetation and provide for 'rest stops' and seating
- d) Consolidate car parking/potential for multi-deck car parking
- e) Provide linear pedestrian and cycling connections along drainage lines

- f) Establish major transit corridors as greenways
- g) Potential to promote or establish green roofs
- h) Create vegetated strips with trees between apartment buildings of 4 storeys or more.
- i) Consider establishing small pocket parks or urban courtyards for public use
- j) Create vertical landscaping such as green walls
- k) Identify opportunities for acquiring land for open space.

Since the project was conceived the following additional areas within West Torrens have been rezoned or considered for rezoning to allow increased densities:

- Underdale Torrensville - Urban Renewal DPA approved and consolidated.
- Former Marleston TAFE site- IMMC (Sites) Ministerial DPA approved and consolidated
- South Australian Jockey Club land at Morphettville - SAJC Ministerial DPA (pending)
- Former Boral Site Mooringe Ave, Plympton Residential Privately funded DPA (pending)

This reflects a general trajectory encouraged by the 30-Year Plan for Greater Adelaide 2017 Update and recognition of the popularity of West Torrens due to its prime location between the city and the sea with easy access to two of the state's key premiere employment precincts (namely the Adelaide Airport and the North Terrace Medical Precinct).

The consultant, URPS, has presented a draft of the Plan to be used for public consultation **(Attachment 1)**.

Consultation

The funding agreement for the project includes a requirement for public consultation to be undertaken on the Plan but only provides a limited budget. Consequently, it is proposed that the draft Plan be subject to public consultation in accordance with the project funding commitments and be made available to the public in hard copy at the Civic Centre and Hamra Centre, on Council's website and social media pages along with an article in the Messenger column. Any comments and feedback received will be assessed and provided to Council, along with a finalised Plan, for its consideration and approval.

In addition to acquittal of the grant funds, a Final Report must and will be provided to DPTI no later than 30 business days following the completion of the project.

Conclusion

The report presents the draft Open Space for Higher Density Structure Plan for Council's consideration and approval to progress the document to public consultation.

Attachments

1. Open Space for Higher Densities Structure Plan Draft for Consultation



City of West Torrens
2016-0457
5 December 2017

Draft for review

Open Space Structure Plan for Higher Density Developments



Open Space Structure Plan for Higher Density Developments

5 December 2017

Lead consultant	URPS
In association with	Wax Design
Prepared for	City of West Torrens
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URPS Ref	2016-0457 OS for Higher Density Structure Plan

Document history and status

Revision	Date	Reviewed	Approved	Details
1	26.06.17	Andrew Chown	Grazio Maiorano	Report initiation
2	5.12.17	Nicole Halsey	Grazio Maiorano	Draft for Council review

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shaping great communities



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1.0 Introduction

The City of West Torrens is positioned to experience considerable population growth, concentrated around key transport corridors and identified higher density nodes. Accompanying the changes in built form will be a shift in how the community engage with and utilise open space and public places.

URPS in partnership with Wax Design was engaged by the City of West Torrens to document and identify opportunities for the provision of open space in and around these higher density areas culminating in a Structure Plan which can guide Council's investment in open space as its population and urban form changes.

This Structure Plan builds upon work undertaken previously such as Council's Open Space and Public Place Plan that considers how and at what ratio public open space should be provided, and turns attention to understanding what legislative or policy changes could be implemented to better support open space provision in association with higher density development in the City of West Torrens.

This Structure Plan describes the current planning context, dominated by the 30 Year Plan for Greater Adelaide - 2017 Update and State planning reforms, before looking at how the quality, location and design of public open space can be best planned to address the needs of the community.

Key areas of investigation are those located within the Urban Corridor Zone and those areas zoned Residential and located within the Medium Density Policy Areas (refer section 2). Figure 1 shows the City of West Torrens within the border locational context.

Figure 1 Locality context of the City of West Torrens





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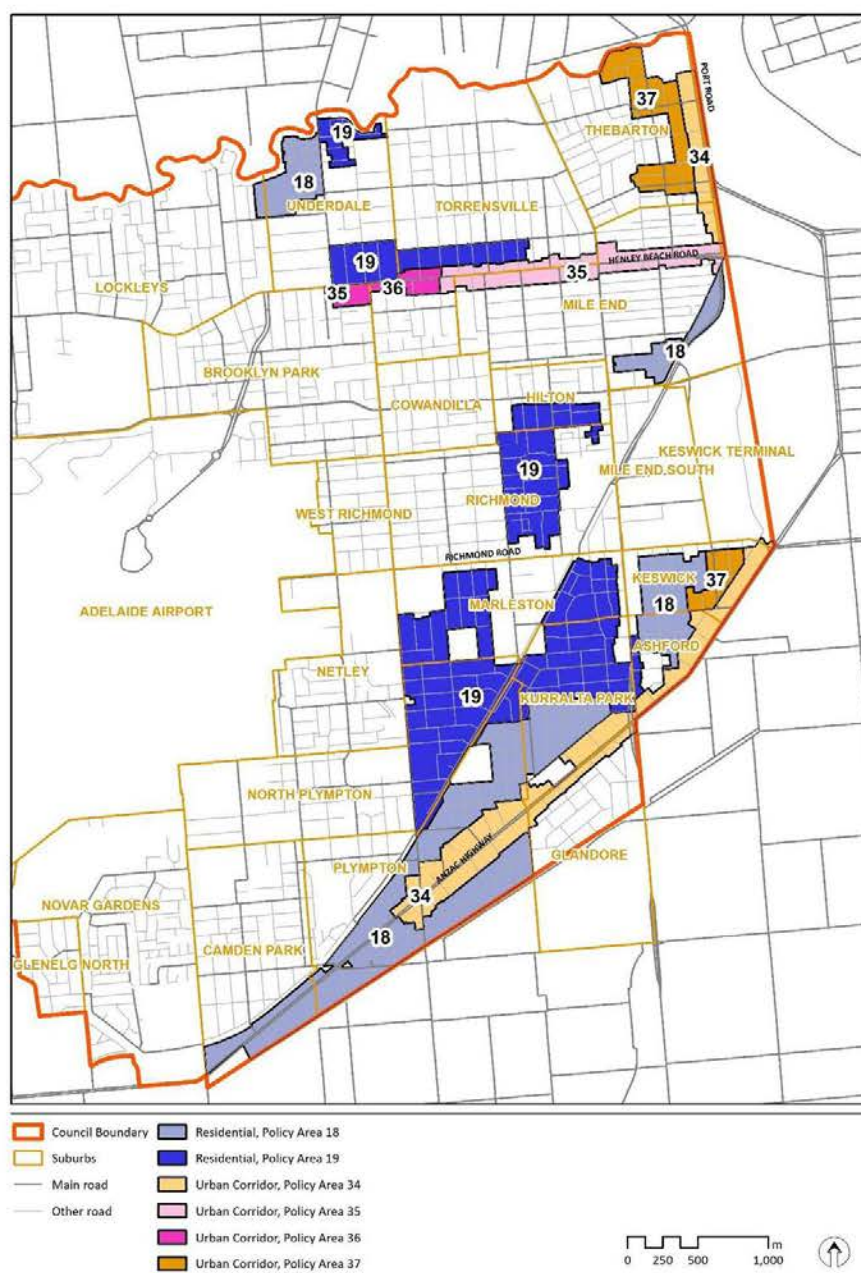
Open Space Structure Plan for Higher Density Developments

Introduction

2.0 The study area

This Structure Plan focuses on those areas across the City of West Torrens that support medium to high density development and comprises land zoned Urban Corridor and Residential (Medium Density Policy Area 18 and 19). Figure 2 shows those Development Plan zones and policy areas that are the focus of the Structure Plan.

Figure 2 Zones and policy areas comprising focus for the Structure Plan





3.0 The need for this Structure Plan

3.1 Strategic context

The location of the City of West Torrens between the city and the sea provides great opportunities for higher density living, and is identified by the State Government as a key respondent in providing for housing diversification. However, it is vital that development of this nature be accompanied by appropriate open spaces and public places to support community life and encourage health and wellbeing. This need has been recognised in recent Council and State Government documents as discussed below.

3.1.1 The 30-Year Plan for Greater Adelaide 2017

In late May 2017, the State Government released the *30-Year Plan for Greater Adelaide – 2017 Update* (the 'update') which sets directions for how Adelaide should grow to become more liveable, competitive and sustainable. The update builds upon the original Plan released in 2010 and refocusses key principles, policies and actions for the region based on the knowledge acquired over the last seven years.

The update continues to emphasise the need for increased urban densities along key transit corridors and infill sites and additional housing mix and highlights the need for this to be supported by healthy walkable neighbourhoods which provide quality public open space and streets. These spaces need to connect people with nature, support social interaction and be walking and cycling friendly. The update supports the increasing role that accessible public open space plays in supporting recreation and social wellbeing as urban densities increase.

When considering the updates alignment with density and public open space goals of the City, the following targets are of particular importance:

- **Target 4 - Walkable Neighbourhoods:** Increase the percentage of residents living in walkable neighbourhoods in Inner, Middle and Outer Metropolitan Adelaide by 25% by 2045.
- **Target 5 - A green liveable city:** Urban green cover is increased by 20% in metropolitan Adelaide by 2045.
- **Target 6 - Greater housing choice:** Increase housing choice by 25% to meet changing household needs in Greater Adelaide by 2045.

The above targets are supported by a number of policy themes, policies and actions that provide the necessary pathways to achieve the targets. Given the number of policies and actions listed and the connection of these to this study, key themes have been grouped together.

Residential Densities and Transit Corridors

The plans policies focus attention on delivering a more compact urban form by increasing residential densities within transit corridor catchments. Actions to achieve this include the identification of local area planning opportunities in strategic transit corridors to increase dwelling densities and linking development to support public realm improvements. The identification of these areas has largely been delivered through the City of West Torrens Housing Diversity Development Plan Amendment discussed below.



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Open Space Structure Plan for Higher Density Developments

The need for this Structure Plan

Health, Wellbeing and Inclusion

The update emphasises the role that quality public open space and public place will play in supporting higher density infill and corridor development and should accompany new major development, noting the benefits that well planned higher density areas can play in supporting health and wellbeing. The update recognises that the community is engaging with open space in different ways, and as such what is considered as 'open space' needs to evolve to include elements in addition to sporting facilities such as local parks, community gardens and greenways.

A key policy direction noted in the update is the need to *'Prioritise of Planning and Development Fund grants for improved access to quality public realm (such as playgrounds, linear paths and new open space purchases) at strategic locations.'* This policy is particularly relevant to this Structure Plan which is seeking to understand how well placed current public open space areas are to accommodate increased usage resulting from medium and high density development and where additional open space will be required.

Overall the Targets, Policy Themes, Policies and Actions extend to support the development of medium and high density mixed use development in prescribed areas, supported by high quality public open space and public place.

3.1.2 City of West Torrens - Open Space and Public Place Plan

In 2013, the City of West Torrens (COWT) prepared the *'Open Space and Public Place Plan'*. This plan was developed to guide the current and future provision of open space and public places across the City and recognised the important role that these spaces play in both facilitating passive and active recreation and enhancing the character of the area.

Recent Council policy updates (2013 and 2015) facilitated through the Housing Diversity Development Plan Amendment (in two parts) have given rise to the addition of the Urban Corridor Zone and amendments to policy within some existing Residential Zones which together support an uplift and increase in medium and high density development in particular locations. These changes will dramatically change the current landscape and require a strategic and long term program which supports population growth.

Plan Outcomes

The plan sets a vision for the equitable distribution of quality and useable public open space which is both accessible and of adequate size to accommodate the increasing population, recognising the correlation between an increase in density and increase in demand for public open space and public places.

In pursuing these outcomes, the plan nominates an alternative approach to the provision of public open space provided as part of a development from the traditional land allocation of 12.5% or monetary contribution. In this, the plan set out to establish benchmark minimums in the provision and distribution of public open space, reviewing alternative approaches used interstate and overseas. These approaches seek to link the provision of open space to the number of people within an area which therefore enables greater levels of public open space to be provided where population density is highest.



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Open Space Structure Plan for Higher Density Developments

The need for this Structure Plan

A best practice standard of 3 hectares per 1000 people was nominated as the basis for future public open space provision within the City which when analysed indicates that there is a general undersupply of open space. With respect to distribution, the plan recognises contemporary approaches which support open space provision within 400 metres of residents and playground with 250 metres.

While achieving a good level of open space provision within high density developments is important, the principles that guide open space planning should also include a wider range of considerations for the delivery of open space including quality of open space, usability, diversity of activities or types of open space, equity of access, efficient resource management, stormwater harvesting, climate adaptation, and green infrastructure.

In analysing the distribution of open across the City, significant gaps were identified in both the area provided and the location of open space. Of particular importance were the deficiencies identified in and around areas zoned Urban Corridor Zone and those Residential Policy Areas supporting increased density. When considering the proposed approach to open space provision, an additional 52 hectares would be required to meet the population targets set in the 30 Year Plan for Greater Adelaide.

This disconnect between medium to high density areas and the provision of adequate and accessible public open space provides the basis for the preparation of this Structure Plan.

Council will need to be proactive and take strategic actions towards securing and developing public open space. There are very few large parcels of developable land (brownfield or greenfield sites) from which to acquire open space (based on 12.5% the current provision) which means that it is unlikely that the total recommended 3 hectares per 1000 people requirement for open space can be achieved through developer contributed or council acquisition or land alone.

Monetary contribution received through the densification and investment along the corridors may be required to secure or purchase open space in the adjacent suburbs. In addition, new forms of public space and innovative open space provisions need to be considered.

3.1.3 City of West Torrens – *Towards 2025 Community Plan (September 2014)*

The City of West Torrens Community Plan provides a strategic direction for the City, articulates long-term objectives and is the overarching document in a suite of strategic management plans that include the long-term financial plan, strategic directions report and infrastructure management plans.

The Community Plan identifies a range of aspirations built around six (6) themes, namely:

- Community Life;
- Natural Environment;
- Build Environment;
- City Prosperity;
- Financial Sustainability; and
- Organisational Strength.

These aspirations are supported by both long-term and five-year strategies along with measures of success.



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Open Space Structure Plan for Higher Density Developments

The need for this Structure Plan

Built Environment

The Community Plan recognises the population targets set through the 30 Year Plan for Greater Adelaide and resulting pressure on assets and an increase in urban infill at higher densities. In considering these pressures the Community has set an aspiration being *'an attractive and functional open space network'* supported by a long-term strategy to *'facilitate equitable access to open space'* and a more immediate strategy to *'identify opportunities to increase and enhance open space provision to achieve active, vibrant and connected communities'*.

This Structure Plan builds upon these strategies, implements key targets from Council's *Open Space and Public Place Plan* and recognises the need to support urban infill to ensure positive outcomes can be achieved.

3.1.4 City of West Torrens – Housing Diversity Development Plan Amendment

The City advanced the Housing Diversity Development Plan Amendment (DPA) in two parts between 2013 and 2015. This DPA supported the Inner Metropolitan Growth Project which culminated in an allied Ministerial DPA intended to rezone key transit corridors to allow medium and high density, mixed-use development.

At its core the objectives of the amendment were to:

- Broaden the range of housing choice and change the future form and character of some parts of the City by identifying areas (and making policy/zone amendments) suitable for medium and high density housing, as well as mixed use development; and
- Introduce new character policy areas which protect parts of the City which have a desirable, established residential character.

In addressing the above objectives the DPA introduced both additional medium density policy areas in specific locations within the Residential Zone and a new Urban Corridor Zone along the key transport corridors of Port Road, Anzac Highway and Henley Beach Road which specifically encourages higher density mixed use development at densities of between 45 and 100 (net) dwellings per hectare.

Council recognises the key role public open space and public places will play in supporting community health and wellbeing within these higher density locations which have traditionally supported low density residential development with associated private open space. The need to adequately plan for the provision of these public spaces at this early stage is paramount in ensuring positive community outcomes.

3.1.5 Council report on green cover

A recent Council report discussed the reduction of green cover in the Council area using information from a recently released Vision 2020 report and a subsequent snapshot assessment undertaken by the University of South Australia. Although the reports differ slightly in the final numbers and data relating to key indicators such as tree canopy, shrubs and hard surfaces, overall their findings are consistent in that they reported there has been a decrease in green cover in the City of West Torrens and an increase in hard and impervious surfaces. The Council report also identifies a range of reasons for this decrease as well as actions Council is undertaking to redress the issue.



4.0 Open space in higher density areas

Whilst there remains some ambiguity around what constitutes medium and high density development, for the purpose of this Structure Plan, the definition provided by the 2012 Local Government Research Project titled *'Best Practice Open Space in Higher Density Developments Project'* (the 'project') has been used. This document defines higher density development as that comprising a minimum of 35 dwelling units per hectare and being at least 4-storeys in height. This definition generally supports the density objectives implemented through Council's Housing Diversity DPA discussed under Section 3.1.4.

As the South Australian Government continues to realign State priorities to support mixed use infill and residential densification around key transport corridors, the City of West Torrens is positioned to experience considerable population growth and changes to its built form, leading to a more 'compact' city. This shift in city structure will shape the way in which people engage with and utilise open space, as levels of private open space (e.g. backyards) reduce which in turn gives rise to an increased demand for quality public open space (POS) and public place. As discussed under Section 5, public place is described as those places not traditionally considered as open space such as plazas and shared use streets. There is increasing recognition of the role that both public places and private communal spaces play in contributing to quality higher density areas and this is explored separately in this plan.

4.1 Benefits of higher density living

Higher density areas present a range of social, environmental and economic benefits not otherwise afforded by traditional suburban growth which is concentrated at the fringe of existing built-up areas.

Higher density mixed use areas have been shown to provide a range of benefits including (but not limited to):

- Increased housing choice for persons at various life stages
- Opportunities to provide affordable housing choice
- Higher concentrations of persons within close proximity of jobs and services
- Opportunities for residents to engage in active travel modes to access jobs and services (e.g. walking, cycling)
- Increased levels of investment in new public infrastructure, including public transport
- Increased levels of social interaction and improved health and wellbeing, linked with opportunities for physical activity and mobility
- Protection of valuable agricultural land
- Contributing role to the creation of healthy neighbourhoods.

As shown above, the benefits provided by higher density living can be individual (specific to a resident), but are more often broader contributing to wider public good.



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Open Space Structure Plan for Higher Density Developments

Open space in higher density areas

4.2 The need for open space

Higher density areas have been shown to support a range of social, environmental and economic benefits, however to be successful this shift in urban form must be accompanied by associated increases in quality open space and public places. These spaces and places must support the higher concentration of residents, and must also be considered in the context that there is no typical 'higher density resident' which in turn results in different open space and public place needs.

Responding to increased densities is not solved by providing large amounts of green spaces as it does not necessarily follow that this space is useable, attractive and safe. Rather, there is an imperative that public open spaces and places be of varying size and type, well located, accessible to all. They also need to be connected, functional, high quality and well designed with a high amenity value. It is important to note that strategically located open space areas that facilitate organised active forms of recreation (e.g. organised sport), play a key role in the suite of open space and this has been recognised in the 2013 *Open Space and Public Place Plan* which sets a clear hierarchy of public open space which provide a range of functions (see Section 3.1.2).

Quality public open space and places in support of higher density development provide the following key benefits:

- Opportunities for physical activity and improved health and wellbeing outcomes
- Foster social interaction and social cohesion
- Reduced incidences of mental health conditions (e.g. stress and depression) and enhanced productivity
- Positive environmental benefits including the retention of naturally occurring ecosystems, control of stormwater, reduced noise and environmental cooling
- Adaptation to climate change impacts
- Higher quality neighbourhoods and economic benefits through property uplift.

Fit-for-purpose open space and public places can be considered as a necessary component of any higher density area and will directly influence the experience and liveability of these areas.

4.3 State planning policy

The State of South Australia is currently the subject of generational planning reform supported by the implementation of the *Planning, Development and Infrastructure Act, 2016* (the 'Act'). Whilst the finer details of the Act are unknown at this time, there are areas of consistency between the old and the new which may assist in providing additional public open space for higher density areas, and opportunities to help shape future policy have been identified.

4.3.1 Open space contribution

Whilst making substantive change overall, the Act retains the use of an open space contribution scheme as provided through the *Development Act, 1993*. The scheme provides for a land area contribution up to 12.5% of the area for the purpose of public open space, or a monetary contribution in-lieu of land provision. As noted in Council's *Open Space and Public Place Plan (2013)*, the value of a land contribution as a means of addressing open space demand in a higher density development scenario is questioned.



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Open Space Structure Plan for Higher Density Developments

Open space in higher density areas

4.3.2 Multi-unit buildings off-set scheme

A review of the Act identifies a new off-set scheme that makes provision for a monetary contribution to the Planning Commission when seeking consent for a prescribed building. A 'prescribed building' is described as a building that is designed to include 2 or more apartments and that in the opinion of the Commission, could be divided into 2 or more allotments.

The addition of this off-set scheme will contribute additional monies to the Planning and Development Fund, which in turn may provide greater reserves which are capable of being accessed to assist in providing public open space. Recognition of the need for a fund to address shortfalls in public open space when associated with higher density development is a positive step forward, however as the Regulations are yet to be released, the particulars of this off-set scheme are not yet known.

4.3.3 Opportunities to influence planning policy

The Department of Planning, Transport and Infrastructure (DPTI) has highlighted its intent to work individually with each Council to transition current planning policies to the new State Planning and Design Code. This transitional process has the potential to provide for localised policy additions and a conversation around policy which supports public open space suitable for higher density areas.

The exact details of how this process will unfold is still being finalised, however Council will continue to liaise with DPTI representatives to ensure these matters remain at the forefront of considerations.



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Open Space Structure Plan for Higher Density Developments

Place making for higher density living

5.0 Place making for higher density living

5.1 What is open space?

The provision of open space within any city is essential to the physical and social health of its population providing a broad range of benefits for health and wellbeing, social and community connection, economic value and many more.

Open space can broadly be defined as land that is not residential, commercial or industrial development or related infrastructure such as road and transport systems. Typically this will include recreation parks, sportsgrounds, natural areas, landscaped greenways, playgrounds, and reserves, or other land that is used for community activity.

Open space can be defined initially by ownership and access, including public, communal and private open space:

- | | |
|----------------------|---|
| Public Open Space: | Land that is accessible to or directly benefits the broad public, including people who do not live within the development area. |
| Communal Open Space: | Land that is accessible to and shared by residents within a defined community, e.g. land set aside for the use of residents in one building or a cluster of buildings. Communal open space can sometimes be accessible to the broader public. |
| Private Open Space: | Land or space (such as courtyards and balconies) that is owned or controlled by dwelling occupiers and available for private use only. |

Open space is generally further classified to assist with the planning, design and maintenance of open space. The City of West Torrens has classified its open space by hierarchy including:

- | | |
|----------------|---|
| Greenways: | A network of green corridors that link open spaces and attract visitors |
| Civic: | Open space with strong destination and visitor value, attracting people from across and beyond the City of West Torrens. |
| District: | Open space that attracts and benefit people from suburbs while catering for formal sport, recreation, play and community needs. |
| Neighbourhood: | Open space that is a focus for local residents, generally servicing or benefiting local neighbourhoods, offsetting a lack of open space or barriers like roads. |
| Local: | Open space proving a focus for local residents, generally servicing or benefiting local neighbourhoods. |

Source: City of West Torrens Open Space and Public Place Plan (2013)



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While open space does not traditionally include public realm such as plazas, roads and related footpaths these public spaces can contribute to open space value. To increase open space value the public realm becomes a significant opportunity within high density urban environments such as well landscaped boulevards, civic plazas, pathway systems, and shared use streets that provide a social or recreation focus. These spaces may contribute to open space provision both through linking open space together and as public places in their own right.

As development, urban density and population increases, the demand for useable recreational open space is going to increase. It is anticipated that the role of the public realm verges, road corridors, car parks, footpaths and civic and semi-public spaces will be crucial in providing outdoor places that address community needs. Figure 3 shows examples of how public realm can contribute to open space needs.

Figure 3 Examples of public realm contributing to open space needs¹



5.2 Principles for open space planning in higher density areas

The amount of open space provided and the quality, location, design and diversity of this critical community asset, directly impact on the vitality of the city's urban fabric. As identified previously this can be particularly challenging within higher density developments.

The principles and guidelines identified within this section consider the appropriate amount and quality of open space required to support communities in and around future higher density urban developments. The development of these principles has taken into consideration the strategies identified in current open space planning as well as best practice around open space design and development and place making.

The principles and guidelines have been categorised into four themes:

- Theme 1: Open Space Provision
- Theme 2: Design and Maintenance
- Theme 3: Location and Accessibility
- Theme 4: Funding and Governance

¹ Examples from work undertaken by Aspect Studios



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Theme 1: Open space provision

Topic	Principle
Open Space Provision	<p>There should be a good provision of open space with higher density areas to ensure that increased residential densities are catered for, and to compensate for reduced private open space.</p> <p>Three (3) hectares per 1,000 people should be used as the ideal benchmark for open space provision.</p> <p>Residents should be able to walk to open space within 400 metres, and a playground within 250 metres.</p>
Sporting Open Space	<p>Provision of sporting open space should be outside of the higher density areas due to the size required for these facilities and to reduce possible conflicts arising from increased in vehicle movements, noise and light.</p> <p>Open Space for Sport (District level) should be located within 5 km of the higher density area.</p> <p>An additional one (1) hectare per 1,000 people or more of State and Local Sports Provision could be required.</p> <p>To support the use and access to sporting open space, public transport links should be enhanced. Walking and cycling links will also be important to connect these facilities.</p>
Civic Open Space	<p>Reinforce the open space and public place associated with the civic centre and seek to increase the open space provision in order to provide a strong community centre.</p>
Greenways	<p>Actively develop greenways along watercourses and within Urban Growth Corridors. This will require an ongoing process of both acquisition and planning controls to ensure that this is achieved.</p> <p>Particular focus is given to establishing and enhancing greenways in the following locations:</p> <ul style="list-style-type: none"> • River Torrens • Westside Bikeway • Waterways <p>Growth Corridors (both main road and connections to open space outside of the growth corridor).</p>
Innovative Open Space	<p>Seek to provide additional, innovative areas of open space in strategic locations within road reserves to create gathering and recreational spaces.</p>
Negotiating Open Space	<p>Utilise planning controls to identify, require and deliver additional open space.</p>



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Theme 2: Design, function and maintenance

Topic	Principle
Upgrade Existing Open Space	Upgrade existing open space to increase its function, community value and amenity within growth corridors.
Public Realm	<p>Increase quality and function of urban realm and explore potential for shared use streets. Re-evaluate streets, car parks and laneways as shared social infrastructure assets.</p> <p>Develop new open space and public realm approaches in order to meet public realm expectations.</p>
Design and Quality	<p>Open space should be well designed and functional ensuring that it is high quality and diverse to support increased use and demand.</p> <p>Taking into consideration the difficulties in providing the quantity of open space within higher density areas, it is important that the open space that can be provided is of a high standard.</p> <p>Facilities should be well designed to ensure that they are fit for purpose and robust enough to cater for a high level of use.</p>
Maintenance	<p>Ensure that open space and facilities are maintained to a high standard with an ongoing maintenance schedule commensurate to the space (this may include a review of current council asset management policies and procedures).</p> <p>There may be an increase in maintenance required both due to increased use of open space due to population increases and due to the demand and provision of increase facilities to a higher standard.</p>
Defined Purpose	<p>All open space provided within higher density areas should have a defined purpose and function.</p> <p>This will ensure that the function of open space is clearly defined, allow appropriate maintenance levels are implemented and that there is an equal distribution of open space types.</p>
Provide Appropriate Facilities	Ensure that appropriate level of facilities are provided within open spaces with consideration to hierarchy, type and maintenance.
Stormwater Function	Ensure that stormwater and WSUD infrastructure is accommodated within open space (refer to flood mapping).



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Theme 3: Location and accessibility

Topic	Principle
Balanced Access	Higher density urban environments should include a balance of public, private and communal open space and facilities to support resident activity and achieve an integrated community.
All Abilities Access	Comply with the spirit and principles of the Disability Discrimination Act 1992, to apply access and mobility standards that ensure equality of access.
Pedestrian and Cycling Access	<p>Enhance walking and cycling infrastructure and increase connections both along road ways and linear open space connections.</p> <p>Increase links to surrounding open space particularly Park Lands.</p> <p>Increase open space and public place connectivity through the use of bicycle lanes, pedestrian crossings and clear directional signage, which establish 'all accessible' pathways that form part of a consistent and legible network linking existing and proposed open spaces.</p>
Transport Links	There should be frequent and good quality public transport links between higher density areas and facilities provided outside of these areas e.g. sportsgrounds.
Distribution of open space	<p>Ensure that there is an equitable spread of open space with consideration to both hierarchy and type of open space.</p> <p>Contemporary planning thinking suggests, ideally, that residents should be able to walk to open space within 400 metres, and a playground within 250 metres.</p> <p>This requires a fine grain approach to structure planning around open space, rather than the whole of council or suburb approach.</p>



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Theme 4: Funding and governance

Topic	Principle
Development Contributions	<p>What are the implications of current open space contributions under the <i>Development Act, 1993</i> and the off-set scheme provisions under the <i>Planning, Development and Infrastructure Act, 2016</i>.</p> <p>Explore potential for Public Realm Funding through open space contributions and business rates to ensure delivery of quality public space.</p>
Governance Arrangements	<p>Develop consistent and strategically compatible management plans that aid in the effective design, development and maintenance of open space assets and public places.</p> <p>Asset Management Plan: Assisting Council to meet the legislative requirements of section 122 of the <i>Local Government Act, 1999</i>.</p> <p>Community Land Assisting Council to meet the Management Plans: legislative requirements of section 196 of the <i>Local Government Act, 1999</i> and be updated and include concept designs to spatially detail the development of open spaces.</p> <p>Public Place to inform the development of Management Guidelines public places to ensure they respond to community needs and address open space deficiencies.</p>
Partnerships	<p>Partner with developers and government bodies/agencies to provide appropriate open space within high density urban areas.</p> <p>Partner with other government bodies to increase or enhance provision of sporting open space outside of higher density areas. This may include additional sporting open space within state government owned and operated facilities.</p>
Shared Use Agreements	<p>Develop shared use agreements for access to open space that is not in the care and control or management of Council, including partnering with other Councils, schools and other providers of private open space areas.</p>
Rationalise and invest	<p>Explore the potential to rationalise excess and inappropriate open space where its equity can be used to provide open space in locations which are deficient and/or upgrade open space to meet the community's needs.</p>
Asset registers	<p>Incorporate open space and public place information on Council asset registers which typically focus on buildings rather than street trees, green infrastructure and landscaped environments</p>

5.3 Principles for place making

In a dense urban environment with increased pressure on space it is important to not only provide open spaces but maximise the function, use and programming of these spaces. While the design and location of open space can encourage increased use of public space there are other contributing factors which can transform a space into a 'place'.

The concept of place, or the process of place making, can be difficult to define as it is both a design, that is to say a physical response, whether urban design, infrastructure or street furniture as well as an



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experience, a feeling, a sense of wellbeing, happiness or safety. It is the interrelationship of the tangible and intangible (the overlap) which lies at the heart of place making.

For the purposes of this Structure Plan, place making can be considered as not simply the design, procurement and delivery of assets, but the creation of places that foster ideas, experiences and cultures within the Council area, with a value to the community that far exceeds the material worth of the works.

Operating between the tangible and intangible makes place making a more time consuming and involved process to developing and delivering urban spaces but ultimately a more beneficial one to the community. The process of place making involves fostering relationships and a common understanding and appreciation of community within a location. Undertaking the process of place making is, in itself, an important step to creating a place.

The following set of principles provides an overarching approach for individuals, groups and organisations that are involved in place making. These principles set objectives, aspirational targets and governance models for potential place making opportunities.

1. Provide a diversity of places and experiences that support different activities and community events;
2. Make places that provide physical environments and experiences that nurture community;
3. Empower the community in the creation and management of public spaces;
4. Identify, encourage and support local champions and communities;
5. Acknowledge the history, stories, people, culture, art and social values of local places;
6. Link people to places to ensure access, legibility and connectivity;
7. Weave old and new experiences to maintain and enhance a place's presence;
8. Create opportunities for responsive and immediate place making opportunities;
9. Create public places of equality for everyone without prejudice or exclusion;
10. Create opportunities that encourage creativity, innovation and risk taking;
11. Generate collaboration, cooperation and resourcing equally between communities, government and the private sector;
12. Develop staging and programmes that build spaces progressively and continuously; and
13. Never stop place making.

5.4 Open space typologies

Open spaces and public places come in many forms as illustrated by Table 1. There is no 'one size fits all' approach to providing open space and public places in higher density areas and a mix of 'types' can provide a variety of experiences and benefits.

Each of these typologies present issues and opportunities which should be considered in relation to the specific circumstances of the locality they are to be situated.



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Table 1 Open Space Typologies

Topic	Explanation	Issues	Opportunities
Greenways and boulevards	<p>Establishing the major transit corridors and linear open space as greenways. Relates to policy 88 and 89 of the 30-year plan update.</p> <p>Review the width of Henley Beach Road and ANZAC Parade to understand their capacity to become greenways, can continuous street trees be established at the moment? Review traffic movement to establish if trees are more appropriate along the sides or down the central median of the roadway with consideration to traffic, trucks and potential tramways.</p> <p>Understand how much space is required to establish a continuous street trees as well as the provision of wide footpaths, with consideration to the provision of verandahs and the required spread of tree canopy.</p>	<p>Would result in a varied building line, footpath and public realm until the whole street is developed</p> <p>Would restrict further the space that could be developed and potentially impact on how attractive parcels are to develop</p>	<p>Provides a continuous tree canopy over the major transit streets increasing shade.</p> <p>Management of the micro climate around where people want to walk and shop or more people live.</p> <p>Meet state strategic planning</p> <p>Create attractive main streets (predominately Henley Beach Road) that people want to visit and linger in resulting in improved economic benefits.</p> <p>Planning Policy: Use the "set back" policy for built form along some main streets (particularly at secondary street intersections) to reclaim the public realm and provide enough room for pedestrianisation, street trees and vegetation.</p>
Public space and rest nodes at intersections	<p>Creating a larger public realm along the side streets adjacent to the main street allow space for increased pedestrianisation, vegetation, trees as well as a "rest" stop with space for the provision of seating and other amenities. This not only provides space pockets of open space but also creates opportunities for people to linger in the main street. These rest stops would also support the movement of older aged people, young children and people with</p>	<p>May restrict development of the corner land parcels</p>	<p>Supports movement and all ages friendly public realm</p> <p>Could be undertaken when the opportunity arises without too much disruption to the footpaths or traffic flows.</p> <p>Planning Policy: Use the established "set back" policy for built form to create larger set backs on secondary road frontages.</p> <p>Use this in conjunction with narrowing the road entranceway, as long as this is does not negatively impact on traffic movements</p>



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Topic	Explanation	Issues	Opportunities
	movement disabilities allowing them to rest along the route and encouraging them to walk to destinations.		Consider development of shared use plaza areas to provide continued access.
Shared use of school facilities	<p>Explore through road closures or acquisition of adjacent land the potential to increase open space provision within schools.</p> <p>Work with schools to ensure that this open space is accessible to the public outside of school hours. Develop an arrangement for the maintenance of open space.</p>	<p>Cost of acquisition of land</p> <p>Ongoing management of agreements between schools, the council and the public</p>	<p>Opportunities to partner with DECD for funding.</p> <p>Create more community involvement and partnerships with the schools – which could lead to a variety of benefits and future opportunities</p> <p>Create a more attractive areas for families to move into due to good school facilities – attract a more diverse demographic into higher density</p> <p>Planning policy: Identify appropriate development parcels adjacent to schools, with consideration to size, position and any heritage considerations. Restrict development on these parcels.</p> <p>Approach DECD and champion the benefits of creating better schools with increased open space together.</p> <p>Encourage any future expansion of the school's built form to be vertical to retain the open space.</p>
Car parks as land banks	Consolidate car parking and consider potential to provide in multideck parking where appropriate. Review and consider establishing open space on car parking where surplus and car parking can be adequately provided elsewhere.	<p>The majority of development parcels cannot accommodate car parking within the built form due to the space required. This would restrict development</p> <p>Difficult to get developers to come together and provide consolidated car parking – on whose land, who pays etc</p> <p>If Council established a multi-deck car park to provide car parking facilities the initial cost would be high</p>	<p>Council to work with developers and bring them together to provide consolidated car parking within the built form.</p> <p>Council could provide car parking facilities to support adjacent development – potential benefit in cost for the ongoing rent of car parks</p> <p>Planning Policy: Require that car parking has to be provided within the built form footprint.</p>



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Topic	Explanation	Issues	Opportunities
Temporary or multi-use open space/car parks or street closures	<p>Temporary closure of roads or car parks to create open space, this could include introducing trees in large pots, trays of established grasses or bushes to provide instant mature vegetation.</p> <p>Temporary seating, furniture and lighting to provide amenities and create an attractive place to linger and socialise.</p> <p>Temporal usage of car parks and streets to increase open space provision within the precinct</p>	<p>This would have to be negotiated with individual land owners to provide the space for this to occur</p> <p>Vegetation would still have to be maintained</p> <p>The temporary park would have to be relocated periodically</p> <p>Could put pressure on car parking use</p>	<p>Could make development allowances for accommodating adjacent development car parking for a specified period of time.</p> <p>Work with developers and land owners to consolidate car parking</p> <p>Would allow for open space provision to be responsive to location and demand</p> <p>Allows for additional open space provision without the high cost of acquisition and development of land</p> <p>Would allow for testing of open space demand and provision in certain locations with the intention that high use areas could justify investment into permanent open space</p> <p>This would be a management program rather than a development plan policy</p>
Drainage channel as linear connections	<p>Providing linear pedestrian and cycle connections along drainage lines. This could be achieved through slowly acquiring additional land along the drainage channel over time when the adjacent parcels are developed. Or this could be achieved in the land currently allocated if the drainage channel was deepened and then a walkway was covering the drainage channel</p>	<p>Cost of establishing a walkway that was safe</p> <p>If land was acquired adjacent to the drainage channel this may take a bit of time to get all of the land required to create a walkway alongside the drainage channel</p>	<p>Opportunities to naturalise the drainage channel and improve water quality</p> <p>Increased pedestrian and cycling connections</p> <p>Planning Policy: Ensure setbacks appropriate to the drainage channel.</p> <p>Is there a potential to work with future developers to reclaim some of this land?</p> <p>Through incentives</p>
Extensive (shallow profile) green roofs on large expanses of roofs	<p>Require the establishment of extensive green roofs on large expanses of roofs</p> <p>Especially if the adjacent built form is going to be higher density residential development overlooking the roof.</p>	<p>Engineering of these buildings and the realistic expectation that they can support the soil, water and vegetation weight required for an extensive green roof</p> <p>Who pays?</p>	<p>Provides amenity and improved outlook to the adjacent higher density developments</p> <p>Improve energy efficiency for the building</p> <p>Could there be a potential to develop the extensive green roofs as part of the open space provision of the adjacent development?</p>



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Topic	Explanation	Issues	Opportunities
Large tree or natural vegetated boundaries between developments	Specify vegetated strips with trees that will grow to a specific height between higher density apartment buildings with 4 or more floors. This will allow for apartments to over look onto green space and also minimise overlooking issues.	If the vegetation is not established properly or maintained and watered properly then this will fail What would the ongoing maintenance and cost of this be and who would cover these costs?	Provides passive green space for people to visually connect to, improving mental health and wellbeing Improves the micro climate and helps to reduce the energy costs of the adjacent building due to shade etc Provides privacy Vegetated strip would have to be wide enough to accommodate the tree roots and also have specifications for irrigation – could use grey water from the building?
Encourage the development of intensive (deep root profile) green roofs	Require that all new development can support an intensive green roof either now or in the future. Provision of semi-private open space on the development roof would increase open space and also reduce the urban heat island effect. Would essentially re-establish the same amount of open space that used to be there originally and still allow development.	The increase cost of engineering the buildings to accommodate this Provide semi-private open space not public open space unless it was developed on a supermarket or urban centre Who establishes and maintains the vegetation?	Could increase the sense of community within the building. Creates opportunities for productive gardens depending on the inhabitants Reduces urban heat island through the reduction of hard reflective surfaces and the increase of moisture and evapotranspiration Would alleviate the pressure for public open space through the provision of a communal backyard managed by the strata
Small pocket parks, laneways or courtyards	Instead of acquiring enough land within the urban corridors to establish large amounts of open space, establish small pocket parks or urban courtyards that are open to the public. These could have green walls, small gardens or vegetation in pots, as well as shelters or shade cloth. Provides a more urban open space	Size of pocket parks would restrict the use of this open space. It would not cater for recreation or other activities that require a larger amount of space Would still cost to purchase land and develop this however this could focus on at grade car parking so that it minimises the cost due to reduced demolition and development costs	Cost of acquiring land would be cheaper for smaller parcels, could be achieved within a block size or even half a block size with the potential to sell/rent half the block to the adjacent development Could allow it to be used by the adjacent land owners if they maintained it – however this could lead to it becoming privatised to a degree



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Topic	Explanation	Issues	Opportunities
Road closures	Closure of road/s and conversion to open space Requires traffic assessment to understand how used and level of use as well as community engagement. Where predominantly used by residents and light volume of traffic can provide opportunity for conversion to open space.	Ensure that this would not impact negatively on the traffic movement of the surrounding streets	Improves open space provision in an area where there are limited/no other opportunities for acquiring land
Green walls	Development of vertical landscape elements to increase the amenity of existing urban areas. Focus on providing visual amenity as well as the potential to provide landscape offset to urban heat island effects	Infrastructure on third party property Cost development and who is responsible for costs and maintenance Specific location requirements of green walls	Increase landscape amenity Increase potential for biophilic opportunities Augmentation of urban heat island effects



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5.5 Case studies

The following case studies provide examples of selected typologies from Table 1.

Rest Nodes at Intersections

Located in an area where there is a lack of green space and rest spaces in the urban realm.

Located along a local street which runs perpendicular to main streets or arterial roads. Potential to deliver pocket green spaces and should be located within the public realm within 20 metres of the intersection with the main street.



Case study
Jetty Road
Green Rooms

Jetty Road in Glenelg, Adelaide is a vibrant main street with a strong retail provision which attracts a high number of visitors. It is a two lane road which accommodates cars, buses, tram and cyclists, with on-street parking both sides. While the pedestrian footpath is of an adequate width it has to accommodate a high volume of pedestrians and spill out areas for adjacent businesses (such as outdoor dining), resulting in a limited space for the provision of amenities.

The Jetty Road Green Rooms project aimed to utilise the urban space of the street more efficiently while providing increased amenities for visitors. This included a carefully designed area which co-located a number of amenities including benches oriented to allow pedestrians to congregate while maintaining access, trees with lower vegetation located at each end of the node to provide shade throughout the day, bin located close to the main street, and bright orange art elements to reflect the identity of Jetty Road and to provide information, seating and rest opportunities.

Key benefits
delivered

- Increases landscape amenity
- Improves pedestrian experience of the public realm through the increased provision of amenities (seating, shade, bins etc) close to main street
- Increases the public realm/decreasing the road width at these intersections to provide a rest node can be used to manage traffic if required.
- Provides rest stops close to the main street but in a quieter location with reduced conflicts between rest stop users and pedestrians
- Supports mobility impaired and young children through provision of regular rest stops
- Can be incorporated into a pedestrian crossing point



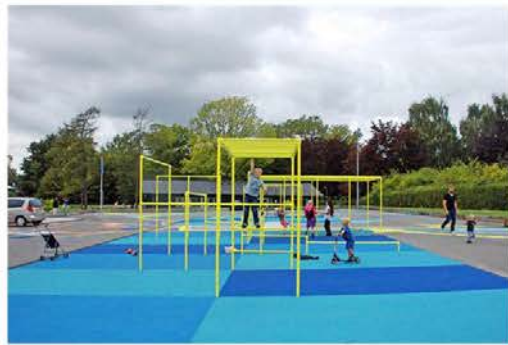
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Car Park Closure/Multipurpose Space

Creation of innovative new open space opportunities located within high density areas with limited access to play facilities. Potential to activate car parks which close for particular periods of time (e.g. after hours, weekends) to create multi-function public space.



Hedehusene
Denmark

In Hedehusene Denmark an existing parking lot has been transformed to accommodate parking as well as provide a safe and vibrant culture and recreation space. The car parking lot is in a key location within an activity hub and provides a link between many facilities including the rail station, residential area, sports and cultural centre.

The project delivered a number of recreation and play opportunities including play equipment, climbing walls, ball games, bike parking and community market space. These requirements were developed in consultation with the local community. Initially, spaces were delivered through graphics applied to the asphalt, utilising existing walls for ball games and climbing. Overtime, additional play and training facilities within the car park have been developed which have been carefully located and designed to ensure retention of clear and accessible car parking while maximising recreational opportunities.

Key benefits
delivered

Maximises the use of existing space; this is high priority for high density developments
Recognises the importance of providing parking facilities to support surrounding businesses while still providing positive community and open space outcomes
Additional play facilities provided in a central location at the times where there is higher demand (e.g. weekends)



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Greenways

Streets which have to accommodate a number of different users including public transport, cars, cyclists and pedestrians. Appropriate for streets which have the width to accommodate best practice requirements for lane widths, cycle lanes, landscape buffers and footpaths.



Bourke Street

The Bourke Street project in Surry Hills is an upgrade of an existing cycle route connecting major inner city locations. The project was a collaborative design process undertaken by the City of Sydney, consultants, Government Departments and the local community.

Instead of an on road engineered solution with no motor vehicle separation, the cycleway incorporates median plantings and urban design features that redefine the inner-city streetscape.

The Bourke Street design took a holistic approach to ensure safety by using medians and curbs to separate cyclists from traffic, reducing both the speed limit and road space available to motor vehicles and developing "Shared Environment Intersections". These innovative crossings give right-of-way to pedestrians, and provide equivalent rights to people on bikes and in cars within the intersection.

Pedestrians are served by better footpath amenity, with the increased distance from vehicular traffic, extensive buffer planting, new street trees, rain gardens, permeable paving and seamless integration with existing public spaces.

Additionally, curb extensions increase sight lines and reduce pedestrian and cycle crossing distances; and lighting has also been upgraded, to encourage round-the-clock use.

Key benefits delivered

Improves pedestrian safety and amenity due to increased tree planting, lighting, crossing points and greater separation from cyclists and cars

Improves cyclist safety and amenity due to separated cycle lanes to reduce conflict and improve commute times, and provision of shade trees

Encourages behaviour change and increased adoption of bicycle use by hesitant or timid riders

Retains clear car and bus movement and reduces conflicts on-street parking depending on street width

Increases tree canopy cover within the urban realm and changes the street from an arterial road focused on the movement of cars to a space for everyone.



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Priorities for open space in the City of West Torrens

6.0 Priorities for open space in the City of West Torrens

Planning policy changes and the introduction of the Urban Corridor Zone and Medium Density Policy Areas will not only contribute to a change in urban form but also drive an increase and diversification in population located in and around these higher density areas.

In order to understand how an increased population and population density will impact upon existing open space provision across the City of West Torrens analysis was undertaken which considered current public open space areas and their proximity to both the Urban Corridor Zone and Medium Density Policy Areas.

This analysis was based on the principles set out in the City of West Torrens *'Open Space and Public Place Plan (2013)* and utilised GIS to determine those Urban Corridor Zone and Medium Density Policy Areas that may be deficient in open space provision given projected population growth scenarios.

Specifically, the analysis comprised consideration of the following aspects:

- Rates of development growth in similar urban growth/corridor zones (ie City of Prospect)
- Current population of each of the identified zones/policy areas
- Estimated population at 2027 including taking into account sites suitable for higher density development
- Current provision of open space within the identified zones/policy areas
- Current provision of open space within 400 metres of the identified zones/policy areas
- Ratio of open space provision per head of population (current and future).

This analysis enabled the identification of deficiencies of open space in terms of:

- Availability within the policy area itself or within 400 metres proximity
- Open space area per head of population.

Table 2 shows the results of this analysis and the following conclusions are made:

- A number of policy areas currently contain no parcels of open space within their boundaries which means that the majority of Policy Areas are reliant on open space located elsewhere
- At 2011 within existing Policy Areas, only Mile End and Thebarton met the desired ratio of 3 hectares per 1000 people or more of open space
- Using future population projections and development potential data, by 2027, only Mile End will meet the desired ratio of 3 hectares per 1000 people or more of open space within the Policy Area itself
- In 2011, all Policy Areas apart from Policy Area 18 (Keswick/Ashford), Policy Area 19 (Underdale/Torrensville) and Policy Area 36 have sufficient open space within 400 metres that meets the desired open space provision ratio
- Using future population projections and development potential data, by 2027, Policy Areas that will not have sufficient open space within 400 metres to meet the desired open space provision ratio are Policy Area 18 (Keswick/Ashford), Policy Area 19 (Underdale/Torrensville), Policy Area



(Marleston/Kurrulta park/North Plympton) and Policy Area 34 (Keswick/ Ashford / Kurralta Park / Plympton) and Policy Area 36.

Table 2 Analysis of current future open space provision

Zone	Policy Area	Section / Suburbs	Current open space within Policy Area (ha)	Current open space within 400m (Ha)	Estimated population (2011)	Ratio Open Space (Ha) to 1000 people (2011)	Estimated population (2027) (HIGH)	Ratio Open Space (Ha) to 1000 people (2027)	Ratio Open Space within 400m (Ha) to 1000 people 2027 (3Ha or greater recommended)
Residential	18	Underdale	0.4	16.5	403	1.1	617	0.7	26.7
		Mile End	1.7	27.2	315	5.5	497	3.5	54.8
		Keswick / Ashford	1.1	2.4	1161	0.9	1623	0.7	1.5
		Kurralta Park / Plympton / Camden Park	0.4	27.8	4090	0.1	6027	0.1	4.6
Residential	19	Underdale	0.0	14.5	181	0.0	406	0.0	35.7
		Underdale / Torrensville	0.0	0.4	849	0.0	1295	0.0	0.3
		Hilton / Richmond	0.2	8.9	1687	0.1	2450	0.1	3.6
		Marleston / Kurralta Park / North Plympton	6.6	17.3	4257	1.5	6393	1.0	2.7
Urban Corridor	34	Thebarton / Mile End	0.6	57.3	2	n/a	1346	0.4	42.6
		Keswick/ Ashford / Kurralta Park / Plympton	0.0	19.6	2150	0.0	9441	0.0	2.1
Urban Corridor	35	Mile End / Torrensville	0.0	21.6	246	0.2	1866	0.0	11.6
		Brooklyn Park	0.0	0.2	1	n/a	40	0.0	3.8
Urban Corridor	36	Torrensville / Brooklyn Park	0.0	0.9	792	0.0	1158	0.0	0.8
Urban Corridor	37	Thebarton	0.7	34.7	93	7.5	3569	0.2	9.7
		Keswick	0.0	3.6	34	0.0	976	0.0	3.7



URPS

Open Space Structure Plan for Higher Density Developments

Structure Plan for priority open space

7.0 Structure Plan for priority open space

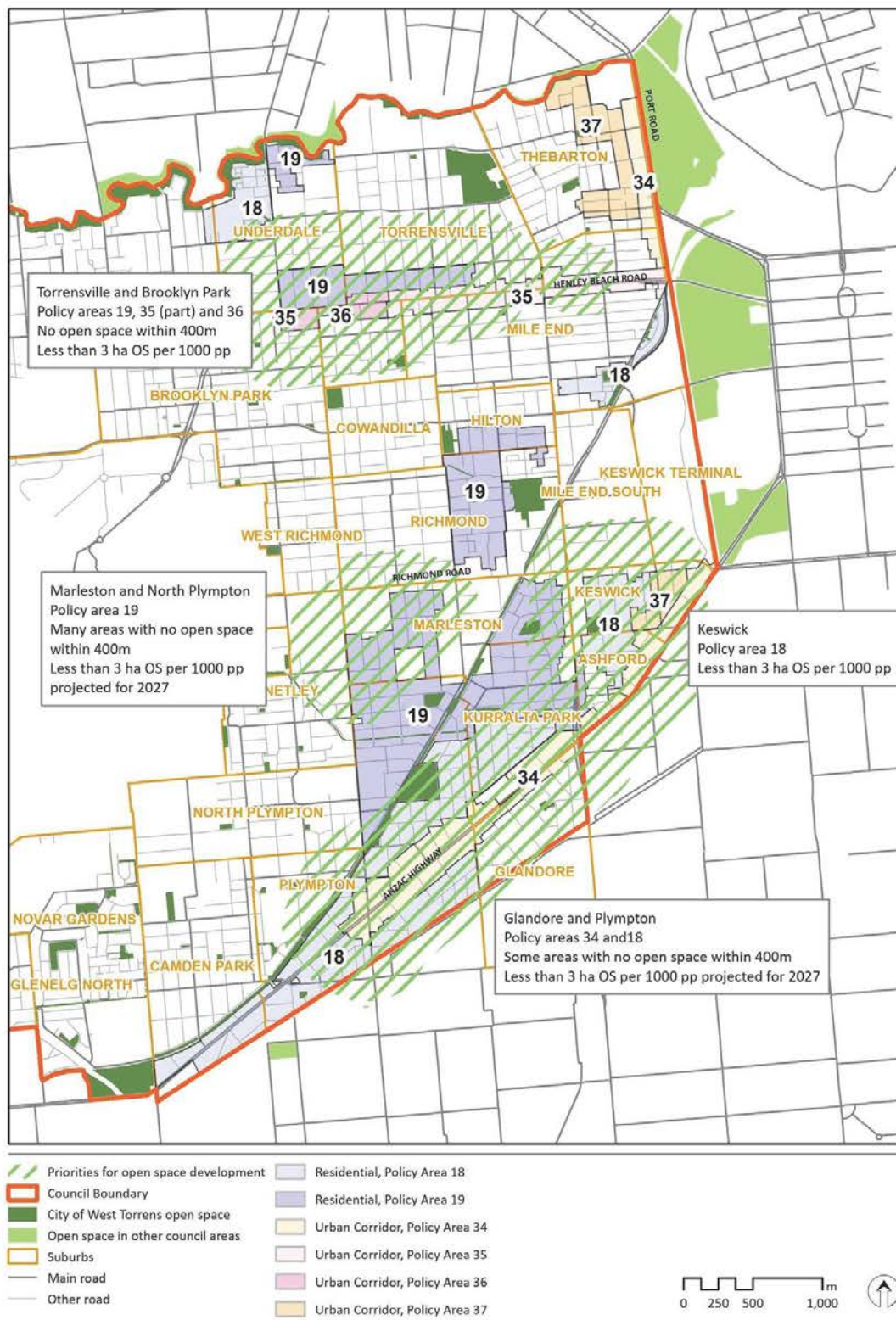
Based on the analysis described in 6.0, Figure 4 shows the priorities for open space provision in relation to the Urban Corridor Zone and those areas zoned Residential and located within the Medium Density Policy Areas.



Open Space Structure Plan for Higher Density Developments

Structure Plan for priority open space

Figure 4 Structure Plan for priority open space for higher density development areas



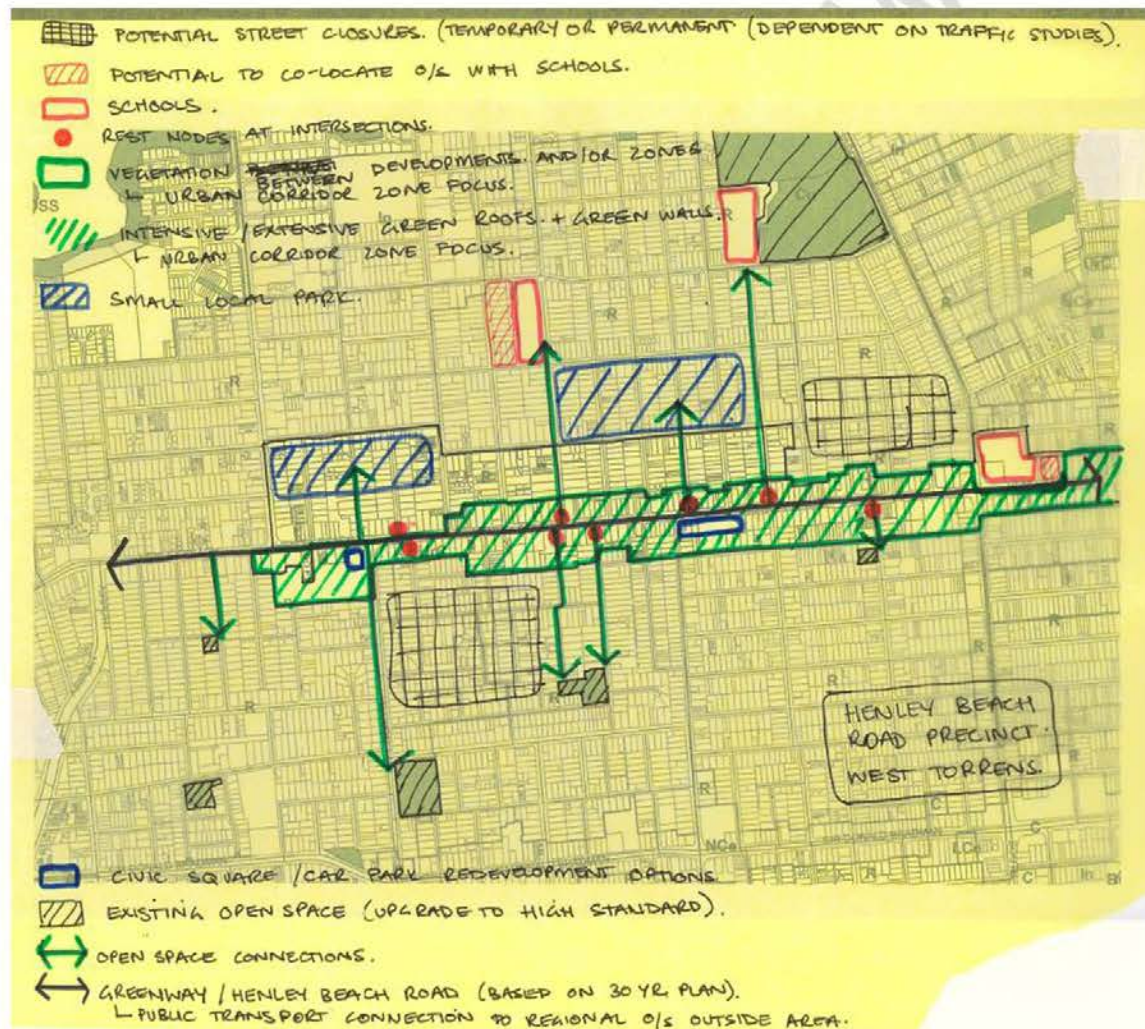


7.1 From Structure Plan to open space provision 'on the ground'

The Structure Plan for open space provision in relation to higher density areas as summarised by Figure 4 provides high level direction regarding where there is a deficit of open space provision based on future needs. The Structure Plan can be used to guide investment and action by Council drawing on the other information contained within this report to develop more detailed plans at a finer grain/precinct level. In particular the open space and public place typologies documented in Section 5.4 should be considered when translating the Structure Plan to a more granular level.

Figure 5 provides an example of the way in which the typologies have been applied to the Henley Beach Road Precinct which has been identified as an area deficient in open space provision.

Figure 5 Example-Henley Beach Road Precinct





URPS

Open Space Structure Plan for Higher Density Developments

Legislative and policy opportunities

8.0 Legislative and policy opportunities

There are a range of legislative and policy opportunities that can facilitate the provision of open space and public places in both the private and public realm.

8.1 Private Open Space

Council's Development Plan recognises the need to provide suitable private open space or communal open space which is for the exclusive use of the resident/s, and in doing so prescribes a minimum area and dimension for such spaces dependent on the site area or dwelling type.

The following is a summary of the area and dimension requirements which considers the nature of higher density development to comprise smaller site areas and multi-storey buildings:

Table 5-1 Private Open Space requirements

Site Area (m ²)	Minimum Area (m ²)	Minimum Dimension (m)
<300 (at ground level)	24 (of which 8 may comprise balconies, roof patios etc. when comprising minimum dimension of 2m)	3
Dwelling Type	Minimum Area (m ²)	Minimum Dimension (m)
Studio	0	N/A
1 bedroom dwelling	8	2
2 bedroom dwelling	11	2
3+ bedroom dwelling	15	2

In prescribing the above, the Development Plan allows for the substitution of private open space for communal open space when the equivalent area is provided, subject to a number of minimum requirements.

The above provisions and use of communal open space is considered reasonable when accompanied by accessible, high quality and fit-for-purpose public open space within 400 metres.

8.2 Public Open Space

The provision of public open space is controlled by both the *Development Act, 1993* and the provisions of the Development Plan. Relevant aspects are discussed below.

8.2.1 Development Act Requirements

The provision of public open space when undertaking land division is guided by Section 50 of the *Development Act, 1993* which prescribes a requirement for the provision of land (up to 12.5% of the development area) to be vested in Council or the Crown as public open space, or a monetary contribution per allotment to be paid into a fund. Current contribution rates are prescribed as \$6,676 per allotment.

As has been demonstrated through the *Open Space and Public Place Plan 2013*, this approach to providing public open space is adequate when associated with development of a large greenfield site, however results in deficiencies when considering the open space needs of residents living in higher density areas which cluster higher population yields on smaller parcels.



URPS

Open Space Structure Plan for Higher Density Developments

Legislative and policy opportunities

8.2.2 Development Plan Requirements

The Development Plan provides a range of controls for the siting and design of public open space and recreation areas. In this, the principles of the development plan recognise the need for a hierarchy of open space which is well connected and facilitates a range of active and passive recreation activities, further expressing both the size and location requirements for different forms of open space.

Whilst addressing a number of open space expectations, the policy is silent on the role that public places play in facilitating positive community outcomes, whilst the literature emphasises the role these places can play in supporting traditional open space and recreation areas and addressing the need of a diverse higher density population.

8.3 Opportunities to increase Public Open Space Provision

In recommending the above planning policy amendments, it is recognised that there are broader matters which, if addressed, may greatly assist in providing public open space which caters for higher density areas. These opportunities are independent of planning policy and include:

- Large oval access – many larger ovals (often associated with a private or public school) which have the capacity to facilitate higher order passive and active forms of recreation are not accessible to the general public.
- Funding new and improved open space and public place – The existing Planning and Development Fund is used to provide financial assistance to local governments for the purchase, development and planning of regional open space and to develop and implement place-based urban improvement strategies and projects.

Whilst the core function of the fund remains relevant in addressing the supply of regional open space in locations identified as being deficient, there is an opportunity to expand the role of the fund which will assist in addressing the varying demands of higher density areas, in particular by expanding the provision of Open Space grants. This would involve providing capital funding assistance to cater for the provision of, and improvement of, existing smaller scale open space areas which address the day-to-day needs of residents. There is scope within this proposal to benchmark funding to those areas which do not have open space within 400m of higher density areas.



9.0 Recommendations

To aid the provision of open space in relation to higher density development that is anticipated in the identified zones and policy areas that are the subject of this Structure Plan the following recommendations are made:

1. Focus action for open space and public realm provision and enhancement in those priority areas as identified by the Structure Plan (refer Figure 4). Key strategies for the provision of new open space is for Council apply for funding from the Planning and Development Fund to support the purchase of land and make public realm enhancements in the localities that show a deficit as identified by the Structure Plan.
2. Develop more detailed 'precinct' plans for open space and public realm provision and enhancement in the identified priority areas using the example provided for Henley Beach Road (refer Figure 5) and drawing on the typologies identified by Section 5.4. In particular, focus should be placed on:
 - a. Providing continuous tree canopy over major transit streets to increase shade
 - b. Creating an attractive main street environment along Henley Beach Road
 - c. Reclaiming public realm along some main streets and at secondary street intersections to create room for street trees and other vegetation, and the provision of 'rest stops' including seating and other amenities and pockets of open space for people to 'linger' and spend time
 - d. Consolidating car parking and considering the potential for multi-deck car parking where appropriate
 - e. Providing linear pedestrian and cycling connections along drainage lines
 - f. Establishing major transit corridors as greenways
 - g. Requiring the establishment of green roofs
 - h. Creating vegetated strips with trees that will grow to specific heights between higher density apartment buildings of 4 or more floors
 - i. Establishing small pocket parks or urban courtyards that are open to the public
 - j. Creating vertical landscaping such as green walls
 - k. Opportunities for acquiring land for the development of open space
3. Review and amend planning policy to ensure it facilitates the achievement of open space and public realm outcomes proposed by this Structure Plan.



URPS

Open Space Structure Plan for Higher Density Developments

Recommendations

4. Explore opportunities for the provision of/sharing open space with schools including:
 - a. Identifying opportunities to partner with the Department of Education and Child Development for funding
 - b. Championing the benefits of creating schools with better quality/increased areas of open space in partnership with Council
 - c. Encouraging any future expansion of a school's built environment to be vertical in order to retain open space.

8.3 Council Policy Review Report

Brief

This report presents the status of Council policies.

RECOMMENDATION

The Committee recommends to Council that the Council Policy Review Report be received.

Introduction

Council has approved a variety of policies which govern the day to day decision making and actions of the organisation. Council Policy reviews are undertaken by the department which manages the policy, before being approved by the Executive and referred to the City Advancement and Prosperity General Committee (Committee) for recommendation to Council.

There are currently 80 active documents (**Attachment 1**) that are approved by Council as follows:

- 62 Council Policies
- 8 Terms of Reference
- 5 Codes of Conduct/Practice
- 5 By-laws.

Council policies undergo regular review by the Administration, or when directed by Council, to ensure that the policies meet current legislative requirements and the needs of the community.

The review process for these documents is as follows:

- Council are reviewed every five years unless there is a legislative requirement or other requirement to review them earlier.
- By-laws are reviewed every seven years.
- Terms of Reference are reviewed as determined by Council.
- Codes of Conduct/Practice are reviewed as required by legislation.

Discussion

The table below presents an update on Council Policies which are overdue for review. The relevant manager has provided a status update as to when the relevant policy will be presented to the Committee for consideration and recommendation to Council.

Policy Title	Due Date	Department	Classification	Managers Comments
Animal Nuisance Complaints Policy	04/09/2017	Regulatory Services	Council	Currently under review. It is anticipated to be presented to the April meeting of the City Advancement and Prosperity General Committee.
Annual Budget Policy	02/07/2018	Financial Services	Council	To be presented at this meeting of the City Advancement and Prosperity General Committee

Asset Naming Policy	05/03/2018	Strategy and Business	Council	To be presented at this meeting of the City Advancement and Prosperity General Committee.
Building Inspection Policy	03/05/2018	City Development	Council	Currently under review. It is anticipated to be presented to the April meeting of the City Advancement and Prosperity General Committee.
Fleet Management Policy	05/11/2018	City Operations	Council	Currently under review. It is anticipated to be presented to the April meeting of the City Advancement and Prosperity General Committee.
Liquor Licensing Policy	01/11/2016	City Development	Council	Review has been put on how pending the implementation of the State Government's current Liquor Licensing Reform.
Natural Environment Policy	02/07/2018	Strategy and Business	Council	Currently under review. It is anticipated to be presented to the April meeting of the City Advancement and Prosperity General Committee.
Public Consultation Council Policy	02/07/2018	Strategy and Business	Council	Currently under review. It is anticipated to be presented to the April meeting of the City Advancement and Prosperity General Committee.
Urban Verge Management Policy	06/03/2017	City Assets	Council	Currently under review. It is anticipated to be presented to the April meeting of the City Advancement and Prosperity General Committee.
Waste Minimisation and Recycling Services Policy	04/09/2017	Regulatory Services	Council	Currently under review. It is anticipated to be presented to the April meeting of the City Advancement and Prosperity General Committee.

Conclusion

This report provides the City Advancement and Prosperity Committee with an update as to the current status of Council Policies undergoing review for consideration and recommendation to Council.

Attachments

1. Current By-Laws, Codes, Policies and Terms of Reference

City of West Torrens - Council Policies, By-Laws, Codes and Terms of Reference

Name of Policy	Department	Scheduled Review
By Laws		
By Law 1 - Permits and Penalties	Executive	01/03/2024
By Law 2 - Local Government Land	Executive	01/03/2024
By Law 3 - Roads	Executive	01/03/2024
By Law 4 - Moveable Signs	Executive	01/03/2024
By Law 5 - Dogs	Executive	01/03/2024
Codes		
Code of Conduct - Assessment Panel Members	Executive	10/10/2022
Code of Practice - Access to Meetings and Documents	Executive	01/11/2019
Code of Practice - Procedures at Meetings	Executive	24/04/2022
Mandatory Code of Conduct for Council (Elected) Members	Executive	
Mandatory Code of Conduct for Council Employees	Executive	
Council Policies		
Advertising on Council Land and Related Public Infrastructure Policy	Regulatory Services	02/05/2022
Animal Nuisance Complaints Policy	Regulatory Services	04/09/2017
Annual Budget Policy	Financial Services	02/07/2018
Asset Management Policy	City Assets	04/03/2019
Asset Naming Policy	Strategy and Business	05/03/2018
Building Inspection Policy	City Development	03/05/2018
Capitalisation of Assets Policy	Financial Services	17/07/2023
Children and Vulnerable Persons Safety Policy	Community Services	01/11/2021
Commonwealth Home Support Program (CHSP) Advocacy Policy	Community Services	20/03/2022
Commonwealth Home Support Program (CHSP) Care Recipient Does Not Respond to a Scheduled Visit Policy	Community Services	20/03/2023
Commonwealth Home Support Program (CHSP) Fees and Charges Policy	Community Services	31/12/2022
Commonwealth Home Support Program (CHSP) Quality Assurance Policy	Community Services	20/3/2022
Council Reception Room - Richmond Oval Policy	Executive	15/03/2021
Customer Complaints Policy	Strategy and Business	15/03/2021
Development Assessment Panel Delegations Policy	Strategy and Business	20/09/2021
Elected Member - Recognition of Service Policy	Executive	19/07/2021
Elected Members Allowances, Facilities, Support and Benefits Policy	Executive	29/11/2021
Elected Members Attendance at Conferences Policy	Executive	24/04/2022
Elected Members Electronic Communications Facilities Policy	Information Services	06/11/2017

City of West Torrens - Council Policies, By-Laws, Codes and Terms of Reference

Name of Policy	Department	Scheduled Review
Council Policies		
Elected Members Records Management Policy	Executive	20/09/2021
Elected Members Training and Development Policy	Executive	17/03/2020
Elections Period Caretaker Policy	Strategy and Business	30/06/2022
Enterprise Risk Management Policy	Strategy and Business	19/05/2020
Expiation Notice Decision Review Policy	Regulatory Services	15/03/2021
Flags Policy	Executive	21/03/2022
Fleet Management Policy	City Operations	05/11/2018
Food Act Inspections and Auditing Fees Policy	Regulatory Services	17/07/2023
Found Property Policy	Strategy and Business	04/03/2019
Fraud and Corruption Prevention, Control, Reporting and Investigation Policy	Executive	02/09/2019
Graffiti Management Policy	City Operations	19/07/2021
Grants, Sponsorship and Donations Program Policy	Community Services	15/11/2021
Impoundment of Vehicles Policy	Regulatory Services	17/05/2021
Informal Gatherings and Discussions Policy	Strategy and Business	15/11/2021
Internal Review of Council Decisions Policy	Executive	21/03/2021
Investment Policy	Financial Services	20/09/2021
Kerbside House Numbering Policy	City Assets	04/11/2019
Libraries Policy	Community Services	19/07/2021
Liquor Licensing Policy	City Development	01/11/2016
Memorials Policy	City Assets	03/05/2022
Mendelson Foundation Investments Policy	Financial Services	04/11/2019
Mendelson Foundation Support Policy	Executive	21/03/2022
Mobile Food Vendors Policy	Regulatory Services	01/05/2023
Natural Environment Policy	Strategy and Business	02/07/2018
Ombudsman Enquiries and Investigations Policy	Strategy and Business	20/09/2021
Order Making Policy	Regulatory Services	22/11/2022
Parking Permits and Exemptions Policy	Regulatory Services	15/09/2020
Procedures at Council Assessment Panel Meetings	Executive	01/12/2018
Procurement Council Policy	Strategy and Business	21/07/2020
Provision of Council Gifts Policy	Strategy and Business	19/07/2021
Public Comment Policy	Executive	17/03/2020
Public Consultation Council Policy	Strategy and Business	02/07/2018
Rate Rebates, Remissions and Postponement Policy	Financial Services	21/07/2020
Reporting and Investigating Council Member Code of Conduct Complaints	Strategy and Business	02/09/2019
Revaluation of Assets Policy	Financial Services	17/07/2023

City of West Torrens - Council Policies, By-Laws, Codes and Terms of Reference

Name of Policy	Department	Scheduled Review
Council Policies		
Sale and Disposal of Assets Policy	Strategy and Business	21/07/2020
Social Media Use and Management Policy	Strategy and Business	17/05/2021
Talking Points Policy	Strategy and Business	17/11/2020
Treasury (Debt Management) Policy	Financial Services	17/07/2023
Urban Tree Management Policy	City Operations	04/03/2013
Urban Verge Management Policy	City Assets	06/03/2017
Use of Public Footpaths and Roads for Business Purposes Policy	Regulatory Services	01/03/2022
Waste Minimisation and Recycling Services Policy	Regulatory Services	04/09/2017
Whistleblowers Policy	Executive	17/05/2021
Terms of Reference		
Audit General Committee Terms of Reference	Executive	15/01/2021
Building Fire Safety Committee Terms of Reference	Executive	08/08/2020
Chief Executive Officer's Review Prescribed General Committee Terms of Reference	Executive	30/11/2022
City Advancement and Prosperity General Committee	Executive	15/01/2021
City Facilities and Waste Recovery General Committee	Executive	15/01/2021
City Finance and Governance Standing Committee Terms of Reference	Executive	15/01/2021
City Services and Amenity Standing Committee Terms of Reference	Executive	15/01/2021
Council Assessment Panel - Terms of Reference	Executive	01/12/2022

8.4 Council Policy - Mobile Closed Circuit Television

Brief

This report presents the draft *Council Policy - Mobile Closed Circuit Television* to Council for consideration and adoption.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The *Council Policy - Mobile Closed Circuit Television* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical and/or editorial nature to the *Council Policy - Mobile Closed Circuit Television*.

Introduction

As part of the 2017/2018 budget, Council allocated funding to purchase portable closed circuit television (CCTV) equipment to provide an additional security presence across West Torrens. In addition, Council received a grant of \$50,000 as part of the Security in the West Mobile CCTV Project which was administered by the Department of the Attorney-General.

A competition was held to name the CCTV Security Trailer that was purchased. In March 2018 Council selected the name 'Iris' from the competition entries.

Iris will be used across West Torrens, including use by community groups, as a crime prevention tool which will aid investigations into crimes in the area. Being a mobile unit Iris can be easily relocated to hotspots throughout the community as required.

Discussion

The *Surveillance Devices Act 2016 (Act)* prescribes the use of optical surveillance devices such as Iris.

Section 5 of the Act prescribes the following:

'A person must not knowingly install, use or maintain an optical surveillance device on or in premises, a vehicle or any other thing, (whether or not the person has lawful possession or lawful control of the premises, vehicle or thing) to record visually or observe the carrying on of a private activity without the express or implied consent of each party to the activity.'

While activities that occur, in public places are excluded from being considered to be 'private activities', the Administration is conscious that some individuals would prefer not to be filmed while in public places. Subsequently the draft *Council Policy - Mobile Closed Circuit Television* (Policy) was developed to provide a framework for the use of Iris. The draft Policy details how images from Iris will be collected, stored, retained, disclosed and disposed (**Attachment 1**).

The Policy also prescribes how the public will be informed about the use of Iris and details a process for lodging complaints and concerns.

Conclusion

The draft *Council Policy - Mobile Closed Circuit Television* is presented to Council for approval.

Attachments

1. **Draft Council Policy - Mobile Closed Circuit Television**

CITY OF WEST TORRENS



Council Policy: Mobile Closed Circuit Television

Classification:	Council Policy
First Issued:	August 2018
Dates of Review:	
Version Number:	1
Objective ID:	A2212731
Applicable Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> • <i>State Records Act 1997</i> • <i>Surveillance Devices Act 2016</i> • <i>Freedom of Information Act 1991</i>
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • AS 4806-2006 Closed Circuit Television • General Disposal Schedule For Local Government No GDS20 • Disposal Schedule RDS2-17/37
Associated Forms:	
Note:	
Responsible Manager:	General Manager Urban Services
Confirmed by General Manager:	Date
Approved by Executive:	Date
Endorsed by Council	Date

City of West Torrens Council Policy -

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3. Scope	3
4. Definitions.....	3
5. Policy Statement.....	4

DRAFT

Objective ID -

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City of West Torrens Council Policy -

COUNCIL POLICY - Mobile Closed Circuit Television

1. Preamble

- 1.1 Council strives to provide a safe and secure environment for residents, visitors and employees. In order to help achieve this, Council owns a mobile Closed Circuit Television (CCTV) trailer named 'Iris'.
- 1.2 Council understands that there are competing needs between the need for security and public safety and the right to privacy. This policy will seek to outline how information and images from Iris will be collected, stored, retained, disclosed and disposed.

2. Purpose

- 2.1 This policy guides the application and operation of 'Iris'.
- 2.2 This policy is intended to provide information, direction and guidance for employees, Elected Members and the community about how the City of West Torrens (CWT) will employ visual surveillance throughout West Torrens with a specific aim to:
 - Contribute to an increased feeling of community safety and security.
 - Identify, manage, deter and reduce criminal or unlawful behaviour.
 - Protect Council-owned assets.
 - Provide Police and law enforcement agencies with appropriate evidence and information to both prosecute criminal offences and to reduce and manage unlawful behaviour, having had occurred or that may occur.

3. Scope

- 3.1 This policy applies to the application and operation of Iris in the CWT.

4. Definitions

- 4.1 **CCTV** means Closed Circuit Television.
- 4.2 **Data** means all information, including pictures, footage, or sounds relating to a person, place, or thing that is captured, recorded and stored.
- 4.3 **Disclosure of data** means the duplication and/or release of data.
- 4.4 **Incident** means any activity that raises cause for concern that an offence has been, is being, or is about to be committed.
- 4.5 **Iris** means the CWT's mobile CCTV trailer.
- 4.6 **Offence** means an illegal act.
- 4.7 **Priority location** means a location determined by such criteria as the level of pedestrian and traffic flow through an area, where there has been a history of crime or anti-social behaviour, and when a request for deployment of Iris is made.
- 4.8 **Public place** means a public place within the meaning of the *Local Government Act 1999*.

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5. Policy Statement

5.1 Operation of Iris

- 5.1.1 Iris will be used to monitor a public place/area where it serves the interest of public good, or when it is deemed in the interest of protecting:
- Public and community safety.
 - Key community areas.
 - Assets and properties.
- 5.1.2 Iris shall be positioned at 'priority' locations as determined appropriate by the Chief Executive Officer (CEO) or as recommended to Council by a Committee of Council.
- 5.1.3 Iris may be used to monitor community events, whether organised by CWT or not, at the discretion of the CEO or at the request of the event organiser. The CWT reserves the right to approve or refuse any application made by an event organiser or third party who seeks the deployment of Iris at their event.
- 5.1.4 At all times the CWT will endeavour to ensure the privacy of individuals and ensure that Iris is used for its designated purpose.
- 5.1.5 Images and recordings generated by Iris remain the property of the CWT and will not be made available to members of the public unless required under legislation.
- 5.1.7 Iris will record images but those images, for the main, will not be monitored in real time other than when CWT officers or other authorised persons have remote access to Iris for operational purposes.

5.2 Public Information and Consultation

- 5.2.1 Clearly visible signs that Iris is operating will be displayed in the area covered by Iris and at other key points. These signs will:
- Inform the public that Iris is filming and capturing data.
 - Allow people entering the area to make a reasonable approximation of the area covered by Iris.
 - Inform the public of the time frame for which recording will occur.
 - Identify the City of West Torrens as the owner of Iris.
 - Provide a contact telephone number and email address for inquiries in relation to Iris.
- 5.2.2 Information about Iris's location and activities will also appear on the CWT website and social media.

5.3 Viewing and Disclosure of Recorded Material

- 5.3.1 Access to and/or the release of recorded material will only be permitted for the following reasons:
- To the South Australian Police (SAPOL) for law enforcement and investigation purposes.
 - Lawyers / solicitors where a discovery order is served.
 - In accordance with an application under the *Freedom of Information Act 1991*.

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City of West Torrens Council Policy -

- Where required or compelled to by law.

5.3.2 Council retains ownership of copyright in all recordings and images generated by Iris.

5.4 Retention of Recordings

5.4.1 All CCTV recordings will be retained for a minimum of 31 days.

5.4.2 Any recordings or images downloaded from Iris for disclosure to a third party will be retained for a minimum of seven (7) years.

5.5 Disposal of Recordings

5.5.1 Any CCTV recordings that have not been downloaded and are subject to the 31 days retention will be automatically overwritten and the information will be consequently disposed.

5.2.1 Any recordings of images downloaded from the CCTV system and subsequently retained in Council's records' management system will be disposed of in accordance with General Disposal Schedule No.20 as established under section 23 of the *States Records Act 1997*.

5.6 Accountability

5.6.1 The CWT will carry out an annual audit of Iris and the data captured.

The audit will

- examine the content of recorded material.
- examine all applications for view/release of recorded material.
- consider any outstanding assessments of CCTV locations for future planning.

5.6.2 The results of evaluation will be reported to Council and taken into account in the future functioning, management and operation of Iris.

5.7 Complaints

5.7.1 Complaints in relation to any aspect of the management or operation of Iris should be directed in writing to the attention of the Council's CEO, City of West Torrens, 165 Sir Donald Bradman Drive Hilton.5033. All complaints received will be managed in accordance with the *Council Policy - Complaints*.

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8.5 Review of the Council Policy - Asset Naming

Brief

This report presents the draft *Council Policy - Asset Naming*.

RECOMMENDATION

The Committee recommends to Council that:

1. It approves the draft *Council Policy - Asset Naming*.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the draft *Council Policy - Asset Naming*.

Introduction

A council has the power, pursuant to s219 of the *Local Government Act 1999* (Act), to assign a name or change the name of a public road, a private road and a public place.

Section 219(5) of the Act requires each council to adopt a policy relating to the assigning of names to a road (public or private) or a public place. Section 219(7) requires that notice of the adoption or altering of this, or substituting a new policy, be placed in:

- the Government Gazette;
- in a newspaper circulating within the area of the Council; and
- on a website determined by the Chief Executive Officer.

Discussion

Council first issued the *Council Policy - Asset Naming* (Policy) in June 2010. This Policy details the principles and processes for naming assets within the City of West Torrens (CWT).

At its 7 August 2018 meeting, Council resolved:

"That clause 5.2.4 of the Asset Naming Policy be amended to include names which represent the City of West Torrens' multicultural community i.e. Asian, African and European names."

This change has been incorporated, with other amendments, in the draft Policy (**Attachment1**), as outlined below.

Key Considerations and Amendments

Clause 4 - Definition

The 'Definition' section of the Policy has been amended to include or modify definitions as follows:

- Clause 4.1 - new definition of the term 'affected land owners'
- Clause 4.9 - a definition of 'public place' has been included.

Clause 5 - Policy Statement

It is proposed that the following changes be made to the Policy statement:

- To bring the Policy in line with recommendations from the Department of Planning, Transport and Infrastructure (DPTI), clause 5.1 has been amended to include a request from DPTI as a method for initiating an asset or public place renaming.
- A new clause has been added at 5.2.1.4 stating that roads that are maintained by DPTI will be named by DPTI in consultation with Council.
- Clause 5.2.2. *Name Sources* has been amended as follows:
 - The five (5) name sources in the current policy, which relate to the historical significance of the CWT, have been summarised as 'names that have a historical to CWT'.
 - Names which represent the CWTs' multi-cultural community i.e. Asian, African and European names have been included as per the resolution of Council at its 7 August 2018 meeting.
 - A proposal to name assets after past Elected Members who have served for more than 20 years on Council has also been included.
- Clause 5.2.5.3 has been amended to include a provision that road name signs will, as far as practicable, be placed at every road intersection
- Clause 5.3 which specifies how Council will undertake consultation has been amended in keeping with legislative requirements. The current Policy states that Council must give at least 14 days' notice of any proposed changes to adjoining property owners. However, the legislative requirements state that Council must provide adjoining councils a period of two months to respond to proposed changes. The policy reflects a period of two months consultation for all affected parties.
- Clause 5.3.3.1 has been amended to detail all external agencies that must be consulted.

Other minor amendments have been made to update the names of state government departments, and other necessary information.

Conclusion

The *Council Policy - Asset Naming* has been reviewed pursuant to the required review process and the Council resolution of 7 August 2018. It is presented to the City Advancement and Prosperity General Committee for consideration and recommendation to Council.

Attachments

1. Draft Council Policy - Asset Naming

**Council Policy:
Asset Naming**

Classification:	Council Policy	
First Issued:	June 2010	
Dates of Review:	2013, 2016, 2019	
Version Number:	4	
Objective ID:	A7720	
Next Review Due:	2023	
Applicable Legislation:	<u>Local Government Act 1999 (SA)</u> <u>Geographical Names Act 1991 (SA)</u>	
Related Policies or Corporate Documents:	Council Policy - Public Consultation	
Associated Forms:		
Note:	Amendments and/or adoption of this policy require public notification. Formally Road Naming Policy	
Responsible Manager:	General Manager Business and Community Services	
Confirmed by General Manager:	General Manager Business and Community Services	Date
Approved by Executive		Date
Endorsed by Council:		Date

City of West Torrens Council Policy - Asset Naming

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Council Policy - Asset Naming

1. Introduction

- 1.1. A Council has the power under section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of a:

- 1.1.1 public road
- 1.1.2 private road
- 1.1.3 public place.

- 1.2. Council must assign a name to each public road created by land division.

2. Purpose

- 2.1. The purpose of this Policy is to:

- 2.1.1 Provide a framework for selecting new and replacement names for assets in the City of West Torrens (CWT).
- 2.1.2 Provide staff, the local community and developers with clear information on Council's requirements for the naming of assets.
- 2.1.3 Ensure asset names are appropriate, will stand the test of time and preferably are of local or historical significance.

3. Scope

- 3.1. This policy applies to:

- 3.1.1 All existing and proposed assets and public places in the CWT; including both public and private assets.
- 3.1.2 All sealed and all formed public roads within the CWT.
- 3.1.3 All formed private roads that are accessible to the public; including (but not limited to) roads within complexes such as hospitals and retirement villages.

4. Definitions

- 4.1. **Affected land owners** means:

Comment [VD1]: New definition

- 4.1.1 For the purposes of naming a road those people who own, reside in or occupy land adjacent to the road.

- 4.1.2 For the purposes of naming a public place those people who own, reside in or occupy land within 300m of the boundaries of the place to be named.

- 4.1.3 An adjoining council.

- 4.2. **Asset** means a fixed item or facility used to satisfy a service potential or enabling the CWT to meet its corporate or community objectives. There are types of assets:

- 4.2.1. Infrastructure including roads, bridges, footbridges, footpaths, bike paths, carparks, drainage, walkways, alleys, laneways, thoroughfares, stormwater and traffic infrastructure.

Comment [LJ2]: Amended definition to include wider breadth of assets

City of West Torrens Council Policy - Asset Naming

- 4.2.2. Community assets including parks, playgrounds, sporting fields, monuments, community buildings and hubs.
- 4.2.3. Corporate assets including the Civic Centre, depot and other administrative buildings.
- 4.3. **Community** means the residents of the CWT.
- 4.4. **Developer** means a person, persons or company that has submitted a development application to Council.
- 4.5. **Land division** is a reference to the division of an allotment under the *Development Act 1993* or to the dealing with land under the *Roads (Opening and Closing) Act 1991* so as to open a road.
- 4.6. **Property owner** means the registered owner of the relevant parcel of land.
- 4.7. **Road** means a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes:
- 4.7.1. a bridge, viaduct or subway
- 4.7.2. an alley, laneway or walkway.
- 4.8. **Private road** means a road that is on private property that is not under the control of Council.
- 4.9. **Public place** means an area that is used for a public purpose or is open to access by the public.
5. **Policy Statement**
- 5.1. An asset or public place naming process may be initiated if:
- 5.1.1. A request is received by the Council from the Department of Planning, Transport and Infrastructure (DPTI).
- 5.1.2. A request is received by the Council from an affected land owner or their agent; or the community.
- 5.1.3. Council resolves that a name change be investigated.
- 5.1.4. The Administration determines it is in the public interest to investigate a change in name.
- 5.1.5. Council or DPTI opens or forms a road or public place.
- 5.1.6. Council receives an application for a land division.

Comment [VD3]: Inclusion of definition of public place

5.2. General Principles

In the naming and renaming of assets and public places the following principles will be observed:

5.2.1. Uniqueness

- 5.2.1.1. An asset or public place will have only one name.
- 5.2.1.2. Duplicate names and similar sounding names within a suburb or locality will be avoided where possible. (e.g. Paice, Payce or Pace Roads).
- 5.2.1.3. Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.
- 5.2.1.4. Roads that are maintained by DPTI will be named by DPTI in consultation with the Council.

5.2.2. Name Sources

Names will be selected that are appropriate to the physical, historical or cultural character of the area concerned.

5.2.2.2. Preference will be given to names that refer to the history and development of the CWT; including pre-European settlement history.

5.2.2.3. Sources for road or public place names may include:

- Names that have a historical significance to CWT.
- Names of eminent or notable persons with a connection to the area.
- Names of past Elected Members who have served for more than 20 years on Council.
- Names which represent the CWT's multi-cultural community i.e. Asian, African and European names.
- Landscapes or physical forms.
- Achievements in arts, culture, education, law, medicine, research sciences and sports.
- Thematic names such as flora, fauna, ships, etc.
- Commemorative names.
- Aboriginal names taken from the local Aboriginal language; only after consultation with the Aboriginal community and obtaining the appropriate permissions.

5.2.2.4 The origin and significance of each name should be clearly stated and subsequently recorded.

5.2.2.5. Council will not assign the name of a serving member of the Elected Council, or of the Administration, to an asset owned and/or controlled by the CWT.

Comment [VD4]: Moved up

Comment [VD5]: Like topics have been grouped together to simplify clause.

Comment [VD6]: Combined 5.2.4.1, 5.2.4.2, 5.2.4.4 and 5.2.4.5 of existing Policy

Comment [VD7]: Combined 5.2.4.3, 5.2.4.8 of existing Policy

Comment [VD8]: Proposed new clause

Comment [VD9]: Council resolution 7 August 2018

5.2.3. Propriety

Names, which may be characterised as follows, will not be used:

- 5.2.3.1. Offensive or likely to give offence.
- 5.2.3.2. Incongruous - out of place
- 5.2.3.3. Could be construed as advertising particular commercial or industrial enterprise unless compliant with clause 5.5 of this Policy
- 5.2.3.4. Names of living persons, except in exceptional circumstances.

5.2.4. Form

- 5.2.4.1. Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
- 5.2.4.2. Unduly long names and names composed of two or more words or unusual combinations of words will be avoided.
- 5.2.4.3. When using geographical place or feature names, the form adopted in the State Gazetteer will be used. The State Gazetteer may be accessed online at www.placenames.sa.gov.au or by contacting the Geographical Names Unit of the Land Services Group (DTEI).
- 5.2.4.4. Road or public place names will not contain abbreviated prefixes, with the exception of 'St' in place of 'Saint' and 'Mt' in place of 'Mount'.
- 5.2.4.5. The possessive case will not be used e.g. 'Smith's Road' would be 'Smith Road'.
- 5.2.4.6. The use of given names or both given names and surname or initials should generally be avoided.
- 5.2.4.7. The use of hyphens or other similar diacritical marks will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.
- 5.2.4.8. Asset names should be practical for maps and plans when possible. Long street names should not be allocated to short roads as the inclusion of such names on street directories and other maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people using the maps.
- 5.2.4.9. Asset names will not contain a prefix or an additional suffix, e.g. 'north' or 'extension'.

Comment [LJ10]: New hyperlink added

5.2.5. Road Type

Road names will include an appropriate road type suffix (e.g. Smith Road) conforming with the following guidelines:

- 5.2.5.1 The appropriate suffix will be selected from those approved at Appendix 1.

City of West Torrens Council Policy - Asset Naming

5.2.5.2 The suffix chosen will be compatible with the class and type of road and any geometry of the road form where appropriate e.g. a crescent shaped road takes the suffix Crescent (Cr).

5.2.5.3 Road name signs will, as far as practicable, be placed at every road intersection.

5.3. Consultation ~~with Affected Parties~~

5.3.1. ~~Affected Parties~~ Land Owners

If Council decides to change the name of a road or public place, such as a reserve, it will:

5.3.1.1 ~~consult with affected parties at least two (2) months before the proposed change.~~

5.3.1.2 ~~consider any representations made in response to the notice.~~

Comment [VD11]: Added definition of affected parties; other councils must be given two months' notice. To be fair to our ratepayers/residents thought same time frame would be appropriate

- ~~1.1.1. give at least 14 days notice of the proposed change to owners of adjoining properties in the case of a road, or local residents in the case of a public place;~~
- ~~1.1.2. consider any representations made in response to the notice; and~~
- ~~1.1.3. When the road or public place runs into the area of an adjoining council, the Council will give the adjoining council at least two months notice to allow for consultation with their residents.~~

5.3.2. Aboriginal Community

Names taken from the local Aboriginal language may only be used only after consultation with the Aboriginal community and obtaining the appropriate permissions.

5.3.3. Consultation with External Agencies

5.3.3.1. The view of the proposed asset name change must be sought from the following external agencies, at least ~~fourteen days~~ two (2) months prior to the name change being considered by Council:

- Australia Post
- Telstra
- SA Water
- SA Power Networks
- SA Ambulance Service
- Metropolitan Fire service
- State Emergency Services
- Local Government Association
- Royal Society for the Blind.

5.4.2 ~~Council will consult with the Department for Planning, Transport, Energy and Infrastructure when State roads under the Council's care and control are to be named.~~

Comment [VD12]: Moved up

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~~5.3.3.2.~~ ~~5.3.4~~ All responses from the consultation process will be considered by Council prior to ~~the~~ the adoption of any proposed asset name change.

5.4. Naming of Private Roads

- 5.4.1. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.
- 5.4.2. When Council proposes to assign or change a private road name, in addition to the requirements at clause 5.3, it will also consult with the owner of the land over the proposed name and the signage requirements for the road.

5.5. Temporary Naming Agreements for Sponsorship Purposes

- 5.5.1. Lessees or licensees of Council owned property may seek to enter into naming rights agreements with other parties.
- 5.5.2. Lessees or licensees of Council property who wish to enter into commercial arrangements with third parties to temporarily rename a Council asset must, before entering into any agreement, seek and receive Council's consent for the proposed arrangement in writing. The request for consent should include the following information, the:
- 5.5.2.1 existing name (if any) of the Council asset.
- 5.5.2.2 proposed temporary name of the asset.
- 5.5.2.3 commercial benefit of temporarily renaming the asset.
- 5.5.2.4 proposed duration of the naming agreement.

5.6. Council Decisions and Responsibility for Costs

- 5.6.1. A report will be put before Council for a decision detailing the selected name(s), outlining compliance with clause 5.2 of this policy and providing any submissions made in the consultation phase of the naming process.
- 5.6.2. The cost of implementing any decision to assign or change a name, that being public notification and signage, will be borne by Council unless otherwise specified.

~~5.6.3—Costs of naming a private road will be borne by the property owner.~~

- 5.6.3. ~~5.6.3~~ When a developer proposes to change the approved layout of a development or the layout adjacent to a development that will require a change of an existing or approved road or public place name(s), all costs and any associated public consultation requirements will be borne by the developer.

Comment [VD13]: Moved up

5.7. Public Notice of Name Assignment or Name Change

- 5.7.1. Council will give public notice of the assigning or changing of a road or public place name. ~~This will be~~ by publication on the Council website, in the Government Gazette and by notice in ~~a newspaper circulating generally throughout the Council area~~ the Advertiser newspaper, as required under Section

Comment [VD14]: Messenger does not always circulate in all areas. Advice from Norman's is to use the Advertiser always for statutory notices.

City of West Torrens Council Policy - Asset Naming

~~s219 of the Local Government Act 1999 Act~~. The public notice will include the date that the name change takes effect.

- 5.7.2. The date when an asset or public place name assignment or change takes effect shall be the date of gazettal or the date specified in the resolution of Council.

~~5.7.3. When a developer proposes to change the approved layout of a development or the layout adjacent to a development that will require a change of an existing or approved road or public place name(s), all costs and any associated public consultation requirements will be borne by the developer.~~

Comment [VD15]: Moved up

5.8. **Advise Relevant Parties of Name Assignment or Change**

- 5.8.1. Council will provide written notice of Council's decision of a name assignment or change to the Registrar-General, Surveyor-General and Valuer-General in accordance with ~~sSection~~ 219 of the Local Government Act 1999 Act.

- 5.8.2. All parties identified in clause 5.3, as appropriate, will be notified in writing of the change of asset name and date of effect of the name change.

- 5.8.3. Council will update the Register of Public Roads as required by ~~sSection~~ 231 of the Local Government Act 1999 Act.

5.9. **Signage**

- 5.9.1. Council will ensure signage is in accordance with the relevant Australian Standard ~~(AS 1742.5 – 1997)~~ is erected.

Comment [VD16]: Removed to avoid dating of Policy

- 5.9.2. Signage may be erected during construction of a sub-division.

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Appendix 1. APPROVED ROAD SUFFIXES

Two lists are provided in this Appendix:

- Suffixes for Open Ended Roads.
- Suffixes for Cul-de-sacs.

		Open Ended Roads
Alley	Al	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
Arcade	Ar	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
Avenue	Av	A broad roadway, usually planted on each side with trees.
Boulevard	Bvd	A wide roadway, well paved, usually ornamented with trees and grass plots.
Break	Bk	A vehicular access on a formed or unformed surface which was originally prepared as a firebreak.
Bypass	By	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
Circle	Ci	A roadway that forms a circle or part of a circle.
Circus	Cs	A circular open place where many roads come together.
Circuit	Cct	A roadway enclosing an area.
Crescent	Cr	A crescent or half-moon shaped roadway.
Drive	Dr	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
Edge	Ed	A roadway constructed along the edge of a cliff or ridge.
Entrance	Ent	A roadway connecting other roads.
Esplanade	Esp	A level roadway, often along the seaside or a river.
Fairway	Fry	A short open roadway between other roadways.
Formation	Fmn	A formed surface, once a timber railway, which now provides vehicular access.
Freeway	Fwy	An express highway with limited or controlled access.
Highway	Hwy	A main road or thoroughfare. A main route.
Interchange	Int	A highway or freeway junction designed so that traffic streams do not intersect.
Lane	La	A narrow way between walls, building, etcetera. A narrow country or city roadway.
Loop	Lp	A roadway that diverges from and rejoins the main thoroughfare.
Mall	MI	A sheltered walk, promenade or shopping precinct.
Meander	Mr	A sinuous winding roadway, wandering at random through an area or subdivision.
Parade	Pde	A public promenade or roadway which has good pedestrian facilities along the side.
Parkway	Pwy	A roadway through parklands or an open grassland area.
Pass	Ps	A roadway connecting major thoroughfares or passing through hills.
Path	Pt	A roadway usually used for pedestrian traffic.
Promenade	Prm	A roadway-like avenue with plenty of facilities for the public to take a leisurely walk. A public place for walking.
Quays	Qs	A roadway leading to a landing place alongside or projecting into water.
Ramble	Ra	A roadway that meanders from place to place.
Road	Rd	A place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another.
Rotary	Rty	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
Row	Rw	A roadway with a line of professional buildings on either side.
Spur	Sp	A minor roadway off at less than 45 degrees.

City of West Torrens Council Policy - Asset Naming

Street	St	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terrace	Tce	A roadway usually with houses on either side raised above the road level.
Track	Tk	A roadway with a single carriageway.
Trail	Trl	A roadway through a natural bushland region.
Turn	Tn	A roadway containing a sharp bend or turn.
Vista	Vs	A road with a view or outlook.
Walk	Wk	A thoroughfare with restricted vehicle access used mainly by pedestrians.
Way	Way	An access way between two streets.
Closed Ended Roads		
Close	Cl	A short enclosed roadway.
Court	Ct	A short enclosed roadway.
Courtyard	Cy	An enclosed area.
Cove	Ce	A short enclosed roadway.
Cross	Cro	A roadway forming a "T" or cross.
Elbow	El	A roadway containing a sharp bend or turn.
Gardens	Gns	A roadway with special plantings of trees, flowers, etcetera, and often leading to a place for public enjoyment.
Green	Grn	A roadway often leading to a grassed public recreation area.
Grove	Gr	A roadway which often features a group of trees standing together.
Mews	Me	A roadway having houses grouped around the end.
Place	Pl	A short sometimes narrow enclosed roadway.
Plaza	Pa	A roadway enclosing the four sides of an area forming a market place or open space.
Retreat	Rt	A roadway forming a place of seclusion.
Square	Sq	A roadway bounding the four side of an area to be used as open space or a group of buildings.
View	Vw	A roadway commanding a wide panoramic view across the surrounding areas.

8.6 Review of the Council Policy - Annual Budget

Brief

This report presents a revised *Council Policy - Annual Budget* following a scheduled review.

RECOMMENDATION(S)

The Committee recommends to Council that:

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

Introduction

Council Policy - Annual Budget (Policy) was first issued in March 2008. The Policy has been subject to a scheduled review and is presented to the City Finance and Governance Standing Committee for consideration and recommendation to Council.

Discussion

Council Policy - Annual Budget provides direction on Council budgeting, including key principles underpinning budget development. It is consistent with the requirements of s123 of the *Local Government Act 1999* and part 2 of the *Local Government (Financial Management) Regulations 2011*.

The amendments are mainly technical in nature, ensuring the terminology used in the Policy is consistent with current legislative and relevant Australian Accounting Standards (AAS). The key principles of the Policy have not been amended. Amendments to the Policy have been included as track changes for ease of reference (**Attachment 1**).

Conclusion

Council Policy - Annual Budget has been subject to a scheduled review and is presented to the Committee for consideration and recommendation to Council.

Attachments

1. **Annual Budget Policy - Tracked Changes from December 2018 Review**

City of West Torrens Council Policy – Annual Budget

CITY OF WEST TORRENS



Council Policy: Annual Budget

Classification:	Council Policy (Public)	
First Issued:	4 March 2008	
Dates of Review:	23 February 2010, 2 July 2013, December 2018	
Version Number:	34	
DW Doc set ID:	677904	
Next Review Due:	2 July 2018 1 December 2022	
Applicable Legislation:	<ul style="list-style-type: none"> - <i>Local Government Act 1999</i> (SA) - <i>Local Government (Financial Management) Regulations 1999</i> (SA) 2011 	
Related Policies or Corporate Documents:	Public Consultation Council Policy	
Associated Forms:		
Note:		
Responsible Manager:	Manager Financial Services	
Confirmed by General Manager:	General Manager Corporate and Regulatory	Date 16-May-2013
Approved by Executive:		Date 21-May-2013
Endorsed by Council:		Date 2-July-2013

City of West Torrens Council Policy – Annual Budget

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City of West Torrens Council Policy – Annual Budget

Council Policy – Annual Budget**1. Preamble**

- 1.1 The City of West Torrens (CWT) is committed to sound budget management practices and transparency in the development and presentation of financial information to the community.

2. Purpose

- 2.1 This policy provides direction on Council budgeting, including key principles underpinning budget development, consistent with the requirements of Section 123 of the *Local Government Act 1999* and ~~Regulation 5B~~ [part 2](#) of the *Local Government (Financial Management) Regulations 1999* [2011](#).

3. Scope

- 3.1 This policy provides direction on Council budgeting, including key principles underpinning budget development.

4. Definitions

- 4.1 Asset ~~Sustainability~~Renewal Funding Ratio

The asset sustainability ratio is calculated by dividing net asset renewal expenditure by ~~Council's depreciation expense~~ [the infrastructure and asset management plan required expenditure](#).

- 4.2 Net Asset Renewals Expenditure

Net asset renewals expenditure refers to capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of new assets.

- 4.3 Operating Surplus

Operating surplus refers to the amount by which operating income exceeds operating expenses, before capital items, the net gain or loss on the disposal or revaluation of assets, and physical resources received free of charge.

- 4.4 Operating Surplus Ratio

Operating surplus ratio refers to the operating surplus as a percentage of ~~rates, net of the natural resource management levy~~ [total operating revenue](#).

- 4.5 Net Financial Liabilities Ratio

Net financial liabilities ratio refers to total liabilities less financial assets expressed as a percentage of total operating revenue.

5. Policy Statement

- 5.1 Each financial year, pursuant to the requirements of Section 123(1) of the *Local Government Act 1999*, Council will adopt:

- 5.1.1 An annual business plan; and

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City of West Torrens Council Policy – Annual Budget

- 5.1.2 A budget.
- 5.2 The CWT will prepare an annual business plan, as part of the budget process, which will:
- 5.2.1 Address objectives, activities and performance measures of the Council;
 - 5.2.2 Assess financial requirements;
 - 5.2.3 Address rating structures and policies; and
 - 5.2.4 Take into account the long term financial management plan, including significant infrastructure management issues.
- 5.3 The budget must be considered in conjunction with Council's annual business plan and be adopted after 31 May and before 31 August.
- 5.4 The budget will comply with requirements of the *Local Government Act 1999*, along with related regulations, and comprise:
- 5.4.1 A budgeted balance sheet;
 - 5.4.2 A budgeted statement of comprehensive income;
 - 5.4.3 A budgeted statement of changes in equity;
 - 5.4.4 A budgeted cash flow statement;
 - 5.4.5 A summary of operating and capital investment activities; and
 - 5.4.6 Estimates of the operating surplus ratio, asset ~~sustainability~~ renewal funding ratio and net financial liabilities ratio.
- 5.5 The form of the budget and annual business plan will be determined each year by the Council, pursuant to the requirements of Section 123 of the *Local Government Act 1999*.
- 5.6 Council will aim for the following in the development of its annual budget and business plan:
- 5.6.1 An operating surplus ratio of up to 15 per cent, based on LGA Information Paper 9 *Financial Indicators* (February 2012) which suggests an operating surplus ratio of between zero and 15 per cent over any five year period;
 - 5.6.2 An asset ~~sustainability~~ renewal funding ratio between 100 and 110 per cent, based on LGA Information Paper 9 which suggests a ratio greater than 90 per cent but less than 110 per cent over a rolling three year period;
 - 5.6.3 A loan servicing capacity, based on loan repayments as a percentage of rate revenue, of less than 25 per cent;
 - 5.6.4 A favourable cash flow position at the end of each financial year, including a positive projected year end cash flow net of cash reserves.
- 5.7 Council will meet its capital expenditure requirements without otherwise funding depreciation or establishing a sinking fund to cover future requirements.

City of West Torrens Council Policy – Annual Budget

5.8 The following budget principles will underpin the budget development:

5.8.1 Honest and Accountable

Council will be honest and accountable in all aspects of the budget process, meeting the community's expectations of transparency and openness with a reporting framework that supports and enhances this. Comprehensive information will be available each year in hard copy form and on Council's web-site, including full copies of both the budget and annual business plan.

5.8.2 Strategic Approach

Council will maintain a strategic approach to the delivery of all council services and capital works programs. The budget will respond to the strategic agenda of the Council and provide a foundation for moving forward over the ensuing 10 year period.

5.8.3 Realistic Budgeting

All budget figures will be realistic, based on the best available information, being oriented toward a zero based budgeting approach, rather than being incrementally based.

5.8.4 Affordable Rates

Rates will be set at an affordable level having regard to the City's strategic directions and its social and economic objectives balanced against the community's ability to pay. Rate increases will be set within the 10 year framework of the long term financial management plan, but this will be re-assessed on an annual basis.

5.8.5 Avoid Cost Shifting

Council will resist pressure to accept cost shifting from other levels of government.

5.8.6 New Initiatives

All new initiatives will be evaluated in terms of meeting Council's strategic directions and incorporate a cost benefit analysis which includes whole of life costing.

5.8.7 Asset Sales and Debt

The operational budget will be structured such that there is no reliance on asset sales to fund core services.

Debt will be regarded as a tool to be used in a strategic perspective to achieve the provision of services to the community. Debt will be considered:

5.8.7.1 In the context of the strategic objectives of Council;

5.8.7.2 In the context of long term financial forecasts and objectives;

5.8.7.3 As funding for long term infrastructure asset creation;

City of West Torrens Council Policy – Annual Budget

5.8.7.4 As a means of spreading the cost of infrastructure over the ratepayers who use it; and

5.8.7.5 As a mechanism to fund temporary cash shortfalls.

5.8.8 Financial Control

Council commits to ensuring that financial and other resources under its control will be used only for approved purposes and within Council's strategic framework and that all risks to Council's finances are properly managed.

5.8.9 Financial Sustainability

Council is committed to being financially sustainable over the long term.

5.8.10 Budget Review

The budget performance of the Council will be reviewed each financial year on three occasions in conjunction with statutory budget reviews and in addition as at 30th June.

Comprehensive budget review information, including a revised income statement, will be presented to the Council by the General Manager Corporate and Regulatory Services.

5.8.11 Responsibility

Overall responsibility for budget and budget review documentation rests with the Chief Executive Officer and General Managers. However, managers of the CWT will compile budget and budget review information for their respective areas of responsibility, with the work co-ordinated by the Manager Financial Services.

5.9 Community consultation will occur annually on Council's budget and annual business plan (refer to Council's *Public Consultation Policy*).

8.7 Review of the Council Policy - Rate Rebates, Remissions and Postponement

Brief

This report presents a revised *Council Policy - Rate Rebates, Remissions and Postponement* following a scheduled review.

RECOMMENDATION

The Committee recommends to Council that:

1. The revised *Council Policy - Rate Rebates, Remissions and Postponement* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the *Council Policy - Rate Rebates, Remissions and Postponement*.

Introduction

The *Council Policy - Rate Rebates, Remissions and Postponement* (Policy) was first issued in August 2008. The Policy has been subject to a scheduled review and is presented to the City Advancement and Prosperity Committee for consideration and recommendation to Council.

Discussion

The *Council Policy - Rate Rebates, Remissions and Postponement* provides a consistent framework by which applications for rate rebates, remission and postponement of payments are assessed. It is consistent with the requirements of Chapter 10 of the *Local Government Act 1999* (Act) which provides Council the authority to grant:

- Mandatory and discretionary rebates of rates to a person or body (sections 159 to 166 of the Act).
- Rate postponement and remission (sections 182 and 182A of the Act).

The proposed changes to the Policy are minor in nature and include amending:

- Clause 5.3.1 to clarify that vacant land rebates apply to land classed as vacant land in Council's assessment book for the current financial year.
- Clause 5.7.1 to state that Council will advertise the availability of rate rebates in the Advertiser and on Council's social media pages, rather than in the Messenger Press which does not cover ratepayers who live outside of the Council area.

Proposed amendments to the Policy have been included as track changes for ease of reference (**Attachment 1**).

Conclusion

The *Council Policy - Rate Rebates, Remissions and Postponement* has been subject to a scheduled review and is presented to the City Advancement and Prosperity Committee for consideration and recommendation to Council.

Attachments

1. **Draft Council Policy - Rate Rebates, Remissions and Postponement**

**Council Policy:
Rate Rebates, Remissions and Postponement**

Classification:	Council Policy		
First Issued:	21 June 2001		
Dates of Review:	26 August 2008, 1 May 2012, 2 July 2013, 1 July 2014, 7 July 2015, February 2019		
Version Number:	7		
Next Review Due:	February 2024		
DW Doc set ID:	305649		
Applicable Legislation:	<ul style="list-style-type: none"> • <u>Local Government Act 1999 (SA)</u> • <u>Local Government (Financial Management) Regulations 2011 (SA)</u> • <u>Health Care Act 2008 (SA)</u> • <u>Education Act 1972 (SA)</u> • <u>Aged Care Act 1997 (SA)</u> • <u>Community Titles Act 1996 (SA)</u> 		
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • <u>Rate Rebate, Remission & Postponement Application Forms</u> • <u>Public Consultation Policy</u> • <u>Public Consultation Administration Policy</u> 		
Associated Forms:	Rate Rebate Application Forms		
Note:	Formerly Policy F.6.		
Responsible Manager:	Manager Financial Services		
Confirmed by General Manager:	General Manager Corporate and Regulatory	Date	18 February 2019
Approved by Executive:		Date	
Endorsed by Council:		Date	

City of West Torrens Council Policy – Rate Rebates, Remissions and Postponement

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City of West Torrens Council Policy – Rate Rebates, Remissions and Postponement

COUNCIL POLICY - Rate Rebates, Remissions and Postponement

1. Preamble

- 1.1 Chapter 10 of the [Local Government Act 1999](#) (Act) provides Council with authority to grant:
- Mandatory and discretionary rebates of rates to a person or body (Division 5, sections 159 to 166 of the [Act](#)); and
 - Rate postponement and remissions (Division 9, sections 182 and 182A of the [Act](#)).
- 1.2 This policy clarifies Council's requirements in the administration of these provisions of the Act.

2. Purpose

- 2.1 The purpose of this policy is to:
- Provide guidance to the community as to the matters that Council will take into account in deciding an application for a rebate or remission of rates;
 - Assist staff with delegated authority to determine rebates, remissions and postponement pursuant to both the [Act](#) and the requirements of this policy; and
 - Provide a consistent framework under which applications will be considered.
- 2.2 This policy should be read in conjunction with relevant provisions of the [Act](#).

3. Scope

- 3.1 This policy applies to all rateable property in the Council area of the City of West Torrens (CWT).
- 3.2 This policy is binding on all staff of the CWT with responsibility for the administration of rate rebates, remissions and postponement.

4. Definitions

- 4.1 **Discretionary rebate** means a rebate which has been applied under section 166 of the [Act](#).
- 4.2 **Hardship** refers to a situation where a ratepayer is unable, reasonably, because of illness, unemployment or other reasonable cause, to pay their rates when due for payment. It can be of limited or long term duration and essentially involves an inability of the ratepayer to pay bills, rather than an unwillingness to do so.
- 4.3 **Mandatory rebate** means a rebate which has been applied under sections 160 to 165 of the [Act](#).
- 4.4 **Rebate** means a reduction of the rates amount to be paid or the return of part or all of an amount of rates paid pursuant to sections 159 to 166 of the [Act](#).
- 4.5 **Remission** means a reduction of the rates amount to be paid or the return of part or all of an amount of rates paid pursuant to section 182 of the [Act](#).

5. Policy Statement

- 5.1 A rebate, remission or postponement of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the Act and, where appropriate, the requirements of this policy.

5.2 Discretionary rebates

- 5.2.1 Council may in its absolute discretion grant a rebate of rates or service charges in any of the cases set out in section 166 of the [Act](#).
- 5.2.2 Persons or bodies seeking a discretionary rebate, other than a vacant land rebate, are required to submit a [Rate Rebate Application Form](#).
- 5.2.3 Council will take into account those matters set out in section 166(1a) of the [Act](#) when considering applications for discretionary rebates.
- 5.2.4 When determining applications and the amount of any such rebate, Council may take into account other matters considered relevant including, but not limited to, the following:
- whether the applicant is a public sector or a private not-for-profit body or an income tax exempt fund;
 - the specific sub-section of the [Act](#) under which the application is made;
 - why there is a need for financial assistance in the form of a rebate;
 - the level of rebate (percentage and dollar amount) being sought and why it is appropriate;
 - the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
 - whether the applicant has made, or intends to make, applications to another council;
 - consideration of the full financial consequences of the rebate for Council;
 - the extent to which activities provide assistance or relief to disadvantaged persons;
 - the community need that is being met by activities carried out on the land and whether the activities are those that Council would otherwise need to support;
 - to what extent the applicant is providing a service within the Council area;
 - whether the applicant is in receipt of or is eligible for a community grant;
 - the financial position of the applicant;
 - whether there are any relevant historical considerations; and
 - whether the application form and supporting documentation has been received prior to 31st March in the financial year before the rebate is to be applied.

5.3 Vacant Land Rebates

- 5.3.1 Under section 166(1)(a) of the [Act](#), if the Chief Executive Officer (CEO) is of the opinion that it is desirable for the purpose of securing the proper development of the area, a rebate of general rates may be granted in respect of an assessment classed as vacant land in Council's assessment book [for the current financial year](#), and if:
- The land is in a residential zone;
 - A dwelling has been substantially commenced on the property by 30th June [of the current financial year](#);
 - The principal ratepayer of the assessment applies in writing to Council for the rebate; and

City of West Torrens Council Policy – Rate Rebates, Remissions and Postponement

- The CEO is satisfied that the intention of the principal ratepayer is to reside in the dwelling upon completion.

5.3.2 The amount of the rebate will be the difference in monetary terms between the rates that would have been paid in respect of the assessment if it had been used for residential purposes at the date of declaration of the rates and the actual amount paid/payable after deducting any other rebate granted within the rating period.

5.4 Rate Postponement and Remission - Section 182

5.4.1 Council may postpone or remit rates in whole or in part under section 182(1) of the [Act](#) if satisfied on the application of a ratepayer that payment would cause hardship.

5.4.2 The Council has an absolute discretion to:

- grant or decline postponement or a remission of rates or service charges in such circumstances; and
- determine the amount of any such postponement or remission.

5.4.3 The ratepayer has the discretion to decide between rate postponement and rate remission whenever it is established on the application of a ratepayer that the payment of rates would cause hardship.

5.4.4 Council will assess whether the payment of rates will cause hardship against the expected income and expenditure of the ratepayer in the financial year to which the application relates.

5.4.5 Interest will be raised on any amount affected by postponement at the cash advance debenture rate used by the Local Government Finance Authority as at the commencement of each financial year.

5.4.6 The amount of any rate remission granted will no greater than the difference between the minimum rate and the amount of rates raised. The Natural Resources Management levy is payable in full.

5.4.7 Persons or bodies seeking rate relief under section 182 of the [Act](#) will be required to submit a written application to the Council and provide sufficient information to substantiate hardship and the need for postponement or a remission to be granted. Australian Taxation Office assessment notices and statutory declarations may need to be submitted with the application. The amount of the postponement or remission being sought also needs to be submitted.

5.4.8 Council requires an application for postponement or a remission of rates to be in the form of a written letter addressed to the:

Chief Executive Officer
City of West Torrens
165 Sir Donald Bradman Drive
Hilton 5033

5.4.9 Applications must be submitted on an annual basis to Council for postponement or remission to be continued.

5.5 Rate Postponement for Seniors - Section 182A

- 5.5.1 Rate postponement for seniors is available under the provisions of section 182A of the [Act](#).
- 5.5.2 Council requires an application for postponement of rates to be submitted on the required form.
- 5.5.3 Applications do not need to be submitted on an annual basis for postponement to be continued, but Council must be notified if circumstances change that gave rise to the entitlement.

5.6 Mandatory Rebates

- 5.6.1 If the Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100 per cent or 75 per cent rebate, the Council will grant the rebate of its own initiative. If the Council is not satisfied, it may require the person or body to apply for the rebate in accordance with clause 5.6 of this policy.
- 5.6.2 If a person or body is entitled to a rebate of 75 per cent the Council may, pursuant to section 159(4) of the [Act](#), increase the rebate to a percentage greater than 75 per cent. The Council may grant a higher rebate upon application or on its own initiative. In either case the Council will take into account those matters set out at clause 5.2.4 of this policy and other matters considered relevant to the application.

5.7 Applications for Rebates

- 5.7.1 Council will advertise in the [Advertiser, Messenger Press \(Guardian and Weekly Times\)](#) and on Council's website and social media pages for two consecutive weeks in the month of February of the availability of rebates and will call for applications to be lodged by the 31st March for rebates applicable to the next financial year.
- 5.7.2 Council reserves the right to refuse to consider applications for discretionary rebates received after that date.
- 5.7.3 [Rate Rebate Application Forms](#) may be downloaded from Council's website www.westtorrens.sa.gov.au or may be obtained from the Civic Centre at 165 Sir Donald Bradman Drive, Hilton 5033.
- 5.7.4 Council may request the following information in determining a rate rebate application:
 - a copy of the organisation's Constitution or Rules of Association;
 - Annual Reports and financial statements; and
 - any other information that Council may reasonably require.

5.8 Notification

Council will notify an applicant in writing of its determination of a rebate or remission application within twenty (20) business days of receiving the application or of receiving all information requested by Council. The advice will state:

- if the application has been granted, the amount of the rebate or remission; or
- if the application has not been granted, the reasons why.

City of West Torrens Council Policy – Rate Rebates, Remissions and Postponement

5.9 Delegation

- 5.9.1 Council has delegated authority to the CEO to make decisions in respect of matters covered by this policy unless referral to Council is otherwise required.
- 5.9.2 The CEO is authorised to further delegate the authority to staff to make decisions in respect of the matters covered in this policy.
- 5.9.3 All delegated officers are required to ensure that when using their delegated authority they comply with the provisions of this policy.

5.10 Review

A person or body aggrieved by a determination of Council in respect of an application for a rebate or remission may seek a review of that decision in accordance with Council's [Internal Review of Council Decisions](#) policy within fourteen (14) days of being notified of Council's decision.

5.11 Consultation

If required, Council will undertake public consultation in accordance with section 50 of the [Act](#) and its [Council Policy - Public Consultation](#).

5.12 Availability

- 5.12.1 This policy will be available for inspection in the Civic Centre and the Hamra Centre during normal opening hours. It is also available on Council's website.
- 5.12.2 Copies may be purchased at a fee set annually by Council and as detailed in [Council's fees and charges register](#).
- 5.12.3 This policy can be downloaded from Council's website at no cost at www.westtorrens.sa.gov.au.

8.8 Review of Council Policy - Revaluation of Assets

Brief

This report presents the draft *Council Policy - Revaluation of Assets*.

RECOMMENDATION(S)

The Committee recommends to Council that:

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

Introduction

The *Council Policy - Revaluation of Assets* has been reviewed to reflect a change in financial practices within the local government sector.

Discussion

Financial practices within the local government sector have moved away from capitalising library assets, given it is a time consuming practice and tends not to add a great deal of value to Council's financial statements.

The Administration approached Council's external auditor, BDO, in late 2018 seeking advice on amending the library assets procedure to reflect this change. BDO offered its support with a couple of provisos, including that appropriate amendments are made to *Council Policy - Revaluation of Assets*.

For ease of reference, these changes are shown with tracked changes (**Attachment 1**).

Conclusion

The *Council Policy - Revaluation of Assets* has undergone a review and is presented to the Committee for its consideration and recommendation to Council.

Attachments

1. **Draft Council Policy - Revaluation of Assets**

CITY OF WEST TORRENS



Council Policy: Revaluation of Assets

Classification:	Council Policy
First Issued:	4 March 2008
Dates of Review:	2012; 2018; 2019
Version Number:	4
Objective ID:	A6154
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 (SA) • Local Government (Financial Management) Regulations 2011 (SA) • AASB Accounting Standards.
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Council Policy - Capitalisation of Assets
Associated Forms:	
Note:	Formerly policy number F.2.
Responsible Manager:	Manager Financial Services
Confirmed by General Manager:	Date February 2019
Approved by Council:	Date

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COUNCIL POLICY - Revaluation of Assets

1. Preamble

- 1.1 The City of West Torrens (CWT) is committed to ensuring fairness occurs in the reporting of financial information to the community.

2. Purpose

- 2.1 The CWT is required to report financial information fairly, in accordance with the Local Government Act 1999, the Local Government (Financial Management) Regulations 1999, Australian Accounting Standards and other mandatory financial reporting requirements in Australia.
- 2.2 This policy is designed to ensure reporting fairness occurs in relation to the revaluation of CWT assets.

3. Scope

- 3.1 Staff of the CWT are required to observe the requirements of this policy.

4. Definitions

- 4.1 **Asset** refers to a resource controlled by the CWT as a result of past events from which future economic benefits are expected to flow.
- 4.2 **Asset class** refers to the categories of assets used by the CWT for asset management and accounting purposes, such as land, buildings, infrastructure, ~~library resources~~, plant and equipment, and furniture and fittings.
- 4.3 **Brownfield valuations** refer to valuations of land or infrastructure that is already developed.
- 4.4 **Carrying amount** refers to the amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.
- 4.5 **Fair value** refers to the price that would be received to sell an asset in an orderly transaction between market participants (refer AASB 116, Property, Plant and Equipment, Australian Accounting Standards Board, October 2015). For infrastructure assets, replacement cost represents fair value.
- 4.6 **Impairment loss** is the amount by which the carrying amount of an asset exceeds its recoverable amount.
- 4.7 **Infrastructure asset** refers to roads, kerbing, bridges, road improvements, drains, footpaths, cycle paths, land improvements and related assets.
- 4.8 **Materiality** - Information is material if its omission or misstatement could, individually or collectively, influence the economic decisions that users make on the basis of financial statements. (refer AASB 108, Accounting Policies, Changes in Accounting Estimates and Errors, Australian Accounting Standards Board, August 2015).
- 4.9 **Recoverable amount** is the higher of an asset's fair value less costs to sell and its value in use.

5. Policy Statement

- 5.1 Infrastructure assets will be revalued on an annual basis to ensure carrying values are not materially different from fair values.
- 5.2 The following asset classes will be used:
- Infrastructure, comprising roads, kerb and water table, bridges, road and land improvements, footpaths and cycle tracks, and drainage systems;
 - Land;
 - Buildings and related structures; and
 - ~~Library resources; and~~
 - Plant, furniture and equipment.
- 5.3 Prior to the 30 June each year, asset classes other than infrastructure will be assessed in terms of whether there is any indication that their carrying amounts differ materially from that which would be determined if the asset class were revalued at the reporting date. If such an indication exists, the fair values of the asset classes will be determined and then revalued to those amounts, in accordance with accounting standard requirements.
- 5.4 For infrastructure and other asset classes where no active market exists, fair value will be determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefit of the asset. The current replacement cost of the asset will be based on the asset in its current form, not an intended future form, and brownfield valuations will be used.
- 5.5 If an item within an asset class is revalued, the entire class within which that asset belongs will be revalued, in accordance with accounting standard requirements.
- 5.6 If the carrying amounts of assets are changed as a result of revaluation, the changes will be recognised in the accounts of the CWT pursuant to the requirements of AASB 116, Property, Plant and Equipment (Australian Accounting Standards Board, October 2015).
- 5.7 Responsibility for the review of asset values will be with the Manager, City Assets for all infrastructure assets, and the Manager, Financial Services for all other assets. Review outcomes will be reported annually by these officers to the GM Corporate and Regulatory as a part of the end of year reporting cycle.
- 5.8 All revaluations undertaken by staff of the CWT will be reviewed by an appropriately qualified external party.
- 5.9 Details will be included in a note to the audited financial statements of the CWT on the timing of revaluations, and the names and qualifications of persons undertaking and reviewing revaluations.

8.9 Revocation of Council Policy - Elected Members' Electronic Communication Facilities

Brief

The *Council Policy - Elected Member's Electronic Communication Facilities* has undergone a scheduled review and is presented to Council for consideration and revocation.

RECOMMENDATION

The Committee recommends to Council that the *Council Policy - Elected Member's Electronic Communication Facilities* be revoked.

Introduction

The *Council Policy - Elected Member's Electronic Communication Facilities* (Policy) was first introduced in March 2007. The Policy was last reviewed in November 2012 (**Attachment1**). The intention of the policy is ensure the proper use of City of West Torrens' (CWT) electronic communication systems by Elected Members without infringing legal requirements, Council policies or creating unnecessary business risk.

Discussion

The Policy underwent a scheduled reviewed in November 2018 following the conclusion of the local government elections. The Policy deals with matters such as:

- Personal use of electronic communication facilities
- Passwords and password confidentiality
- Inappropriate/ unlawful use
- Use of the internet
- Use of email
- Copyright
- Monitoring and breaches
- Record keeping.

Many of these topics are covered in other policies, legislation or the *Council Member's Code of Conduct*.

The *Council Policy - Elected Members Allowances, Facilities, Support and Benefits* (Allowances and Benefits Policy), was endorsed by Council at its meeting of 26 November 2018, and details the electronic communication facilities to be provided for the purpose of assisting Elected Members in the proper discharge and performance of legislative functions and duties (**Attachment 2**).

Relevant clauses from the Policy, that are not dealt with elsewhere, were included within the Allowances and Support Policy, prior to Council's approval, to eliminate unnecessary duplication.

As such it is considered that the Policy is unnecessary and is recommended for revocation.

Conclusion

The *Council Policy - Elected Member's Electronic Communication Facilities* has been reviewed and is presented to Council for consideration and revocation.

Attachments

1. **Council Policy - Elected Member's Electronic Communication Facilities**
2. **Council Policy - Elected Member's Allowances, Facilities, Support and Benefits**

City of West Torrens Council Policy – Elected Members' Electronic Communication Facilities

CITY OF WEST TORRENS



Council Policy: Elected Members' Electronic Communication Facilities

Classification:	Council Policy
First Issued:	20 March 2007
Dates of Review:	6 November 2012
Version Number:	2
DW Doc set ID:	550452
Applicable Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> (SA) • <i>Copyright Act 1968</i> (Cth) • <i>Spam Act 2003</i> (Cth) • <i>Listening and Surveillance Devices Act 1972</i> (SA) • <i>State Records Act 1997</i> (SA)
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Elected Members Records Management Policy • Code of Conduct for Council (Elected) Members • Elected Members Allowances, Facilities, Support and Benefits Policy
Associated Forms:	
Note:	
Responsible Manager:	Manager Information Services
Confirmed by General Manager:	General Manager Corporate and Regulatory
Approved by Executive:	Date 3 October 2012
Endorsed by Council	Date 9 October 2012
	Date 6 November 2012

Doc Set ID - 550452

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City of West Torrens Council Policy – Elected Members' Electronic Communication Facilities

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City of West Torrens Council Policy – Elected Members' Electronic Communication Facilities

COUNCIL POLICY - Elected Members' Electronic Communication Facilities

1. Preamble

- 1.1 Elected Members need to be efficient, economical and ethical in their use and management of resources of the City of West Torrens (CWT). Electronic communication facilities, such as telephones, Internet and E-mail, are CWT resources provided for the purpose of assisting Members in the proper discharge and performance of legislative functions and duties. All Elected Members have a responsibility to ensure their proper use.
- 1.2 This policy is fundamental to sound risk management. The CWT is required to regulate the use of Internet and E-mail in order to protect Members and the CWT from commercial harm and exposure to liability. To achieve this, electronic messages sent, received, forwarded or transmitted may from time to time be subject to monitoring or retrieval.
- 1.3 Members should be aware that communications via Internet and e-mail, even if expressed to be confidential, may have to be disclosed in court proceedings, investigations by competition authorities and regulatory bodies or in response to Freedom of Information applications.

2. Purpose

- 2.1 The purpose of this policy is to ensure the proper use of CWT's electronic communication systems by Elected Members without infringing legal requirements, Council policies or creating unnecessary business risk.
- 2.2 It also aims to ensure Elected Members understand the way in which CWT electronic communication facilities should be used.

3. Scope

- 3.1 This policy applies to all Elected Members using CWT resources.
- 3.2 All rules that apply to use and access of electronic communication facilities throughout this policy apply equally to facilities owned or operated by the CWT wherever the facilities are located.
- 3.3 The permitted use of CWT electronic communication facilities must be consistent with other relevant laws, policies and practices regulating:
 - Copyright breaches and patent materials legislation;
 - Anti-discrimination legislation;
 - The Spam Act 2003;
 - The [Code of Conduct for Council \(Elected\) Members](#); and
 - Discriminatory speech and the distribution of illicit and offensive materials, particularly those that are sexual or pornographic in nature.

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4. Definitions

- 4.1 **Electronic Messaging** is a generic term encompassing all forms of electronically mediated communication. It includes electronic mail for text messages, voice mail, electronic document exchange (electronic FAX), and multimedia communications such as tele/video conferencing and videotext. It also involves the electronic transmission of information as discrete electronic messages over computer-based data communication network or voice messages over a telephone network.
- 4.2 **Electronic Communications Facilities** includes, but is not restricted to telephones (includes hard wired, cordless and mobiles), computers (including tablets) connected to any network or data circuit, E-mail (component of electronic messaging), facsimiles, Internet/Extranet, and satellite communications equipment.
- 4.3 **E-mail** is a service that enables people to exchange documents or messages in electronic form. It is a system in which people can send and receive messages through their electronic devices. Each person has a designated mailbox that stores messages sent by other users. You may retrieve, read and forward or re-transmit messages from your mailbox.
- 4.4 **Extranet** refers to a web based information system for Elected Members.
- 4.5 **Facsimile** refers to a communication device that converts each picture element of black and white into an electric signal. These signals in turn generate a constantly changing electrical signal that is transmitted on a data circuit (or telephone line) to a receiving facsimile.
- 4.6 **Hack** refers to attempts by illegal or unauthorised means to gain entry into another's computer system or files.
- 4.7 **Internet** refers to a global research, information and communication network providing services such as file transfer and electronic mail.
- 4.8 **Telephones** includes (but is not limited to) hard-wired desk telephones, cordless and mobile telephones.

5. Policy Statement

5.1 Personal Use

Electronic communication facilities are primarily provided for CWT business use and must be used in accordance with this policy. Subject to this policy, reasonable personal use, including by family members, of CWT electronic communication facilities is permissible. However, personal use is a privilege, which must be appropriate, lawful, efficient, proper and ethical and in accordance with any CWT direction or policy.

Personal use:

- Should not involve activities that might be questionable, controversial or offensive, including gambling, accessing chat lines/rooms, transmitting inappropriate jokes or sending junk programs/mail;
- Does not extend to sending non-business related written material to any political organisation; and
- Must not disrupt CWT electronic communication systems.

Elected Members must reimburse any additional costs and expenses associated with the private use of CWT equipment.

Misuse of equipment can damage CWT's corporate and business image, and intellectual property generally, and could result in legal proceedings being brought against both the CWT and the user. Elected Members reasonably suspected of misusing personal use requirements will be asked by the Chief Executive Officer (CEO) to account for such use.

5.2 Passwords and Password Confidentiality

Elected Members are not permitted to interfere with any password that may be provided. It is prohibited for anyone to:

- Share their password/s with others;
- Hack into other systems;
- Read or attempt to determine other people's passwords;
- Breach computer or network security measures; or
- Monitor electronic files or communications of others.

5.3 Identity

No e-mail or other electronic communication may be sent which conceals or attempts to conceal the identity of the sender.

5.4 Inappropriate / Unlawful Use

The use of CWT's electronic communications system to make or send fraudulent, unlawful or abusive information, calls or messages is prohibited. Elected Members who receive any threatening, intimidating or harassing telephone calls or electronic messages should immediately report the incident to the CEO.

Any Elected Member identified as the initiator of fraudulent, unlawful or abusive calls or messages will be the subject of action under the [Code of Conduct for Council \(Elected Members\)](#) and referral to the appropriate authorities for possible investigation which may lead to criminal prosecution.

The use of hand held mobile phones while driving is an offence under the *Australian Road Rules* and the CWT will not be responsible for the payment of any fines incurred as a result of the unlawful practice.

All Elected Members should be aware that it is illegal to record telephone conversations, unless it is authorised under the *Listening and Surveillance Devices Act 1972*.

Inappropriate use includes (but is not limited to):

- Use of CWT's electronic communications facilities to intentionally create, store, transmit, post, communicate or access any fraudulent or offensive information, data or material including pornographic or sexually explicit material, images, text or other offensive material;
- Gambling activities;

City of West Torrens Council Policy – Elected Members' Electronic Communication Facilities

- Representing personal opinions as those of the CWT;
- Use contrary to any legislation or any Council policy; and
- Fraudulent or corrupt activities.

Use of CWT electronic communication facilities must not violate Federal or State legislation or common law. It is unlawful to transmit, communicate or access any material, which discriminates against, harasses or vilifies Elected Members, staff or members of the public on the grounds of:

- Gender;
- Pregnancy;
- Age;
- Race (nationality, descent or ethnic background);
- Religious background;
- Marital status;
- Physical impairment;
- HIV status; or
- Sexual preference or transgender.

5.5 Use of the Internet / Web Sites

It is inappropriate to:

- Intentionally download unauthorised software;
- Download text, graphics, videos, cartoons or images that are not in the public domain;
- Download computer games or music files; or
- Visit inappropriate web sites including chat lines / rooms, on-line gambling, sexually explicit or pornographic web sites (as stated previously).

5.6 Use of Email

Any opinions expressed in E-mail messages, when they are not business related, should be specifically noted as personal opinion and not those of the CWT.

In addition to inappropriate usage restrictions for electronic communication facilities mentioned above, E-mail is not to be used for:

- Non-business purposes – i.e. 'junk' mail;
- Sending or distributing 'chain' letters, 'hoax' mail or for other mischievous purposes (spam). Only business related subscriptions are permitted;

- Soliciting outside business ventures or for personal gain;
- Distributing software which is inconsistent with any vendor's licence agreement; and
- Unauthorised accessing of data or attempt to breach any security measures on the system, or attempting to intercept any data transmissions without authorisation.

5.7 Security and Confidentiality

Elected Members should be alert to the fact that sensitive or personal information conveyed through electronic communication facilities cannot be guaranteed as completely private. The potential exists for sensitive information to be read, intercepted, misdirected, traced or recorded by unauthorised persons unless it has been encoded or encrypted. Such practices are normally illegal, but there can be no expectation of privacy.

E-mail systems should not be assumed to be secure, and Elected Members are advised to exercise care and discretion. The CWT retains a copy centrally of all E-mails sent and received by Elected Members, and these are retained even if deleted by the sender or recipient.

Information regarding access to CWT's computer and communication systems should be considered as confidential information and not be divulged without authorisation. Users are expected to treat electronic information with the same care as they would paper-based information, which is confidential. All such information should be kept secure and used only for the purpose intended. Information should not be disclosed to any unauthorised third party. It is the responsibility of the user to report any suspected security issues to the CEO.

5.8 Virus Protection

Elected Members should not import non-text files or unknown messages into their system unless first scanned for viruses. Email attachments are common carriers of viruses and virus infection is most prevalent in non-work related emails. The majority of viruses are enclosed in chain letters or joke attachments. Elected Members must not open, view or attempt to read attachments of any description (e.g. games, screen savers, documents, executable files, zip files, joke files or other mails), unless they have been scanned for viruses.

5.9 Defamation

It is unlawful to be a party to or to participate in the trafficking of any defamatory message. To defame someone, defamatory material, including words or matter, must be published which causes (or is likely to cause) the ordinary, reasonable member of the community to think less of the defamed person or to injure that person in his or her trade, credit or reputation.

For the purpose of defamation law, "*publication*" is very broad and includes any means whatsoever that we use to communicate with each other, including electronic messaging. A message containing defamatory material made electronically is, by its very distribution, "*published*". A message containing defamatory material is also published if it is simply received electronically and forwarded on electronically. The CWT is at risk of being sued for any defamatory material stored, reproduced or transmitted via any of its facilities.

5.10 Copyright

Not all information on the Internet is in the public domain or freely available for use without proper regard to rules of copyright. Much of the information is subject to copyright protection under Australian law, by Australia's signature to international treaties, and can also be protected at international levels too. "Use" includes down loading, reproducing, transmitting or in any way duplicating all or part of any information (text, graphics, videos, cartoons, images or music) which is not in the public domain.

Elected Members should not assume that they can reproduce, print, transmit or download all material to which they have access. Members have rights to use material consistently with the technology or the rights of the owner of the material. Material reproduced outside permitted uses or without the permission of the owner may be unlawful and may result in legal action against the Elected Member and the CWT.

All software must be registered and cleared with CWT's Information Services Department before installation.

5.11 Monitoring and Breaches

The CWT may monitor, copy, access and disclose any information or files that are stored, processed or transmitted using CWT's electronic communication facilities. Such monitoring will be used for legitimate purposes only (such as legal discovery) and in accordance with any relevant legislation and/or guidelines.

The CEO of the CWT will ensure the conduct of periodic monitoring, auditing and other activities to ensure compliance with the acceptable usage of electronic communication facilities in reference to this policy.

Elected Members who violate any copyright or license agreements are acting outside the scope of their role, and will be personally responsible for such infringements.

Elected Members who do not comply with this policy may be subject to action under the [Code of Conduct for Council \(Elected\) Members](#), and referral to the appropriate authorities for possible criminal or civil proceedings. Elected Members should report breaches of this policy to the CEO.

5.12 Record Keeping

Electronic communications sent and received in the conduct of CWT business are official records of the CWT and are required to be maintained in good order and condition under the *State Records Act 1997*. Reference should be made to CWT's *Elected Members Records Management Policy* for the record keeping procedures to be used to record electronic communications properly.

5.13 Computer Environment (Standard Operating Environment)

A standard operating environment (SOE), as developed by CWT's Information Services Department in conjunction with the Executive, is used as a key method of reducing support costs and maintaining system security.

All hardware and software must be compatible with CWT's SOE and individual variations from it are not permitted.

5.14 Equipment Used at Home

Information technology equipment, which is provided by CWT for home-use on CWT business, including PCs (all types), tablets, modems, facsimile machines, mobile phones and peripheral equipment must be:

- Recorded on the relevant data base, for CWT's insurance cover to apply;
- Used in a suitable area/manner for such equipment (sturdy desk, clean area, dry area, well lit, safely cabled, secure area and ergonomically set up). Elected Members should consult CWT's Information Services Department and/or the Occupational Health, Safety and Welfare Officer when they need advice on any of the above requirements.

Elected Members will be held responsible for damage to equipment (physical, or caused by misuse).

Elected Members must return all equipment that has been supplied by the CWT within five days of the end of their term of office.

CITY OF WEST TORRENS



Council Policy: Elected Members Allowances, Facilities, Support and Benefits

Classification:	Council Policy
First Issued:	21 November 2006
Dates of Review:	2007, 2009, 2010, 2014, 2015, 2015, 2016, 2018
Version Number:	9
Next Review Due:	2023
Objective ID:	A5663
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 (SA) • Local Government (Members Allowances and Benefits) Regulations 2010 (SA) • Income Tax Assessment Act 1997 (Cth) • Code of Conduct for Council Members
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Elected Members Training and Development Policy • Elected Member Electronic Communications Facilities Policy • Council Reception Room - Richmond Oval Policy • Elected Members Attendance at Conferences Policy • Elections Period Caretaker Policy • Register of Allowances and Benefits
Associated Forms:	<ul style="list-style-type: none"> • Travel Expenditure Claims Form • Expenditure Authorisation Form • Travel Authority • Annual Allowance for Elected Members
Note:	A person is entitled to inspect this policy (without charge) at the principal office of council during normal office hours. The policy is also available on Council's website. A person is entitled to a copy of the policy at the fee as set by Council in its Fees and Charges Schedule.
Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	General Manager Business and Community Services Date: 20 November 2018
Approved by Council:	Date: 26 November 2018

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

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City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

Council Policy - Elected Members Allowances, Facilities, Support and Benefits

1. Preamble

- 1.1 Council recognises that in order for Elected Members to undertake their official duties and functions effectively and expediently, they require access to necessary facilities, support and benefits.
- 1.2 Council supports the principle that Elected Members should not be out-of-pocket as a result of undertaking their official duties and functions. Consequently, Council will ensure that reasonable reimbursement is made for costs that are actually and necessarily incurred in the performance and discharge of their roles.
- 1.3 Council will ensure that payment of Elected Member allowances and the reimbursement of expenses is accountable and transparent and in accordance with s76 of the [Local Government Act 1999](#) (Act) and the [Local Government \(Members Allowances and Benefits\) Regulations 2010](#) (Regulations).
- 1.4 Electronic communication facilities, such as telephones, Internet and E-mail, are Council resources provided for the purpose of assisting Elected Members in the proper discharge and performance of legislative functions and duties. All Elected Members have a responsibility to ensure their proper use.

2. Purpose

- 2.1 The purpose of this Policy is to formalise and document Council's agreed position in relation to the allowances, benefits, facilities, support and reimbursements of expenses it will make available to its Elected Members to assist them in the performance and discharge of their roles in accordance with sections 76, 77 and 78 of the Act.

3. Scope

- 3.1 This policy applies to all Elected Members.

4. Definitions

- 4.1 **Conclusion of the Election** is as defined in s4(2) of the [Act](#).
- 4.2 **Consumer Price Index** is defined by s76(15) of the [Act](#) as the Consumer Price Index, 'All groups index for Adelaide,' published by the Australian Bureau of Statistics.
- 4.3 **Eligible Journey** means a journey, in either direction, between the principal place of residence, or a place of work, of an Elected Member and the place of a prescribed meeting.
- 4.4 **Facilities** means any property or asset owned by the Council and includes (but is not limited to) reserves, buildings, meeting rooms, mobile phones, laptops, tablet computers, email facilities, scanners, printers etc.
- 4.5 **Prescribed Meeting** means a meeting of the Council or Council Committee or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of an Elected Member.

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City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- 4.6 **Prescribed and Non Prescribed Committees** are the classifications applied by the Remuneration Tribunal for the purpose of determining the allowance to be paid to the Presiding Member of a Council Committee.
- 4.7 **Relative** is defined in s4 of the [Act](#) as a:
- spouse or domestic partner;
 - parent or remoter lineal ancestor; or
 - son, daughter or remoter descendant; or
 - brother or sister; or
 - a stepfather, stepmother, stepson or stepdaughter; or
 - any member of the person's family who resides in the member's household.
- 4.8 **Remuneration Tribunal** means the Remuneration Tribunal of South Australia.
- 4.9 **Services** mean benefits and support provided to Elected Members during their term of office.
5. **Policy Statement**
- 5.1 **Allowances**
- 5.1.1 Section 76 of the [Act](#) provides that all Elected Members are entitled to receive an annual allowance, determined by the Remuneration Tribunal, for performing and discharging their official functions and duties commencing on the conclusion of the relevant periodic election and concluding at the time at which the last result of the next periodic election is certified by the returning officer under the [Local Government \(Elections\) Act 1999](#).
- 5.1.2 This determination applies to all Elected Members of a council in South Australia and is based on six council groupings. The Remuneration Tribunal has classified the City of West Torrens as a **Group 1B** Council.
- 5.1.3 In addition to their Elected Member Allowance, an Elected Member who is appointed as a Presiding Member of a Council Committee, constituted in accordance with s41 of the [Act](#), is entitled to an additional allowance determined by the Remuneration Tribunal. The amount of this allowance is dependent on the classification of the council and whether the Committee is classified as a prescribed or non-prescribed Committee.
- 5.1.4 The Remuneration Tribunal will make Elected Member allowance determinations on a four yearly basis at least 14 days before the close of nominations in a general election. Allowances will be adjusted on the first, second and third anniversary of the relevant general election to reflect changes in the Consumer Price Index as described in the [Regulations](#).
- 5.1.5 The City of West Torrens will ensure the allowance, determined by the Remuneration Tribunal, will be paid monthly in arrears for the Mayor and quarterly in arrears for Councillors.
- 5.1.6 In accordance with the determination by the Remuneration Tribunal, allowances paid to Members will be adjusted annually by the Consumer Price Index on the first, second and third anniversary of the 2018 Local Government Periodic Elections.

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- 5.1.7 Any Elected Member may decline to receive their allowance or the use of any Council provided facility, benefit or support or part thereof.

5.2 Reimbursement of Expenses

- 5.2.1 Section 77(1)(a) of the Act provides that all Elected Members are entitled to receive reimbursement for expenses, actually and necessarily incurred, of the kind prescribed in performing or discharging official functions and duties.

- 5.2.2 The City of West Torrens will ensure that the reimbursement of expenses is accountable, transparent and in accordance with the provisions in the [Act](#) and the [Regulations](#).

5.2.3 Eligible Journey Expenses for Attendance at Prescribed Meetings

- 5.2.3.1 In accordance with s5(1)(a) and s5(2)(a) of the [Regulations](#), travel expenses incurred will be reimbursed without the need for prior approval by Council for an eligible journey, within the Council area, when travelling to or from a prescribed meeting of the Council or Committee of the Council. However, the [Regulations](#) provide that:

- a. Travel must be by the shortest or most practical route.
- b. If an eligible journey relates to travel between a place within the Council area and a place outside the Council area, in either direction, the Elected Member will only be reimbursed in respect of travel within the Council area.
- c. If an Elected Member makes an eligible journey by private motor vehicle, the rate to be reimbursed will be equal to the appropriate rate per kilometre, determined according to engine capacity, prescribed for the purposes of calculating deductions for car expenses under s28-25 of the [Income Tax Assessment Act 1997](#) available at the Australian Taxation Office website, www.ato.gov.au.
- d. Appropriate travel logs must be maintained by the Elected Member to ensure they are accurately reimbursed.

5.2.4 Travel Expenses for Journeys other than Eligible Journeys

- 5.2.4.1 Travel, other than to a prescribed meeting outside of the Council area will be reimbursed with prior Council approval.
- 5.2.4.2 Air travel within Australia will be reimbursed or paid for at economy class rates for all Elected Members. Should international travel be required, Council may determine that another class of travel is considered more appropriate and will be reimbursed or paid accordingly.

5.2.5 Dependant Care When Attending a Prescribed Meeting or Function

- 5.2.5.1 Expenses incurred for the care of an Elected Member's child(ren), or a dependant living with the Elected Member who requires full time care, as a consequence of an Elected Member's attendance at a prescribed meeting, function or other Council related activity will be reimbursed to a maximum of 8 hours per occasion of care.

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- a. Reimbursement for child care expenses will be paid at the rate of \$25.00 per hour for 3 (three) hours, then \$30.00 for each hour thereafter.

5.2.5.2 An Elected Member will not be reimbursed if the care is provided by a relative of the Elected Member who ordinarily resides with the Elected Member.

5.2.6 General Requirements for Reimbursement Claims

5.2.6.1 Claims for reimbursements, other than vehicle expenses, can only be made with the submission of a tax invoice/ tax receipt. An ABN number must be displayed on the tax invoice receipt to comply with Goods and Services Tax (GST) requirements and submitted on the relevant form.

5.2.6.2 Elected Members may be entitled to reimbursement for expenses when travelling on approved Council business outside the Council area.

- a. If this travel relates to conferences, refer to the [Council Policy - Elected Members Attendance at Conferences](#) and the [Council Policy - Elected Members Training and Development](#).

5.2.6.3 If it is anticipated that a hire car will be required at the location to which an Elected Member is travelling, prior approval by Council, including the type or make of car and its range of use, is required.

5.3 Facilities and Services

5.3.1 General Principles

5.3.1.1 The facilities and services made available to Elected Members have been identified as necessary and/or expedient to the performance or discharge of their official functions or duties.

5.3.1.2 The provision of facilities and services will be available to all Elected Members on a uniform basis (other than those additional facilities, support and services will be made available for the benefit of the Mayor in accordance with [clause 5.3.3](#) of this policy).

5.3.1.3 In accordance with the provisions of the Code of Conduct for Council Members, an Elected Member must not use any facilities and services for a purpose unrelated to the performance or discharge of official functions or duties unless they have obtained the prior approval of the Council.

- a. If Council approves the private use of its facilities and services, the Elected Member will reimburse the Council for the costs or expenses that relate to that private use.

5.3.1.4 Any facility provided to an Elected Member remains the property of Council at all times and is insured via Council's insurers.

5.3.1.5 Elected Members who retire or are not re-elected will be offered the opportunity to purchase, at market rate, any equipment provided to them i.e. mobile phones, tablets, laptops, printers, modems and routers etc. prior to disposal of the equipment via other avenues.

- a. Equipment supplied by the Council that is not required by an Elected Member is to be returned and telephone services cancelled, at the Council's cost, within five working days of the end of the Elected Member's term of office - or at any other time as determined by the Council.
- b. Should the Mayor be provided with a motor vehicle, the vehicle must be returned to the City of West Torrens at the conclusion of the Mayor's term of office.

5.3.1.6 Council reserves the right to review and, if appropriate, withdraw an Elected Member's facilities if they are not achieving the intended purpose or are being used inappropriately.

5.3.1.7 All servicing and maintenance of facilities must be arranged by the Administration.

5.3.1.8 Servicing and maintenance of equipment must only be arranged by the Administration.

5.3.2 Facilities and Services - Elected Members

5.3.2.1 The Council will make the following facilities and services available to all Elected Members:

a. Administration or Office Facilities

- a name badge.
- a box of 250 business cards will be made available to Elected Members on request twice per financial year after which additional cards will be supplied at the requesting Elected Member's own cost.
- access to the Elected Members Lounge which will have available a computer and printer for use by Elected Members.
- fridge stocked with soft drinks and water.

b. Information technology equipment and out of hours IT support:

- an Apple iPhone XR 6.1" with accompanying data plan.
- an Apple iPad Pro 10.5" or an Apple iPad Pro 12.9" or a HP EliteBook 850-G5 14" with accompanying data plan. The selected device will be provided with an accompanying data plan.
- A Hewlett-Packard multifunction printer - model HP M181FW.

c. If an Elected Member elects to use their own information technology devices they will be reimbursed at the following rates:

- a monthly internet allowance of up to \$60 per month.
- a monthly reimbursement of \$60, for use of their own mobile phone for Council business.
- consumables associated with the use of information technology equipment i.e. paper, toner etc.

- d. If Council owned and provided devices suffer accidental damage, they will be replaced or repaired once during the term of Council. Subsequently, Elected Members will be responsible for funding the cost of repair of the device.
- e. The Administration will provide access to Council and Committee agendas via a tablet (iPad or other similar device), whether Council provided or BYOD.
- f. Other Facilities and Services
 - access to the Council Reception Room at Richmond Oval on match days in accordance with the [Council Policy - Council Reception Room and Richmond Oval](#).
 - ongoing support and training including attendance at conferences approved on a case by case by Council.
 - Elected Members will be provided with insurance that comprises:
 - benefits if bodily injury is sustained while engaged in any activity directly or indirectly connected with or on behalf of Council.
 - professional/public indemnity insurance that indemnifies Elected Members while undertaking their official duties. cover for damage to property and personal effects that occurs while Elected Members are engaged in Council business.
 - corporate travel cover for Elected Members and their partners/spouses while engaged in any activity directly or indirectly connected with or on behalf of Council, including while travelling to and/or from such activity.

5.3.3 Additional Resources for the Mayor

5.3.3.1 In addition to the facilities and services made available to Elected Members, the following facilities and services are made available to the Mayor:

- a. An office space and associated provisions including stationery, postage, and general expenses of the Mayor's office.
- b. Administrative support in accordance with Council's budget.
- c. A Cabcharge card
- d. A motor vehicle for which the Mayor will reimburse Council for private use on an annual basis.
 - (da) The following conditions will apply to the Mayor's vehicle as part of the Council vehicle fleet:
 - The vehicle will be of an appropriate standard recognising the responsibilities and status of the Office of the Mayor.
 - Servicing of the vehicle will be in accordance with purchase or lease arrangements and arranged through the Administration.
 - A fuel card will be provided.

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- All mechanical problems must be reported to the Administration immediately.
- The vehicle is to be maintained and kept in a clean and tidy condition at all times.
- If possible the vehicle is to be parked off-street overnight.
- The towing of any boat trailers or any trailer/caravan in excess of the vehicle makers stated weight is not allowed.
- Any fines for offences under the [Road Traffic Act 1961](#) and [Road Traffic \(Road Rules – Ancillary and Miscellaneous Provisions\) Regulations 2014](#) are the responsibility of the driver of the vehicle and will not be met by Council.
- The procedure to follow if the vehicle is involved in an accident must be stored in the glove box of the vehicle and followed in the event of an accident.
- No smoking is allowed in the vehicle.

5.3.3.2 Telephone lines in the homes of Elected Members are not a Council responsibility and will not be paid by Council.

5.4 Telephone Accounts

- 5.4.1 Monthly charges for Council-owned mobile telephones will be paid by Council.
- 5.4.2 Elected Members are required to reimburse Council for any private use of a Council owned telephone.
- 5.4.3 Costs incurred that are associated with the use of a Council provided phone or tablet while overseas will be invoiced to the Elected Member unless the travel has been approved by Council.
- 5.4.4 Photocopies of telephone accounts will be provided to Elected Members monthly for their review and reimbursement of any personal charges or usage.

A report on telephone usage will be reported quarterly to Council.

5.5 Security and Confidentiality

- 5.5.1 Information regarding access to CWT's computer and communication systems should be considered as confidential information and not be divulged without authorisation.
- 5.5.2 Elected Members are expected to treat electronic information with the same care as they would confidential paper-based information.
- 5.5.3 Information should not be disclosed to any unauthorised third party. It is the responsibility of the Elected Member to report any suspected security issues to the CEO.
- 5.5.4 Elected Members should be aware that communications via Internet and e-mail, even if expressed to be confidential, may have to be disclosed in court proceedings, investigations by competition authorities and regulatory bodies or in response to Freedom of Information applications.

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- 5.5.5 Electronic communications sent and received in the conduct of CWT business are official records of the CWT and are required to be maintained in good order and condition under the [State Records Act 1997](#). Reference should be made to the [Council Policy - Elected Member Records Management](#) for the record keeping procedures to be used to record electronic communications properly.
- 5.5.6 The security of the Council's data and information, communication and technology (ICT) infrastructure is paramount. Where necessary, Council's Information Services staff may take action, including interrupting services and/or devices to protect Council data and ICT infrastructure.
- 5.5.7 Prior to providing access via a personal device, a *Bring Your Own Device (BYOD) Access Agreement* must be completed.

5.6 Register of Allowances and Benefits

- 5.6.1 A register of Allowances and Benefits (Register) will be kept in accordance with s79 of the Act.
- 5.6.2 The Register will include all expenditure associated with allowances, mobile telephone/internet expenses, reimbursements, conference and seminar costs, training, the provision of equipment, insurance and consumables etc.
- 5.6.3 A person is entitled to inspect the Register without charge at the principal office of Council during normal office hours.
- 5.6.4 A person is entitled to an extract from the Register for a fee set by Council and included in its Schedule of Fees and Charges.
- 5.6.5 Details recorded in the Register will be reported to the Council on a quarterly basis.

8.10 Revision of the Elected Members Allowances, Facilities, Support and Benefits Policy Brief

This report proposes a relatively minor change to the Elected Members Allowances, Facilities, Support and Benefits Policy.

RECOMMENDATION

The Committee recommends to Council that the sentence "a report on telephone usage will be reported quarterly to Council" be deleted from Section 5.4 of the *Elected Members Allowances, Facilities, Support and Benefits Policy* and the revised policy be adopted.

Discussion

The sentence "a report on *telephone usage will be reported quarterly to Council*" is proposed for deletion from Section 5.4 of the *Elected Members Allowances, Facilities, Support and Benefits Policy*. A copy of the policy highlighting the recommended change is included as **attachment 1**.

There is no longer a need for this reporting to occur, given ten Elected Members now use their own mobile devices, rather than one provided by Council. Plans are also in place with the other five members which largely cover usage charges and so obviate the need for the reporting to occur.

Conclusion

A relatively minor change to the *Elected Members Allowances, Facilities, Support and Benefits Policy* is proposed in this report.

Attachments

1. Elected Members Allowances, Facilities, Support and Benefits Policy

**Council Policy:
Elected Members Allowances, Facilities, Support
and Benefits**

Classification:	Council Policy
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Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • <u>Elected Members Training and Development Policy</u> • <u>Elected Member Electronic Communications Facilities Policy</u> • <u>Council Reception Room - Richmond Oval Policy</u> • <u>Elected Members Attendance at Conferences Policy</u> • <u>Elections Period Caretaker Policy</u> • Register of Allowances and Benefits
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Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	General Manager Date: 20 November 2018 Business and Community Services
Approved by Council:	Date: 26 November 2018

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

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Council Policy - Elected Members Allowances, Facilities, Support and Benefits

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City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- 4.6 **Prescribed and Non Prescribed Committees** are the classifications applied by the Remuneration Tribunal for the purpose of determining the allowance to be paid to the Presiding Member of a Council Committee.
- 4.7 **Relative** is defined in s4 of the [Act](#) as a:
- spouse or domestic partner;
 - parent or remoter lineal ancestor; or
 - son, daughter or remoter descendant; or
 - brother or sister; or
 - a stepfather, stepmother, stepson or stepdaughter; or
 - any member of the person's family who resides in the member's household.
- 4.8 **Remuneration Tribunal** means the Remuneration Tribunal of South Australia.
- 4.9 **Services** mean benefits and support provided to Elected Members during their term of office.
- 5. Policy Statement**
- 5.1 **Allowances**
- 5.1.1 Section 76 of the [Act](#) provides that all Elected Members are entitled to receive an annual allowance, determined by the Remuneration Tribunal, for performing and discharging their official functions and duties commencing on the conclusion of the relevant periodic election and concluding at the time at which the last result of the next periodic election is certified by the returning officer under the [Local Government \(Elections\) Act 1999](#).
- 5.1.2 This determination applies to all Elected Members of a council in South Australia and is based on six council groupings. The Remuneration Tribunal has classified the City of West Torrens as a **Group 1B** Council.
- 5.1.3 In addition to their Elected Member Allowance, an Elected Member who is appointed as a Presiding Member of a Council Committee, constituted in accordance with s41 of the [Act](#), is entitled to an additional allowance determined by the Remuneration Tribunal. The amount of this allowance is dependent on the classification of the council and whether the Committee is classified as a prescribed or non-prescribed Committee.
- 5.1.4 The Remuneration Tribunal will make Elected Member allowance determinations on a four yearly basis at least 14 days before the close of nominations in a general election. Allowances will be adjusted on the first, second and third anniversary of the relevant general election to reflect changes in the Consumer Price Index as described in the [Regulations](#).
- 5.1.5 The City of West Torrens will ensure the allowance, determined by the Remuneration Tribunal, will be paid monthly in arrears for the Mayor and quarterly in arrears for Councillors.
- 5.1.6 In accordance with the determination by the Remuneration Tribunal, allowances paid to Members will be adjusted annually by the Consumer Price Index on the first, second and third anniversary of the 2018 Local Government Periodic Elections.

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- 5.1.7 Any Elected Member may decline to receive their allowance or the use of any Council provided facility, benefit or support or part thereof.

5.2 Reimbursement of Expenses

- 5.2.1 Section 77(1)(a) of the Act provides that all Elected Members are entitled to receive reimbursement for expenses, actually and necessarily incurred, of the kind prescribed in performing or discharging official functions and duties.

- 5.2.2 The City of West Torrens will ensure that the reimbursement of expenses is accountable, transparent and in accordance with the provisions in the [Act](#) and the [Regulations](#).

5.2.3 Eligible Journey Expenses for Attendance at Prescribed Meetings

- 5.2.3.1 In accordance with s5(1)(a) and s5(2)(a) of the [Regulations](#), travel expenses incurred will be reimbursed without the need for prior approval by Council for an eligible journey, within the Council area, when travelling to or from a prescribed meeting of the Council or Committee of the Council. However, the [Regulations](#) provide that:

- a. Travel must be by the shortest or most practical route.
- b. If an eligible journey relates to travel between a place within the Council area and a place outside the Council area, in either direction, the Elected Member will only be reimbursed in respect of travel within the Council area.
- c. If an Elected Member makes an eligible journey by private motor vehicle, the rate to be reimbursed will be equal to the appropriate rate per kilometre, determined according to engine capacity, prescribed for the purposes of calculating deductions for car expenses under s28-25 of the [Income Tax Assessment Act 1997](#) available at the Australian Taxation Office website, www.ato.gov.au.
- d. Appropriate travel logs must be maintained by the Elected Member to ensure they are accurately reimbursed.

5.2.4 Travel Expenses for Journeys other than Eligible Journeys

- 5.2.4.1 Travel, other than to a prescribed meeting outside of the Council area will be reimbursed with prior Council approval.
- 5.2.4.2 Air travel within Australia will be reimbursed or paid for at economy class rates for all Elected Members. Should international travel be required, Council may determine that another class of travel is considered more appropriate and will be reimbursed or paid accordingly.

5.2.5 Dependant Care When Attending a Prescribed Meeting or Function

- 5.2.5.1 Expenses incurred for the care of an Elected Member's child(ren), or a dependant living with the Elected Member who requires full time care, as a consequence of an Elected Member's attendance at a prescribed meeting, function or other Council related activity will be reimbursed to a maximum of 8 hours per occasion of care.

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- a. Reimbursement for child care expenses will be paid at the rate of \$25.00 per hour for 3 (three) hours, then \$30.00 for each hour thereafter.

5.2.5.2 An Elected Member will not be reimbursed if the care is provided by a relative of the Elected Member who ordinarily resides with the Elected Member.

5.2.6 General Requirements for Reimbursement Claims

5.2.6.1 Claims for reimbursements, other than vehicle expenses, can only be made with the submission of a tax invoice/ tax receipt. An ABN number must be displayed on the tax invoice receipt to comply with Goods and Services Tax (GST) requirements and submitted on the relevant form.

5.2.6.2 Elected Members may be entitled to reimbursement for expenses when travelling on approved Council business outside the Council area.

- a. If this travel relates to conferences, refer to the [Council Policy - Elected Members Attendance at Conferences](#) and the [Council Policy - Elected Members Training and Development](#).

5.2.6.3 If it is anticipated that a hire car will be required at the location to which an Elected Member is travelling, prior approval by Council, including the type or make of car and its range of use, is required.

5.3 Facilities and Services

5.3.1 General Principles

5.3.1.1 The facilities and services made available to Elected Members have been identified as necessary and/or expedient to the performance or discharge of their official functions or duties.

5.3.1.2 The provision of facilities and services will be available to all Elected Members on a uniform basis (other than those additional facilities, support and services will be made available for the benefit of the Mayor in accordance with [clause 5.3.3](#) of this policy).

5.3.1.3 In accordance with the provisions of the Code of Conduct for Council Members, an Elected Member must not use any facilities and services for a purpose unrelated to the performance or discharge of official functions or duties unless they have obtained the prior approval of the Council.

- a. If Council approves the private use of its facilities and services, the Elected Member will reimburse the Council for the costs or expenses that relate to that private use.

5.3.1.4 Any facility provided to an Elected Member remains the property of Council at all times and is insured via Council's insurers.

5.3.1.5 Elected Members who retire or are not re-elected will be offered the opportunity to purchase, at market rate, any equipment provided to them i.e. mobile phones, tablets, laptops, printers, modems and routers etc. prior to disposal of the equipment via other avenues.

- a. Equipment supplied by the Council that is not required by an Elected Member is to be returned and telephone services cancelled, at the Council's cost, within five working days of the end of the Elected Member's term of office - or at any other time as determined by the Council.
- b. Should the Mayor be provided with a motor vehicle, the vehicle must be returned to the City of West Torrens at the conclusion of the Mayor's term of office.

5.3.1.6 Council reserves the right to review and, if appropriate, withdraw an Elected Member's facilities if they are not achieving the intended purpose or are being used inappropriately.

5.3.1.7 All servicing and maintenance of facilities must be arranged by the Administration.

5.3.1.8 Servicing and maintenance of equipment must only be arranged by the Administration.

5.3.2 Facilities and Services - Elected Members

5.3.2.1 The Council will make the following facilities and services available to all Elected Members:

a. Administration or Office Facilities

- a name badge.
- a box of 250 business cards will be made available to Elected Members on request twice per financial year after which additional cards will be supplied at the requesting Elected Member's own cost.
- access to the Elected Members Lounge which will have available a computer and printer for use by Elected Members.
- fridge stocked with soft drinks and water.

b. Information technology equipment and out of hours IT support:

- an Apple iPhone XR 6.1" with accompanying data plan.
- an Apple iPad Pro 10.5" or an Apple iPad Pro 12.9" or a HP EliteBook 850-G5 14" with accompanying data plan. The selected device will be provided with an accompanying data plan.
- A Hewlett-Packard multifunction printer - model HP M181FW.

c. If an Elected Member elects to use their own information technology devices they will be reimbursed at the following rates:

- a monthly internet allowance of up to \$60 per month.
- a monthly reimbursement of \$60, for use of their own mobile phone for Council business.
- consumables associated with the use of information technology equipment i.e. paper, toner etc.

- d. If Council owned and provided devices suffer accidental damage, they will be replaced or repaired once during the term of Council. Subsequently, Elected Members will be responsible for funding the cost of repair of the device.
- e. The Administration will provide access to Council and Committee agendas via a tablet (iPad or other similar device), whether Council provided or BYOD.
- f. Other Facilities and Services
 - access to the Council Reception Room at Richmond Oval on match days in accordance with the [Council Policy - Council Reception Room and Richmond Oval](#).
 - ongoing support and training including attendance at conferences approved on a case by case by Council.
 - Elected Members will be provided with insurance that comprises:
 - benefits if bodily injury is sustained while engaged in any activity directly or indirectly connected with or on behalf of Council.
 - professional/public indemnity insurance that indemnifies Elected Members while undertaking their official duties. cover for damage to property and personal effects that occurs while Elected Members are engaged in Council business.
 - corporate travel cover for Elected Members and their partners/spouses while engaged in any activity directly or indirectly connected with or on behalf of Council, including while travelling to and/or from such activity.

5.3.3 Additional Resources for the Mayor

5.3.3.1 In addition to the facilities and services made available to Elected Members, the following facilities and services are made available to the Mayor:

- a. An office space and associated provisions including stationery, postage, and general expenses of the Mayor's office.
- b. Administrative support in accordance with Council's budget.
- c. A Cabcharge card
- d. A motor vehicle for which the Mayor will reimburse Council for private use on an annual basis.
 - (da) The following conditions will apply to the Mayor's vehicle as part of the Council vehicle fleet:
 - The vehicle will be of an appropriate standard recognising the responsibilities and status of the Office of the Mayor.
 - Servicing of the vehicle will be in accordance with purchase or lease arrangements and arranged through the Administration.
 - A fuel card will be provided.

City of West Torrens Council Policy – Elected Members Allowances, Facilities, Support and Benefits

- All mechanical problems must be reported to the Administration immediately.
- The vehicle is to be maintained and kept in a clean and tidy condition at all times.
- If possible the vehicle is to be parked off-street overnight.
- The towing of any boat trailers or any trailer/caravan in excess of the vehicle makers stated weight is not allowed.
- Any fines for offences under the [Road Traffic Act 1961](#) and [Road Traffic \(Road Rules – Ancillary and Miscellaneous Provisions\) Regulations 2014](#) are the responsibility of the driver of the vehicle and will not be met by Council.
- The procedure to follow if the vehicle is involved in an accident must be stored in the glove box of the vehicle and followed in the event of an accident.
- No smoking is allowed in the vehicle.

5.3.3.2 Telephone lines in the homes of Elected Members are not a Council responsibility and will not be paid by Council.

5.4 Telephone Accounts

- 5.4.1 Monthly charges for Council-owned mobile telephones will be paid by Council.
- 5.4.2 Elected Members are required to reimburse Council for any private use of a Council owned telephone.
- 5.4.3 Costs incurred that are associated with the use of a Council provided phone or tablet while overseas will be invoiced to the Elected Member unless the travel has been approved by Council.
- 5.4.4 Photocopies of telephone accounts will be provided to Elected Members monthly for their review and reimbursement of any personal charges or usage.

~~A report on telephone usage will be reported quarterly to Council.~~

5.5 Security and Confidentiality

- 5.5.1 Information regarding access to CWT's computer and communication systems should be considered as confidential information and not be divulged without authorisation.
- 5.5.2 Elected Members are expected to treat electronic information with the same care as they would confidential paper-based information.
- 5.5.3 Information should not be disclosed to any unauthorised third party. It is the responsibility of the Elected Member to report any suspected security issues to the CEO.
- 5.5.4 Elected Members should be aware that communications via Internet and e-mail, even if expressed to be confidential, may have to be disclosed in court proceedings, investigations by competition authorities and regulatory bodies or in response to Freedom of Information applications.

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- 5.5.5 Electronic communications sent and received in the conduct of CWT business are official records of the CWT and are required to be maintained in good order and condition under the [State Records Act 1997](#). Reference should be made to the [Council Policy - Elected Member Records Management](#) for the record keeping procedures to be used to record electronic communications properly.
- 5.5.6 The security of the Council's data and information, communication and technology (ICT) infrastructure is paramount. Where necessary, Council's Information Services staff may take action, including interrupting services and/or devices to protect Council data and ICT infrastructure.
- 5.5.7 Prior to providing access via a personal device, a *Bring Your Own Device (BYOD) Access Agreement* must be completed.

5.6 Register of Allowances and Benefits

- 5.6.1 A register of Allowances and Benefits (Register) will be kept in accordance with s79 of the Act.
- 5.6.2 The Register will include all expenditure associated with allowances, mobile telephone/internet expenses, reimbursements, conference and seminar costs, training, the provision of equipment, insurance and consumables etc.
- 5.6.3 A person is entitled to inspect the Register without charge at the principal office of Council during normal office hours.
- 5.6.4 A person is entitled to an extract from the Register for a fee set by Council and included in its Schedule of Fees and Charges.
- 5.6.5 Details recorded in the Register will be reported to the Council on a quarterly basis.

8.11 Community Grants - January 2019 to March 2019

Brief

This report presents the community, equipment and sponsorship grant applications received since the 15 January 2018 meeting of Council.

RECOMMENDATION

The Committee recommends to Council that the distribution of community grants, as detailed in the report and attachment, be approved.

Introduction

Council's Community Grants Program provides funding to eligible groups, organisations and individuals to support community projects and initiatives that are in line with Council's Community Plan. The community grants program comprises community grants, community equipment grants, sponsorship and junior development grants, all of which are derived from a single budget of \$121,000, approved by Council for the 2018/19 financial year.

Grant applications are received all year round and this report presents those eight (8) community grant, equipment grant, Women in Sports grant and sponsorship grants applications received since the 15 January 2019 meeting of Council.

Discussion

The maximum funding amounts per each grant of the program are as follows:

Community Grant	\$5,000
Sponsorships	\$5,000
Community Equipment Grants	\$3,000
Women in Sports Grants	\$3,000
Junior Development Grants	\$500

The table below details a summary of those eight (8) community grant, equipment grant, Women in Sports grant and sponsorship grants applications received since the 15 January 2019 meeting of Council, along with:

- the name of the group/organisation seeking a grant or sponsorship;
- the amount requested;
- grant applications previously approved by Council; and
- the assessment recommendations of the Administration:

The full applications are included in **Attachment 1**.

	Organisation/Community Group	Grant Request	Requested Amount	Previous applications	Recommendation That:
	COMMUNITY GRANTS (Maximum \$5,000)				
1	Combined Probus Club of Lockleys Inc. <i>Incorporated Probus Club based in Fulham.</i>	Purchase of Defibrillator. The total cost is \$2,455. <i>Located within CWT.</i>	\$2,455	Nil	\$2,455 community grant be approved

	Organisation/Community Group	Grant Request	Requested Amount	Previous applications	Recommendation That:
2	Thai-Australian Association of SA <i>Incorporated community cultural organisation based in Kurralt Park.</i>	Towards purchase of materials and venue hire for 2019 Thai Festival to be held at Thebarton Community Centre and Kings Reserve. Total cost of event is \$24,453. <i>Event located in CWT, open to residents of CWT.</i>	\$5,000	2018 - \$5,000	\$5,000 community grant be approved <i>CWT provides in-kind support via advice and guidance from the CWT Events Coordinator for this event.</i>
Total \$ Community Grants Recommended for Approval					\$7,455
COMMUNITY EQUIPMENT GRANTS (Maximum \$3,000)					
3	Immanuel College Old Scholars Soccer Club Inc. <i>Community sporting club based in Novar Gardens.</i>	Soccer equipment to improve and expand training program. <i>Sporting club based in CWT.</i>	\$1,835	Nil	\$1,835 community equipment grant be approved
Total \$ Community Equipment Grants Recommended for Approval					\$1,835
SPONSORSHIPS (Maximum \$5,000)					
4	Adelaide Bangladeshi Cultural Club Inc <i>Incorporated community cultural organisation based in Plympton.</i>	Sponsorship to pay towards equipment and materials for the annual Multicultural Festival held at Cowandilla Primary School. Total cost of event is \$14,455. <i>Event located in CWT, open to residents of CWT.</i>	\$5,000	2016- \$3,500 2018 - \$5,000	\$5,000 sponsorship grant be approved. <i>CWT does not currently provide in-kind support to this event.</i>

5	Coast FM - Southern and Western Community Broadcasters Inc. <i>Incorporated community radio station based in Glandore.</i>	Sponsorship to pay towards costs of equipment and materials for Annual fundraising Quiz Night being held in Thebarton Community Centre in June 2019. Total cost of the event is \$10,000. <i>Event located in CWT, open to residents of CWT.</i>	\$900	2018 - \$810	\$900 sponsorship grant be approved. <i>CWT does not currently provide in-kind support to this event.</i>
6	SA Badminton Association Inc. <i>Incorporated Sports Club based in Lockleys.</i>	Sponsorship to pay towards costs of equipment and materials for 2019 National U17 Badminton Championships being held in Lockleys. Total cost of the event is \$22,200. <i>Event located in CWT, open to residents of CWT.</i>	\$5,000	Nil	\$5,000 sponsorship grant be approved. <i>CWT does not currently provide in-kind support to this event.</i>
7	I Am Worth More Ltd <i>Incorporated Non-For-Profit organisation working with CWT sporting clubs.</i>	Sponsorship to pay towards costs of equipment and materials for 'Opening The Conversation' series of events being held at CWT sporting clubs and schools. Total cost of the event is \$5,000. <i>Events located in CWT for residents of CWT.</i>	\$5,000	Nil	\$5,000 sponsorship grant be approved. <i>CWT does not currently provide in-kind support to these events.</i>
Total \$ Sponsorships Recommended for Approval					\$15,900

INVOLVING WOMEN IN SPORTS GRANTS (Maximum \$3,000)					
8	Ice Hockey Australia <i>National Sporting Association.</i>	Sponsorship to pay towards costs of materials and venue hire for the Australian Women's Ice Hockey League Finals being held at Thebarton Arena. <i>National women's sporting event located in CWT, open to residents of CWT.</i>	\$1,200	Nil	\$1,200 Women in Sports grant be approved
Total \$ Community Equipment Grants Recommended for Approval					\$1,200
Total \$ all grants recommended for approval					\$26,390

The annual 2018/2019 budget for the community grants program is \$121,000.

In addition, the \$100,000 which was removed as part of the March 2018 budget review was reinstated at the September 2018 budget review resulting in a total budget of \$221,000 for the 2018/19 financial year.

Since 1 July 2018, a total of \$78,944 community grant program funds have been disbursed. As such, a total of **\$142,056** is available for disbursement during the remainder of the 2018/19 financial year.

If the above grant applications of \$26,390 are approved by Council, the budget remaining for future disbursement will be \$115,666.

Conclusion

This report presents those community grant and sponsorship applications received since 15 January 2019 for Council's consideration and approval.

Attachments

1. Community Grant Applications - Jan to March 2019

Community Grants 18-19
Community Grants
Application CG000121819 From Mr Allan Green

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

Mr Allan Green - Combined Probosc Club of Lockleys Inc.

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

- 1 Coral St, Fulham SA.

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

Applicant website

If available. Must be a URL

Primary contact person *

Mr ALLAN GREEN

This is the person we will correspond with about this grant

Position held in organisation *

Vice President

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

8356 3525

Community Grants 18-19
Community Grants
Application CG000121819 From Mr Allan Green

Back-up phone number**Fax number**

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

Fun, friendship and fellowship for person over age 55 years
Must be no more than 100 words.

Does your organisation have an ABN? *

☐ Yes ☒ No

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Filename: Defibrillator b.pdf
File size: 2.7 MB
Max 25mb

Is your organisation endorsed as a Deductible Gift Recipient (DGR)?

☐ Yes ☒ No

If you're unsure you can look up your DGR status at <http://abr.business.gov.au/AdvancedSearch.aspx>

Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC?)

☐ Yes ☒ No

If you're unsure, you can check your registration at the ACNC website: <http://www.acnc.gov.au/>

What is your incorporation number?

A0021247P

Incorporated Association or Australian Corporation Number

What type of not-for-profit organisation are you?

Community Grants 18-19

Community Grants

Application CG000121819 From Mr Allan Green

- | | |
|--|--|
| <input type="radio"/> Educational institution (includes pre-schools, schools, universities & higher education providers) | <input type="radio"/> Professional association |
| <input type="radio"/> Religious or faith-based institution | <input type="radio"/> Healthcare not-for-profit |
| <input type="radio"/> Philanthropic organisation | <input checked="" type="radio"/> Community group |
| <input type="radio"/> Peak body | <input type="radio"/> Political party / lobby group |
| <input type="radio"/> Social enterprise | <input type="radio"/> Research body |
| <input type="radio"/> International NGO | <input type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- | | |
|--|---|
| <input checked="" type="radio"/> Less than \$50,000 | <input type="radio"/> \$1 million or more, but less than \$10 million |
| <input type="radio"/> \$50,000 or more, but less than \$250,000 | <input type="radio"/> \$10 million or more, but less than \$100 million |
| <input type="radio"/> \$250,000 or more, but less than \$1 million | <input type="radio"/> \$100 million or more |
- Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- | | |
|--|---|
| <input type="radio"/> Unincorporated association | <input type="radio"/> Organisation established through specific legislation |
| <input checked="" type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input type="radio"/> Company limited by guarantee | <input type="radio"/> Other: |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Project Details

* indicates a required field

Project title: *

Combined Probus Club of Lockleys Inc

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date *

01/02/2019

Anticipated end date

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

Community Grants 18-19
Community Grants
Application CG000121819 From Mr Allan Green

If successful, what do you intend doing with the grant funds? *

Purchase of a defibrillator for use within the club on site and in outings
Must be no more than 150 words.

How does your project align to the strategic priorities of Council as outlined by the Community Plan? *

- social + recreational activities, outings, guest speakers.

Must be no more than 150 words.

To refer to the City of West Torrens Community Plan go to <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

- connections between older and young people

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your project demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

For the health of members and visitors should a person suffer a heart attack and the like
Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this project? *

All members of the Club

Must be no more than 150 words.

Do you have a plan for how your project will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

Defib kept on site and accompanying members on monthly outings

Must be no more than 150 words.

Reporting your success**How will you know if you have achieved your intended outcomes? ***

Hopefully we will never find out unless a member or visitor suffers a heart attack while at a meeting or outing

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
Defibrillator	Nil	Nil

Community Grants 18-19
Community Grants
Application CG000121819 From Mr Allan Green

What is the total cost of the proposed purchases? *

\$2,455.00

Must be a dollar amount.

What is the amount sought from Council? *

\$2,455.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$250.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your project, initiative or resource? *

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Signage | <input checked="" type="checkbox"/> Email distribution | <input type="checkbox"/> Network Meetings |
| <input type="checkbox"/> Official Launch | <input type="checkbox"/> Flyers | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Letterbox Drop | <input type="checkbox"/> Other: |

Documentation checklist and further information

Attached is:**Supporting documents that may be appropriate (maximum of two pages)**

Filename: Defibrillator b.pdf

File size: 2.7 MB

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000*No files have been uploaded*

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource

Community Grants 18-19

Community Grants

Application CG000121819 From Mr Allan Green

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the [Guidelines for City of West Torrens Grants and Sponsorships](#) and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr ALLAN GREEN
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Vice-President
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number,

Mobile number

Contact Email *

Must be an email address.

Date *

18/01/2019
Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☒ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

Thai-Australian Association of South Australia

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

29 Kimber Ter
Kurralta Park SA 5037

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

29 Kimber Ter
Kurralta Park SA 5037

Applicant website

If available. Must be a URL

Primary contact person *

Mr Kitipong Kangvonkit

This is the person we will correspond with about this grant

Position held in organisation *

Treasurer

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

Back-up phone number**Fax number**

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

TAASA aims to strengthen the relationship between Thai people by organising a family-friendly festival and community-based activities throughout the year. Positive outcomes that Thai Festival can deliver include:

- A sense of unity within the Thai community living in SA
 - Understanding of Thai culture and heritage among Australian-born Thais
 - Support from existing community to migrants and international students in relation to settling in, well-being and new culture
 - Access to information on government and non-government services
 - Cross-cultural awareness and intercultural relationship between Thai and Australian.
- Must be no more than 100 words.

Does your organisation have an ABN? *
☒ Yes ☐ No
ABN *

76 136 055 990

Information from the Australian Business Register	
ABN	76 136 055 990
Entity name	Thai - Australian Association Of South Australia
ABN status	Incorporated Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

Main business location 5037 SA

Information current as at 12:00am today

Must be an ABN

What type of not-for-profit organisation are you?

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
- ☐ Religious or faith-based institution
- ☐ Philanthropic organisation
- ☐ Peak body
- ☐ Social enterprise
- ☐ International NGO
- ☐ Professional association
- ☐ Healthcare not-for-profit
- ☒ Community group
- ☐ Political party / lobby group
- ☐ Research body
- ☐ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- ☒ Less than \$50,000
- ☐ \$50,000 or more, but less than \$250,000
- ☐ \$250,000 or more, but less than \$1 million
- ☐ \$1 million or more, but less than \$10 million
- ☐ \$10 million or more, but less than \$100 million
- ☐ \$100 million or more

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- ☐ Unincorporated association
- ☒ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

If your organisation is unincorporated it must have an auspice organisation

Project Details

* indicates a required field

Project title: *

Thai Festival 2019

Provide a name for your project/program/initiative. Your title should be short but descriptive

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

Anticipated start date *

23/03/2019

Anticipated end date

23/03/2019

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

If successful, what do you intend doing with the grant funds? *

The grant funds will be used for Hire equipment and purchasing material for the event.
Must be no more than 150 words.

How does your project align to the strategic priorities of Council as outlined by the Community Plan? *

Our 2018 Thai Festival has proven very successful with around 5,000 event goers. We had very good responses from the community and social media showed more than 8,000 people interested in our event. Our event was also featured on Channel 7 evening news.

We are expecting 10,000 people will be interested in our 2019 event. There will be more than 100 volunteers at the event.

The event aims to foster sense of unity within the Thai community living in SA; assist Australian-born Thais to learn more about their culture and heritage; assist newly migrated Thais to connect with existing community; provide essential information on governmental services and help available to migrants; promote Thai culture and what our community can offer to Australians living in SA.

Must be no more than 150 words.

To refer to the City of West Torrens Community Plan go to <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

We strongly believe that a cultural event and activities such as these play a significant role in promoting and advancing the rights, interests and welfare of Thai residents; enhancing Australian understanding of Thai culture and Thai people; and indirectly promoting tourism.

In 2019, we are planning a bigger and better event. A group of professional performers from Burapa University, Thailand has accepted our invitation to perform "Khon" at our event for the first time in South Australia. Khon is traditionally performed solely in the royal court by men in masks accompanied by narrators and a traditional music ensemble. Recently United Nations Educational, Scientific and Cultural Organisation or "Unesco" has listed Thai Khon as intangible cultural heritage of humanity.

The event is free entry and welcome everyone to enjoy the event.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your project demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

Thai Festival 2018 has brought the Thai community together to work toward common goals. The event has proven very successful with over 5,000 event goers. Based on our survey, 80% of the participants would recommend our event to others, and are likely to attend Thai Festival 2019.

Over the past 18 months, TAASA have attracted hundreds registered members and its activities were attended by over a thousand Thais. We gain trust from other organisations and are regularly contacted to pass on information to the Thai community.

Must be no more than 150 words.

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

How do you plan to engage the groups you are targeting for this project? *

Our target groups are Thai people, their Australian partners and friends, and the new generation of Thai Australians. TAASA will maintain regular contact with the community and work closely with them in planning, preparing, promoting and hosting activities throughout the year. One lesson we learned from hosting the Thai Festival 2018 is that we should start engaging with the community 5-6 months prior to the event. As for the preparation of Thai Festival 2019, we will engage with wider community through diverse platforms including social gatherings, religious events, social media, website, phone calls and printed collateral.

We will invite other Thai communities and not for profit organisation to open their stall at the event to promote their organisations. It will also help us to pass the event's information to their groups.

Must be no more than 150 words.

Do you have a plan for how your project will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

The Thai Festival 2019 is outdoor event. There will be food stall, merchandise stall, information stall, demonstration stalls and the Stage show. We have done the risk management plan to mitigate all the possible risks which may happened at the event. We also have the protocol to act in case the risks incurred.

Must be no more than 150 words.

Reporting your success

How will you know if you have achieved your intended outcomes? *

We will estimate the achievement by the number of attendance and participation of stallholder and other community services. We will also collect feed backs from the audiences. And number of volunteer who help us at the festival.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
Stage & Marquee	Printing	Building Hire
Electrical	Stage Decorations	Advertising
Light and Sound	Insurance	Rubbish Removal
		Security Guard
		Cleaning
		Transport
		Traffic control

What is the total cost of the proposed purchases? *

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

\$24,453.00

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$19,453.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your project, initiative or resource? *

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Signage | <input checked="" type="checkbox"/> Email distribution | <input checked="" type="checkbox"/> Network Meetings |
| <input type="checkbox"/> Official Launch | <input checked="" type="checkbox"/> Flyers | <input checked="" type="checkbox"/> Social Media |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Letterbox Drop | <input type="checkbox"/> Other: |

Documentation checklist and further information

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

Filename: Letter of support - Ambassador.pdf

File size: 60.4 kB

Filename: Letter of support - RASA.pdf

File size: 507.1 kB

Filename: Letter of support - Royal Thai Consulate General.pdf

File size: 268.3 kB

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000

Filename: BC QUOTATION - Thai Aust.pdf

File size: 8.0 MB

Filename: Quote for Courier.pdf

File size: 59.3 kB

Filename: Quote for Electrician.pdf

File size: 82.7 kB

Filename: Quote for Light \$ Sound.pdf

File size: 272.4 kB

Filename: Quote for Stage & Marquee.pdf

File size: 407.0 kB

Filename: Quote for Venue.pdf

File size: 85.8 kB

Maximum 25mb, recommended size no bigger than 5mb

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
5000	9 March 2018	Thai Festival 2018

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Kitipong Kangvonkit
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Treasurer
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

Contact Email *

Must be an email address.

Date *

23/01/2019
Must be a date

Applicant Feedback

Community Grants 18-19

Community Grants

Application CG000111819 From Thai-Australian Association of South Australia

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☒ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.



August 23rd, 2018

Grant SA

Department of Human Services SA

LETTER OF SUPPORT

For the Thai-Australian Association of South Australia (TAASA)

This letter is to express our strong support of the Thai-Australian Association of South Australia application for a grant to organise a community festival and to deliver much needed services to promote acculturation and good life for an ever growing community in South Australia.

Relationships Australia South Australia (RASA) is an organisation that recognises and supports diversity in society and believes in the right of all people to a dignified, socially valued and secure life. In our work we are therefore responsive to the needs of different groups and we specifically aim to make our services accessible to all. We are committed to a collaborative and interagency approach in all areas of service provision and our services are provided within a primary health care framework.

Through the Personal Education and Community Empowerment (PEACE) multicultural services, RASA has established extensive links with the various multicultural communities of South Australia, including Thai-Australian Association of South Australia. Our work involves providing support for individuals and groups to develop their communication, family relationships and life skills to participate more fully in the broader community.

PEACE has been working with TAASA to help us understand the settlement issues they are facing and its impact on the families and communities. We also have participated in their first ever festival held last year where we held a stall to promote our services and general health and welfare information. Through the stall we were able to distribute information about "travel safe" more than ever we did in other similar festivals. Travel safe is dedicated to address the risks of STIs, viral hepatitis and HIV associated with travel (over 26% of HIV notification in SA is related to travel). Our stall attracted Australian born as well as members of the Thai community and hundreds of booklets were distributed while tens of people stopped and asked questions related to the issues.

Over the last 18 months of working closely with members of the management committee we have witnessed the dedication, the open mindedness and the willingness to do all they can to learn about services and specific issues and to advocate for their community to make their journey to accessing services much easier. They are curious and continuously look for opportunities to bring the community together, not only to strengthen their relationships and pride of being Thai but also to provide much needed information.

Diversity • Respect • Belonging • Learning

Address 49a Ormond Street, Hindmarsh,
South Australia 5007

Ph 08-8245-8100
Fax 08-8346-7333

Web www.rasa.org.au www.respondsa.org.au
www.rabooks.com.au www.socialrelations.edu.au

Relationships Australia (SA) Inc ABN: 31 274 929 833 | Relationships Australia South Australia Health Promotion Services ABN: 19 119 188 500

The issues that have been identified by members of the management committee and RASA service coordinators are, domestic violence, family relationships especially because many of the relationships involves cross cultural issues, parenting in a new culture, sex workers, gambling, isolation and international students. We are so grateful for all the hard and dedicated volunteers who have given much of their time and resources to make the ever growing community better connected, proud and healthy community.

We urge you to look favourably at TAASA's application to show case Thai people strengths and culture through a festival and to create opportunities for members of the community to learn about relevant issues and encourage seeking help. If you require any further clarifications, please do not hesitate to email me at e.oudih@rasa.org.au.

We wish TAASA the best of luck with their application and look forward to hearing of the outcome and to working collaboratively with them.

Yours sincerely,

Enaam Oudih



Manager Multicultural Services



No. 02001/541

Royal Thai Embassy
111 Empire Circuit,
Yarralumla 2600, Canberra, ACT.
Tel. +61 2 6206 0100 Fax. +61 2 6206 0123

15 August B.E. 2561 (2018)

Dear Minister,

I wish to inform you that the Thai-Australian Association of South Australia Inc. (TAASA), founded in 2017, is an incorporated not-for-profit community-based organisation aiming to provide assistance and support to Thai community as well as to promote Thai culture in South Australia.

The first Thai Festival in South Australia organized by TAASA was held on 24 March 2018 at King Reserve, Torrensville with the support of the Royal Thai Embassy and West Torrens City Council. His Excellency the Honourable Hieu Van Le, Governor of South Australia and Honourable Steve Georganas, Federal Member for Hindmarsh kindly gave remarks during the opening ceremony. The event was a great success attracting more than 5,000 people who came to enjoy Thai cuisine and varieties of activities including traditional Thai dances, cooking demonstration and Muay Thai demonstration. The Festival also helped to foster the multiculturalism within South Australia, and to enhance closer ties between the peoples of Thailand and Australia.

I am delighted to learn that the TAASA is planning to organise the second Thai Festival in 2019 and would appreciate that TAASA's effort be fully supported by the Department of Human Services.

Yours sincerely,

(Nantana Sivakua)
Ambassador

The Honourable Michelle Lensink MLC,
Minister for Human Services,
Department of Human Services,
ADELAIDE.

Royal Thai
Consulate-General



Room 9
144 South Terrace Adelaide
PO Box 6485
Halifax Street Adelaide 5000
Phone: 8231 1333
email: info@royalthaiconsulate.org.au

To whom it may concern

I have enjoyed a close relationship with members of the Thai-Australian Association since its inception in 2017. The members of the management committee demonstrate a high level of professionalism and due diligence in all aspects of the functioning of the association and its activities.

The staging of the first Thai Festival in 2018 was an excellent example of the group's capabilities. Through this festival, which is planned to be held annually, the association was able to present an entertaining event for Thais as well as non Thais, while simultaneously meeting a number of other significant objectives. The outstanding numbers of those who attended the first event are indicative of the association's reach. The high level of support from the Governor of South Australia, the Thai Embassy in Canberra as well as state and federal politicians also validate the high regard held for the association.

I strongly support the association's application for financial assistance from Grants SA and look forward to enjoying the ongoing contribution made by the Thai-Australian Association to the sustainability and vibrancy of Adelaide

Yours sincerely,

Mandy-Jane Giannopoulos
Hon Consul

South Australia and Northern Territory

15/8/18

FESTIVAL HIRE

Quote Date 10 August 2018

A.B.N. 15 119 449 366

45 Ledger Road, Beverley SA 5009 /PO Box 233, Kangarilla SA 5157
 Ph: 08 8244 9180 Fax: 08 8244 9181 email: festival.hire@bigpond.com
 Office opening Hours: Mon - Friday 9am to 5pm
 Saturday - Sunday - Public Holidays Closed

Bill To:

Thai Australian Assoc of SA

Ship To:

Deliver Saturday up by 8.30am (Benc on site from 6am) Ben
 Event Saturday Kings Reserve, Torrens ville
 11am-6pm
 Collect Saturday from 6.15pm

Invoice No.: 00018131

Quote

Page 1 of 1

Delivery Date	Function Date	Return Date
23/03/2019	23/3/2019	

QTY	DESCRIPTION	PRICE	EXTENDED	CODE
1	9x6m CSpan Pavilion (54) Stage Cover Rear & Side walls White front 9m gable	\$1,147.50	\$1,147.50	GST
10	Concrete weights 200kg	\$20.00	\$200.00	GST
1	Extended Legs	\$100.00	\$100.00	GST
1	Strap for gable upright	\$20.00	\$20.00	GST
10	Base Plate Extensions for Weights			GST
10	Concrete Weight Covers			GST
1	STAGE 9.76X6.1 approx 1m high Cover to go on stage	\$2,000.00	\$2,000.00	GST
1	Thebarton- del/collect	\$330.00	\$330.00	GST

PLEASE NOTE TERMS ARE AS PER BELOW, FOR COD CUSTOMERS ORDERS ARE TO BE PAID PRIOR TO DELIVERY OF GOODS. ALL
 ACCOUNT CUSTOMERS ARE 14 DAYS, FAILURE TO DO SO WILL RESULT IN A 10% ACCOUNTING FEE CHARGED WEEKLY

Banking Details: BSB: 015 716 Acc. # 494 228 258 - Festival Hire

A 30% deposit is required to secure all bookings, payable with in 7 days of
 accepting quote. Cheque/ Cash/ Direct Deposit/ Credit Card
 Final balance due day prior to delivery

GST: \$345.23

Total: \$3,797.50

Paid Today: \$0.00

Terms

C.O.D.

Balance Due:**\$3,797.50**

FESTIVAL HIRE RESERVES THE RIGHT TO DELAY DELIVERY UNTIL PAYMENT IS MADE. A COPY OF OUR TERMS AND CONDITIONS
 ARE AVAILABLE ON OUR WEBSITE www.partyhireadelaide.com.au
 Emergency After Hours Contact: 0410 605 527

QUOTATION

Date: 15/08/2018

Ref. TAA/2018/002

To: Benc Kangvonkit
 Treasurer of the Thai- Australian Association of SA
Address C/- Level 8, 185 Victoria Square
 Adelaide SA 5000
Phone: Ph: 08 8110 6400 M:
Email: Info@thaiaustraliansa.org benc@ypartners.com.au

Item no.	Description	Amount totals
Quotation for the supply of power generation and temporary power distribution to Thai Festival Kings Park Thebarton 23/3/2019 or 30/3/2019		
1	2 x 60 Kva Trailer mount generator for catering	\$360.00
2	Delivery and Pick up (sat)	\$220.00
3	Fuel 100 L x \$1.90	\$190.00
4	Provision of 6 x temporary distribution boards and 2 x 10 amp power drops for	
5	30 x stall holders	
6	Equipment hire x 1 day hire inc cable tray	\$885.00
7	Labour to install and remove	\$1,260.00
8	Delivery of electrical equipment/cable tray to and from site	\$200.00
	GST Tax 10%	\$311.50
	Quotation total	\$3,426.50

2 x 10 amp single phase cable will be supplied to each stall holder.
 Fuel is an estimation only and is based on load and run times

Thank you for the opportunity to quote

Visit us at www.boltz.com.au



Boltz Pty Ltd

PO Box 3009 Port Adelaide 5015 South Australia.

Office Ph/Fax. 8449 1549 Mob. 0411 755 949 Email: stephenmartin@ozemail.com.au

Office: 61 Carlisle st Ethelton SA 5015 Workshop: 31 Circuit Drive Hendon SA 5014

www.boltz.com.au contact: info@boltz.com.au

ABN 29 151 744 491

Equipment Grants 18-19

Equipment Grants application

Application EQG000111819 From Immanuel FC

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.
Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

Immanuel FC

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

32 Morphett Rd

Novar Gardens SA 5040

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)**Applicant website**

If available. Must be a URL

Primary contact person *

Mr Anton Starr

This is the person we will correspond with about this grant

Position held in organisation *

Board Member and Player

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number ***Back-up phone number**

Equipment Grants 18-19

Equipment Grants application

Application EQG000111819 From Immanuel FC

Fax number

If applicable

Primary contact person's email address *

(Please include school email address)

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

Our club exists to provide a social and healthy outlet for anyone that loves the beautiful game, soccer. Our main aim has always been to foster and encourage former students of Immanuel College to continue their soccer experience within our club. We also accept and encourage players to join us from other leagues and communities within Adelaide. We currently have a vast array of players from different cultural backgrounds, both born in Australia and overseas. We have built a strong community and with this, we hope to compete for silverware across all of our teams.
Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

87 633 608 794

Information from the Australian Business Register

ABN	87 633 608 794
Entity name	Immanuel College Old Scholars Soccer Club
ABN status	Inc Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5045 SA

Information current as at 12:00am yesterday

Must be an ABN

What type of not-for-profit organisation are you?

Equipment Grants 18-19

Equipment Grants application

Application EQG000111819 From Immanuel FC

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
- ☐ Religious or faith-based institution
- ☐ Philanthropic organisation
- ☐ Peak body
- ☐ Social enterprise
- ☐ International NGO
- ☐ Professional association
- ☐ Healthcare not-for-profit
- ☒ Community group
- ☐ Political party / lobby group
- ☐ Research body
- ☐ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- ☒ Less than \$50,000
 - ☐ \$50,000 or more, but less than \$250,000
 - ☐ \$250,000 or more, but less than \$1 million
 - ☐ \$1 million or more, but less than \$10 million
 - ☐ \$10 million or more, but less than \$100 million
 - ☐ \$100 million or more
- Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- ☐ Unincorporated association
- ☒ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

If your organisation is unincorporated it must have an auspice organisation

Equipment Details

* indicates a required field

How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Community Plan? *

The purchases of this equipment aligns through people valuing the ability to maintain a healthy lifestyle via walking, cycling or sport (Soccer). Immanuel FC, being located at the Adelaide Shores Football Centre is in a central location with Barrat Reserve our match day oval next door. In addition, it connects as our club is very culturally diverse and we contribute to the West Torrens community by having an outlet for young boys and men to participate in.

Must be no more than 150 words.

To refer to the City of West Torrens Community Plan go to <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Equipment Grants 18-19

Equipment Grants application

Application EQG000111819 From Immanuel FC

Does this application respond to one or more of the program priority areas? *

Yes, we believe this application does respond to many of the program priority areas. Our club provides accessibility to playing soccer for ages of 16 and above. We are a community that embraces diversity as we have multiple people from various places around the world, we foster a positive community by activating open spaces, giving social inclusion and fairness to all race, gender and religion, we provide a healthy and safe community for our Immanuel FC members and we provide community engagement through fitness.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does the purchase of this equipment demonstrate innovation? *

We as a club are always looking to improve our methodology of how we train and play. The purchase of this equipment demonstrates innovation by allowing us to trial new methods of agility and core strengthening exercises and it provides timely feedback to our coaches on what we may need to work on next. The equipment will allow our coaching staff to create and set up new drills and activities that we may not currently be able to.

Must be no more than 150 words.

How do you plan to engage the target groups this equipment is for? *

The equipment required should be engaging enough for all of our teams. Our coaches have vast experience at making training sessions fun and enjoyable for all. The variety of equipment listed will most definitely aid in this as some of it will be used for ball work, shooting accuracy, passing, agility and ground work.

Must be no more than 150 words.

Do you have a plan for how this equipment will be used? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

Our plan is to incorporate the equipment into our training sessions and our games on match day for all 5 men's teams. It will be evenly distributed across the club and everyone will have access to the equipment listed.

Must be no more than 150 words.

Reporting your success

How will you know if you have achieved your intended outcomes? *

We will know that we have achieved our intended outcomes if all of our squad players feel as though they have enough quality equipment accessible to them and for them to use at training sessions and on match days.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Equipment (specify)

Soccer balls
Training Bibs
Cones

Equipment Grants 18-19
Equipment Grants application
Application EQG000111819 From Immanuel FC

Agility Equipment
Recovery: Resistance Bands / Foam Rollers
Training Goals

What is the total cost of the proposed purchases? *

\$1,835.00

Must be a dollar amount.

What is the amount sought from Council? *

\$2,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$300.00

Must be a dollar amount.

Documentation checklist and further information

Attached is:**Supporting documents that may be appropriate (maximum of two pages)**

Filename: Balance Sheet Oct 2018 (1).pdf

File size: 21.2 kB

Filename: P&L 2018 (1).pdf

File size: 21.9 kB

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000*No files have been uploaded*

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
\$5,000	15/10/2016	Office of Sport and Rec

Equipment Grants 18-19

Equipment Grants application

Application EQG000111819 From Immanuel FC

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Anton Starr
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Board Member and Player
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

Contact Email *

Must be an email address.

Date *

29/01/2018
Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☒ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

I thought the application process was thorough but not complicated to fill in.



Balance Sheet

Immanuel Old Scholars Soccer Club Inc
32 Morphett Road, NOVAR GARDENS SA 5040, Australia

Accrual mode
30 Sep 2018
ABN: 87633608794
Generated 24 Oct 2018

		Total
Asset		
Banking		
1-1000	Cheque account	7,839.41
Total Banking		7,839.41
Current Assets		
1-1500	Merchandise for Sale - at cost	2,708.60
1-1900	Uniforms	14,379.30
1-1901	Less Accumulated Depreciation	-2,458.80
1-2003	Equipment	1,980.00
1-2004	Less Accumulated Depreciation	-396.00
Total Current Assets		16,213.10
Fixed Assets		
1-2001	Marquee	2,640.00
1-2002	Less Accumulated Depreciation	-528.00
Total Fixed Assets		2,112.00
Total Asset		26,164.51
Liability		
Credit Card		
Total Credit Card		0.00
Current Liabilities		
Total Current Liabilities		0.00
Long Term Liabilities		
Total Long Term Liabilities		0.00
Total Liability		0.00
Net Assets		26,164.51
Equity		
Current Earnings		
3-1800	Current year earnings	1,302.54
Total Current Earnings		1,302.54
Retained Earnings		
3-1600	Retained earnings	24,861.97
Total Retained Earnings		24,861.97
Total Equity		26,164.51



Profit and loss

Immanuel Old Scholars Soccer Club Inc
32 Morphett Road, NOVAR GARDENS SA 5040, Australia

Cash mode
01 Oct 2017 - 25 Sep 2018
ABN: 87633608794
Generated 25 Sep 2018

		Total
Income		
4-2100	Dinner	35.00
4-2800	Fundraising	788.60
4-3010	Player Fees	18,551.50
4-4011	Canteen Sales	21.18
4-4014	Presentation Night	70.00
4-4050	Sponsorship	10,000.00
4-5020	Interest	22.04
Total Income		29,488.32
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		29,488.32
Less Expense		
6-0070	Bank charges	1.20
6-0150	Purchases - Canteen	801.13
6-0571	Training - Adelaide Shores	6,913.70
6-0575	Ground Hire - Additional	1,542.80
6-0575.04	Barrett Reserve - Game Day	330.00
6-0576	Training - Underdale	2,400.00
6-0600	Coaching Fees	4,300.00
6-1050	Affiliation Fee - CSL	131.50
6-2130	Presentation Night	1,800.00
6-3250	Minor Equipment	59.00
6-4450	Referee Fees	3,632.50
6-5001	Shed Hire	180.00
6-5850	Trophies	737.95
6-5901	Player Strips	5,346.00
6-6100	Volunteers	200.00
Total Expense		28,375.78
Operating Profit		1,112.54
Plus Other Income		
8-1400	Other Income	0.01
Total Other Income		0.01
Less Other Expense		
9-1000	Other expenses	0.01
Total Other Expense		0.01
Net Profit		1,112.54

Sponsorship Program 18-19

Sponsorship program application

Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

Adelaide Bangladeshi Cultural Club Inc.

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

2/14-16 Long St
Plympton SA 5038

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

2/14-16 Long St
Plympton SA 5038

Applicant website

If available. Must be a URL

Primary contact person *

Mr Md Masudur Rahman

This is the person we will correspond with about this grant

Position held in organisation *

President

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Sponsorship Program 18-19

Sponsorship program application

Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

Back-up phone number**Fax number**

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

Merge two countries culture; Australia and Bangladesh by

1. Providing free training on language (Bengali and Arabic) to children
2. Provide free training on cultural activities such as Music, Dance, drama etc. as well as lesson on musical instruments; Guitar, keyboard harmonica etc.
3. Organise cultural events in different places of City of west Torrens since 2013 in order to display multicultural strength of Bangladesh and Australia
4. Bring new ideas and cultural taste in council area
5. Capacity building of new migrants by providing different cultural fusions
6. Work together with council to strengthen the living standard of local communities.

Must be no more than 100 words.

Does your organisation have an ABN? *☒ Yes ☐ No**ABN ***

11 718 289 978

Information from the Australian Business Register

ABN	11 718 289 978
Entity name	Adelaide Bangladeshi Cultural Club
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions

Sponsorship Program 18-19

Sponsorship program application

Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

Main business location 5033 SA

Information current as at 12:00am yesterday

Must be an ABN

What type of not-for-profit organisation are you?

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
- ☐ Religious or faith-based institution
- ☐ Philanthropic organisation
- ☐ Peak body
- ☐ Social enterprise
- ☐ International NGO
- ☐ Professional association
- ☐ Healthcare not-for-profit
- ☒ Community group
- ☐ Political party / lobby group
- ☐ Research body
- ☐ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- ☒ Less than \$50,000
- ☐ \$50,000 or more, but less than \$250,000
- ☐ \$250,000 or more, but less than \$1 million
- ☐ \$1 million or more, but less than \$10 million
- ☐ \$10 million or more, but less than \$100 million
- ☐ \$100 million or more

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- ☐ Unincorporated association
- ☒ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

If your organisation is unincorporated it must have an auspice organisation

Event Details

* indicates a required field

Event title: *

Multicultural Festival for Bengali New Year and International Mother Language Day celebration 2019 Hosted by ABACC

Provide a name for your project/program/initiative. Your title should be short but descriptive

Sponsorship Program 18-19
 Sponsorship program application
 Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

Event start date *

27/04/2019

Event end date *

27/04/2019

Type of event:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Education | <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Sports | <input type="checkbox"/> Business |
| <input type="checkbox"/> Arts / Culture | <input type="checkbox"/> Charity | <input type="checkbox"/> Other: |

You may select more than one option

Event attendees expected age range:

- | | | |
|--|--|-----------------------------------|
| <input checked="" type="checkbox"/> Under 18 | <input checked="" type="checkbox"/> 31 to 40 | <input type="checkbox"/> 51 to 60 |
| <input checked="" type="checkbox"/> 18 to 30 | <input checked="" type="checkbox"/> 41 to 50 | <input type="checkbox"/> 60+ |

You may select more than one option

Where will the attendees be travelling from?

- | | | |
|--|--|---------------------------------|
| <input checked="" type="checkbox"/> City of West Torrens | <input checked="" type="checkbox"/> Adelaide metropolitan area | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Western suburbs | <input type="checkbox"/> SA generally | |

What is the estimated total attendance?

1500

Must be a number.

How does your event align to the strategic priorities of Council as outlined by the Community Plan? *

The event directly linked with the community strategic plan of the Council; as we focusing to encourage people to live in this area with multicultural environment. As per our last few years outcomes of the event we got huge support from the local inhabitants and new migrants that this city is most liveable place in Adelaide. The people who are living in this area are covered by our services, their kids can get scope to engage themselves in multicultural activities which is our main focus. Through this event children get huge scope to display their learnings which they learn throughout the year provided by the association.

25 Stalls will be in this event, where stall holders will be encouraged to sell and display their innovative business goods; foods, dress, etc. The tastes of foods and colours of dresses will make the place a fabulous day to the local inhabitants.

Must be no more than 150 words.

Refer to the City of West Torrens Community Plan at <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

As our proposed event is open to all and mainly to attract the local resident of the council which is directly linked with the two program priority areas;

-Local events, activities and programs that celebrate multicultural and

-Connections between neighbours, older and young people, and the capacity for ageing in place.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

Sponsorship Program 18-19

Sponsorship program application

Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

How does your event demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

21 February 1952, The Bengali Language Movement in Bangladesh. The day was proclaimed as the International Mother Language Day to promote unity in diversity and international understanding through multilingualism and multiculturalism by the General Conference of the (UNESCO) in November 1999 (30C/62).

Bengali New Year also called Pohela Boishakh, is the traditional new year day of the Bengali people. It is celebrated on 14 April as a national holiday in Bangladesh, and on 14 or 15 April in the Indian states of West Bengal and Tripura and elsewhere by people of Bengali heritage, irrespective of their religious faith.

The festival is celebrated with processions, fairs and family time. In 2016, the UNESCO declared this festivity as a cultural heritage of humanity. Bengali New year of Bengali Nation is become a most common and biggest celebration all over the world. So we celebrate both occasions together each year here in Adelaide.
Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this event? *

As Children are the main participants of these events therefore, they will learn the history of their own culture. And this learning process will be fun oriented and joyful through dance, music and drama. This event will create a chance to all of us to pay a proper tribute to our those heroes, without whom we may not exist. Through this event children will understand the value of volunteer activities in this country and the importance of cultural exchange between nations.

At the same time their parents and other grown up are the secondary target group of the event. They will also have the scope to participate in different activities. Thus they will be encouraged to learn the multicultural activities. In this event we will invite other nations to participate as previous years, which will create a wider bondage among all to make the council a better one.

Must be no more than 150 words.

Do you have a plan for how your event will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

Our event is designed to keep open to all; no entry fees. So people of every ages, class or group are welcome.

Its a win win strategy; participants, visitors, performers, council all will be benefited directly and indirectly without any doubt.

We have our own community school under the direction of association. The school is located in Plympton Primary School, which is registered under Ethnic School Association will be our only partner to support to organise the whole event. Nobody else will be our partner.

Must be no more than 150 words.

Reporting your success

How will you evaluate the effectiveness of your event? *

We observed last years there a good number of other nationalities participated. The interests coming from more other groups to join our event.

We are getting more performers/participants to our community school which is also located in Plympton area to get our free services. Our association facebook page gets plenty

Sponsorship Program 18-19
Sponsorship program application
Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

of positive comments just after the event. Government officials , local leaders give us acknowledgements through emails, phone calls, and direct appreciations.

When we see our children are becoming multicultural talents which definitely a evaluation of the effectiveness of the event.

Like other years the business people who come to display and sell their goods, keep us asking to keep doing same event every year as they get a good number of success from the event for no cost. The local inhabitants get highly motivated by the event engagements which they tell us directly at the event.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
Sound system hire	Sound and technician	6250
Stage hire	Stage setup and pack up	1980
Stage Decoration	Purchase material to decorate	875
Chairs and tables hire	hire and set up	500
Costume purchase	Children and other performers	950
Security	4 persons	890
Marquis hire	for stalls and other	900
Posters, Banners, Advertisements, ect	print banners, posters, ect	800
Others	miscellaneous	700

What is the total cost of the proposed purchases? *

\$14,455.00

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$9,455.00

Must be a dollar amount.

Publicity and Promotion

Sponsorship Program 18-19

Sponsorship program application

Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

How will you promote your event? *

- | | | |
|---|--|--|
| <input type="checkbox"/> Advertorials | <input type="checkbox"/> Television | <input checked="" type="checkbox"/> Web site |
| <input checked="" type="checkbox"/> Advertising - newspaper | <input type="checkbox"/> Signage | <input checked="" type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Radio | <input checked="" type="checkbox"/> Letterbox Drop | <input type="checkbox"/> Other: |

Provide details of the level of coverage anticipated:

Massive by local letterbox drop of leaflet, posters to mass places, radio advertisement, banners in multiple places, shopping centre leaflet distributions. At same time huge camping in facebook pages.

Documentation checklist and further information

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

No files have been uploaded

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000

Filename: Sound_system_Hire_Quotation.PDF

File size: 137.1 kB

Filename: Stage_Hire_Quotation.PDF

File size: 71.0 kB

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
5000	March 2018	Multicultural Festival 2018
3500	November 2016	Multicultural Festival 2016

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

Sponsorship Program 18-19
Sponsorship program application
Application SP000101819 From Adelaide Bangladeshi Cultural Club Inc.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Md Masudur Rahman
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

President
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

- 1800 1234 567

Contact Email *

Must be an email address.

Date *

12/02/2019
Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☐ Very easy ☒ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

All going very good. Keep it up



Hire Quotation / Booking Details
Quotation only. Do not pay!

Reference Number ADEL-BCC00001

Customer: Adelaide Bangladeshi Cultural Club Inc
Address: Hire App Required
Phone: 0490 946 284
Email: masudur_rahman@hotmail.com
Contact: Masudur Rahman

Dear Masudur,

We are pleased to provide the accompanying quotation for PA, Audio, DJ, Lighting, Backline and/or Vision systems as requested. As an experienced production company we look forward to being most competitive and delivering a personal service. At times should equipment specified, delivery times, need for service or engineer attendance differ from original quotation, please note an appropriate charge or credit may apply. Equipment to be returned in the same condition as hired, within the dedicated return times.

Our quotation herewith is valid for 14 days, thereafter may change without notice...**an early decision and written confirmation will ensure price protection and availability of equipment. Our team is always pleased to assist.**

Detail	Notes/Brief:
Delivery via: Derringers	
Deliver: 1000 26th April 2019	
Set up by: 1500 26th April 2019	
Pick up: 2300 27th April 2019	
Venue: Cowandilla Primary School	
Total \$6,285.00 (inc GST)	

THIS HIRE WILL NOT BE BOOKED UNTIL...
WE RECEIVE A CONFIRMATION PURCHASE ORDER OR EMAIL/FAX STATING THE FULL NAME, BILLING ADDRESS AND CONTACT DETAILS OF THE INDIVIDUAL OR COMPANY THAT WILL BE RESPONSIBLE FOR AND WILL BE PAYING FOR THE HIRE.

Regards,
 Anthony Ratley
 Hire Manager

Derringers Hire PTY LTD. ABN 14 680 701 219
 66-72 LEADER STREET, FORESTVILLE, S.A. 5035 | P (08) 8371 1884 | F (08) 8371 4030 | E hire@derringers.com.au
 E. & O.E. Prices held firm for 14 days, thereafter subject to change without notice.

Quotation/Booking Details**Client:** Adelaide Bangladeshi Cultural Cl **Booking Ref#** ADEL-BCC00001

Equipment/Explanation	Qty
<u>INST/OPERATOR</u>	
Delivery / Setup / Pack down	1
Sound Operator – Sound check & Show call	1
Lighting Operator – Sound check & Show call	1
<u>AUDIO-FOH</u>	
RCF HDL20A 700W Active Line Array Module	6
RCF SUB8004-AS 1 x 18" Powered Sub	2
RCF FLYBAR AND FOH CABLING	1
RCF FLYBAR HDL2018	2
10M Large Ratchet Strap	2
Digico S21 Digital Mixing Console	1
Passive DI Box	2
Digico D-Rack Digital Stage Box (32/16)	1
75m CAT5E Cable for Digico D-Rack	1
<u>AUDIO-MONITORS</u>	
Monitor System (8 SRX)	1
JBL SRX 712M	8
Monitor Amplifier Rack	1
QSC PLD4.5 4Ch Power Amp	2
<u>AUDIO-MICROPHONES</u>	
Shure SLX4/B58A 4 Way Rack	1
Shure SLX4/B58A L4 HH Wireless System IN RACK	4
Shure SLX2 B58A L4 Wireless Microphone	4
Band Mic Pack 1	1
Shure B52 Kick Microphone	1
Shure SM57 Microphone	3
Rode M3 Condenser Microphone	2
Active DI Box	3
Shure SM58 Microphone	3
Microphone Stand - Tall Boom	12
Microphone Stand - Mini Boom	6
<u>LIGHTING</u>	
USE IN HOUSE LIGHTING RIG AND DESK PLUS	
Martin Quantum Profile	4
Martin MH6 Moving Wash	12

Derringers Hire PTY LTD. ABN 14 680 701 219
 66-72 LEADER STREET, FORESTVILLE, S.A. 5035 | P (08) 8371 1884 | F (08) 8371 4030 | E hire@derringers.com.au
 E. & O.E. Prices held firm for 14 days, thereafter subject to change without notice.

BACKLINE EQUIPMENTDRUMS

DW Collectors Kit Black Ice Finish	1
DW Collectors 22x18 Kick w/case	1
DW Collectors 10x7 Tom w/case	1
DW Collectors 12x8 Tom w/case	1
DW Collectors 16x16 Floor Tom w/case	1
DW Collectors Maple Snare 14" x 6"	1
DW Collectors Hardware Pack	1
DW CP9700 Boom/Straight Cymbal Stand	5
DW CP9500D Hi Hat Stand - 3 Legs	1
DW CP9300 Snare Stand	1
DW SM991 V Lock Single Tom Clamp	2
Drum Carpet	1
Drum Stool	1
DW CP9000PB Single Pedal w/case	1

CYMBALS

Zildjian Cymbal Kit 1	1
Pair of Zildjian 14" A Custom Hi Hats	1
Zildjian 16" A Custom Projection Crash Cymbal	1
Zildjian 17" A Custom Projection Crash	1
Zildjian 20" A Custom Projection Ride	1

GUITARS

Fender 65' Black Face Twin Reverb with Footswitch	1
Vox AC30 C2X Guitar Combo	1

BASS

Ampeg SVT 3 Pro Bass Head	1
Ampeg SVT410HLF Bass Cabinet	1

KEYBOARDS

Nord Stage 2 88 Key Weighted Synth	1
1/4" TS- 1/4" TS 2m Instrument Lead	2
Double Braced SINGLE Tiered Keys Stand	1
Piano Bench	1

All Cabling and Stands Supplied To Spec

Sponsorship Program 18-19

Sponsorship program application

Application SP000111819 From Southern & Western Broadcasters Inc. (Coast FM)

Eligibility and Contact Details

* indicates a required field

Applicants: please note

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Incomplete applications and/or applications received after the activity/event date will not be considered.

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Applicant Organisation Details

Applicant organisation name *

Southern & Western Broadcasters Inc. (Coast FM)

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

25 Naldera St
Glandore SA 5037

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)**Applicant website**

<http://www.coastfm.com.au>

If available. Must be a URL

Primary contact person *

Mr Brenton Montgomery

This is the person we will correspond with about this grant

Position held in organisation *

Sponsorship Manager

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number ***Back-up phone number**

(08) 8557 1111

Sponsorship Program 18-19

Sponsorship program application

Application SP000111819 From Southern & Western Broadcasters Inc. (Coast FM)

Fax number

(08) 8371 5899

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

Coast FM is an Adelaide not-for-profit FM radio station owned by the community membership and run by a Board of Directors. It is staffed by one (1) employee and over 100 volunteers. Our aim is to provide 24/7 radio entertainment via music, talk, and informative community based interviews to keep our local community involved and up-to-date. Must be no more than 100 words.

Does your organisation have an ABN? *☒ Yes ☐ No**ABN ***

22 118 837 740

Information from the Australian Business Register

ABN	22 118 837 740
Entity name	Southern And Western Communitybroadcasters Inc
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5037 SA

Information current as at 12:00am yesterday

Must be an ABN

What type of not-for-profit organisation are you?

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers) ☐ Professional association

Sponsorship Program 18-19

Sponsorship program application

Application SP000111819 From Southern & Western Broadcasters Inc. (Coast FM)

- | | |
|--|---|
| <input type="radio"/> Religious or faith-based institution | <input type="radio"/> Healthcare not-for-profit |
| <input type="radio"/> Philanthropic organisation | <input type="radio"/> Community group |
| <input type="radio"/> Peak body | <input type="radio"/> Political party / lobby group |
| <input type="radio"/> Social enterprise | <input type="radio"/> Research body |
| <input type="radio"/> International NGO | <input checked="" type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- | | |
|--|---|
| <input type="radio"/> Less than \$50,000 | <input type="radio"/> \$1 million or more, but less than \$10 million |
| <input checked="" type="radio"/> \$50,000 or more, but less than \$250,000 | <input type="radio"/> \$10 million or more, but less than \$100 million |
| <input type="radio"/> \$250,000 or more, but less than \$1 million | <input type="radio"/> \$100 million or more |
- Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- | | |
|--|---|
| <input type="radio"/> Unincorporated association | <input type="radio"/> Organisation established through specific legislation |
| <input checked="" type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input type="radio"/> Company limited by guarantee | <input type="radio"/> Other: |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Event Details

* indicates a required field

Event title: *

Annual Quiz Night

Provide a name for your project/program/initiative. Your title should be short but descriptive

Event start date *

26/07/2019

Event end date *

26/07/2019

Type of event:

- | | | |
|---|---|--------------------------------------|
| <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 |

Sponsorship Program 18-19

Sponsorship program application

Application SP000111819 From Southern & Western Broadcasters Inc. (Coast FM)

☐ Arts / Culture

☐ Charity

☐ Other:

You may select more than one option

Event attendees expected age range:

☐ Under 18

☐ 31 to 40

☒ 51 to 60

☐ 18 to 30

☒ 41 to 50

☒ 60+

You may select more than one option

Where will the attendees be travelling from?

☒ City of West Torrens

☒ Adelaide metropolitan area ☐ Other:

☒ Western suburbs

☐ SA generally

What is the estimated total attendance?

150

Must be a number.

How does your event align to the strategic priorities of Council as outlined by the Community Plan? *

Our event aligns to Community Life Aspirations of an engaged learning community that promotes diversity.

Must be no more than 150 words.

Refer to the City of West Torrens Community Plan at <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

YES -- recreational programs and facilities that provide a range of activities for all ages and capabilities.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your event demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

The event was developed over 10 years ago to engage in an entertaining way with the public and members of Coast FM, many of whom are widows and widowers, live alone, suffer loneliness and often depression.

Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this event? *

We engage via on-air live reads, pre-recorded promos, Facebook and our website.

Must be no more than 150 words.

Do you have a plan for how your event will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

We have been running this event successfully for over 10 years with an active experienced committee. Risks in this type of event are minimal, however, we ensure that all partners are involved throughout the process and the outcome.

Must be no more than 150 words.

Reporting your success

How will you evaluate the effectiveness of your event? *

Sponsorship Program 18-19

Sponsorship program application

Application SP000111819 From Southern & Western Broadcasters Inc. (Coast FM)

Each year, the committee meet a week after the event and make notes on the evening, analysing in general how it went and how we can improve it for the following year.
Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
Transmission Tower -- on going costs	Various technical wirings, antennas	No other

What is the total cost of the proposed purchases? *

\$10,000.00

Must be a dollar amount.

What is the amount sought from Council? *

\$900.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$9,000.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your event? *

☐ Advertorials

☐ Television

☒ Web site

☒ Advertising - newspaper

☐ Signage

☒ Social Media

☒ Radio

☐ Letterbox Drop

☐ Other:

Provide details of the level of coverage anticipated:

All coverage is done via our own radio station + Messenger Press

Documentation checklist and further information

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

No files have been uploaded

Sponsorship Program 18-19

Sponsorship program application

Application SP000111819 From Southern & Western Broadcasters Inc. (Coast FM)

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000

No files have been uploaded

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
\$900	July 2018	Cost of Hall hire .. money saved allocated to on going costs for Transmission Tower

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the [Guidelines for City of West Torrens Grants and Sponsorships](#) and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Brenton Montgomery
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Sponsorship Manager
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

Contact Email *

Sponsorship Program 18-19
Sponsorship program application
Application SP000111819 From Southern & Western Broadcasters Inc. (Coast
FM)

Must be an email address.

Date *

04/02/2019

Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☒ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Sponsorship Program 18-19

Sponsorship program application

Application SP000131819 From South Australian Badminton Association Inc.

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.
Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

South Australian Badminton Association Inc.

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

42 Rutland Ave
Lockleys SA 5032

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

PO Box 307
Brooklyn Park SA 5032

Applicant website

<http://www.badminton.sa.org.au>

If available. Must be a URL

Primary contact person *

Mr Simon Oaten

This is the person we will correspond with about this grant

Position held in organisation *

President

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Sponsorship Program 18-19

Sponsorship program application

Application SP000131819 From South Australian Badminton Association Inc.

Back-up phone number**Fax number**

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

Badminton SA is the state body for the sport of Badminton in SA. Servicing a membership of approx. 1400 players and juniors in excess of 1000 we provide facilities, coaching, participation and development for all levels. We are responsible for the promotion of and holding of tournaments from local to international level and fostering engagement in those events. We are subscribers to sporting schools and Be Active programs so hold a key role in promoting physical activity in children. Our strategic aim is to promote the benefits and enjoyment of Badminton in all ages and demographics of the community.

Must be no more than 100 words.

Does your organisation have an ABN? *☒ Yes ☐ No**ABN ***

25 551 431 408

Information from the Australian Business Register

ABN	25 551 431 408
Entity name	SA Badminton Association Inc
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5032 SA

Information current as at 12:00am yesterday

Must be an ABN

Sponsorship Program 18-19

Sponsorship program application

Application SP000131819 From South Australian Badminton Association Inc.

What type of not-for-profit organisation are you?

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
- ☐ Religious or faith-based institution
- ☐ Philanthropic organisation
- ☐ Peak body
- ☐ Social enterprise
- ☐ International NGO
- ☐ Professional association
- ☐ Healthcare not-for-profit
- ☐ Community group
- ☐ Political party / lobby group
- ☐ Research body
- ☒ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- ☐ Less than \$50,000
- ☒ \$50,000 or more, but less than \$250,000
- ☐ \$250,000 or more, but less than \$1 million
- ☐ \$1 million or more, but less than \$10 million
- ☐ \$10 million or more, but less than \$100 million
- ☐ \$100 million or more

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- ☐ Unincorporated association
- ☒ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

If your organisation is unincorporated it must have an auspice organisation

Event Details

* indicates a required field

Event title: *

2019 National Under 17 Badminton Championships

Provide a name for your project/program/initiative. Your title should be short but descriptive

Event start date *

12/04/2020

Event end date *

21/04/2019

Sponsorship Program 18-19

Sponsorship program application

Application SP000131819 From South Australian Badminton Association Inc.

Type of event:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Education | <input type="checkbox"/> Community | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Entertainment | <input checked="" type="checkbox"/> Sports | <input type="checkbox"/> Business |
| <input type="checkbox"/> Arts / Culture | <input type="checkbox"/> Charity | <input type="checkbox"/> Other: |

You may select more than one option

Event attendees expected age range:

- | | | |
|--|--|-----------------------------------|
| <input checked="" type="checkbox"/> Under 18 | <input checked="" type="checkbox"/> 31 to 40 | <input type="checkbox"/> 51 to 60 |
| <input type="checkbox"/> 18 to 30 | <input type="checkbox"/> 41 to 50 | <input type="checkbox"/> 60+ |

You may select more than one option

Where will the attendees be travelling from?

- | | | |
|---|--|---|
| <input type="checkbox"/> City of West Torrens | <input checked="" type="checkbox"/> Adelaide metropolitan area | <input checked="" type="checkbox"/> Other: Interstate |
| <input type="checkbox"/> Western suburbs | <input checked="" type="checkbox"/> SA generally | |

What is the estimated total attendance?

400

Must be a number.

How does your event align to the strategic priorities of Council as outlined by the Community Plan? *

Badminton SA is a community based organization driven by volunteers with over 350 of our members residing in the WTC area. We are a participation based sport encouraging participation and physical activity for all community members. The Under 17 tournament will bring a substantial number of elite junior players from around the country and overseas providing an opportunity for local participants to see the sport played at a level not normally available. We will also run activation activities alongside the event in the form of come and try events for any children who would like to have a go. Badminton is a sociable, multicultural and affordable, non-contact, indoor sport and parents are often encouraged to send their children along for exercise and participation upon viewing the sport once. The Lockley's facility is in the heart of the WTC area and will have participants with heritage from over 30 countries.

Must be no more than 150 words.

Refer to the City of West Torrens Community Plan at <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

It does. Another angle to view the application from is that of the approximately 400 attendees, approximately 300 will be from interstate and our nominated accommodation and service providers are all located within the WTC area. The providers for equipment, catering, transport and external social events, even the trophy provider are local businesses within WTC and our net spend on the event (mainly funded from entry fees) will be approximately \$75k.

Badminton is the 3rd biggest participation sport in the world underpinned by its Asian popularity. Strategically it is essential for our sport to engage the growing number of overseas born players residing here and this is an ideal event for doing so.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

Sponsorship Program 18-19

Sponsorship program application

Application SP000131819 From South Australian Badminton Association Inc.

How does your event demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

Badminton has had to develop. We are no longer just about the sport of badminton but an activity and exercise based organization with elite badminton as one of its desired outcomes. There will be a elite players at the event but there will also be a regional event held alongside it with teams from the SA, Vic, NSW & WA regional areas
Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this event? *

We will use our social media and mailing lists as we generally do for such events. Our NSO will assist in pushing out material to dedicated badminton channels and we will advertise in schools and sports centers. We are intending to engage some social media assistance to push the events profile through the local community and will run activations during the event for the public to participate in. The event is scheduled during school holidays so we believe that the target audience will be very receptive. The event will be streamed online through our media partner OVO.
Must be no more than 150 words.

Do you have a plan for how your event will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

We have a fully working committee and plan to deliver the event. Volunteers have already been contacted/engaged, newsletters have been sent out. Our NSO will contribute some officials and a referee to assist us. Schedules have been created to avoid excess congestion and parking issues in the area i.e. beyond the facilities existing capacity. There is a backup facility just in case and group transport has been arranged to and from the accommodation venues to reduce traffic. External providers such as first aid have been organized. We have a standard risk assessment procedure for this kind of event which has been enacted.
Must be no more than 150 words.

Reporting your success

How will you evaluate the effectiveness of your event? *

Our effectiveness will be evaluated by attendance and feedback. This is the biggest event we have attempted to hold at our Lockley's venue before so it will be a challenge and we are engaging multiple age and skill level demographics so measuring it's success will require several elements. We will run activations and measuring the attendance and success of these will be key. We will run further junior come and trys in subsequent weekends to see if we can retain the interest of any attendees. Our main test of success in the long term will be an application to hold the senior regional championships here in 2021 on the back of running this event.
Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☒ Yes

☐ No

Name of organisation	Contact person	Role/contribution
Badminton Australia	Peter Roberts	Provision of officials

Sponsorship Program 18-19
 Sponsorship program application
 Application SP000131819 From South Australian Badminton Association Inc.

Partner organisation funding

What is the amount to be funded by your partner organisation (if applicable)?

\$5,000.00

Must be a dollar amount.

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
Line Markings	None	Volunteer Provisions drinks etc
Shuttlecocks		Transport for players
		Advertising
		First Aid
		Photography

What is the total cost of the proposed purchases? *

\$22,200.00

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$12,200.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your event? *

- | | | |
|---|---|--|
| <input type="checkbox"/> Advertorials | <input type="checkbox"/> Television | <input checked="" type="checkbox"/> Web site |
| <input checked="" type="checkbox"/> Advertising - newspaper | <input type="checkbox"/> Signage | <input checked="" type="checkbox"/> Social Media |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Letterbox Drop | <input type="checkbox"/> Other: |

Provide details of the level of coverage anticipated:

Approximately 40-50k hits on social media including streaming on OVO

Documentation checklist and further information

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

Sponsorship Program 18-19

Sponsorship program application

Application SP000131819 From South Australian Badminton Association Inc.

No files have been uploaded

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000

Filename: Inv00001410.pdf

File size: 2.3 kB

Filename: INVDM07424a Badminton SA.pdf

File size: 1.8 MB

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the [Guidelines for City of West Torrens Grants and Sponsorships](#) and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Simon Oaten

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

President

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Sponsorship Program 18-19
Sponsorship program application
Application SP000131819 From South Australian Badminton Association Inc.

Mobile number

Contact Email *

must be an email address.

Date *

09/02/2019
Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☒ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Shuttlepro Sports

TAX INVOICE

A.B.N. 61 425 571 809

P.O. Box 406

BROOKLYN PARK S.A. 5032

Tel: 08 8234 1633 Email: shuttlepro@hotmail.com

INVOICE #

00001410

DATE:

21/11/2017

Bill To:

South Australian Badminton Assn. Inc.

Description	Amount	Code
256 Doz. Shuttles for Winter Comp. Rounds 11-21/Semi Final/Final @ \$28 per Doz. A1 - 72 Doz, A2 - 46 Doz, B Grade - 72 Doz, C Grade - 66 Doz.	\$7,168.00	N-T

SALE AMOUNT: \$7,168.00

GST: \$0.00

Total Inc GST: \$7,168.00

Amount Applied: \$5,000.00

Balance Due: \$2,168.00

EFTPOS DETAILS

Account Name: Shuttlepro Sports

Account Number: 00014019

BSB: 704 235

ALL ACCOUNTS ARE TO BE PAID BY 21 DAYS AFTER INVOICED DATE

Sponsorship Program 18-19

Sponsorship program application

Application SP000091819 From I Am Worth More Ltd

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

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Applicant Organisation Details

Applicant organisation name *

I Am Worth More Ltd

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

1/3 Alexandra Ave

Rose Park SA 5067

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

1/3 Alexandra Ave

Rose Park SA 5067

Applicant website

If available. Must be a URL

Primary contact person *

Mr Luke McLean

This is the person we will correspond with about this grant

Position held in organisation *

Director

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

0111 111 111

Sponsorship Program 18-19

Sponsorship program application

Application SP000091819 From I Am Worth More Ltd

Back-up phone number

Fax number

If applicable

Primary contact person's email address *

...

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

To create a culture of consciously aware Australians who are compassionate, empathetic and mentally healthy.

In order to create a mentally healthy Australia, first we need to break down the stigma associated with mental health.

We can start doing that by sharing stories & experiences, educating Australians on strategies we can implement to manage and improve our mental health.

We are an Australian charity organisation designed to help improve the understanding, education and awareness of mental health.

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

20 628 121 219

Information from the Australian Business Register	
ABN	20 628 121 219
Entity name	I Am Worth More Limited
ABN status	Active
Entity type	Australian Private Company
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	5007 SA

Sponsorship Program 18-19

Sponsorship program application

Application SP000091819 From I Am Worth More Ltd

Information current as at 12:00am today
Must be an ABN

What type of not-for-profit organisation are you?

- | | |
|--|---|
| <input type="radio"/> Educational institution (includes pre-schools, schools, universities & higher education providers) | <input type="radio"/> Professional association |
| <input type="radio"/> Religious or faith-based institution | <input type="radio"/> Healthcare not-for-profit |
| <input type="radio"/> Philanthropic organisation | <input type="radio"/> Community group |
| <input type="radio"/> Peak body | <input type="radio"/> Political party / lobby group |
| <input type="radio"/> Social enterprise | <input type="radio"/> Research body |
| <input type="radio"/> International NGO | <input checked="" type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- | | |
|--|---|
| <input checked="" type="radio"/> Less than \$50,000 | <input type="radio"/> \$1 million or more, but less than \$10 million |
| <input type="radio"/> \$50,000 or more, but less than \$250,000 | <input type="radio"/> \$10 million or more, but less than \$100 million |
| <input type="radio"/> \$250,000 or more, but less than \$1 million | <input type="radio"/> \$100 million or more |

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- | | |
|--|---|
| <input type="radio"/> Unincorporated association | <input type="radio"/> Organisation established through specific legislation |
| <input type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input checked="" type="radio"/> Company limited by guarantee | <input type="radio"/> Other: |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Event Details

* indicates a required field

Event title: *

Opening The Conversation

Provide a name for your project/program/initiative. Your title should be short but descriptive

Sponsorship Program 18-19

Sponsorship program application

Application SP000091819 From I Am Worth More Ltd

Event start date *

11/02/2019

Event end date *

28/02/2019

Type of event:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Education | <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Entertainment | <input checked="" type="checkbox"/> Sports | <input checked="" type="checkbox"/> Business |
| <input type="checkbox"/> Arts / Culture | <input checked="" type="checkbox"/> Charity | <input type="checkbox"/> Other: |
- You may select more than one option

Event attendees expected age range:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Under 18 | <input checked="" type="checkbox"/> 31 to 40 | <input checked="" type="checkbox"/> 51 to 60 |
| <input checked="" type="checkbox"/> 18 to 30 | <input checked="" type="checkbox"/> 41 to 50 | <input type="checkbox"/> 60+ |
- You may select more than one option

Where will the attendees be travelling from?

- | | | |
|--|---|---------------------------------|
| <input checked="" type="checkbox"/> City of West Torrens | <input type="checkbox"/> Adelaide metropolitan area | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Western suburbs | <input type="checkbox"/> SA generally | |

What is the estimated total attendance?

200

Must be a number.

How does your event align to the strategic priorities of Council as outlined by the Community Plan? *

Engaged Community- we will help the community live healthier, active lives

Volunteering rate (purpose) we help people search for purpose which encourages kindness and volunteering for something you are passionate about

Promotes support services and how to help each other.

Our project helps promote the health and wellbeing of your community

Must be no more than 150 words.

Refer to the City of West Torrens Community Plan at <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

Community Life & Organisational Strength

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your event demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

Yes- one of the biggest problems we face with mental health is the stigma attached to it. We have lived-experience facilitators who share their stories to help remove that barrier straight away.

We also discuss proactive approaches people can implement themselves as opposed to needing to rely on doctors and the likes, so we empower people to self-help.

Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this event? *

Sponsorship Program 18-19

Sponsorship program application

Application SP000091819 From I Am Worth More Ltd

We have a good relationship with Adelaide Football League and also the sporting community so we will be able to reach and engage a lot. These bigger organisations will be able to reach their networks, therefore helping us help a lot more people in your community.
Must be no more than 150 words.

Do you have a plan for how your event will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

Yes- we have already made contact with Adelaide Football League and West beach Surf Life Saving Club plus other organisations in your area who will invite their networks to these events.

I do not see any risks.

Must be no more than 150 words.

Reporting your success

How will you evaluate the effectiveness of your event? *

We will have capacity attendance and positive feedback returned to us PLUS clubs, schools, businesses offering to have our conversation taken to more places.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☒ Yes

☐ No

Name of organisation	Contact person	Role/contribution
West Beach Surf Life Saving club	Kate	Event hosting
Adelaide Football League	Dee Shepard	Partnership manager- event organising

Partner organisation funding

What is the amount to be funded by your partner organisation (if applicable)?

\$0.00

Must be a dollar amount.

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
AV Gear	Promotional materials	Guests for Q&A
Venue hire	Workbooks/Journals	Catering & Beverages

Sponsorship Program 18-19
 Sponsorship program application
 Application SP000091819 From I Am Worth More Ltd

What is the total cost of the proposed purchases? *

\$5,000.00

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$0.00

Must be a dollar amount.

Publicity and Promotion**How will you promote your event? ***

- | | | |
|---|---|--|
| <input type="checkbox"/> Advertorials | <input type="checkbox"/> Television | <input checked="" type="checkbox"/> Web site |
| <input checked="" type="checkbox"/> Advertising - newspaper | <input type="checkbox"/> Signage | <input checked="" type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Radio | <input type="checkbox"/> Letterbox Drop | <input type="checkbox"/> Other: |

Provide details of the level of coverage anticipated:

Radio coverage PLUS hopefully a weather crossover from channel 9

Documentation checklist and further information**Attached is:****Supporting documents that may be appropriate (maximum of two pages)***No files have been uploaded*

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000*No files have been uploaded*

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council**If applicable, please list all grants received from the City of West Torrens in the past three years.**

Amount	Date received	Project, initiative or resource

Sponsorship Program 18-19

Sponsorship program application

Application SP000091819 From I Am Worth More Ltd

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Luke McLean
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Director
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

Contact Email *

Must be an email address.

Date *

21/12/2018
Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☒ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Women In Sports Grants 18-19

Women In Sports application

Application WISG000031819 From Ice Hockey Australia (IHA)

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.
Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

Ice Hockey Australia (IHA)

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

24 Tarakan Ave
Ashburton VIC 3147

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

PO Box 4387
Langwarrin VIC 3910

Applicant website

<http://www.ihau.org.au/awihl>

If available. Must be a URL

Primary contact person *

Mr Mark Weber

This is the person we will correspond with about this grant

Position held in organisation *

Administrative Assistant to Commissioner of AWIHL
e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

-

Women In Sports Grants 18-19

Women In Sports application

Application WISG000031819 From Ice Hockey Australia (IHA)

Back-up phone number

Fax number

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

Ice Hockey Australia exists to allow males and females to play ice hockey in an organised and structured format. The Australian Women's Ice Hockey League(AWIHL) was formed in 2007. It is the pathway for developing elite young women ice hockey players to play for Australia in International competition with International Ice Hockey Federation. Players are chosen on their ability and skills from all states and territories in Australia..It achieves this with development camps and the AWIHL season games and AWIHL Finals every year. This year the AWIHL Finals are in Adelaide at Thebarton Arena in the City of West Torrens
Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

77 106 538 293

Information from the Australian Business Register	
ABN	77 106 538 293
Entity name	Australian Ice Hockey Federation Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3977 VIC
Information current as at 12:00am today	
Must be an ABN	

Women In Sports Grants 18-19

Women In Sports application

Application WISG000031819 From Ice Hockey Australia (IHA)

What type of not-for-profit organisation are you?

- | | |
|--|---|
| <input type="radio"/> Educational institution (includes pre-schools, schools, universities & higher education providers) | <input type="radio"/> Professional association |
| <input type="radio"/> Religious or faith-based institution | <input type="radio"/> Healthcare not-for-profit |
| <input type="radio"/> Philanthropic organisation | <input type="radio"/> Community group |
| <input type="radio"/> Peak body | <input type="radio"/> Political party / lobby group |
| <input type="radio"/> Social enterprise | <input type="radio"/> Research body |
| <input type="radio"/> International NGO | <input checked="" type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- | | |
|--|---|
| <input type="radio"/> Less than \$50,000 | <input type="radio"/> \$1 million or more, but less than \$10 million |
| <input checked="" type="radio"/> \$50,000 or more, but less than \$250,000 | <input type="radio"/> \$10 million or more, but less than \$100 million |
| <input type="radio"/> \$250,000 or more, but less than \$1 million | <input type="radio"/> \$100 million or more |

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- | | |
|--|---|
| <input type="radio"/> Unincorporated association | <input type="radio"/> Organisation established through specific legislation |
| <input checked="" type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input type="radio"/> Company limited by guarantee | <input type="radio"/> Other: |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Grant Details

* indicates a required field

How does your project align to the strategic priorities of Council as outlined by the Community Plan? *

Our project is to run the Australian Women's Ice Hockey League Finals at Thebarton Arena, through women in sports during the weekend of March 9 and 10th 2019.. Your community has aspirations to embrace diversity, active and healthy communities.

The progress indicators will be an increased spectator attendance from the local community and an opportunity for volunteers to become part of the local ice hockey community.

We have a local council resident who plays on the Adelaide Rush ice hockey team. She will be participating as a player and volunteer during the weekend.

Women In Sports Grants 18-19

Women In Sports application

Application WISG000031819 From Ice Hockey Australia (IHA)

Must be no more than 150 words.

To refer to the City of West Torrens Community Plan go to <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

This is a sporting event being played in West Torrens Council area at Thebarton Ice Arena that provides local residents to see the elite women ice hockey players in Australia play for the Joan McGowan trophy. There is a team, Adelaide Rush who reside at the Thebarton Arena, will participate in the event as players and volunteers. The age range is from 15 years old to 32 year old. There is one local West Torrens woman resident on this Adelaide team.

We encourage women and girls to participate in ice hockey through our Come and Try programs, during the season and weekend.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your project demonstrate innovation? *

On exhibition and showcased is the fastest game in the world played by women.

It is a National event being played in the City of West Torrens at Thebarton Ice Arena.

Being run by the Adelaide Rush women's ice hockey team, based at the Thebarton Ice Arena on behalf of the Australian Women's Ice Hockey League. Teams are from Perth, Melbourne, Sydney and Brisbane.

Must be no more than 150 words.

How do you plan to engage the target groups this project is for? *

We have planned

Social Media - Facebook, Twitter, Instagram websites, local radio, what's going on in Adelaide, local newspaper.

Posters - go out on Social Media, local stores, located at the Thebarton rink.

At the rink some information for women and girls on Come and Try in our game day program.

Web streaming to over 350 subscribers and 1000 viewers.

Must be no more than 150 words.

Do you have a project plan? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

The project plan is a template - Mind Map enclosed, as an attachment.. We use this format for all our AWIHL Finals for the hosting city. It will vary from hosting city to hosting city.

Must be no more than 150 words.

Reporting your success

How will you know if you have achieved your intended outcomes? *

Grow and develop participation for women and girls. The attendance for the weekend.

Raise the profile of the ice sports community for all Adelaide and West Torrens residents. From our Social Media.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☒ Yes

☐ No

Women In Sports Grants 18-19
 Women In Sports application
 Application WISG000031819 From Ice Hockey Australia (IHA)

Name of organisation	Contact person	Role/contribution
Ice Hockey Australia	Kylie Taylor	Director Women's Ice Hockey for IHA
Adelaide Rush Ice Hockey team	Nikki Brammer	Team Manager

Partner organisation funding

What is the amount to be funded by your partner organisation (if applicable)?

\$3,945.00

Must be a dollar amount.

What will the grant funds be spent on?

Specify purchases below:

Ice Time \$ 1,000.00
Web Streaming \$ 750.00
Printing of game program \$ 250.00

What is the total cost of the proposed purchases? *

\$2,000.00

Must be a dollar amount.

What is the amount sought from Council? *

\$1,200.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$0.00

Must be a dollar amount.

Documentation checklist and further information

Women In Sports Grants 18-19
 Women In Sports application
 Application WISG000031819 From Ice Hockey Australia (IHA)

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

Filename: AWIHL Finals March 2018 Docklands VIC - Draft20072017 (2).jpeg

File size: 147.8 kB

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000

No files have been uploaded

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
N/A		

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Mark Weber

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Administrative Assist to Commissioner of the AWIHL
 Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

 Must be an Australian phone number.

Women In Sports Grants 18-19
Women In Sports application
Application WISG000031819 From Ice Hockey Australia (IHA)

Mobile number

Contact Email *

Must be an email address.

Date *

04/02/2019

Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

8.12 Annual Service Plans 1st and 2nd Quarters 2018/19 Progress Updates

Brief

This report presents the 1st and 2nd quarters' reviews of the 2018/19 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 1st and 2nd Quarters Progress Reports 2018/19 be received;
2. The completion and start dates for the nominated actions from the Community Services, Strategy & Business, City Assets, City Development, City Property, Financial Services and Information Services 2018/19 Service Plans be revised as detailed in the report; and
3. The nominated actions from the Office of the Mayor and CEO 2018/19 Service Plan be deleted, as detailed in the report.

Introduction

The *Annual Service Plans 1st Quarter and 2nd Quarter 2018/19 Progress Reports (Attachment 1 and Attachment 2)* outline Council's progress in implementing its *Community Plan* and provide updates on the delivery of the actions that implement the *Community Plan Aspirations* as outlined in Figure 1.

Figure 1 Community Plan Aspirations




Below is an explanation of the reporting format:


Pie Charts

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

Action Status

The status of the actions presented in the Quarterly Report may be listed as monitor or off-track. Please note, on-track and completed actions are not presented in the Report.

Monitor means the action has not progressed to where the relevant department manager was expecting, but it is within 70-90% of the quarterly target. When the status of an action is monitor, the attached quarterly report shows a yellow traffic light () in the right hand column.

Off-track means the action has not progressed to where the relevant department manager was expecting and is less than 70% of the quarterly target. When the status of an action is off-track, the attached quarterly report shows a red traffic light () in the right hand column.

An explanation of why a particular action has off-track or monitor status is contained within the *Annual Service Plans 1st and 2nd Quarter Progress Reports*.

Discussion

The performance of the organisation, as a whole, for the 1st quarter of 2018/19 is as follows:

- 90.9% On-track/Completed,
- 4.3% Monitor; and
- 4.8% Off-track.

The performance of the organisation, as a whole, for the 2nd quarter of 2018/19 is as follows:

- 92.5% On-track/Completed,
- 3.5% Monitor; and
- 4.0% Off-track.

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

In the first and second quarters of 2018/19, seventeen (17) actions were completed, some ahead of schedule. These related to:

1. Review the Active Ageing Program at Plympton Community Centre;
2. Run the first project 294 competition (competition closed due to lack of expressions of interest);
3. Report on the implementation of Council's Public Health Plan;
4. Appoint a 'Continuous Improvement Champion' and provide training in each department across the organisation;
5. Complete the preliminary designs for two road bridge realignments;
6. Complete the construction of a roundabout at George and Dew Streets Thebarton;
7. Design new lighting for the Captain McKenna (Watson Ave to Tapleys Hill Rd) shared pathway;
8. Promote and run the Community Grants and Sponsorship programs;
9. Review the Commonwealth Home Support Program;
10. Lead and manage the 2018 local government elections process;
11. Draft and adopt the Annual Report;
12. Produce the End of Year statutory accounts;

13. Assist with the return of corporate records from elected members not continuing after the 2018 elections;
14. Obtain State Records certification of our Objective ECM system;
15. Replace end-of-life 'Production' and 'Disaster Recovery' Server and SAN ICT assets;
16. Deliver a Customer Experience framework; and
17. Facilitate workshops to deliver annual cost savings that neutralise the cost of the Continuous Improvement department.

Ten (10) actions were reported as 'off track' in the first quarter of 2018/19, which represents 4.8% of the total number of actions. These relate to:

1. Develop an Environmental Sustainability Strategy;
2. Initiate a review of the City of West Torrens Open Space and Public Places Plan;
3. Undertake the Community Needs Analysis;
4. Develop, deliver and embed an organisational wide training program on EEO compliance and prevention of bullying, harassment and discrimination;
5. Oversee the implementation of the improved Thebarton Hub booking system;
6. Coordinate the payroll/HR process improvement project;
7. Coordinate applications for successful industry-related awards;
8. Pursue the establishment of a Friendly Cooperative Relationship between the City of West Torrens and Weifang City of the Republic of China;
9. Work with the manager People and Culture to implement the actions within the 'People and Culture' action plan; and
10. Review internal referral process (City Development) and implement service improvements.

Eight (8) actions were reported as 'off track' in the second quarter of 2018/19, which represents 4.0% of the total number of actions. These relate to:

1. Initiate a review of the City of West Torrens Open Space and Public Places Plan;
2. Undertake the Community Needs Analysis;
3. Develop, deliver and embed an organisational wide training program on EEO compliance and prevention of bullying, harassment and discrimination;
4. Oversee the implementation of the improved Thebarton Hub booking system;
5. Coordinate applications for successful industry-related awards;
6. Pursue the establishment of a Friendly Cooperative Relationship between the City of West Torrens and Weifang City of the Republic of China;
7. Develop a master plan/concept plan for the upgrade of the Richmond Oval Grandstand; and
8. Implement the Liquor Licencing Reform as applicable to the City of West Torrens including review the City of West Torrens Liquor Licencing Policy.

Nine (9) actions were reported as needing to be 'monitored' in the first quarter of 2018/19. This represents 4.3% of the total number of actions and are as follows:

1. Progress preparation of a City of West Torrens Economic Development Strategy;
2. Progress local and regional implementation of the Building Western Adelaide document and Tourism Destination Action Plan;
3. Ensure (call centre) service benchmark KPIs are met or exceeded;
4. Implement actions as identified through the 'Tree Strategy';
5. Undertake building compliance inspections in accordance with the City of West Torrens Building Inspection Policy;
6. Review the City of West Torrens Building Inspection Policy;
7. Complete the review and update of the Transport Strategy and Bicycle Strategy and incorporate them into one document;
8. Undertake staged electrical and structural upgrades at the Thebarton Theatre complex; and
9. Coordinate the transition of the City Operations department from the Marion Rd location to the Morphett Rd location.

Seven (7) actions were reported as needing to be 'monitored' in the second quarter of 2018/19. This represents 3.5% of the total number of actions and are as follows:

1. Review and update all Partnership Agreements with the Community Centres;
2. Procure and commence a 3-year enterprise agreement for Microsoft Office software;
3. Project manage and contract manage the staged construction of facilities at Lockleys Oval, Apex Park and Mellor Park, in accordance with the Master Plan;
4. Project manage and contract manage the staged construction of Camden Oval Precinct Development;
5. Project manage and contract manage the staged construction of Weigall Oval redevelopment;
6. Implement the Torrensville Thebarton Local Area Traffic Management Plan; and
7. Coordinate the transition of the City Operations department from the Marion Rd location to the Morphett Rd location.

Due to various factors including; unanticipated changes to project scopes, implementation of new systems/equipment, competing work priorities, waiting on information/advice from external organisations and Council caretaker period, the above actions are not progressing as planned. It is anticipated that many of these actions will be back on track once vacancies are filled and the new Council is established. Requests to revise the completion dates for nine (9) projects and delete two (2) projects are detailed below.

Requests for approval to change timeframes

Due to the factors listed above and in the attached reports, nine (9) projects have/will be unable to meet their scheduled completion dates. It is therefore proposed that the completion dates be revised for the actions as below:

- *Undertake the Community Needs Analysis* - revise completion date from 31/03/2018 to 30/06/2019;
- *Coordinate the payroll/HR process improvement project* - revise completion date from 31/12/2018 to 30/06/2019;
- *Review the City of West Torrens Building Inspection Policy* - revise completion date from 31/12/2018 to 31/03/2019; and
- *Complete the review and update of the Transport Strategy and Bicycle Strategy and incorporate them into one document* - revise completion date from 31/08/2018 to 31/03/2019.
- *Review and update all Partnership Agreements with the Community Centres* - revise completion date from 31/12/2018 to 30/06/2019;
- *Procure and commence a 3-year enterprise agreement for Microsoft Office software* - revise completion date from 31/12/2018 to 31/03/2019;
- *Oversee the implementation of the improved Thebarton Hub booking system* - revise completion date from 31/12/2018 to 30/06/2019;
- *Implement the Liquor Licencing Reform* - revise completion date from 31/12/2018 to 30/06/2019; and
- *Coordinate the transition of the City Operations department from the Marion Rd location to the Morphett Rd location* - revise completion date from 31/12/2018 to 31/03/2019.

Approval is also being sought to revise the start date for the following action:

- *Develop an Environmental Sustainability Strategy* - revise start date from 01/07/2018 to 01/01/2019.

A request for approval to delete the following actions from the Office of the Mayor and CEO Department 2018/19 Service Plan is also being sought:

- *Work with the manager People and Culture to implement the actions within the 'People and Culture' Action Plan; and*
- *Pursue the establishment of a Friendly Cooperative Relationship between the City of West Torrens and Weifang City of the Republic of China.*

The request to delete the actions above arise from, in regards to the first action, a change in the direction of the organisation's culture program and, in regards to the second action, a change in the focus of the Chinese economy, combined with China's strained trade relationships with Australia and other major western economies, leading the Administration to form the view to no longer pursue a relationship with Weifang City.

Conclusion

The Annual Service Plans 1st and 2nd Quarters Progress Reports outline Council's progress in implementing its Community Plan.

Eighteen actions have been reported as off track and sixteen actions have been reported as requiring monitoring, with consequent proposals to revise the completion date for nine actions, revise the start date for one action and delete two actions.

Attachments

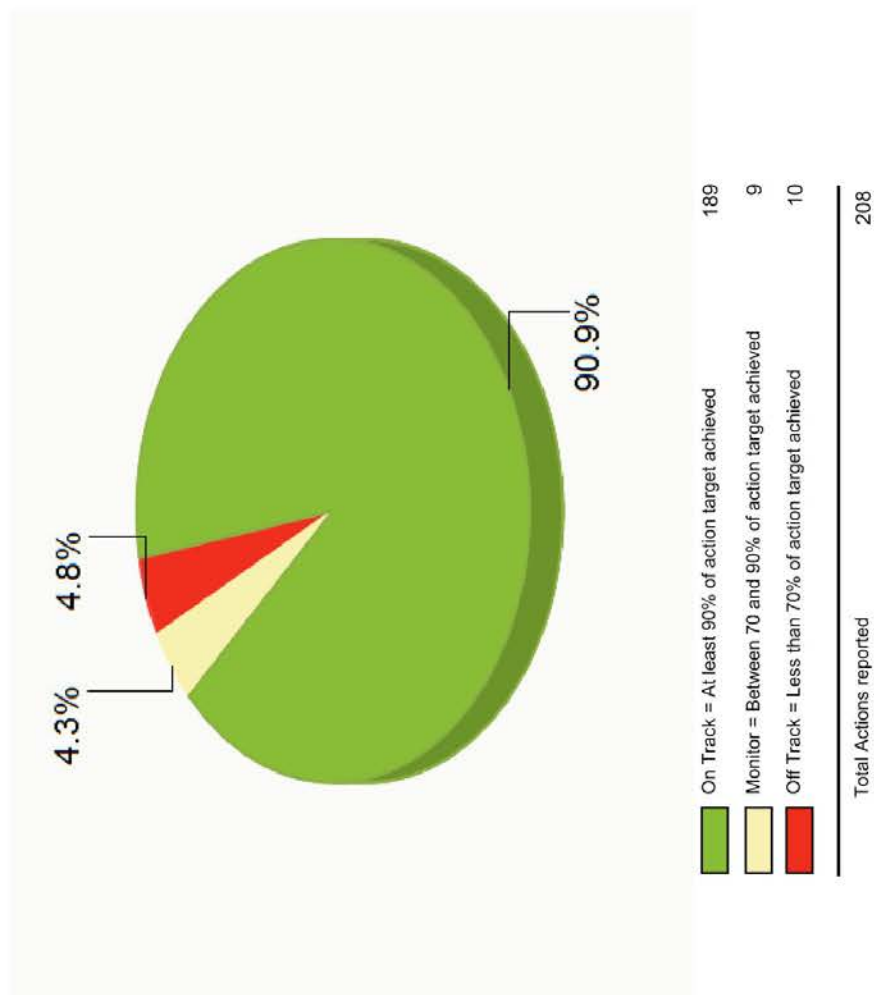
- 1. Annual Service Plans 1st Quarter 2018/19 Progress Report**
- 2. Annual Service Plan 2nd Quarter 2018/19 Progress Report**



Annual Service Plans 1st Quarter Progress Report 2018/19

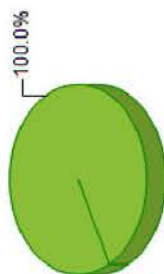
July - September 2018

City of West Torrens

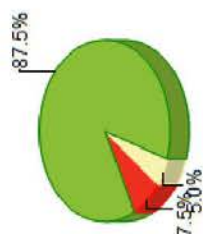


Business and Community Services Division

Community Services



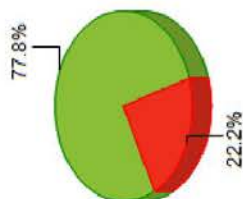
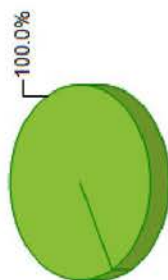
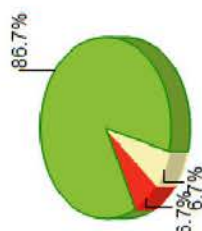
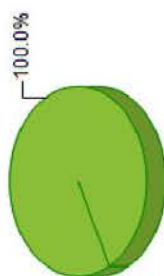
Strategy and Business



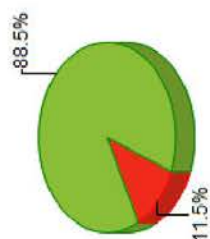
On Track = At least 90% of action target achieved	51
Monitor = Between 70 and 90% of action target achieved	2
Off Track = Less than 70% of action target achieved	3
Total Actions reported	56

Corporate and Regulatory Services Division

Information Services People and Culture Regulatory Services Financial Services



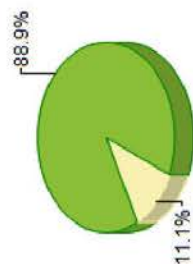
On Track = At least 90% of action target achieved	50
Monitor = Between 70 and 90% of action target achieved	1
Off Track = Less than 70% of action target achieved	3
Total Actions reported	54

Office of the Mayor and CEO**Office of the Mayor and CEO**

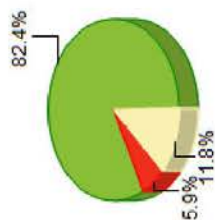
On Track = At least 90% of action target achieved	23
Monitor = Between 70 and 90% of action target achieved	-
Off Track = Less than 70% of action target achieved	3
Total Actions reported	26

Urban Services Division

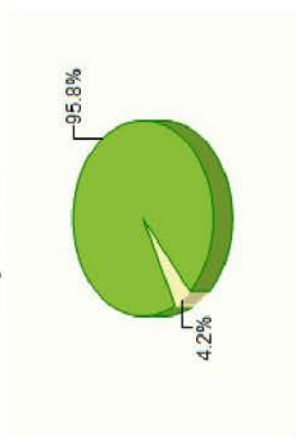
City Property



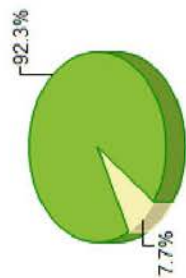
City Development



City Assets



City Operations



On Track = At least 90% of action target achieved	65
Monitor = Between 70 and 90% of action target achieved	6
Off Track = Less than 70% of action target achieved	1
Total Actions reported	72


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Business and Community Services Division

Aspiration: 4 Reduction of our Ecological Footprint

Long Term Strategy: 4.3 Prepare for and respond to the challenges of a changing climate.


Short Term Strategy: 4.3.3 Work collaboratively with our partners, community and businesses to plan for, and adapt to, the impacts of a changing climate.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
4.3.3.5 Develop an Environmental Sustainability Strategy.	Not Started	0%	10%	30/06/2019	This project has not yet started due to competing work priorities. It is anticipated that the project will commence in early 2019, pending review of project priorities. Approval is therefore sought to change the start date for this action to 1 January 2019.	Environment Sustainability Planner	

Aspiration: 7 An Appealing and Valued Open Space Network

Long Term Strategy: 7.1 Develop a network of open spaces across the City, based on a balance of environmental, social and economic factors.

Short Term Strategy: 7.1.1 Identify opportunities to enhance equitable access to open space to achieve active, vibrant and connected communities.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
7.1.1.1 Initiate a review of the City of West Torrens Open Space and Public Places Plan.	Not Started	0%	5%	30/06/2019	Due to reduced capacity in the Strategy team, this project did not commence in the first quarter of 2018/19. Following the appointment of two new full-time employees in the second quarter, it is anticipated that this project will be back on track and progressed within the completion time-frame.	Team Leader Strategy	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS


Aspiration: 9 A Thriving Business Environment

Long Term Strategy: 9.1 Encourage economic growth and productivity.

Short Term Strategy: 9.1.2 Participate in economic development activities in collaboration with other local and state government organisations, including regional alliances.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
9.1.2.1 Progress preparation of a City of West Torrens Economic Development Strategy.	In Progress	22%	30%	30/06/2019	<p>The Strategy team have worked closely with the Office of the Mayor and CEO to progress the development of an Economic Development Strategy.</p> <p>The project was initially designed to be outsourced to a consultant in its entirety, however after a decision to undertake most of the work in-house, tender documents were written to outsource fragments of the Strategy. Issues in finding suitable consultants to undertake the portions of the work at the required price has resulted in a slight delay in the progression of the Strategy.</p> <p>Following recruitment of a new staff member to the ongoing Economic Development Planner role, it is anticipated that this project will be brought back on track.</p>	Team Leader Strategy	


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
9.1.2.2 Progress local and regional implementation of the Building Western Adelaide document and Tourism Destination Action Plan.	In Progress	20%	25%	30/06/2019	<p>The administration continued to remain in touch with the Western Regional Alliance of Councils, however active implementation of proposed projects was limited due to staffing availability. Involvement was limited to attending Alliance meetings and undertaking seasonal updates to the Adelaide Beaches website.</p> <p>With the appointment of a full-time ongoing Economic Development Planner role at the beginning of the next quarter, it is anticipated this action will be brought back on track.</p>	Team Leader Strategy	

Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.

Short Term Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.7 Undertake the Community Needs Analysis.	In Progress	10%	30%	31/12/2018	<p>The Community Needs Analysis contract was awarded to Intermethod. The project initiation meeting was undertaken, and a key stakeholder group formed to provide input on recommended consultation avenues. Due to the local government election caretaker period, it was recommended to not pursue community consultation at this time, resulting in the project progression being somewhat delayed. The community consultation component has been rescheduled to be undertaken in the 3rd Quarter of 2018/19.</p> <p>It is therefore requested that the completion date for this action be extended to 30 June 2019.</p>	Team Leader Strategy	


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Corporate and Regulatory Services Division

Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.

Short Term Strategy: 14.1.1 Deliver services to our community in an equitable, efficient and professional manner.



ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.1.1 Ensure service benchmark KPIs are met or exceeded. KPIs include: - Abandoned call rate <3%, - Average Queue (Call Waiting) time <30 secs, - Call response level (service level) >80% - Call duration < 5 mins. - Call resolution rate >80%	In Progress	20%	25%	30/06/2019	The current abandoned call rate for first quarter = 5%, average queue = 50 seconds, call response level = 78%, call duration = 3 min 45 seconds, call resolution > 80%. It appears that the KPIs for the first quarter were impacted by the implementation of the Dog and Cats Online Registration system, with both the early roll out and system issues, including time to process, resulting in KPIs not being achieved.	Team Leader Service Centre	 YELLOW

Short Term Strategy: 14.1.6 Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.6.41 Develop, deliver and embed an organisational wide training program on EEO compliance and prevention of bullying, harassment and discrimination working collaboratively with Fair Treatment Officers.	Not Started	0%	25%	30/06/2019	The concept of introducing Fair Treatment Officers to deliver and embed an organisational wide training program on EEO compliance and prevention of bullying, harassment and discrimination has been endorsed by Executive subject to the development and approval of the Policy Framework that will underpin this initiative.	HR Business Partner	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Short Term Strategy: 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.6 Oversee the implementation of the improved Thebarton Hub booking system, in partnership with Community Services department.	In Progress	10%	50%	31/12/2018	This project has not progressed as much as anticipated due to awaiting on further information from Community Services, who are researching a new booking system that will fulfil both Council's and the customers' requirements, given the current system's inherent limitations.	Manager Financial Services	
14.1.7.15 Coordinate the payroll/HR process improvement project (Chris21).	In Progress	30%	50%	31/12/2018	This project is off track due to the unforeseen complexity of data collection and analysis. It is therefore requested that the completion date for this action be extended to 30 June 2019, which aligns with the extension of the Project Officer Payroll position.	Manager Financial Services	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Office of the Mayor and CEO

Aspiration: 9 A Thriving Business Environment

Long Term Strategy: 9.1 Encourage economic growth and productivity.

Short Term Strategy: 9.1.1 Develop partnership arrangements and networking opportunities with economic development agencies and key business sectors in the City.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
9.1.1.2 Coordinate applications for successful industry-related awards.	Not Started	0%	25%	30/06/2019	Due to the Council caretaker period, this action has been temporarily placed on hold and will be reinstated with the formation of the new Council.	Program Leader Partnerships	

Short Term Strategy: 9.1.3 Support the development and growth of local business and jobs, including tourism and export opportunities.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
9.1.3.2 Pursue the establishment of a Friendly Cooperative Relationship between the City of West Torrens and Weifang City of the Republic of China.	Not Started	0%	50%	30/06/2019	Due to the Council caretaker period, this action has been temporarily put on hold. Upon formation of the new Council, progress of this action may be reviewed.	Program Leader Partnerships	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.

Short Term Strategy: 14.1.6 Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.6.28 Work with the Manager People and Culture to implement the actions within the 'People and Culture' Action Plan.	Not Started	0%	25%	30/06/2019	Due to a change in the direction of the culture program, development and implementation of an action plan is no longer part of the program. Approval is therefore sought to delete this action from the Office of the Mayor and CEO 2018/19 Service Plan.	Chief Executive Officer	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Urban Services Division

Aspiration: 5 Enhanced Natural Environment

Long Term Strategy: 5.1 Protect and enrich local biodiversity, waterways and the coast.

Short Term Strategy: 5.1.1 Plant and maintain a diversity of appropriate tree species as a valued community asset.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
5.1.1.1 Implement actions as identified through the 'Tree Strategy', including planning for and maintaining Council's street trees.	In Progress	20%	25%	30/06/2019	This action is slightly off track as the Tree Strategy was not endorsed by Council until the August 2018 meeting. A working group has been established to develop a 1-3 year Tree Strategy Action Plan program and will meet fortnightly to ensure timely progression.	Manager City Operations	 YELLOW

Aspiration: 6 A Well-Designed Built Environment

Long Term Strategy: 6.2 Facilitate retail, commercial and industrial activity that is compatible with neighbouring land uses.



Short Term Strategy: 6.2.1 Support a range of retail, commercial and industrial development, while minimising conflicts with neighbouring land uses.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.2.1.2 Review internal referral process and implement service improvements.	In Progress	15%	25%	30/06/2019	The review of engineering referrals has been postponed pending the recruitment of relevant City Assets engineering staff.	Manager City Development	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Long Term Strategy: 6.3 Foster well-being and safety within the built form.

Short Term Strategy: 6.3.1 Maintain health and safety standards in the built form within regulatory requirements.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.3.1.2 Undertake building compliance inspections in accordance with the City of West Torrens Building Inspection Policy.	In Progress	20%	25%	30/06/2019	Building compliance inspections are undertaken in accordance with the Building Inspection Policy with monthly reports provided to Council and quarterly reports provided to the State Government. Due to extended vacancies in the Building Team, the team are behind schedule on inspections. However, a new Team Leader Building has recently been recruited and will start in the second quarter. The Building Team have commenced a 'Swimming Pool Audit' with the assistance of contract staff.	Manager City Development	
6.3.1.4 Review the City of West Torrens Building Inspection Policy.	In Progress	40%	50%	31/12/2018	The City of West Torrens Building Inspection Policy is currently under review, however due to the Council caretaker period, it will not be presented to the Council for consideration until early 2019. It is therefore requested that the completion date for this action be extended to 31 March 2019.	Manager City Development	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 8 Accessible and Reliable Transport Options

Long Term Strategy: 8.1 Facilitate the healthy, safe and effective movement of people through the City.

Short Term Strategy: 8.1.1 Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.



ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
8.1.1.4 Complete the review and update of the Transport Strategy and Bicycle Strategy and incorporate them into one document.	In Progress	80%	100%	31/08/2018	This action is slightly off track due to resourcing constraints. The draft document has been completed and is to be presented to Executive for review. Due to the new Council to be formed, the final document will not be presented to Council until February/March 2019. It is therefore requested that the completion date for this action be extended to 31 March 2019.	Traffic Engineer	 YELLOW

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.

Short Term Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

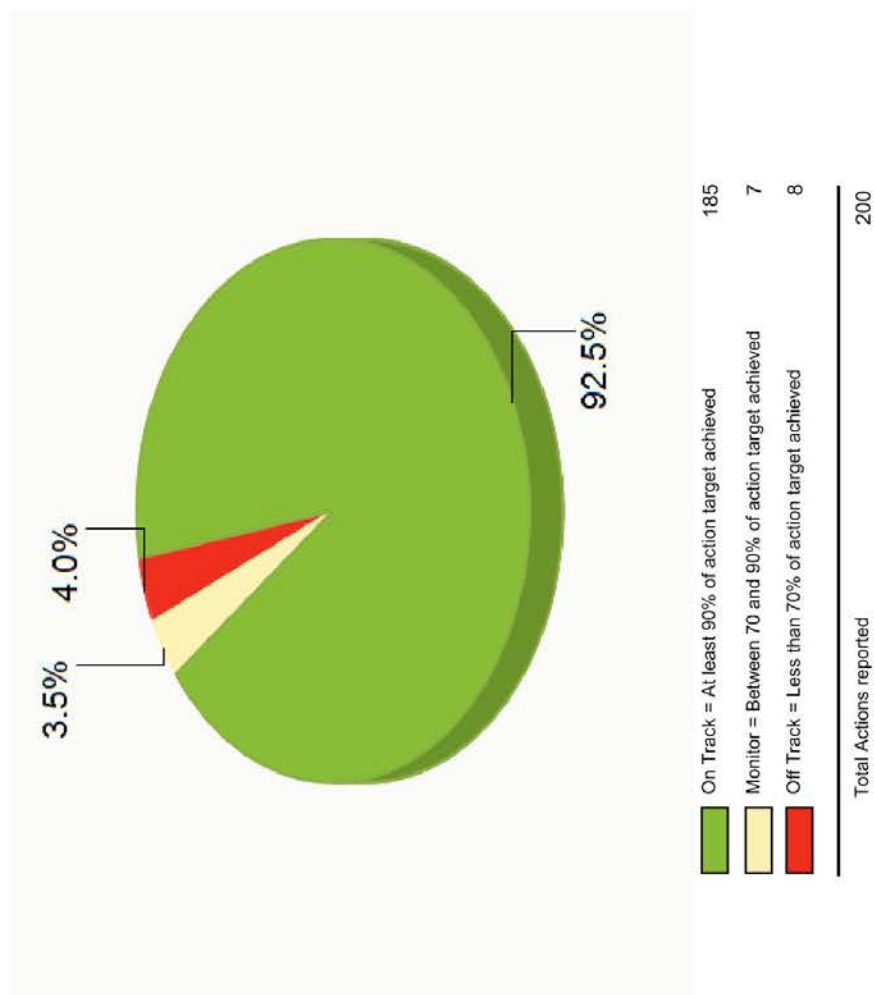
ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.2 Undertake staged electrical and structural upgrades at the Thebarton Theatre complex.	In Progress	20%	25%	30/06/2019	This action is slightly off track due to awaiting completion of scoping and design works. It is anticipated that site works will commence in the second quarter.	Manager City Property	
12.1.1.9 Coordinate the transition of the City Operations department from the Marion Rd location to the Morphett Rd location.	In Progress	35%	50%	31/12/2018	<p>This action is slightly off track pending the relocation of remaining staff (i.e. mechanical/fabrication workshops and store areas), which is expected to occur once the fit-out of these areas has been completed. The site also continues to remain listed by the agent. The website has been updated to include the additional office area now available for leasing.</p> <p>The fit-out has commenced and includes modifications to the existing wash-down bay structure; the fit-out of the mechanical, welding and workshop areas; and the fit-out for the new tenancy for "bay 5". It is anticipated that the majority of 'fit-out elements' works will be completed prior to the end of the calendar year.</p> <p>Ongoing compliance testing and maintenance has continued in all areas of the site, including electrical/fire compliance, air conditioning, pest control, building and gardening maintenance etc.</p>	Manager City Property	



Annual Service Plans 2nd Quarter Progress Report 2018/19

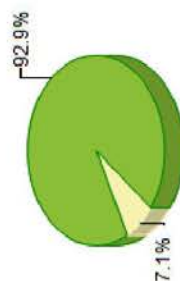
October - December 2018

City of West Torrens

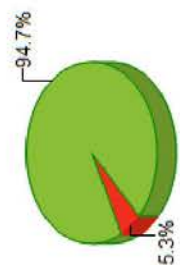


Business and Community Services Division

Community Services

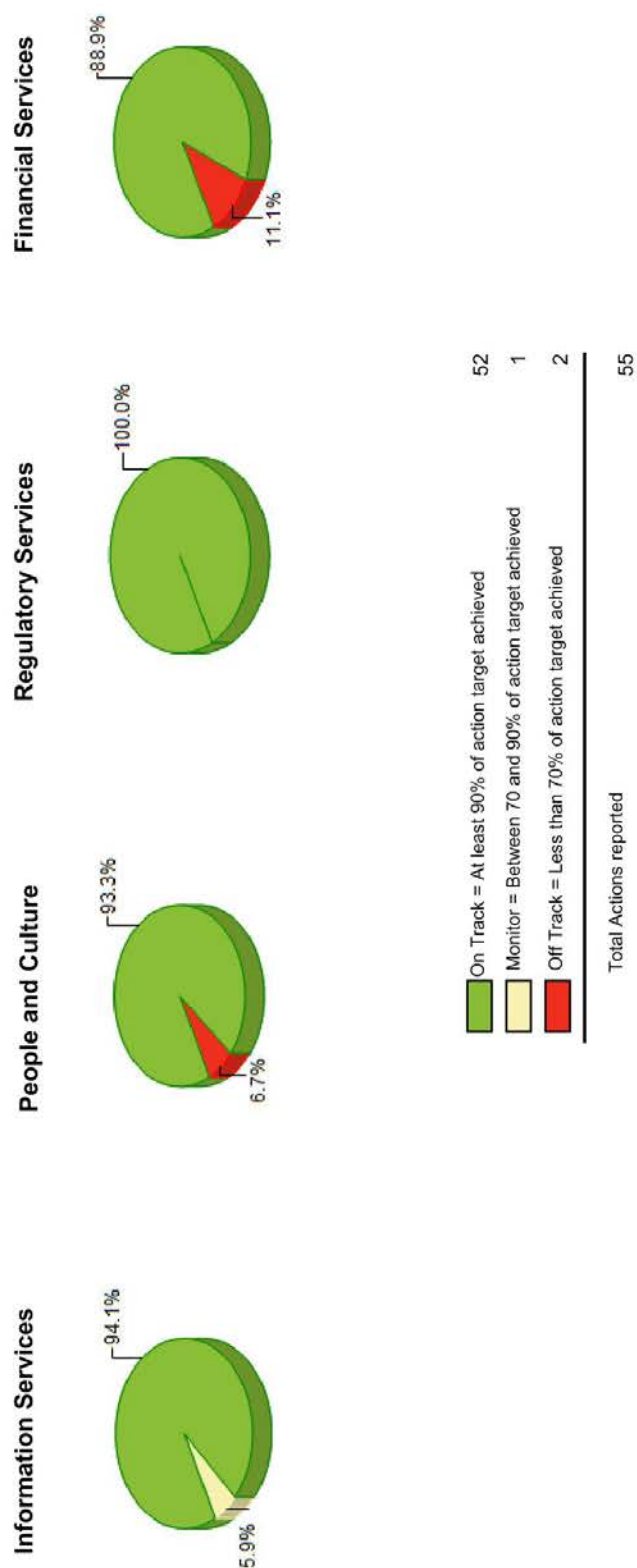


Strategy and Business



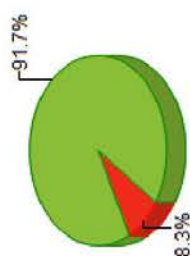
On Track = At least 90% of action target achieved	49
Monitor = Between 70 and 90% of action target achieved	1
Off Track = Less than 70% of action target achieved	2
Total Actions reported	52

Corporate and Regulatory Services Division



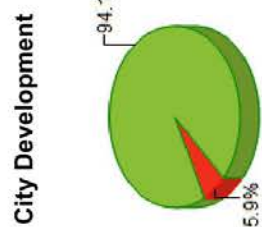
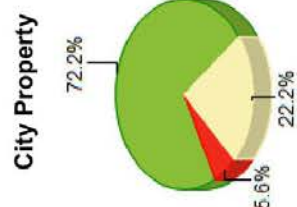
Office of the Mayor and CEO

Office of the Mayor and CEO

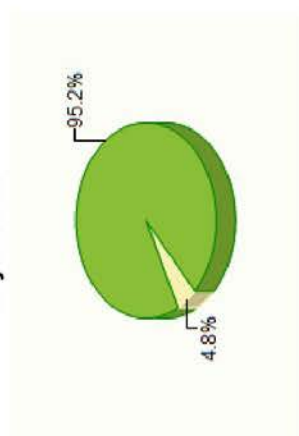


On Track = At least 90% of action target achieved	22
Monitor = Between 70 and 90% of action target achieved	-
Off Track = Less than 70% of action target achieved	2
Total Actions reported	24

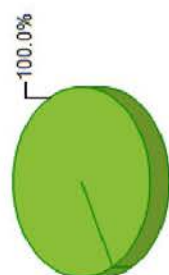
Urban Services Division



City Assets



City Operations



On Track = At least 90% of action target achieved	62
Monitor = Between 70 and 90% of action target achieved	5
Off Track = Less than 70% of action target achieved	2
Total Actions reported	69


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Business and Community Services Division

Aspiration: 1 A Community That Embraces Diversity

Long Term Strategy: 1.1 Recognise and celebrate our diverse community and facilitate opportunities for community connection.


Short Term Strategy: 1.1.3 Develop and facilitate the use of community facilities as points of social, recreational and educational interaction.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.1.3.6 Review and update all Partnership Agreements with the Community Centres.	In Progress	80%	100%	31/12/2018	All partnership agreements have been reviewed and are in final draft format. However, due to an external financial audit being undertaken, finalisation of the Partnership Agreements is on hold. It is therefore requested that the completion date for this action be extended to 30 June 2019.	Team Leader Community Development	 YELLOW

Aspiration: 7 An Appealing and Valued Open Space Network

Long Term Strategy: 7.1 Develop a network of open spaces across the City, based on a balance of environmental, social and economic factors.

Short Term Strategy: 7.1.1 Identify opportunities to enhance equitable access to open space to achieve active, vibrant and connected communities.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
7.1.1.1 Initiate a review of the City of West Torrens Open Space and Public Places Plan.	Not Started	0%	10%	30/06/2019	Due to reduced capacity in the team, this project was not commenced in the second quarter of 2018/19 FY. Following the appointment of two new full time employees this quarter, it is anticipated this project will be initiated within the forecast timeframe.	Team Leader Strategy	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.

Short Term Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.7 Undertake the Community Needs Analysis.	In Progress	15%	30%	30/06/2019	In this quarter the Community Needs Analysis key stakeholder group developed and reviewed the proposed engagement method in conjunction with the consultancy driving the project. Suitable community events that may be suitable for promotion of the survey and engagement activities were identified. As noted previously, due to local government election caretaker mode in October-November 2018, it was not recommended to pursue community consultation at this time, and the project is therefore somewhat delayed, pending the community consultation component to be undertaken in the 3rd quarter of the 2018/19 financial Year.	Team Leader Strategy	


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Corporate and Regulatory Services Division

Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.

Short Term Strategy: 14.1.5 Advocate and support information technology initiatives that optimise the delivery of services to the community.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.5.11 Procure and commence a 3-year enterprise agreement for Microsoft Office software.	In Progress	80%	100%	31/12/2018	Indicative pricing has been obtained however the Manager Information Services is waiting for the National Microsoft Arrangement tender to progress before committing. The Manager is involved in the evaluation of the national tender which is expected to be finalised in January 2019. It is therefore requested that the completion date for this action be extended to 31 March 2019.	Manager Information Services	 YELLOW

Short Term Strategy: 14.1.6 Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.6.40 Develop, deliver and embed an organisational wide training program on EEO compliance and prevention of bullying, harassment and discrimination working collaboratively with Fair treatment Officers.	In Progress	25%	50%	30/06/2019	This project received Executive approval to proceed at the end of this quarter. Recruitment will commence in the third quarter, with Fair Treatment Officers to be nominated and undertake training.	HR Business Partner	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Short Term Strategy: 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.6 Oversee the implementation of the improved Thebarton Hub booking system, in partnership with Community Services department.	In Progress	10%	100%	31/12/2018	Financial Services is awaiting further information from Community Services who are researching a new booking system that will fulfil both Council's and the customers' requirements, given the current system's inherent limitations. It is therefore requested that the completion date for this action be extended to 30 June 2019.	Manager Financial Services	


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Office of the Mayor and CEO


Aspiration: 9 A Thriving Business Environment

Long Term Strategy: 9.1 Encourage economic growth and productivity.

Short Term Strategy: 9.1.1 Develop partnership arrangements and networking opportunities with economic development agencies and key business sectors in the City.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
9.1.1.2 Coordinate applications for successful industry-related awards.	Not Started	0%	50%	30/06/2019	Due to the formation of the new Council, progress of this action has been delayed until the start of the 2019 calendar year.	Program Leader Partnerships	 RED

Short Term Strategy: 9.1.3 Support the development and growth of local business and jobs, including tourism and export opportunities.





ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
9.1.3.2 Pursue the establishment of a Friendly Cooperative Relationship between the City of West Torrens and Weifang City of the Republic of China.	Not Started	0%	75%	30/06/2019	As the Chinese economy moves from a focus on investment in physical infrastructure to developing social infrastructure, and as it moves from export driven growth to consumption driven growth, combined with China's strained trade relationships with Australia and other major western economies, the Administration is of the view that it not participate further with the State Government trade missions to China, nor pursue a relationship with Weifang City. It is therefore requested that this action be deleted from the Office of the Mayor and CEO 2018/19 Service plan.	Program Leader Partnerships	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Urban Services Division

Aspiration: 1 A Community That Embraces Diversity

Long Term Strategy: 1.1 Recognise and celebrate our diverse community and facilitate opportunities for community connection.
Short Term Strategy: 1.1.3 Develop and facilitate the use of community facilities as points of social, recreational and educational interaction.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.1.3.2 Project manage and contract manage the staged construction of facilities at Lockleys Oval, Apex Park and Mellor Park, in accordance with the Master Plan.	In Progress	35%	50%	30/06/2019	Works are in progress at Lockleys Oval and Apex Park. The expected completion date for Apex Park is mid-2019, while the expected completion date for Lockleys Oval is end-2019. Details of the project delays have been previously reported via Council/Committee reports. Final modifications of the detailed design are continuing for Mellor Park Master Plan upgrade.	Manager City Property	
1.1.3.3 Project manage and contract manage the staged construction of the Camden Oval Precinct Development.	In Progress	40%	50%	30/06/2019	The originally scheduled works are underway and are expected to be completed by mid-2019. Additional funding was received through the September budget review. We are currently scoping the works, which will likely not commence until September 2019.	Manager City Property	
1.1.3.4 Project manage and contract manage the staged construction of the Weigall Oval redevelopment.	In Progress	40%	50%	30/06/2019	The detailed design of Stages 2 and 3 has been completed and the procurement process will begin in February 2019. Completion of the project is expected to be by the end of the 2019 calendar year.	Manager City Property	
1.1.3.8 Develop a master plan/concept plan for the upgrade of the Richmond Oval Grandstand.	In Progress	25%	50%	30/06/2019	Due to competing priorities with the development of the hubs, there has been no progress on this project since the last quarter. Work continues on the development of a concept plan for the upgrade of the Grandstand and other associated works for Richmond Oval.	Manager City Property	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 6 A Well-Designed Built Environment

Long Term Strategy: 6.3 Foster well-being and safety within the built form.


Short Term Strategy: 6.3.1 Maintain health and safety standards in the built form within regulatory requirements.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.3.1.5 Implement the Liquor Licensing Reform as applicable to the City of West Torrens including review the City of West Torrens Liquor Licensing Policy.	In Progress	10%	100%	31/12/2018	The Liquor Licensing Reform is being implemented in stages and staff continue to track its implementation by the State Government Consumer and Business Services. At this stage, most changes relevant to local government are still pending announcement by the State Government and are expected to be announced in 2019 for implementation shortly after. It is therefore requested that the completion date for this action be extended to 30 June 2019.	Team Leader Compliance and Monitoring	

Aspiration: 8 Accessible and Reliable Transport Options

Long Term Strategy: 8.1 Facilitate the healthy, safe and effective movement of people through the City.

Short Term Strategy: 8.1.1 Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
8.1.1.3 Implement the Torrensview Thebarton Local Area Traffic Management Plan.	In Progress	40%	50%	30/06/2019	The designs for the Sheriff St roundabout removal and Maria St slow points are being finalised. Resident consultation regarding Maria St will be conducted in early February 2019. The concept for the Ashley Street "Bus Only" control is complete and will also be consulted on during February.	Traffic Engineer	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.

Short Term Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environment

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.9 Coordinate the transition of the City Operations department from the Marion Rd location to the Morphett Rd location.	In Progress	80%	100%	31/12/2018	<p>The relocation of remaining staff (i.e. mechanical/fabrication workshops and store areas) is expected to occur once the fitout of these areas has been completed. The fitout is underway and includes modifications to the existing wash-down bay structure and the fitout of the mechanical, welding and workshop areas.</p> <p>Ongoing compliance testing and maintenance has continued in all areas of the site, including electrical/fire compliance, air conditioning, pest control, building and gardening maintenance etc.</p> <p>Some delays have occurred due to additional unanticipated works for the new tenancies (Tenancies 1 and 7) and works will need to continue into the third quarter. The fitout for the new tenancy for "bay 5" is near completion.</p> <p>It is therefore requested that the completion date for this project be extended to 31 March 2019.</p>	Manager City Property	

8.13 Strategy Activity Report January 2019

Brief

This report presents the Strategy Unit's Activity Report for January 2019.

RECOMMENDATION

The Committee recommends to Council that the Strategy Unit Activity Report for January 2019 be received.

Introduction

A report is presented, on a monthly basis, detailing the progress and status of key projects and activities within the Strategy Unit since the last report to the Council or relevant Committee.

Discussion

Corporate Planning

Public Health

On 2 February the SA Health Local Government Relations and Policy Team released a Communique advising that Public Health Week will be held 8-12 April 2019.

Annual Service Plans 2018/19 Quarterly Reporting

Responsible managers and officers completed their Annual Service Plan 2nd Quarter 2018/19 Progress Update. A report detailing Council's overall progress towards achieving our Community Plan Strategies is included in the Agenda for the 26 February meeting of the City Advancement and Prosperity Committee.

Draft Public Realm Design Manual

An overview document which highlights key features of the *draft* Public Realm Design Manual has been prepared as supporting material to inform Council at a future-dated presentation.

The Manual aims to reinforce the look and feel of West Torrens by creating attractive and flexible public places, being fit for purpose, reducing maintenance issues by refining the product range and having consideration of environmental sustainability issues and emerging 'smart city' technologies. The Manual will predominantly be used by the Administration to inform public realm design and management but will also be used in partnership with third parties to guide integration at the interface of private development and the public realm.

It is anticipated that the draft Manual will be presented to the Elected Members in the near future.

Community Planning

Community Needs Analysis Project

Engagement activities commenced in January with officers attending three Summer Festival events at the Memorial Gardens, Rex Jones Reserve and Lindfield Reserve.

The main engagement activity conducted introduced community members to the 'How would you spend your rates?' jars. Community members were given \$1000 of 'West Torrens dollars' (replica money) and instructed to prioritise how to spend that money between 10 jars labelled with various Council services/activities. The jars included segments such as: community programs, climate change adaptation measures, encouraging business and tourism, and included an "other" jar for alternative suggestions that were outside the scope of the jars provided.



Qualitative feedback received from participants while undertaking the activity included comments such as "This is harder than I thought" and "All of these are important and deserve money!" Community members were also encouraged to complete the 'Community Needs Survey', in either hard copy or on iPads. Data from these surveys will be consolidated with the surveys that have been completed online to identify community needs. The survey has been promoted through Council's social media, website and Messenger column.

The 'money jars' activity will serve a dual purpose to raise awareness of the Community Needs Survey and also build community-members' capacity to understand the tough budgeting decisions made by Council.

Environmental Sustainability

Container Deposit Scheme Scoping Paper

The Environment Protection Authority SA (EPA) released a scoping paper to review SA's container deposit scheme titled *Improving South Australia's Recycling Makes Cents - A Scoping Paper to Review SA's Container Deposit Scheme*. Subject to Council approval, the Administration intends to submit the proposed response by the closing date of 22 February 2019.

The EPA is seeking to build on the success of the Container Deposit Scheme (CDS) in South Australia and further improve recycling and litter reduction. A response to the scoping paper was included in the Agenda for the Council meeting on 19 February 2019.

Single-Use Plastic Products Discussion Paper

Green Industries SA released a discussion paper seeking views on areas for potential plastics reform. The *Turning the Tide on Single-Use Plastic Products Discussion Paper* seeks to further the public conversation around a range of single-use plastic products that impact our environment. Subject to Council approval, the Administration intends to submit the proposed response by the closing date of 22 February 2019. A response to the discussion paper was included in the Agenda for the Council meeting on 19 February 2019.

Rainwater Tank Rebates

Two applications were received as part of the Rainwater Tank Rebate Scheme during January. A total of twenty applications have been received for the 2018-19 financial year to date.

Rebates for Solar PV Panels for Community Groups

The Solar Panel Rebates for Community Groups program is currently being offered for a 12 month trial period. No applications have been received to date despite extensive promotion of the rebate scheme.

AdaptWest Website

AdaptWest is the western region climate change adaptation project, delivered by City of West Torrens, City of Charles Sturt and the City of Port Adelaide Enfield. The project is co-ordinated by the AdaptWest Regional Coordinator who is jointly funded by all three partner councils and hosted at the City of Charles Sturt.

A website has been developed to promote the AdaptWest program and projects, and was launched earlier this year. The website is available at adaptwest.com.au

An Elected Member workshop for all three Councils is scheduled for Wednesday 6 March.

Tree canopy data through the 3D Adelaide Project

Consultants representing DPTI (Aerometrex and Urban Circus) met with metropolitan councils to seek interest in 3 dimensional modelling data that can be used in planning processes, engineering design and environmental projects, such as identifying tree canopy and building footprints. At this stage, the City of West Torrens has expressed interest in obtaining the tree canopy data.

Economic Development

Economic Development Strategy

Strategy staff and Management liaised with staff in the Office of Mayor and CEO to shape Council's Economic Development Plan.

Information collected from two separate consultancy projects has helped form the basis for a draft West Torrens Economic Development Plan which aims to identify the strategic vision for economic and business development in West Torrens and contribute towards achieving the West Torrens' community vision to be the best place to live, work and enjoy life by balancing the needs of business and residents.

Productive Economy Discussion Paper

The State Planning Commission (SPC) and DPTI jointly released the *Productive Economy Discussion Paper* with a closing date for submissions of 22 February 2019.

A response to the discussion paper, was included in the Agenda for the Council meeting held 19 February 2019. The response highlights West Torrens' unique perspective and recognises the important role of the Adelaide Airport in the economy of West Torrens, and the State more broadly. Recent economic development projects undertaken by consultants, the Employment Lands Analysis project, and the *Experiences of Aircraft Noise Survey* results helped inform the proposed response.

Through this process of intergovernmental consultation, the Administration advocates for the community of West Torrens, appealing to other levels of government to implement systems and policies that foster a vibrant and inviting city and facilitate a thriving business environment, in line with the community's 'city prosperity' aspirations in the Community Plan.

The Administration aims to identify and promote the distinctive identity of West Torrens, which the new planning system appears likely to erode.

Land Use Planning - Intergovernmental Relations***Glandore Character Protection DPA***

The amended statement of intent (SOI) for the Glandore Character DPA, was considered by the Minister for Planning's delegate and it has been agreed that the amended SOI forms an appropriate basis for the preparation of the proposed DPA.

Urban Tree Fund

Council gazetted and commenced its urban tree fund on 1 January 2019. The monies collected can be used by council:

- (a) to maintain or plant trees in the designated area which are or will (when fully grown) constitute significant trees under this Act; or
- (b) to purchase land within the designated area in order to maintain or plant trees which are or will (when fully grown) constitute significant trees under this Act.

The Administration is in the process of developing a policy to guide the strategic use of any funds collected.

Planning Reform

The Administration continues to participate in planning reform activities, including attendance at workshops and live streaming events provided by DPTI and other industry specialists, which have comprised of sessions on the draft Regulations and phase one of the Planning and Design Code.

Consultation for the draft Regulations closes 1 March 2019, and phase one of the Planning and Design Code closes 29 March 2019.

The State Planning Policies for South Australia (version 1) were gazetted on 31 January 2019 and DPTI has recently released a toolkit for infrastructure schemes and planning agreements and guidelines for regional plans and joint planning arrangements.

The planning reform calendar indicates that regulations regarding infrastructure schemes and joint planning boards are being drafted.

Upcoming consultations are anticipated, as follows:

- Discussion Papers on:
 - People and Neighbourhoods (March 2019)
 - Design in the Planning System (March 2019)
- Regulations
 - Fees and Charges
 - Referrals
 - Building Inspection
- Phase Two Code- Regional Councils (June 2019)
- Phase Three Code- Greater Adelaide Councils (September 2019)

Conclusion

This report details the activities of the Strategy Unit for January 2019.

Attachments

Nil

8.14 Progress on Implementing Council Decisions

Brief

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

RECOMMENDATION

The Committee recommends to Council that the report be received.

Introduction

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

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

Discussion

A copy of the completed actions since 18 September 2018, and outstanding resolution actions to 15 January 2019 is provided for Members' information (**Attachment 1**). Updates/comments are to 20 February 2019.

Conclusion

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

Attachments

1. Meeting Action Report

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
1	15/01/2019	Council	14.12 - 2019 National General Assembly of Local Government - Call for Motions	O'Rielly/Tsiaparis 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.	Pauline Koritsa	Notices of Motion to be submitted to the CEO by Friday 22 February 2019.	In progress
2	15/01/2019	Council	14.13 - Proposed Lease to SA Badminton Association Inc.	Reynolds/Vlahos that: 1. SA Badminton Association Inc. be granted a lease of the WA Satterley Hall for a term of 5+5+5 years from 1 April 2019 at a commencing rental of \$10,000 per annum plus GST; 2. The lease agreement be amended to replace the word "adjoining" with "neighbouring or nearby" at Clause 7.2.2; and 3. The Mayor and Chief Executive Officer be authorised to sign and seal any necessary documentation to give effect to the grant of lease.	Angelo Catinari	13/2/19 - Consultation has been undertaken and the agreed lease has been forwarded to the Club for execution.	In progress
3	15/01/2019	Council	14.15 - Request for a Right of Way over Council Reserve Land - 125 Hayward Avenue, Torrensville	McKay/Vlahos that: 1. It provide its consent to the request for a right of way to be granted in favour of Mr. Angus Sobels in accordance with the plans submitted with all costs associated with the creation of the right of way over Allotment 102 in DP 35310 be borne by the applicant; and 2. The Mayor and the Chief Executive Officer be granted authority to sign and/or seal any documentation to give effect to the request.	Angelo Catinari	20/02/2019 - Currently engaging a conveyancer to undertake necessary amendments to the Deposited Plan.	In progress
4	11/12/2018	Council	12.1 - Community meeting on the impact of Urban Infill in West Torrens	Woodward/ Tsiaparis that: 1. Council urgently arrange a community meeting(s) to hear and gather feedback from the residents on the impact of Urban Infill in West Torrens. That Council invite Minister Stephan Knoll, appropriate State Members of Parliament and representatives from DPTI. Also, that Council advertise the community meeting(s), providing fliers with facts, figures and the context for recent changes in planning policies that have led to an increase in Urban Infill. 2. In order to address the local communities' serious concerns about the impact of current and approved infill and high-rise development, the CEO be authorised to approach metropolitan councils whose communities are similarly experiencing concern with infill and high-rise development with a view to setting up a working party (comprising the CEO and two elected members from each council). 3. The objective of such Working Party will be to develop a strategy to approach the State Minister for Planning seeking an adjustment to existing policy provision whereby changes are made to facilitate good quality, low impact development in key zones.	Terry Buss	Report going to Council 19/2/19.	In progress
5	11/12/2018	Council	12.2 - Safety measures along Birdwood Terrace, North Plympton	Woodward / O'Rielly that Council consult with local residents early in 2019 on the proposal to install and implement safety measures along Birdwood Terrace adjacent to the new Weigall Oval community space to improve public safety, and in particular, children using Weigall Oval. Following completion of the consultation, the Administration report back to Council on the outcomes of the consultation and provide cost estimates to implement any safety measures that may arise from the consultation.	Angelo Catinari	13/2/19 - Consultation is currently being undertaken with park users and residents. A report will be provided to a future meeting of the City Facilities and Waste Recovery Committee.	In progress
6	11/12/2018	Council	12.4 - Cost to increase street sweeping services	McKay / Papanikolaou that Urban Services Division prepares a report for review by Council that incorporates costings to either engage subcontractor street sweeping services or to purchase at least 2 more large street sweepers fitted with external manual vacuum hoses and 2 small path sweepers to enable appropriate levels of timely street sweeping services during peak periods of leaf and street tree debris, or when the City is inundated by storm debris.	Angelo Catinari	19/02/2019 - A report is proposed to be presented to Council at its March meeting.	In progress
7	11/12/2018	Council	12.5 - Cost to upgrade reserve spaces in the City Of West Torrens	McKay / Pal that Urban Services Division prepare a report on upgrading reserve spaces across the City of West Torrens by providing service connection points that provide suitable access to power, water and sewage connection points and where identified natural gas connections to enable more equitable access to higher needs festival events and community use across the whole of City.	Angelo Catinari	13/2/19 - A report to be provided to the City Facilities and Waste Recovery Committee meeting to be held on 28 May 2019 for its consideration.	In progress
8	11/12/2018	Council	14.3 - Fire and Spice Event 2019	McKay / Pal that: 1. A Chilli Festival be held in the City of West Torrens Memorial Gardens during 2019. 2. A budget of \$24,550 for this festival be referred to the December 2018 budget review.	Pauline Koritsa	Event to be branded Fire and Spice. Planning is underway with the Events Coordinator. Date of the event is Sunday 14 April 2019.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
9	06/11/2018	Council	17.1 - Aircraft Noise Survey Outcomes	Vlahos/O'Rielly that: 1. The results of the Aircraft noise Survey be noted; 2. Its policy position, to be used to influence the Department for Planning, Transport and Infrastructure's (DPTI) development of the new Planning and Design Code, with respect to aircraft noise be the ANEF contour map recognising >25 ANEF as the threshold for managing aircraft noise and excluding land divisions in >40 ANEF with the following additional measures be approved by Council as its position with regard to Aircraft noise: a. Development should be designed and located having regard to the flight paths, height restrictions and noise exposure forecasts issued by Adelaide Airport Limited. b. Residential development on land within the area defined by Fig R1/1 is affected by aircraft noise from Adelaide Airport and should be designed, constructed and insulated to minimise the effects of noise c. Dwellings (and dwelling additions with habitable rooms) are constructed in accordance with the Australian Standard 2021 -2015: Acoustics – Aircraft noise intrusion – Building siting and construction: or d. Dwelling (and dwelling additions with habitable rooms) include the following construction techniques: i) shielding windows and doors with external blinds and verandahs; ii) using masonry walls for external walls and if brick veneer construction is used fully, by insulating the cavity wall with 75mm to 100 mm insulation (rockwool or fibreglass); iii) keeping window size to a minimum and using 6mm single glazing or double glazed windows; where possible, windows of sensitive rooms should be oriented away from the direction of view to the flight path; iv) air-conditioning sensitive rooms using split or ducted system. Wall mounted air-conditioning units should not be used as they provide a weak path for sound transmission; v) shielding door with entrance verandah and using solid core construction; vi) sealing airtight all cracks in the housing construction. Crack between doors, windows and the house construction should also be weather sealed; vii) positioning air exhausts in non-sensitive rooms, e.g. wall vents should not be placed in bedrooms or living rooms: and viii) insulating the ceiling space with 75mm to 100mm ceiling insulation (rockwool or fibreglass). 3. Council write to the relevant authority responsible for developing Australian Standard 2021-2015 and ask them to take into consideration the fact that some airports have curfews and also whether decibel reading at locations could be used in determining the standards rather than ANEFs.	Pauline Koritsa	20/2 Position will be used in feedback to DPTI where appropriate.	In progress
10	06/11/2018	Council	17.2 - Glandore Character Policy Area Protection DPA	Farnden/Woodward that: 1. It approves the Statement of Intent (SOI), included at Attachment 2 of the agenda report, to amend policy in the Urban Corridor Zone adjacent to Glandore Character Policy Area 24 which has been updated to reflect the changes to the SOI requested by of the Minister for Planning, as detailed in his 3 October 2018 letter to Council. 2. That the amended Statement of Intent be submitted to the Minister's delegate requesting formal approval to progress the Council-initiated Development Plan Amendment proposal in accordance with the process nominated in the draft SOI, subject to any minor changes of an editorial or technical nature. 3. That interim operation (which is subject to a separate approval process by the Minister) be sought for the DPA to ensure orderly and proper development while the DPA is progressed. 4. The Chief Executive Officer be authorised to make any minor changes to the Statement of Intent that are of an editorial or technical nature as required to: a. facilitate the submission of the Statement of Intent to the Minister for Planning. b. effect the implementation of interim operation of the DPA.	Pauline Koritsa	Amended Statement of Intent sent to DPTI and approved by the minister on 19 December 2018.	In progress
11	06/11/2018	Council	15.2 - Infill development policy in the City of West Torrens	Mangos/Haese from the feedback received from residents, Council writes to the Minister Hon Stephan Knoll to request for an immediate review of the infill development policy in the City of West Torrens and he should engage in real consultation of residents and write to the residents accordingly.	Pauline Koritsa	20/2 Feedback provided to DPTI on various planning documents relating to infill development.	In progress
12	16/10/2018	Council	15.3 - Street lighting in Ashford and Keswick	Mangos/Nitschke given the recent good progress with the LGA and SA Power Networks on LED public lighting, that Council provide a cost/benefit analysis to fix the known sub-standard street lighting in the City of West Torrens.	Angelo Catinari	26/11/2018 - Council Administration attending a public lighting information session with SAPN on 28 November 2018 13/02/2019 - Report being drafted for presentation to the City Services and Amenities Standing Council Meeting to be held on 5 March 2019.	In progress
13	02/10/2018	Urban Services Prescribed Standing Committee	11.1 - Waiver of Land Management Agreement at 9 Ayliffe Place, Novar Gardens	Demetriou/McKay that: 1. Council waives the Owners Obligations of the Land Management Agreement (dealing number 8566879) relating to the gabion wall proposed as part of Development Application no. 211/887/2018 at 9 Ayliffe Place, Novar Gardens; and 2. Council writes to the landowners and other parties of the properties subject to the Land Management Agreement (dealing number 8566879) consulting on whether to rescind the Land Management Agreement from all affected titles. 3. A further detailed report be presented to a future meeting of Council.	Angelo Catinari	08/10/2018 - Owners Obligations of the Land Management Agreement waived as per Council decision. 02/11/2018 - Consultation Letters sent to landowners and other parties of the properties with feedback to be provided by end of January 2019. 14/2/2019 - Consultation period has concluded. An update report is proposed to be presented to Council at its March meeting.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
14	25/09/2018	Community Facilities Prescribed General Committee	9.3 - Hilton RSL - Update on Relocation	Tsiaparis/Vlahos that the Administration continue to further progress the following options and that a report be brought back to the Committee once the options have been developed: • Option 2: Extension of Red Brick Building (Community Hall) to accommodate consolidated RSL Sub-branch and Community Activities • Option 3: RSL Sub-branch and Community Activities consolidated in Red Brock Building with Council Administration use relocated elsewhere.	Angelo Catinari	28/11/2018 - A meeting was held with the Hilton RSL Sub-branch committee members and consultants on 1 November 2018. Club members continue to be enthused by the two options and consultants are currently working on concept plans. A report will be brought to Council in February 2019. 13/2/19 - Consultants have further developed the two options for consideration at the City Facilities and Waste Recovery Committee Meeting to be held on 26 March 2019. Further discussions have taken place with the Committee of the Hilton RSL sub-branch who remain supportive of relocation to the site.	In progress
15	18/09/2018	Finance and Regulatory Prescribed Standing Committee	11.4 - Kerbside wheelie bins sticker: No parking on bin collection day	Woodward/Farnden that the Administration initially purchases a quantity of 250 kerbside wheelie bins stickers and conduct a trial for 6 months and provide a report back to Council on the outcome of the trial.	Bill Ross	Bin stickers purchased and trial underway. Trial to finish 26 April 2019.	In progress
16	04/09/2018	Council	15.1 - Monitoring Traffic and Parking at Lipsett and Marshall Terrace Brooklyn Park	Palmer/Haese given that an Early Learning Centre and a new Primary School was recently approved by Council in May 2018 for the former College of Divinity site on Lipsett Terrace Brooklyn Park, the Administration monitor the traffic and parking conditions of the new school when operational, on Lipsett and Marshall Terrace, so that any adverse traffic impacts arising can be identified and addressed. If any significant traffic impacts were to be identified from this review, that a further report to Council be prepared for its consideration.	Angelo Catinari	16/11/2018 - Traffic Count scheduled in late November 2018. 07/01/2019 - Traffic count results collected in December 2018. No immediate action is required as both speed and traffic volume are within acceptable level. 13/02/2019 - Traffic and parking conditions continue to be monitored in the new school year.	In progress
17	04/09/2018	Council	17.1 - Kerbside Bin Audit	McKay/Demetriou That: 1. Pursue strategies for the diversion of organic materials from the general waste bin, including actions to: • Further increase awareness of kitchen caddies and compostable bags that are available from Council; • Explore alternative ways to distribute caddies and compostable bags; • Further increase awareness of compost bin and worm farm rebates that are available from Council; • Further increase participation in food waste recycling in multi-unit developments. 2. Pursue community educational programs based on: • Further increasing the awareness that e-waste is banned from landfill and highlighting available drop off locations within the Council area; • Reducing contamination in comingled and organics recycling bins; • Ensuring educational materials are regularly updated and use images and languages other than English whenever possible. 3. Consider providing residents with a selection of bin sizes to increase engagement and landfill diversion as a part of the next waste collection contract. 4. Review rebates on compost bins and worm farms	Bill Ross	1. Strategies for organics diversion from general waste: - Caddy and compostable bag distribution: Early Learning/Childcare Centres and Schools will be approached progressively to promote caddies bags, compost bins and worm farms to their parents/caregivers. Promotion has commenced and will continue. - Letter sent to all Early Learning Centres/Childcare Centres to inform them about the role of the Project Officer-Waste and Recycling, promotion of kitchen caddies and bags, student and/or staff session/s and resources available to help with education about waste and recycling including information about composting and worm farming. -Booklet entitled 'Recycling and Waste Guide for multi-unit dwellings' includes promotion of food scraps recycling via a kitchen caddy and organics bin with images of both on page 3, and these are the first images that readers see when they open the cover. -Food recycling displays in the Hamra Centre foyer, mainly during the school holidays, to increase awareness of food waste recycling and to distribute caddies and bags to residents. -Caddy promotion at the Service Centre during rates period with the caddies displayed en masse behind the Service Centre staff. -Compost and Worm farm workshops are programmed for Thursday 28 March to promote use of	In progress
18	04/09/2018	Urban Services Prescribed Standing Committee	11.1 - Reid Street Permit - Update	Nitschke/Vlahos that: 1. The existing permit for the use of the portion of Reid Street, Thebarton granted to Thebarton Management Pty Ltd (being the entity that will sign the permit on behalf of the owners) be amended to include a revised permit fee and area (as delineated in Attachment 1) of \$1,200 p.a plus GST and 60m2 respectively. 2. The permit fee escalate by Adelaide All Groups Consumer Price Index (CPI) (or similar index should that index be discontinued) on each anniversary of the commencement date. 3. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation giving effect to the grant of permit.	Angelo Catinari	28/11/2018 - The revised Permit is currently with lawyers for final changes. Once finalised, it will be forwarded to the entity for execution. 13/2/2019 - The matter is continuing with the lawyers for final changes prior to execution of the Permit.	In progress
19	04/09/2018	Urban Services Prescribed Standing Committee	11.2 - Opening of Roads - Craig Street and Weaver Avenue, Richmond	O'Rielly/Cr Michael Farnden that: 1. It declare the private roads, which are currently described as Allotments 92, 93, and 95 in Deposited Plan 2633 (being portion of Weaver Avenue, portion of Chambers Avenue and portion of Craig Street, Richmond) to be public roads. 2. The Administration undertake any further necessary actions to facilitate this declaration.	Angelo Catinari	28/11/2018 - The declaration of Craig Street and Weaver Ave (portion) to be public roads has been Gazetted in October 2018 and the Surveyor General has been notified. Awaiting formal response from the Surveyor General in order to progress with the process. 13/2/2019 - Continuing to await a formal response from the Surveyor General in order for the closure process to commence.	In progress
20	21/08/2018	Council	9.2 - Item 15.2 Report on the relocation of the Jubilee Park tower Brought Forward for Consideration at this Point in the Meeting	Woodward / Farnden that Council provide a report into the options and actual cost to relocate the Amazone Tower at Jubilee Park to another budgeted park upgrade and replace the equipment with something more height appropriate. Options to replace to the Tower would take account of the close proximity of houses to the boundary of Jubilee Park and ensure resident privacy was not impacted.	Angelo Catinari	15/01/2019 - A report to be presented to Council for consideration. 15/01/2019 - A report was provided to Council at its meeting held on 15 January 2019 in which Council adopted to deter this matter in order to allow time for alternative options to be investigated with the resident. 31/01/2019 - A meeting was held with the residents, Mayor, Ward Councillors and staff to consider options of relocating the structure within Jubilee Park. An update will be provided to a future meeting of Council following further logistical investigations.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
21	07/08/2018	Council	15.2 - Development of a dog park in Torrensville	McKay / Farnden that the Administration prepare a report that looks at obtaining a section of unused and unkempt Linear Park that is under the control of the water Minister at the end of Hayward Avenue and West Street Torrensville, for the purpose of setting up a dog park for small and large dogs in line with the concept used at the Pooch Park at Rowells Road Lockleys.	Angelo Catinari	04/09/2018 - Administration has commenced initial discussions with SA Water. 26/11/2018 - Administration is continuing discussions with SA Water. 13/2/2019 - Discussions continue with a report to be presented at a future meeting of Council.	In progress
22	07/08/2018	Council	15.4 - Asset Naming Policy Amendment	Mangos / Nitschke that clause 5.2.4 of the Asset Naming Policy be amended to include names which represent the City of West Torrens' multi-cultural community i.e. Asian, African and European names.	Pauline Koritsa	4/9/18 Policy currently being reviewed in full to ensure it is current. Will be presented to the first CPPP in 2019. 20/2/19 Policy on the agenda for the 26 February City Advancement and Prosperity Committee.	In progress
23	07/08/2018	Council	15.5 - Lighting options for the West Torrens dog park in Marlestone	Woodward / Farnden that the Administration present a report to the Urban Services Committee on the low cost options to increase the level of lighting in the West Torrens Dog Park at Marlestone. The report also to include options to increase parking immediately adjacent the dog park to allow for better access and improved safety.	Angelo Catinari	04/09/2018 - Report currently being prepared. 26/11/2018 - This will form part of budget deliberations for the 2019/2020 budget. 13/2/2019 - Funding has been included in the 2019/2020 budget proposals for deliberation by Council.	In progress
24	07/08/2018	Council	15.7 - Stickers for wheelie bins	Woodward / Farnden that Council investigate and prepare a report on the provision of large stickers that can be attached to wheelie bins advising drivers NOT to park and block the collection of the bin contents.	Bill Ross	27/8/18 forwarded for investigation on the provision of stickers	In progress
25	10/07/2018	Corporate Planning Policy and Performance Prescribed Committee	9.1 - Elected Member Training and Development	Farnden/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.	Bill Ross	Policies being reviewed.	In progress
26	26/06/2018	Civic Committee	7.2 - Green Initiatives Program - Solar PV Battery Rebate for Community Groups	Woodward / Haese that: 1. It approves the implementation of a Solar PV Battery Storage Rebate Program for Community Groups on a 12 month trial basis subject to appropriate funding being made available by Council. 2. \$30,000 to fund Council's Green Initiatives Solar PV Battery Rebate Program be referred to the September 2018 budget review. 3. The Administration prepares guidelines for the rebate program using the following criteria and information detailed within this report, with the addition of the two clauses: • the system purchased must only be to provide for the needs of the community group • copies of electricity bills and system maintenance reports must be submitted to Council on an annual basis 4. A review be undertaken at the completion of the 12 month trial period, the outcomes of which to be reported to the Committee.	Pauline Koritsa	4/9/18 The implementation of a 12 month trial of the Solar PV Battery Storage Rebate Program for Community Groups is awaiting Council's September budget review to determine if funds are available as per the Committee recommendation made 26/06/18. (The September budget review is likely to be postponed due to Caretaker Mode for the upcoming Council Election).	In progress
27	26/06/2018	Civic Committee	8.1 - Public Art Walking Trail	Nitschke / Rypp that: 1. The report be received. 2. A report be presented back to a future meeting of the Committee detailing: a) The owner of the land on which each piece of artwork, listed in Council's Public Art Trail Register, is located; and b) The budget required to restore or repair those pieces of artwork listed in Council's Public Art Trail Register.	Pauline Koritsa	4/9/18 Due to operational priorities, this action is on hold pending resourcing constraints; it is envisaged work toward this action will be undertaken with a report presented in the third quarter.	In progress
28	05/06/2018	Council	11.1 - Assignment of Lease - Novar Gardens Bowling Club	Demetriou/Hill that: 1. It provide its consent for the assignment of the lease currently held by the Novar Gardens Bowling Club Inc to the Novar Gardens Bowling and Petanque Club Inc on the same terms and conditions as the existing licence; 2. The Mayor and the Chief Executive Office be authorised to sign and seal any documentation to give effect to this recommendation.	Angelo Catinari	28/06/2018 - Lease documentation being finalised with the Club. 04/09/2018 - Lease is expected to be finalised with the Club by the end of September 2018. 13/2/2019 - Assignment of Lease and Variation of Lease to include the additional area are currently being drafted for negotiation and execution.	In progress
29	05/06/2018	Council	9.1 - Live Streaming of Council Meetings	Trainer/Rypp that in order to promote community interest and engagement in Council decision making and to improve accessibility of Council and Standing Committee meetings to a broader audience, a suitable policy be prepared by the Administration for further consideration by Council relating to the live streaming and recording of Council and Standing Committee meetings.	Pauline Koritsa	4/9/18 Initial work undertaken to develop policy	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
30	22/05/2018	Community Facilities Prescribed General Committee	9.2 - West Torrens Birkalla Soccer Club - Financial Support Request	Demetriou/Vlahos that: 1. It approves Option 3 as its preferred option of providing support for infrastructure expenses including lighting upgrade at Camden Oval, this option being that; Council assumes responsibility for undertaking the infrastructure works sought by the West Torrens Birkalla Soccer Club (as outlined in their letter dated 18 April 2018). Once works are completed, a payment plan will be structured based on actual costs. The payment plan could be divided over a twenty (20) year period or less, dependent upon the final cost of works. CPI could be added to the advance repayment amount each year should Council so wish. 2. It provide its consent in its capacity of landlord, subject to any necessary development approval(s), for the upgrade of the pitch floodlighting.	Angelo Catinari	28/06/2018 - progressing with action. West Torrens Birkalla SC confirmed of Council's decision. Solicitors currently drafting funding agreement between Council and Club. Implementation of the works program for the funding - soccer pitch lighting and scoreboard currently in progress. 04/09/2018 - Solicitors currently finalising draft funding agreement between Council and Club. Negotiations continuing with WTB Birkalla Soccer Club. Implementation of the works program for the funding - soccer pitch lighting and scoreboard currently are underway. 26/11/2018 - Solicitors finalised funding agreement between Council and the West Torrens Birkalla SC. Awaiting the Club's authorisation of the document. Implementation of the works program for the funding - soccer pitch lighting and scoreboard currently in progress. 13/2/2019 - The Loan Agreement has been executed. Costings for the works are currently being finalised to be undertaken as part of the loan.	In progress
31	27/03/2018	Community Facilities Prescribed General Committee	8.13 - Richmond Oval - West Adelaide Football Club - Development of Masterplan (Brought Forward for Consideration at this Point of the Meeting)	Demetriou/Trainer that: 1. The report be noted. 2. "Option 3" of the draft Masterplan, with the additions/amendments sought by the West Adelaide Football Club (i.e. redevelopment of the former cricket club building for use by umpires and opposition teams, and redevelopment of the existing change rooms within the grandstand per the Option 2 alternative) be endorsed in principle and that: i) Funding to further progress the development of the Masterplan to detailed design (cognisant of the need to implement any approved initiatives in a staged manner) be sought through the 2018/19 budget process or a future budget variation; ii) A cost consultant be engaged to provide a preliminary high-level costing for the proposed initiatives for the new female facilities and grandstand elements of the Masterplan; iii) A further report be provided to the Committee following the completion of detailed design drawings and receipt of the costing document.	Angelo Catinari	23/04/2018 - Meeting held with consultants on 17/04/2018 to progress the resolutions. A report will be provided to the Community Facilities Committee in the fourth quarter 2018. 28/06/2018 - Project continuing with consultants with an update to be provided at future Community Facilities Committee meeting. 04/09/2018 - Project continuing with consultants. Update to be provided at a future Community Facilities Committee meeting. 28/11/2018 - Project continuing with consultants. Update to be provided at a future meeting of Council. 13/2/2019 - A joint submission for funding has been submitted by the Football Club for nominated upgrade works. The CEO of WAFC resigned late 2018 and a new CEO has been appointed. A meeting will take place in February to discuss the upgrade and master plan with the new CEO.	In progress
32	06/03/2018	Council	17.1 - Guiding Principles for a Public Realm Design Manual	Mangos / Palmer that the Draft principles for the Public Realm Design Manual (also known as the Urban Design Framework) be approved in principle for the Administration to further develop the Public Realm Design Manual to bring back to Council for further consideration.	Pauline Koritsa	4/9/18 Consultant in the process of developing detailed content for presentation back to the new Council. 4/9/18 Workshops with internal stakeholders to finalise the details are being held with a view to finalising the content in the next 2 months. 20/2/19 Public Realm Design Manual and Overview document completed. Documents to be presented to Council at either 6 March pre-brief or 15 March Elected Member Strategic Workshop.	In progress
33	27/02/2018	Civic Committee	7.4 - Mural Art Options in City of West Torrens	Nitschke / Woodward that the Public Art Strategy continues to be developed with the aim of addressing issues and concerns surrounding public art installations, as well as promoting the introduction and commissioning of both temporary and more permanent works within the City of West Torrens.	Angelo Catinari	23/04/2018 - Public Art Strategy to be developed in the coming months. 04/09/2018 - Public Art Strategy is continuing to be developed - a report will be presented to a future meeting of the CFGC. 26/11/2018 - Public Art Strategy is continuing to be developed - A report to be presented to a future meeting of Council. 13/2/2019 - Meeting held with public art consultant regarding a Public Art Strategy. A Strategy continues to be developed and will be presented to a future meeting of Council for endorsement.	In progress
34	06/02/2018	Council	15.2 - Waste Bin System Concept for Disposable Coffee Cups	McKay / Demetriou that the Waste Working Party Group research a unique waste bin system concept to exclusively receive paper disposable coffee cups and so called compostable coffee cups and other paper liquid holding cups to be placed in high use areas such as cafés; strips and shopping centres. And research the options to have the collected disposable cups transported to a recycling facility in Ballarat that has a successful method of recycling the cups and salvaging the long fibre paper content for recycling.	Bill Ross	Under consideration by the Waste WP.	In progress
35	06/02/2018	Council	15.3 - Coffee Cup Incentives for Coffee Shop/Café	McKay / Mangos that the waste working party in conjunction with the administration report on the feasibility of the once off \$500.00 incentive to any Coffee Shop / Café; that provides a minimum discount of \$0.50c per cup if they implement "Bring Your Own Cup" and sign up to the Australia Wide Web Site "Responsible Cafes" and display a poster declaring the offer. The \$500.00 incentive payment is paid at the 12 month anniversary of implementation.	Bill Ross	Under consideration by the Waste WP.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
36	06/02/2018	Council	16.1 - Recyclable Cups	Mangos / Palmer that Council consider the procurement of 1,000 recyclable cups with Council's logo placed upon them, with the cups to be given to 'coffee shops', and in turn customers, in order to reduce waste to landfill and promote recycling. Referral to the Waste Working Party to occur.	Bill Ross	May not proceed given a unit cost in the vicinity of \$10 to \$11. Progressing the matter is to be considered at the next Waste Working Party meeting.	In progress
37	12/12/2017	Council	15.3 - Increasing Green Space in City of West Torrens	Woodward / Farnden that Council, with an objective to increase green space within its urban environment: 1. Undertake an audit, including use and review of existing plans, of all parks and green spaces within the City as part of the 2018/19 budget and annual business plan; 2. Use audit data to assess what investment and targets will be required during the next 10 years to sustain, improve and increase green space and reduce urban heat intensity; 3. Use audit data to prioritise parks and green space for allocation of future funds; 4. Collaborate with the inner-rim councils of Adelaide to lobby the State Government for better access to open space contribution funds given the inner-rim councils are more adversely affected by the loss of green space due to urban infill development; 5. Collaborate with the inner-rim councils of Adelaide to lobby the State Government for a contribution from property developers to directly contribute financially to Councils to offset the loss of green infrastructure resulting from urban infill development; 6. Identify various options where increased financial contribution from State Government and Developers to Councils can be used to increase green space, including options to acquire new green space and to incentivise residential and commercial ratepayers to increase green space. 7. Identify areas owned by State Government and Commonwealth government in the City of West Torrens, where increased green space is achievable, and actively lobby for the achievable increase. 8. Explore options where more green space and reduced heat intensity can be provided as part of the design principles for urban infill development. 9. That the poor environmental outcomes in the recent green space and heat intensity reports presented to Council, be considered as part of finalising the City of West Torrens Tree policy.	Pauline Koritsa	Action to be implemented throughout the 2018/19 Financial Year. 4/9/18 Additional progress is being made as a result of subsequent Council resolutions that further the objectives of this 9-point plan. Progress has been made to identify opportunities for greening and cooling through a process of analysis. The recently adopted 'Tree Strategy' includes a tree audit which will help highlight further opportunities for greening, streetscapes and parks. The Administration has undertaken advocacy related to improving tree canopy in infill areas through a variety of feedback mechanism as part of the planning reform and responses to related documents. 4/9/18 Legal counsel has been sought, and advice received (docset ID below) on setting up an Urban Tree Fund as per the subsequent resolution of Council.	In progress
38	12/12/2017	Urban Services Prescribed Standing Committee	11.4 - Update - Weaver Avenue Road Closure Process	Vlahos / O'Rielly that: 1. Council commence the process to declare those segments of road identified in Attachment 1 to this report (i.e. Allotments 92, 93 and 95 within Deposited Plan 2633) as open/public roads. 2. A further update report be provided to the Council following the public consultation process. 3. The Mayor and/or Chief Executive Officer be authorised to sign and/or seal any documentation in regard to this matter.	Angelo Catinari	27/04/2018 - The consultants are progressing the process to finalise the closure. 28/06/2018 - Report being prepared for the August Urban Services Committee Meeting. 04/09/2018 - Report presented to the Urban Services Meeting of the 4 September 2018. Actions (resolution) to be implemented in the coming month. 13/2/2019 - Awaiting a response from the Surveyor General in order for closure process to commence. 28/11/2018 - The declaration was published in the Gazette in October 2018 and the Surveyor General has been notified. Awaiting formal response from the Surveyor General in order to progress with the process. 23/02/18 - The Consultants engaged to assist and facilitate the process have provided the preliminary plan which will allow the proposed opening to be advertised in the Gazette and local paper. The public notice will be lodged for publication in March 2019.	In progress
39	12/12/2017	Strategy and Community Prescribed Standing Committee	11.2 - Aircraft Noise Policy Position	Mayor Trainer / Woodward that: 1. The item be deferred. 2. As City of West Torrens residents are particularly affected by this aircraft noise policy position, Council writes to the Minister to advise that Council intends to undertake essential consultation with affected residents and request that no decisions be made with regard to the Aircraft Noise land use planning policy until such time as Council has completed that consultation and determined its position with regard to the management of aircraft noise.	Pauline Koritsa	4/9/18 - Letter advising Council's intention to undertake consultation on Aircraft noise has been sent to the Minister- and a response has been received. Councillors have been sent details of a proposed approach to the 'essential consultation'- for their comment and approval. Consultation completed and a report is being compiled for presentation to Council in October 2018	In progress
40	03/10/2017	Urban Services Prescribed Standing Committee	11.2 - Preservation of the Windsor Theatre Movie Posters	McKay / Rypp that: 1. It supports the preservation of the Windsor Theatre movie posters. 2. It authorises Administration to select the most appropriate method of preserving the posters. 3. It authorises Administration to contact the West Torrens Historical Society, the State Library and the National Film and Sound Archives to determine their interest in the posters.	Angelo Catinari	06/11/2017 - Investigations have commenced. 19/02/2018 - Met with consultants within the last two weeks seeking a fee offer to provide options for the preservation of the movie posters. 23/04/2018 - At the Community Facilities Committee Meeting on 27 March 2018 the following update was provided. Administration sought advice from a preservation agency and has been advised that any involvement from them in regard to this matter would be subject to their formal engagement and significant fees to inspect and prepare an options paper. Given this information, the Administration is currently investigating other options for preservation or documentation and will report back to the Committee at a future meeting. 28/06/2018 - Update to be provided at the next scheduled Community Facilities Committee meeting to be held on 24 July. 04/09/2018 - Administration continues to provide updates via the reporting at the CFGC meetings. 28/11/2018 - A DA has been submitted for demolition of the property at Mellor Park with the Administration currently considering options following advice received by heritage consultants. Investigations continue into using a portion of the structure (walls) with movie posters for public art statement within the Reserve taking place. 13/2/2019 - Investigations continue into the structural viability of retaining a portion of the wall of movie posters for a public art statement within Mellor Park. Awaiting approval for the demolition of the building.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
41	05/09/2017	Urban Services Prescribed Standing Committee	11.1 - Admella Street Upgrade Concept	Nitschke / O'Rielly that: 1. The project and concept design developed for the upgrade of Admella Street and associated public space be endorsed. 2. The project is advanced within the current financial year through the allocation of funds for the development of detailed design and documentation of the project works. These funds to come from within existing City Assets operational budget. 3. A further report be presented to a future Council meeting once the detail design is completed.	Angelo Catinari	16/02/2018 - Currently undertaking detailed design. 23/11/2018 - Detailed design underway. 13/02/2019 - Detailed design near completion. A report is scheduled for presentation to Council in April/ May 2019.	In progress
42	06/06/2017	Council	16.1 - Brickworks - Request for Masterplan	Woodward / Farnden that in regard to the Brickworks surplus land, the Chief Executive Officer: 1. Arrange to hold a workshop for Elected Members and senior staff to establish an overall vision for the higher and best use of surplus land at the former Brickworks Markets site at Torrensville. 2. Following the outcomes of 1 above, develop a project brief to go to the market seeking fee proposals from interested parties to develop a Masterplan for potential development options of the surplus land at the former Brickworks Markets site at Torrensville, including the heritage listed Hoffman Kiln. 3. The project brief is to allow for appropriate community consultation to be undertaken and also allow for appropriate delivery and funding mechanism options to be explored during development of the Masterplan. 4. As part of the next budget review process, recommend to Council an appropriate budget amount to undertake development of the Masterplan.	Terry Buss	28/6/17 - Workshop arranged for Tuesday 29 August, 6pm-9pm for EMs and relevant staff. 12/9/17 - Workshop arranged for 29 August cancelled by CEO in consultation with EMs. Workshop will be rescheduled to a suitable date in the near future. Given the current state of the frontage of the site due to the Torrens to Torrens Project, it is not appropriate to present the site to the market. Indications are that the site may be vacated by DPTI contractors in the first quarter of 2018, and given we are pushing toward the Festive Season, there is no urgency to undertake the workshop in the remainder of 2017 and a date in early 2018 to hold the workshop will be looked at by the CEO. Elected Member workshop held April 2018 where matter was discussed. Agreed that the CEO is to develop and EOI and report back to Council. 20/02/2019 - This issue will also be listed for discussion at the March 2019 EM Strategic Workshop.	In progress
43	21/03/2017	Strategy and Community Prescribed Standing Committee	11.2 - Aircraft Noise Management in the West Torrens Development Plan	Polito / Hill that: 1. Given the Minister for Planning's preference for aircraft noise management to be addressed through the Planning and Design Code, the Administration writes to the Minister for Planning advising that the Council seeks to contribute to the development of aircraft noise management provisions and other airport planning matters in the Planning and Design Code. 2. The Administration undertakes research on land use policy options for the management of aircraft noise in existing urban areas and report back to the Council.	Pauline Koritsa	The Administration wrote to the Minister for Planning 4 April 2017 advising that the Council seeks to contribute to the development of aircraft noise management provisions and other airport planning matters in the Planning and Design Code. Aircraft noise survey outcomes presented to Council on 16 October 2018 with proposed policy position - report deferred to 6 November Council meeting. Report presented to the 12 December Strategy and Community Committee meeting proposing an approach to aircraft noise be presented to DPTI. The Committee requested community consultation be undertaken with affected residents prior to finalising Council's position. Council report with a position on the management of aircraft noise to be submitted to the December Strategy and Community meeting. Community consultation proposed approach with Elected Members for comment until 12 March. Community consultation pending meeting with Adelaide City Council on 1 May on their 3D modelling to see if it may be possible to include in the consultation. Aircraft noise survey sent out to affected residents and property owners, closes 27 July 2018. 4/9/18 Approximately 650 responses received and currently collating results for a report to Council in October.	In progress
44	20/09/2016	Strategy and Community Prescribed Standing Committee	11.2 - Carparking Fund Legal Advice	Palmer / McKay that, as a result of the assenting of the Planning, Development and Infrastructure Act 2016, the establishment of a car parking fund and an associated Car Parking Contribution Fund policy be deferred until such time as the transitional legislation that will apply to an 'off-setting contribution scheme' is known.	Pauline Koritsa	3/11/2016 - Updated advice has been received from KelleedyJones on 4 October 2016 advising that the transitional legislation outlines that an existing car parking fund will automatically become an off-setting scheme under section 197 of the PDI Act on the date of its commencement. Investigations on location and nature of a car parking fund/off setting scheme will be commenced. Staff are monitoring the transitional implementation of sections fo the PDI Act 2016. 4/9/18 Section 197 has not yet been activated.	In progress
45	05/02/2019	Council	17.2 - Council Assessment Panel Membership - Council Member and Deputy Council Member	K McKay / Mugavin that: 1. Cr Jassmine Wood be appointed as the Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for the period 6 February 2019 to 31 December 2020. 2. Cr Graham Nitschke be appointed as the deputy Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for the period 6 February 2019 to 31 December 2020.	Sue Curran	The register of Committee membership Council's website has been updated	Completed
46	05/02/2019	Council	17.4 - 2019 Local Government Association Ordinary General Meeting - Request for Proposed Items of Business and Appointment of Delegates	K McKay / Pal that: 1. The recommended process for the lodgement of proposed items of business for the 2019 Local Government Association Ordinary General Meeting, contained within this report, be noted. 2. The voting delegates to the 2019 Local Government Association Ordinary General Meeting be Mayor Coxon and Deputy Mayor Graham Nitschke (proxy). 3. Council delegates authority to the Chief Executive Officer to finalise the wording of any proposed items of business and submit them to the Local Government Association prior to 5pm on Friday 22 February 2019.	Sue Curran	No Items of Business were received by the due date being 11 February 2019. The LGA were advised of the City of West Torrens' voting delegates.	Completed
47	05/02/2019	Council	17.5 - Call for Nominations for Members of Greater Adelaide Regional Organisation of Councils	Wood / Mugavin that Mayor Michael Coxon be nominated to the Greater Adelaide Regional Organisation of Councils.	Sue Curran	Mayor Coxon's nomination to GAROC was emailed to the Local Government Association on 18 February 2019.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
48	05/02/2019	Council	17.6 - Development Assessment Panel - Replacement Independent Member - Confidential Order Review	Wood / Reynolds that: 1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 15 March 2011 and reviewed at Council's 6 June 2017 and 1 May 2018 meetings, pursuant to 91(7)(a) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 17.3 'Development Assessment Panel - Replacement Independent Member', Council orders the information contained in the 'Confidential Interview Report' attached to Item 17.3 'Development Assessment Panel - Replacement Independent Member' relating to the appointment of a replacement independent member to Council's Development Assessment Panel which was presented to the 15 March 2011 meeting of Council, continues to be retained in confidence in accordance with section 91(7)(a), 91(7)(b) of the Local Government Act 1999, and not be made available for public inspection until 15 March 2021 on the basis the information contained in the 'Confidential Interview Report' contains the applicants' personal information and the premature disclosure of this information would be unreasonable given it could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to those applicants by Council. 2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not to extend it.	Terry Buss	Updated the confidential register, no further action required.	Completed
49	15/01/2019	Council	12.1 - Concerns regarding the planned reduction in Aviation Rescue and Firefighting crew at Adelaide Airport	Nitschke/Mugavin that the City of West Torrens write to the Minister for Infrastructure, Transport and Regional Development, Hon Michael McCormack MP expressing concern regarding the planned reduction in Aviation Rescue and Firefighting (ARFF) crew at Adelaide Airport during the Adelaide Airport curfew between 11pm, and 6am.	Terry Buss	23/01/2019 - letter posted to Minister	Completed
50	15/01/2019	Council	14.14 - Jubilee Park Reserve, Glandore - Amazone Tower Brought Forward for Consideration at this Point in the Meeting	Woodward/Papanikolaou that the consideration of this matter be deferred to allow for further negotiations between the Administration, the residents (Mr and Mrs Benson) and the two Ward Councillors (Cr John Woodward and Cr Elisabeth Papanikolaou).	Terry Buss	Meeting organised for Thursday 31 January 2019.	Completed
51	15/01/2019	Council	14.3 - Appointment of Deputy Mayor	Mugavin/Wilton that: 1. Cr Graham Nitschke be appointed to the position of Deputy Mayor from 15 January 2019 to 30 November 2019. 2. Cr John Woodward be appointed to the position of Deputy Mayor from 1 December 2019 to 30 November 2020. 3. Cr Jassmine Wood be appointed to the position of Deputy Mayor from 1 December 2020 to 30 November 2021. 4. Cr George Vlahos be appointed to the position of Deputy Mayor from 1 December 2021 to the conclusion of the elections. 5. Cr Cindy O'Rielly be appointed to the position of 'Deputy to the Deputy Mayor' from 15 January 2019 to 30 November 2019 after which time the immediate past Deputy Mayor will assume the position of deputy to the Deputy Mayor.	Pauline Koritsa	Council website updated	Completed
52	15/01/2019	Council	14.4 - City Finance and Governance Standing Committee Establishment	O'Rielly/Huggett that: 1. The City Finance and Governance Standing Committee be established pursuant to Section 41 of the Local Government Act 1999 for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 2. It appoints all Elected Members to the City Finance and Governance Standing Committee for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 3. It appoints Cr George Vlahos as the Presiding Member and Cr Brandon Reynolds as the Deputy Presiding Member to the City Finance and Governance Standing Committee for the period 1 February 2019 to 30 November 2020. 4. It appoints Cr Brandon Reynolds as the Presiding Member and Cr Anne McKay as the Deputy Presiding Member to the City Finance and Governance Standing Committee for the period 1 December 2020 to the conclusion of the 2022 Local Government elections. 5. The ordinary meetings of the City Finance and Governance Standing Committee be held on the third Tuesday of each month, with the exception of December each year when it will meet on the second Tuesday of the month, at 7.00pm following the adjournment of the Council meeting in the Council Chamber, Civic Centre, 165 Sir Donald Bradman Drive, Hilton SA 5033. 6. The Chief Executive Officer be delegated authority to vary the meeting date, time and place of the City Finance and Governance Standing Committee in consultation with the Presiding Member. 7. The City Finance and Governance Standing Committee Terms of Reference attached to this report be approved. 8. The Chief Executive Officer be delegated authority to make amendments of a formatting and/or minor technical nature to the City Finance and Governance Standing Committee Terms of Reference.	Pauline Koritsa	The City Finance and Governance Standing Committee Terms of Reference have been placed on Council's website and in the Policy Hub. The Elected Member's handbook has been updated.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
53	15/01/2019	Council	14.5 - City Services and Amenity Standing Committee Establishment	<p>Vlahos/Nitschke that:</p> <ol style="list-style-type: none"> 1. The City Services and Amenity Standing Committee be established pursuant to Section 41 of the Local Government Act 1999 for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 2. It appoints all Elected Members to the City Services and Amenity Standing Committee for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 3. It appoints Cr Simon Tsiaparis as the Presiding Member and Cr Dominic Mugavin as the Deputy Presiding Member to the City Services and Amenity Standing Committee for the period 1 February 2019 to 30 November 2020. 4. It appoints Cr Dominic Mugavin as the Presiding Member and Cr David Wilton as the Deputy Presiding Member to the City Services and Amenity Standing Committee for the period 1 December 2020 to the conclusion of the 2022 Local Government elections. 5. The ordinary meetings of the City Services and Amenity Standing Committee be held on the first Tuesday of each month, with the exception of December each year when it will meet on the second Tuesday of the month and in January each year when it will meet on the third Tuesday of the month, at 7.00pm following the adjournment of the Council meeting in the Council Chamber, Civic Centre, 165 Sir Donald Bradman Drive, Hilton SA 5033. 6. The Chief Executive Officer be delegated authority to vary the meeting date, time and place of the City Services and Amenity Standing Committee in consultation with the Presiding Member. 7. The City Services and Amenity Standing Committee Terms of Reference attached to this report be approved. 8. The Chief Executive Officer be delegated authority to make amendments of a formatting and/or minor technical nature to the City Services and Amenity Standing Committee Terms of Reference. 	Pauline Koritsa	<p>The City Services and Amenity Standing Committee Terms of Reference have been placed on Council's website and the Policy Hub.</p> <p>They have also been included in the Elected Member's handbook.</p>	Completed
54	15/01/2019	Council	14.6 - Chief Executive Officer's Performance Review Committee Establishment	<p>Vlahos/Papanikolaou that:</p> <ol style="list-style-type: none"> 1. The Chief Executive Officer's Performance Review Committee be established, pursuant to Section 41 of the Local Government Act 1999, for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 2. It appoints Cr Anne McKay as the Presiding Member and Cr Cindy O'Rielley as the Deputy Presiding Member to the Chief Executive Officer's Performance Review Committee for the period 1 February 2019 to 30 November 2020. 3. It appoints Cr Cindy O'Rielley as the Presiding Member and Cr Anne McKay as the Deputy Presiding Member to the Chief Executive Officer's Performance Review Committee for the period 1 December 2020 to the conclusion of the 2022 Local Government elections. 4. It appoints the Mayor and up to seven (7) Elected Members to the Chief Executive Officer's Performance Review Committee for the period 1 February 2019 to the conclusion of the 2022 Local Government elections as follows: <ul style="list-style-type: none"> • Mayor Michael Coxon • Cr Anne McKay (Presiding Member for the period 1 February 2019 to 30 November 2020 and Deputy Presiding Member for the period 1 December 2020 to the conclusion of the 2022 Local Government elections) • Cr Cindy O'Rielley (Presiding Member for the period 1 December 2020 to the conclusion of the 2022 Local Government elections and Deputy Presiding Member for the period 1 February 2019 to 30 November 2020) • Cr John Woodward • Cr Kym McKay • Cr Dominic Mugavin • Cr Simon Tsiaparis • Cr Brandon Reynolds 5. The ordinary meetings of the Chief Executive Officer's Performance Review Committee be held annually on the fourth Thursday of September each year commencing September 2019 at 6.00pm in the Mayor's Reception Room, 165 Sir Donald Bradman Drive, Hilton SA 5033. 6. The Chief Executive Officer be delegated authority to vary the meeting date, time and place of the Chief Executive Officer's Performance Review Committee in consultation with the Presiding Member. 7. The Chief Executive Officer's Performance Review Committee Terms of Reference attached to this report be approved. 8. The Chief Executive Officer be delegated authority to make amendments of a formatting and/or minor technical nature to Chief Executive Officer's Performance Review Committee Terms of Reference. 	Pauline Koritsa	<p>The Chief Executive Officer's Performance Review Committee Terms of Reference have been placed on the Council's website and on the Policy Hub.</p> <p>They have also been included in the Elected Member's handbook.</p>	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
55	15/01/2019	Council	14.7 - Audit General Committee Establishment	<p>A McKay / Papanikolaou That Cr John Woodward be appointed as the Presiding Member of the Audit General Committee from 1 February 2019 to the conclusion of the 2022 elections.</p> <p>Woodward / Tsiaparis That the for the period commencing 1 February 2019 to the conclusion of the 2022 local government periodic elections, the Audit General Committee comprise of three (3) Elected Members and two (2) Independent Members, with the two (2) Elected Members being:</p> <ul style="list-style-type: none">• Cr Jassmine Wood• Cr Daniel Huggett <p>Woodward / Mugavin That Council appoints the following persons as the independent member(s) of the Audit General Committee for the period commencing 1 February 2019 to the conclusion of the 2022 local government periodic elections:</p> <ul style="list-style-type: none">• Elizabeth Moran• Alan Rushbrook <p>Woodward / Wood That:</p> <ol style="list-style-type: none">1. The Audit General Committee be established, pursuant to Sections 41 and 126 of the Local Government Act 1999 and regulation 17 of the Local Government (Financial Management) Regulations 2011, for a four year period from 1 February 2019 to the conclusion of the 2022 local government elections.2. The Audit General Committee Terms of Reference attached to this report be approved.3. The sitting fees to be paid to the independent member(s) of the Audit General Committee be set at \$850+ GST per meeting attended.4. No payment be made to independent members for any training attended.5. For the term of the Council, independent member sitting fees be indexed annually at the same rate as Elected Member allowances, as defined in regulation 4(2) of the Local Government (Members Allowances and Benefits) Regulations 2010.6. Payment of these allowances be subject to the provision of a valid invoice containing an Australian Business Number (ABN).7. The Audit General Committee, at its first meeting, recommends to the Council the appointment of its Deputy Presiding Member from the date of this appointment to 30 November 2020.8. The ordinary meetings of the Audit General Committee be held on the second Tuesday of alternate months commencing February 2019, with the exception of December each year when no meetings will be held.9. The Chief Executive Officer be delegated authority to vary the meeting date, time and place of the Audit General Committee in consultation with the Presiding Member.10. Pursuant to Section 72(1) of the Local Government Act 1999, Council resolves that the provisions of Division 2 (Register of Interests) apply to independent members of the Audit General Committee.11. Independent members of the Audit General Committee be required to comply with the provisions contained within the Code of Conduct for Council Members.12. The Chief Executive Officer be delegated authority to make amendments of a formatting and/or minor technical nature to the Audit General Committee Terms of Reference. <p>Woodward / Vlahos That:</p> <ol style="list-style-type: none">1. Pursuant to Sections 91(7) and 91(9) of the Local Government Act 1999, Council orders that the Confidential Report of the Selection Panel relating to the appointment of independent members to the Audit General Committee, having been considered by Council in confidence under sections 90(3)(a) and 90(3)(g) of the Local Government Act 1999, be kept confidential and not available for public inspection for a period of ten years from the date of this meeting (subject to annual review) on the basis that the premature disclosure of this information would be unreasonable given it contains personal information relating to the applicants which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council.2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the power to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Pauline Koritsa	<p>The Audit General Committee Terms of Reference have been placed on Council's website and the Policy Hub.</p> <p>They have been included in the Elected member's handbook.</p>	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
56	15/01/2019	Council	14.8 - City Advancement and Prosperity General Committee Establishment	<p>Woodward/Nitschke that:</p> <ol style="list-style-type: none"> 1. The City Advancement and Prosperity General Committee be established pursuant to section 41 of the Local Government Act 1999 for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 2. It appoints Cr Cindy O'Rielley as the Presiding Member and Cr Elisabeth Papanikolaou as the Deputy Presiding Member to the City Advancement and Prosperity General Committee for the period 1 February 2019 to 30 November 2020. 3. It appoints Cr George Vlahos as the Presiding Member and Cr Graham Nitschke as the Deputy Presiding Member to the City Advancement and Prosperity General Committee for the period 1 December 2020 to the conclusion of the 2022 Local Government elections. 4. It appoints the Mayor and up to seven (7) Elected Members to the City Advancement and Prosperity General Committee for the period 1 February 2019 to the conclusion of the 2022 Local Government elections as follows: <ul style="list-style-type: none"> • Mayor Michael Coxon • Cr Cindy O'Rielley (Presiding Member for the period 1 February 2019 to 30 November 2020) • Cr George Vlahos (Presiding Member for the period 1 December 2020 to the conclusion of the 2022 Local Government elections) • Cr Elisabeth Papanikolaou (Deputy Presiding Member for the period 1 February 2019 to 30 November 2020) • Cr Graham Nitschke (Deputy Presiding Member for the period 1 December 2020 to the conclusion of the 2022 Local Government elections) • Cr Kym McKay • Cr Simon Tsiaparis • Cr David Wilton • Cr Jasmine Wood 5. The ordinary meetings of the City Advancement and Prosperity General Committee be held on the fourth Tuesday of alternate months commencing February 2019, with the exception of December when no meetings will be held, at 6.00pm in the Mayor's Reception Room, 165 Sir Donald Bradman Drive, Hilton SA 5033. 6. The Chief Executive Officer be delegated authority to vary the meeting date, time and place of the City Advancement and Prosperity General Committee in consultation with the Presiding Member. 7. The City Advancement and Prosperity General Committee Terms of Reference attached to this report be approved. 8. The Chief Executive Officer be delegated authority to make amendments of a formatting and/or minor technical nature to the City Advancement and Prosperity General Committee Terms of Reference. 	Pauline Koritsa	<p>The City Advancement and Prosperity General Committee Terms of Reference have been placed on the Council's website and Policy Hub.</p> <p>The Elected Member handbook has been updated.</p>	Completed
57	15/01/2019	Council	14.9 - City Facilities and Waste Recovery General Committee Establishment	<p>Nitschke/Tsiaparis that:</p> <ol style="list-style-type: none"> 1. The City Facilities and Waste Recovery General Committee be established pursuant to Section 41 of the Local Government Act 1999 for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 2. It appoints Cr Kym McKay as the Presiding Member to the City Facilities and Waste Recovery General Committee for the period 1 February 2019 to the conclusion of the 2022 Local Government elections. 3. It appoints Cr Dominic Mugavin as the Deputy Presiding Member to the City Facilities and Waste Recovery General Committee for the period 1 February 2019 to 30 November 2020. 4. It appoints Cr Daniel Huggett as the Deputy Presiding Member to the City Facilities and Waste Recovery General Committee for the period 1 December 2020 to the conclusion of the 2022 Local Government elections. 5. It appoints the Mayor and up to seven (7) Elected Members to the City Facilities and Waste Recovery General Committee for the period 1 February 2019 to the conclusion of the 2022 Local Government elections, as follows: <ul style="list-style-type: none"> • Mayor Michael Coxon • Cr Kym McKay (Presiding Member for the full term) • Cr Dominic Mugavin (Deputy Presiding Member for the period 1 February 2019 to 30 November 2020) • Cr Daniel Huggett (Deputy Presiding Member for the period 1 December 2020 to the conclusion of the 2022 Local Government elections) • Cr George Vlahos (for the period 1 February 2019 to 30 November 2020) • Cr Cindy O'Rielley (for the period 1 December 2020 to the conclusion of the 2022 Local Government elections) • Cr Brandon Reynolds, • Cr John Woodward, • Cr Surender Pal, • Cr Anne McKay 6. The ordinary meetings of the City Facilities and Waste Recovery General Committee be held on the fourth Tuesday of alternate months commencing March 2019, with the exception of January each year when no meetings will be held, at 6.00pm in the Mayor's Reception Room, 165 Sir Donald Bradman Drive, Hilton SA 5033. 7. The Chief Executive Officer be delegated authority to vary the meeting date, time and place of the City Facilities and Waste Recovery General Committee in consultation with the Presiding Member. 8. The City Facilities and Waste Recovery General Committee Terms of Reference attached to this report be approved. 9. The Chief Executive Officer be delegated authority to make amendments of a formatting and/or minor technical nature to the City Facilities and Waste Recovery General Committee Terms of Reference. 	Pauline Koritsa	<p>The City Facilities and Waste Recovery General Committee Terms of Reference have been placed on Council's website and the Policy Hub.</p> <p>The Elected Members handbook has been updated.</p>	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
58	15/01/2019	Council	14.10 - Mendelson Committee - Elected Member Appointments	McKay/O'Rielly that: 1. It appoints the following Elected Members to the Mendelson Committee for the term commencing 1 February 2019 and ending 30 November 2020: • Cr Daniel Huggett and • Cr Elisabeth Papanikolaou 2. It appoints the following Elected Members to the Mendelson Committee for the term commencing 1 December 2020 to the conclusion of the 2022 Local Government elections: • Cr David Wilton and • Cr Simon Tsiaparis 3. All Members appointed to the Mendelson Committee be paid an annual allowance of \$5,157.50, to be increased annually by the same percentage as Elected Member allowances, as defined in regulation 4(2) of the Local Government (Members Allowances and Benefits) Regulations 2010 for the term commencing 1 February 2019 to the conclusion of the 2022 Local Government elections. 4. The ordinary meetings of the Mendelson Committee be held in the Mayor's Reception Room, Civic Centre, 165 Sir Donald Bradman Drive, Hilton SA 5033 at 4.00pm on the fourth Friday of each month commencing January 2019.	Pauline Koritsa	Committee Membership noted and placed on Council's website.	Completed
59	15/01/2019	Council	14.11 - Nominations to External Bodies	Wood/McKay that: 1. Cr Daniel Huggett and Cr Elisabeth Papanikolaou (Proxy) be nominated to the West Torrens Historical Society Committee. 2. Cr John Woodward and Cr David Wilton be nominated to the Camden Community Centre Board of Management. 3. Mayor Michael Coxon, Cr Brandon Reynolds (Proxy) and the Chief Executive Officer or his delegate be nominated to the Adelaide Airport Consultative Committee. 4. Mayor Michael Coxon, with the Deputy Mayor as proxy, be nominated to the Executive Committee of the Australian Mayoral Aviation Council (AMAC). 5. Cr Kym McKay and Cr Dominic Mugavin (Proxy) be appointed to the Murray Darling Association Inc. Adelaide Metro Region (7).	Pauline Koritsa	Letters have been sent to Camden Community Centre, West Torrens Historical Society and the Murray Darling Association advising of the Elected Members nominated by Council to those external bodies.	Completed
60	15/01/2019	Council	14.16 - Disability Access and Inclusion Plan Consultation Draft for Approval	McKay/Mugavin that the Disability Access and Inclusion Corporate Plan 2018-2021 be approved for implementation.	Pauline Koritsa	DAIP published on CWT website	Completed
61	15/01/2019	Council	14.17 - Community Grants - November 2018 to December 2018	Nitschke/McKay that the distribution of community grants, as recommended in this report, be approved.	Pauline Koritsa	Letters sent to all applicants.	Completed
62	15/01/2019	Council	14.18 - Residential Rainwater Tank and Rain Garden Rebates	McKay/Nitschke that: 1. The information presented in this report be received. 2. The rainwater rebate program continue to be provided in 2018/19 using the same criteria as the 2017/18 program. 3. The program be rebranded as the 'Rainwater Tank and Rain Garden Rebate Program' in an attempt to increase the number of applications for Planter Box Rain Gardens. 4. The information contained in this report be taken into consideration during the 2019/20 budget deliberations for the Residential Rainwater Tank and Rain Garden Rebate/Rainwater Tank and Rain Garden Rebate Program.	Pauline Koritsa	Program has been rebranded on CWT's website. Budget for the 2019-20 financial year has been increased by \$5,000.	Completed
63	11/12/2018	Council	8.1 - Request to Restrict Traffic in Brooker Terrace to Local Traffic Only	O'Rielly/ Vlahos that: 1. The petition be noted and referred to the LATM consultation process as feedback. 2. Council writes to the head petitioner advising them of the LATM consultation process and encouraging them, along with other petitioners, to detail their concerns in their responses to the LATM for consideration in its development. 3. Council meet with the head partitioner and any associated residents who have voiced concerns over traffic issues on Brooker Terrace. 4. Council consult with SAPOL in regards to setting up speed cameras along Brooker Terrace. 5. Council deploy their mobile signage reminding 50km speed limit along Brooker Terrace.	Angelo Catinari	07/01/2019 - Traffic data provided to SAPOL. Council administration is organising placement of VMS. (Item 4) 09/01/2019 - Letter to the head petitioner advising of Council resolution, LATM process, resident feedback. Council Administration to propose a site meeting with the head petitioner and associated residents in February. (Item 1, 2) 15/02/2019 - VMS deployed on Brooker Terrace on 15 February 2019 (Item 5). 20/02/2019 - Meeting with the head petitioner and other resident representatives scheduled on 28 February 2019 (Item 3).	Completed
64	11/12/2018	Council	14.1 - Australia Day Awards - Nominations and Recommendations	Woodward / Nitschke that: 1. It approves and submits Council's nominees for Australia Day Council Awards detailed in Attachment 1, provided under separate cover, to the Australia Day Council for its consideration. 2. It approves the City of West Torrens Australia Day Award recipients detailed in Attachment 1, provided under separate cover. 3. Media, Elected Members and the Administration be requested to refrain from publicly discussing the names of nominees and/or recommended award recipients until all nominees have been advised of their nomination and the award outcomes. 4. The Administration contacts the nominees and nominators to advise them of Council's decision as soon as practical.	Pauline Koritsa	Australia day Nominations were sent to the Australia Day Council on 12 December 2018.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
65	11/12/2018	Council	14.2 - Establishment of the 2019-2020 Council Assessment Panel (CAP)	Woodward / Vlahos that: 1. Ms Colleen Dunn be appointed as presiding member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 2. Ms Jane Strange, Mr Ben Russ and Mr Michael Arman be appointed as independent members of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 3. Ms Megan Lewis be appointed as deputy independent member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 4. Cr Graham Nitschke be appointed as the Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 5. Cr Jassmine Wood be appointed as the deputy Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 6. The Council Assessment Panel (CAP) Terms of Reference be approved and commence on 1 January 2019. 7. All allowances paid to members of the Council Assessment Panel (CAP) remain the same as the current allowances, indexed annually at the same rate as Elected Member allowances as defined in Regulation 4(2) of the Local Government (Members Allowances and Benefits) Regulations 2010 (Consumer Price Index). Those rates are as follows: Presiding Member \$11,347 Elected Member \$6,189 Independent Member \$6,189 8. Deputy members to the Council Assessment Panel (CAP) be paid an allowance equivalent to 1/12th of the annual allowance paid to the sitting member per meeting attended. 9. Payment of allowances to independent members of the Council Assessment Panel (CAP) be subject to the provision of a valid invoice containing an Australian Business Number (ABN). 10. The Assessment Manager, in conjunction with the Chief Executive Officer and Presiding Member of the CAP be delegated the authority to vary the time, date and location of any CAP meeting to accommodate any conflicting function, event or unforeseen circumstance.	Pauline Koritsa	Council Assessment Panel Terms of Reference updated on the public website and the policy hub.	Completed
66	11/12/2018	Council	14.9 - Form of the Council Budget and Annual Business Plan 2019/20	McKay / Vlahos that: 1. The budget and annual business plan for 2019/20 be in a similar form to that presented in 2018/19, incorporating: • A summary to explain key aspects of the document; • Strategic fundamentals that underpin the budget; • Forward estimates and the 10 year financial plan; • Capital and operational budget information; • Information on rates and rate modelling; and • Summary financial statements. 2. A meeting of the Council be used, as occurred in 2018/19, rather than a special public meeting for interested persons to ask questions and make submissions on the draft budget and annual business plan of the Council. 3. A similar process be used by Council otherwise to deal with the review of budget and related documentation for 2019/20 as occurred in 2018/19, incorporating: • Preparation of a summary of the budget and annual business plan for community consultation; and • A special meeting of the Finance and Regulatory Prescribed Standing Committee (or equivalent) involving all Elected Members.	Bill Ross	Format acknowledged	Completed
67	11/12/2018	Council	14.10 - Budget Review - September 2018	Vlahos / Reynolds that the budget review changes for September 2018 be adopted pursuant to Regulation 9 of the Local Government (Financial Management) Regulations 2011.	Bill Ross	TechOne Financials and BIS reporting system updated to reflect revised budget adopted	Completed
68	11/12/2018	Council	14.13 - Nominations for Local Government Authorised Representatives to the Adelaide and Mount Lofty Ranges Natural Resources Management Board	Tsiaparis / Vlahos that Cr Kym McKay be nominated as the local government authorised representative to the Adelaide and Mount Lofty Ranges Natural Resources Management Board.	Pauline Koritsa	The LGA advised via Circular 1.1, dated 2 January 2019, that the Minister had withdrawn his request for nominations to the Adelaide and Mount Lofty Ranges Natural Resources Management Board	Completed
69	11/12/2018	Council	18.1 - Camden Community Centre Audit	Vlahos / Wilton that: 1. Receives the 'Financial Review of Camden Community Centre' report resulting from an audit undertaken by Galpins. 2. Based on the findings of the Financial Review of Camden Community Centre, confirms the provision of the third tranche instalment of the loan to Camden Community Centre Inc. being \$48,863 on 18 December 2018. 3. Acknowledges the cooperation of Camden Community Centre Inc. with regard to the audit.	Terry Buss	Third instalment of the loan was paid on 20/12/18	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
70	11/12/2018	Council	14.2 - Establishment of the 2019-2020 Council Assessment Panel (CAP) (1)	Woodward / Vlahos that: 1. Ms Colleen Dunn be appointed as presiding member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 2. Ms Jane Strange, Mr Ben Russ and Mr Michael Arman be appointed as independent members of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 3. Ms Megan Lewis be appointed as deputy independent member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 4. Cr Graham Nitschke be appointed as the Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 5. Cr Jassmine Wood be appointed as the deputy Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2019 to 31 December 2020. 6. The Council Assessment Panel (CAP) Terms of Reference be approved and commence on 1 January 2019. 7. All allowances paid to members of the Council Assessment Panel (CAP) remain the same as the current allowances, indexed annually at the same rate as Elected Member allowances as defined in Regulation 4(2) of the Local Government (Members Allowances and Benefits) Regulations 2010 (Consumer Price Index). Those rates are as follows: Presiding Member \$11,347 Elected Member \$6,189 Independent Member \$6,189 8. Deputy members to the Council Assessment Panel (CAP) be paid an allowance equivalent to 1/12th of the annual allowance paid to the sitting member per meeting attended. 9. Payment of allowances to independent members of the Council Assessment Panel (CAP) be subject to the provision of a valid invoice containing an Australian Business Number (ABN). 10. The Assessment Manager, in conjunction with the Chief Executive Officer and Presiding Member of the CAP be delegated the authority to vary the time, date and location of any CAP meeting to accommodate any conflicting function, event or unforeseen circumstance.	Angelo Catinari	20/12/2018 - Letters to independent members from the CEO advising of their appointment to CAP by Council were sent.	Completed
71	26/11/2018	Council	12.4 - Council Policy - Elected Members Allowances, Facilities, Support and Benefits	Woodward/Mugavin that: 1. The current Council Policy - Elected Members Allowances, Facilities, Support and Benefits be revoked. 2. The draft Council Policy - Elected Members Allowances, Facilities, Support and Benefits be approved with the exception of item 5.3.2.1 e. where the last sentence "No paper agendas will be made available to Elected Members" be removed from the Policy. 3. Pursuant to section 78(2)(a) of the Local Government Act 1999, Council resolves that the provision of facilities, support and benefits contained in its Council Policy - Elected Members Allowances, Facilities, Support and Benefits are necessary and/or expedient to the performance or discharge of official functions or duties by Elected Members. 4. The Chief Executive Officer be delegated authority to make amendments of a formatting and/or minor technical nature to the Council Policy - Elected Members Allowances, Facilities, Support and Benefits.	Pauline Koritsa	Policy updated on the Council website and Policy Hub.	Completed
72	26/11/2018	Council	12.5 - LGA Leadership Programs for Mayors/Chairpersons and Councillors	Tsiaparis/O'Rielly that: 1. Subject to confirmation, Council approves the attendance of Mayor Michael Coxon at the Local Government Association 'Mayors' and Chairpersons' Leadership Program - Introduction' on Friday 30 November 2018. 2. Subject to confirmation, Council approves the attendance of Cr/s Surender Pal, David Wilton and Brandon Reynolds at the Local Government Association Elected Members (Councillors) Leadership Program - Introduction on Wednesday 5 December 2018. 3. Expenses be reimbursed in accordance with Council policy.	Terry Buss	Registered Cr Pal, Wilton and Reynolds for the Leadership Program on 5 December 2018. The Program was rescheduled to 7 February 2019, updated the EM training register.	Completed
73	06/11/2018	Council	17.4 - Food for Fines 2018	Tsiaparis/Rypp that it approves its annual 'Food for Fines' program to be undertaken during November and December 2018.	Pauline Koritsa	'Food for Fines' program promoted in Messenger and through library channels.	Completed
74	06/11/2018	Council	17.5 - Partnership Agreement with the Cooperating Churches of West Adelaide	McKay/Rypp that: 1. It negotiates a three year partnership agreement with the Cooperating Churches of West Adelaide Inc. for its Back to Bethlehem event which includes an annual financial contribution from Council of \$4,500 and other support valued at approximately \$6,000, as detailed in this report. 2. It negotiates a three year partnership agreement with the Cooperating Churches of West Adelaide Inc. for its Christmas Carols event which includes an annual financial contribution from Council of \$2,000 and other support valued at approximately \$11,660, as detailed in this report.	Pauline Koritsa	Partnership agreements executed	Completed
75	06/11/2018	Council	17.7 - Community Grants - August 2018 to October 2018	Palmer/Demetriou that the distribution of community grants August 2018 to October 2018 be approved.	Pauline Koritsa	Emails notifying Community Groups re outcomes of their applications sent out 9/11/2018	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
76	06/11/2018	Council	17.8 - Financial Statements - Year Ending 30 June 2018	Vlahos/O'Rielley that the Chief Executive Officer and Principal Member be authorised to certify the annual financial statements for 2017/18 in their final form pursuant to the requirements of Regulation 14(g) of the Local Government (Financial Management) Regulations 2011.	Bill Ross	Financial Statements authorised and distributed as required.	Completed
77	06/11/2018	Council	17.10 - Budget versus Actual - Year Ended 30 June 2018	Farnden/Woodward that the recommendation be adopted with an amendment to point 5 under Operational Expenditure to read as follows: • Contract and material expenditure was \$1,444,638 above budget, largely the result of end-of-year adjustments totalling \$1,663,877 that involved minor capital works being expensed (fully budgeted as capital expenditure). A favourable variance otherwise of \$223,000 has been transferred to reserves.	Bill Ross	Completed.	Completed
78	06/11/2018	Urban Services Prescribed Standing Committee	11.1 - Declaration of portion of Elm Avenue, Mile End as Public Road	Vlahos/O'Rielley that pursuant to section 210 of the Local Government Act 1999, Council declares the portion of the road known as Elm Avenue in the area of Mile End, Hundred of Adelaide as defined as "8 Elm Avenue" on (Approved - but not Deposited) Filed Plan F253782 to be public road.	Angelo Catinari	16/11/2018 - Drafting the notice for publication in the Government Gazette and the letter to the Registrar-General. 03/12/2018 - Letter sent to Registrar-General requesting a Certificate of Title for the public road. 14/12/2018 - Letter to Tetzlin Pty Ltd advising of the payment of full and final compensation for the acquisition.	Completed
79	06/11/2018	Council	15.3 - Recruitment of an additional Compliance Officer	Woodward/Farnden that Council provide a report on the cost / benefits of recruiting an additional Compliance Officer with a focus on increased oversight of timed parking areas. The report to also advise on the potential of excess revenue being directed to the Urban Tree Fund to allow for improved open space and tree coverage in the City of West Torrens.	Bill Ross	Report referred to Council on 5 February 2019. Decision taken not to employ another Compliance Officer.	Completed
80	06/11/2018	Council	15.1 - Infrastructure development bond	Mangos/Haese That the CEO write to the Local Government Association of SA requesting their support to lobby the State Government to put in place appropriate Regulations consistent with Section 245A of the Local Government Act 1999 (Council may require bond or other security in certain circumstances) to safeguard Council's infrastructure and thereby recoup the cost of repairs related to development damage.	Terry Buss	Letter to LGA posted	Completed
81	06/11/2018	Council	17.6 - Request for funding assistance from Christchurch Adelaide Sister City Committee	Nitschke / Tsiaparis that on the basis this request does not meet Council's donations criteria, the request from the Christchurch Adelaide Sister City Committee not be approved.	Terry Buss	Emailed Louise McLean to advise the request for funding had been denied.	Completed
82	06/11/2018	Council	16Partnership with other councils to address infill and high rise development	Woodward/O'Rielley that the incoming Council be urged to make one of its first items of business to develop a strategy in partnership with other councils to represent and address community concerns about infill and high rise development.	Terry Buss	Report to be presented to the 11 December 2018 meeting of Council.	Completed
83	16/10/2018	Council	15.2Open space funding in planning legislation	O'Rielley/Trainer that the Chief Executive Officer write to the Minister for Planning raising Council's concern that the current open space contribution system is not effective in enabling Council to plan and fund for providing areas of local recreation within the City of West Torrens, particularly given the considerable urban uplift and infill development occurring in accordance with the State government's 30-Year Plan for Greater Adelaide. Council seeks the mechanisms for funding open space provision in the planning legislation to be changed to ensure that inner-rim councils, where up-lift and infill is occurring at a rapid pace, have priority access to the fund as it is those communities that are most affected by such development resulting in more demand for open space.	Terry Buss	10/12/2018 - letter to Minister Knoll posted inc copy of letter Council wrote to his predecessor Minister Rau back in February 2017	Completed
84	16/10/2018	Council	14.2 - Use of glyphosates to be included in the next Urban Services activities report	Mangos/Palmer that the information provided to Cr Arthur Mangos regarding the use of glyphosates by the City of West Torrens be included in the next Urban Services activities report.	Angelo Catinari	Information on Council's weed control program and strict risk / hazard assessment providing within Urban Services Activities Report dated 6 November 2018.	Completed
85	16/10/2018	Council	17.1 - City of West Torrens Annual Report 2017/18	Demetriou/Rypp that: 1. It approves the 2017/18 City of West Torrens Annual Report, excluding the 2017/18 Annual Financial Statements and the financial statements of the Brown Hill Keswick Creek Stormwater Board, pursuant to the requirements of s1(1) of the Local Government Act, 1999. 2. The Chief Executive Officer be delegated authority to, before the publication of the 2017/18 City of West Torrens Annual Report: a) make minor changes of a technical or editorial nature if required; and b) include the City of West Torrens 2017/18 Annual Financial Statements following their adoption by Council; and c) include the financial statements of the Brown Hill Keswick Creek Stormwater Board once they have been received from the Board.	Pauline Koritsa	All actions completed	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
86	16/10/2018	Council	17.3 - 2018 LGA Conference and AGM	Demetriou/Nitschke that: 1. Subject to their confirmation, Council approves the attendance of Mayor Trainer as voting delegate and Cr Vlahos as Proxy at the 2018 Local Government Association Conference and Annual General Meeting being held at the Adelaide Entertainment Centre on Thursday 25 and Friday 26 October 2018; and 2. Subject to their confirmation, Council approves the attendance of the following Elected Members at the 2018 Local Government Association Conference and Annual General Meeting being held at the Adelaide Entertainment Centre on Thursday 25 and Friday 26 October 2018; • Cr Garth Palmer • Cr Arthur Mangos 3. Expenses be reimbursed in accordance with Council policy.	Terry Buss	Delegates registered as per Council resolution.	Completed
87	16/10/2018	Council	17.4 - Development Assessment Panel - Independent Member Appointment 2017-18 - Confidential Order Review	Demetriou/Tsiaparisthat: 1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 1 November 2016 and reviewed at Council's 17 October 2017 meeting, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 17.5 'Development Assessment Panel - Independent Member Appointment 2017-18', Council orders the information contained in the 'DAP Interview Report' attached to Item 17.5 'Development Assessment Panel - Independent Member Appointment 2017-18', relating to the appointment of independent members to Council's Development Assessment Panel which was presented to the 1 November 2016 meeting of Council, continues to be retained in confidence in accordance with section 91(7)(a), 91(7)(b) of the Local Government Act 1999, and not be made available for public inspection until 1 November 2026 on the basis the information contained in the 'DAP Interview Report' contains the applicants' personal information and the premature disclosure of this information would be unreasonable given it could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to those applicants by Council. 2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not to extend it.	Terry Buss	Updated the confidential register, no further action required.	Completed
88	16/10/2018	Strategy and Community Prescribed Standing Committee	11.2 - Proposed Feedback on Landscape Reform	McKay/O'Rielly that: 1. The proposed feedback contained in this report be approved and submitted to the Independent Facilitator Landscape Reform as Council's response to its request for feedback on the proposed Landscape South Australia reform. 2. The Chief Executive Officer be authorised to approve any minor additions or changes of an editorial nature required prior to final submission.	Pauline Koritsa	17/10/18 - Consultation Response sent to the Independent Facilitator Landscape Reform	Completed
89	16/10/2018	Strategy and Community Prescribed Standing Committee	11.3 - Consultation Response to Assessment Pathways: How Will They Work? - Technical Discussion Paper	Palmer/Nitschke that: 1. The proposed feedback, as detailed in Attachment 2 of the agenda report, be approved and submitted to the Department of Planning, Transport and Infrastructure as Council's response to its request for feedback through the consultation on the Assessment Pathways: How Will They Work? - Technical Discussion Paper. 2. The Chief Executive Officer be authorised to approve any minor additions or changes of an editorial nature required prior to final submission to DPTI.	Pauline Koritsa	17/10/18 - Consultation response sent to DPTI	Completed
90	09/10/2018	Audit and Risk Prescribed General Committee	9.3.3 - 2018-2022 Internal Audit Plan	Haslam/Spadavecchia that the 2018 - 2022 Internal Audit Plan be noted and endorsed.	Pauline Koritsa	To proceed through procurement processes to determine appropriate contract internal auditor.	Completed
91	09/10/2018	Audit and Risk Prescribed General Committee	9.4.2 - Annual Financial Statements - Year Ending 30 June 2018	Moran/Haslam that: 1. In accordance with Regulation 22(5) of the Local Government (Financial Management) Regulations 2011, it be noted that a draft unsigned statement has been received from Andrew Tickle, Partner of BDO, certifying his independence. 2. In accordance with Section 126(4)(a) of the Local Government Act 1999, the annual financial statements as contained in Attachment 1 of the agenda report be reviewed, and on being satisfied that they present fairly the state of affairs of the Council, they be referred to BDO for finalisation and the provision of an independent audit opinion. 3. In accordance with Regulation 22(3) of the Local Government (Financial Management) Regulations 2011, the Chief Executive Officer and Presiding Member of the Audit and Risk Committee sign the statement contained in Attachment 1 of the agenda report certifying that the Council has not engaged BDO to provide any services outside of the scope of their function as external auditor. 4. It be recommended to Council that the Chief Executive Officer and Principal Member be authorised to certify the annual financial statements in their final form pursuant to the requirements of Regulation 14(g) of the Local Government (Financial Management) Regulations 2011.	Bill Ross	Completed.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
92	02/10/2018	Council	16.1 - Review of the Governance and Committee framework	Woodward/Tsiaparis that the Council Administration prepare a report for the incoming Council (to be presented post the 2018 election) to identify opportunities where the existing governance and committee framework could be improved to: 1. reduce administration, overheads and be more efficient for Council Administration. 2. be more cost effective for ratepayers. 3. increase transparency and better align to the needs of our community.	Terry Buss	Committee Structure Review report presented to Council meeting 15 January 2019	Completed
93	02/10/2018	Council	17.1 - LGFA Board Election	Demetriou/Mangos that: 1. Council's nominations to the Board of the Local Government Finance Authority be Annette Martin and Cr Karen Hockley. 2. Mayor John Trainer, as Council's representative at the AGM of the Local Government Finance Authority, be authorised to complete the ballot papers under the direction of the Council.	Bill Ross	Completed.	Completed
94	02/10/2018	Council	17.2 - Election of Greater Adelaide Regional Organisation of Councils Representatives	Rypp/Tsiaparis that the Election for Greater Adelaide Regional Organisation of Councils Representatives 2018-2020 Ballot Paper be completed, identifying: 1. Cr Christel Lorraine Mex 2. Mayor Gillian Aldridge 3. Deputy Mayor Janet Byram 4. Deputy Mayor Jan-Claire Wisdom 5. Mayor David O'Loughlin 6. Cr Don Palmer 7. Cr Arthur Mangos 8. Cr Rosalina Marie (Mikki) Bouchee as its preferred candidates and be submitted to the Local Government Association pursuant to clause 4.4.5 of the Greater Adelaide Regional Organisation of Councils Terms of Reference.	Pauline Koritsa	The Presiding Member completed the Ballot Paper which was subsequently sealed and on 3/10/18 posted in the envelope provided.	Completed
95	25/09/2018	Community Facilities Prescribed General Committee	9.1 - Badminton SA - Lease	Tsiaparis/ Vlahos that: 1. Council provide its, in principle, consent to the proposed lease of 15 years (5+5+5 years) to the SA Badminton Association for the Council owned premises in the south-eastern corner of the Lockleys Oval complex. The new lease to commence on the expiry of the existing lease term i.e. 1 April 2019. 2. The commencing rental of the lease be \$10,000 pa plus GST and to escalate each year on the anniversary of the lease commencement by Adelaide All Groups Consumer Price Index (or similar index should that index cease to apply). 3. As is required under the relevant section(s) of the Local Government Act 1999, and Council's public consultation policy, public comment be sought and considered regarding the proposed grant of lease to the SA Badminton Association. 4. In the event that any meaningful adverse comment is received during the public consultation process, a further report be provided to the Community Facilities General Committee/Council to consider such public comment. 5. Should no meaningful adverse comment be received during the public consultation period the Mayor and Chief Executive Officer be authorised to sign and seal any documentation to give effect to the grant of lease.	Angelo Catinari	28/11/18 - Public Consultation undertaken from 16 October 2018. 2 submissions were received. 15/01/2019 - A report to be presented to Council for consideration. 13/2/2019 - Awaiting final execution of lease documents by Badminton SA. 15/01/2019 - Following an update report presented to the Committee and adoption of further actions, this meeting action is no longer required.	Completed
96	25/09/2018	Community Facilities Prescribed General Committee	9.2 - Messinian Association (MA Hawks) - Grant of Licence - Kings Reserve	Nitschke/Demetriou that: 1. A licence for a period of five (5) years, commencing on 1 December 2018 and expiring at midnight on 30 November 2023, be granted to the Messinian Association of SA Inc for use of portion of Kings Reserve, the change rooms and canteen by the MA Hawks, at a commencing rental of \$1,600 pa plus GST. The licence fee be indexed by the Adelaide All Groups CPI on each anniversary of the licence commencement and the licensee be responsible for meeting user costs attributable to its use of the facility. 2. The Mayor and the Chief Executive Officer be authorised to sign and seal any documentation relating to the Licence Agreement.	Angelo Catinari	28/11/2018 - The lease has been fully executed and copies have been forwarded to the Club for their records.	Completed
97	18/09/2018	Council	8.1 - Roundabout at the intersection of Ashley Street and Sheriff Street, Underdale	Nitschke/Demetriou that the petition be received.	Pauline Koritsa	Head Petitioner advised that no further action would be taken.	Completed
98	18/09/2018	Council	9.1 - Item 15.2 Camden Community Centre Brought Forward for Consideration at this Point in the Meeting	Demetriou/Palmer that: 1. Council provide financial assistance to Camden Community Centre in the form of a loan in the amount of \$146,675. 2. On the basis that the Camden Community Centre accepts Council's offer of a loan, the Chief Executive Officer be delegated authority to arrange draft loan documentation to be prepared on terms and conditions consistent with this report and as agreed between the parties. 3. The Chief Executive Officer be delegated authority to execute the loan documentation following consultation with the Mayor and Presiding Member of the Finance and Regulatory Standing Committee who are delegated authority to provide oversight to the Chief Executive Officer that the negotiated terms and conditions of the loan are acceptable to Council.	Terry Buss	19/09/2018 - Camden Community Centre advised of Council resolution. Loan offer accepted by CC Centre. Draft loan documentation to be prepared on terms and conditions consistent with the agenda report. 19/10/18 - Loan Agreement (2 copies) executed by Camden Community Centre and CWT. One original returned to Camden Community Centre, the other retained by the CWT. First payment to be made to the Centre 24/10/18.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
99	18/09/2018	Council	17.3 - Appointment of a new Council Assessment Panel	Farnden/Hill that: 1. It approves the proposed recruitment and selection process for the appointment of five independent members, including the Presiding Member and a deputy member, to the Council Assessment Panel (CAP) for a two-year term from January 2019 to December 2020. 2. A Selection Panel be established to make a recommendation to Council for the appointment of independent members to the CAP, to consist of six representatives (3 Elected Members and 3 staff) being: • Cr. John Woodward • Cr. Kym McKay • Cr. Garth Palmer • Mr Angelo Catinari, GM Urban Services • Ms Hannah Bateman, Manager City Development • Dr Donna Ferretti, Assessment Manager. 3. A report be presented to the new Council recommending the appointment of the independent members, including the Presiding Member and deputy member, to the CAP following the Council's re-establishment in November 2018.	Donna Ferretti	Expression of Interest developed and approved; Membership Guideline document updated; Terms of Reference added to suite of documents to be included as part of the call for Expressions of Interest. Documents sent to Nerissa Nicolson for publication in Advertiser & Messenger Press. 27 Sept 2018 - EOI published in Advertiser & Council's website; EOI copy sent through to PIA for publication in E-News. 9 October 2018 - EOI published in PIA's e-newsletter 17 October 2018 - Short-list meeting arranged & scheduled for 23 October (after Civic Committee meeting) 23 October 2018 - Short-list meeting conducted with 6 candidates identified for interview, including Colleen Dunn, Jane Strange, Chris Menz, Ben Russ, Michael Arman & Megan Lewis. Interviews of candidates scheduled for Tuesday 30 October. 30 October 2018 - interviews conducted on Tuesday 30 October. Members of interview panel given a few days to submit their preferences. 13 November 2018 - Chris Menz withdraws from consideration for position on CAP; final selection of constitution of CAP undertaken and emailed to members of selection panel seeking final endorsement. Provisional selection (subject to endorsement of new Council) is: - Colleen Dunn (Presiding Member) - Jane Strange - Michael Arman - Ben Russ - Megan Lewis (Deputy Member) 11 December 2018 - Council approved the appointment of the new CAP and associated Terms of Reference, effective from 1 January 2019.	Completed
100	18/09/2018	Council	17.4 - Election of Local Government Association President	Tsiaparis/Nitschke that the Election for President 2018-2020 Ballot Paper be completed identifying Mayor Keith Parkes as the preferred candidate and be submitted to the Local Government Association pursuant to clause 29 of the Local Government Association Constitution.	Terry Buss	19/09/2018 - Ballot paper completed by Chief Executive Officer and posted.	Completed
101	18/09/2018	Council	17.6 - 2018 National Local Roads and Transport Congress	McKay/Hill that: 1. Subject to his confirmation and re-election at the November 2018 elections, Council approves the attendance of Cr George Demetriou at the ALGA National Local Roads and Transport Congress 2018, to be held at Alice Springs, Northern Territory from 20 to 22 November 2018. 2. Expenses be reimbursed in accordance with Council policy. 3. Subject to their confirmation, Council approves the attendance of the spouses/partners of attending Elected Members and further, consistent with Council policy, that costs, other than air fares or other travel costs, be met by Council.	Terry Buss	No action required due to Council elections - Cr George Demetriou not re-elected.	Completed
102	18/09/2018	Council	17.7 - Information Services Security Audit - Confidential Order Review	Mangos/Woodward that: 1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 17 October 2016 and reviewed at Council's 3 October 2017 meeting, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 10.1 - Information Services Security Audit, Council orders the information contained in: a) the confidential report Item 10.1 - Information Services Security Audit presented to the Audit and Risk Committee at its 17 October 2016 Meeting; b) all relevant documentation associated with and attached to the confidential agenda Item 10.1 - Information Services Security Audit of 17 October 2016; continues to be retained in confidence in accordance with Section 90(3)(e) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period, because the information received, discussed and considered deals with matters affecting the security of Council on the basis that the information contained in the report and attachments contains information related to an audit of the level of vulnerability within Council's public internet perimeter and disclosure would severely expose and subsequently compromise the security of information contained in Council's information technology networks to the detriment of both Council and the public and, as such, is contrary to the public interest. 2. Pursuant to s91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Terry Buss	Updated the confidential register, no further action required.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
103	18/09/2018	Finance and Regulatory Prescribed Standing Committee	11.1 - Early Rate Payment Incentives	Demetriou/Tsiaparis that the draws be undertaken and the winners declared. The draws were subsequently conducted with the following winners being declared: Number: 336 Name: Rowena Berry Suburb: Lockleys SA 5032 Number: 1879 Name: Karen Moss Suburb: Plympton SA 5037 Number: 128 Name: Tulmost Pty Ltd Suburb: Underdale SA 5032	Bill Ross	Winners advised and flight centre vouchers produced. Nerissa informed for inclusion in talking points next edition	Completed
104	18/09/2018	Finance and Regulatory Prescribed Standing Committee	11.1 - Proposed Feedback on the State Planning Policies	Palmer/Demetriou that: 1. The proposed feedback be approved and submitted to the Department of Planning, Transport and Infrastructure as Council's response to its request for feedback through the consultation on the sixteen draft State Planning Policies (July 2018) for South Australia. 2. The Chief Executive Officer be authorised to approve any minor additions or changes of an editorial nature required prior to final submission to DPTI.	Pauline Koritsa	Feedback submitted to DPTI on 17 October 2018	Completed
105	18/09/2018	Strategy and Community Prescribed Standing Committee	11.2 - Public Health Plan Progress Report	Palmer/Nitschke that it approves and submits the second biennial progress report to the Chief Public Health Officer to satisfy its reporting requirements pursuant to the Public Health Act (2011).	Pauline Koritsa	Public Health Plan Progress Report sent to SA Health on 24 September 2018	Completed
106	07/08/2018	Council	15.9 - Capital city and major regional airport operations	Vlahos / Mangos that the Chief Executive Officer prepare a report for Council which lists all the capital city and major regional airports (e.g. Gold Coast) outlining the following: • Distance of the airport from the CBD or city centre; • Hours of operation and curfew times; • Approximate number of flights (in & out) for each airport; and that the Administration write to Australian Mayoral Aviation Council asking them to provide a comparable list of major international airports that have curfew arrangements.	Terry Buss	Report presented to Council 16 October 2018	Completed

9 OTHER BUSINESS

Nil

10 CONFIDENTIAL

Nil

11 NEXT MEETING

23 April 2019, 6.00pm in the Mayor's Reception Room.

12 MEETING CLOSE