

CITY OF WEST TORRENS



Notice of Council & Committee Meetings

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

Council

and

- **City Services and Amenity Standing Committee**

of the

CITY OF WEST TORRENS

will be held in the Council Chambers, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

TUESDAY, 6 AUGUST 2019
at 7.00pm

Terry Buss PSM
Chief Executive Officer

City of West Torrens Disclaimer

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

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1 MEETING OPENED

1.1 Acknowledgement of Country

1.2 Evacuation Procedures

2 PRESENT

3 APOLOGIES

4 DISCLOSURE STATEMENTS

Elected Members are required to:

1. Consider Section 73 and 75 of the *Local Government Act 1999* and determine whether they have a conflict of interest in any matter to be considered in this Agenda; and
2. Disclose these interests in accordance with the requirements of Sections 74 and 75A of the *Local Government Act 1999*.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Council held on 16 July 2019 be confirmed as a true and correct record.

6 MAYORS REPORT

(Preliminary report for the agenda to be distributed Friday, 2 August 2019)

In the three weeks since the last Council Meeting of 16 July 2019 functions and meetings involving the Mayor have included:

18 July

- Met with representatives from the Greek Orthodox Community of SA (GOCSA) and Camden Community Centre staff regarding the transition to the Centre's new management by GOCSA.
- Met with representatives from the Weigall Oval Trotters to hear their concerns about the redevelopment of Weigall Oval and the cessation of their use of the Oval and possible options for relocation.
- Attended the Cocoon Group and Pakistani Connections SA Inauguration Ceremony and Dinner to celebrate commencement of construction of homes supporting community members with disabilities in South Australia.

22 July

- Met with a resident along with Bill Ross to discuss the resident's concerns relating to Council's budget.

23 July

- Conducted two large citizenship ceremonies for approximately 140 applicants at Thebarton Community Centre.
- Attended along with Cr Dominic Mugavin the City of Marion's Joint Consultative Group meeting on the State Government's proposed upgrade of the North-South Corridor.
- Participated in the City Facilities and Waste Recovery General Committee meeting.

24 July

- Conducted an interview on ABC Radio in relation to the Weigall Oval Trotters use of the Oval being discontinued.
- Attended an AmCham and Adelaide Business School Trade and Investment discussion where Mark Young, MD of AAL was the guest speaker.

25 July

- Attended Aspect Treetop School's 3rd Birthday morning tea at their Ashford School Hall.
- Attended and assisted in the conduct of the Airport Over 50s Club Annual General Meeting along with Pauline Koritsa.

26 July

- Met with Pauline Koritsa, Cr/s Mugavin and Nitschke to discuss the proposed West Thebarton Road traders event.

27 July

- Attended the West Adelaide Football Club pre-match function followed by the West Adelaide v Central Districts match at City Mazda Stadium.

28 July

- Attended the National Tree Day planting event at Brown Hill Creek at the end of Deeds Road which was organised by Landcare Australia in conjunction with Council staff.

29 July

- Met with representatives from the West Beach Lions Club along with Council staff to discuss storage options for the Club.
- Further meeting with Pauline Koritsa, Cr/s Mugavin and Nitschke and Nicola Feeney to discuss the proposed West Thebarton Road traders event.
- Met with SANFL and AdFL representatives to discuss proposed use of Thebarton Oval.

31 July

- Met with Advertiser and Messenger Newspapers journalist, Caleb Bond.
- Participating in the sod turning ceremony with Romaldi Constructions for the commencement of the final stage of works for Weigall Oval.

1 August

- With Cr Dominic Mugavin as my guest, participated in the regular monthly interview on Coast FM with Dave Hearn.
- Met with representatives from GOCSA regarding the Camden Community Centre.
- Participated in the West Torrens Road Safety Group meeting.

2 August

- Attending the official opening of the Torrensville Bowling Club's new undercover green.

5 August

- Attending the West Beach Neighbourhood Watch meeting as guest speaker.

RECOMMENDATION

That the Mayor's Report be noted.

7 ELECTED MEMBERS REPORTS**8 PETITIONS**

Nil

9 DEPUTATIONS**9.1 Camden Community Centre Services**

Nick Kyriazopoulos, General Manager and Bill Gonis, Chairperson, of the newly appointed Management Committee of the Camden Community Centre Inc wish to address Council in relation to current and proposed future services of the Camden Community Centre.

10 ADJOURN TO STANDING COMMITTEES**RECOMMENDATION**

That the meeting be adjourned, move into Standing Committees and reconvene at the conclusion of the City Services and Amenity Standing Committee.

11 ADOPTION OF STANDING COMMITTEE RECOMMENDATIONS**11.1 City Services and Amenity Standing Committee Meeting****RECOMMENDATION**

That the recommendations of the City Services and Amenity Standing Committee held on 6 August 2019 be adopted.

12 ADOPTION OF GENERAL COMMITTEE RECOMMENDATIONS**12.1 City Facilities and Waste Recovery General Committee Meeting****RECOMMENDATION**

That the Minutes of the City Facilities and Waste Recovery General Committee held on 23 July 2019 be noted and the recommendations adopted.

13 QUESTIONS WITH NOTICE

Nil

14 QUESTIONS WITHOUT NOTICE

15 MOTIONS WITH NOTICE

15.1 Speed Limit on Tapleys Hill Road, West Beach

Cr Jassmine Wood gave notice of her intention to move the following motion:

MOTION

That the Administration write to the Minister for Transport, Infrastructure and Local Government, Hon Stephan Knoll MP, asking him to consider dropping the speed limit on the residential strip of Tapleys Hill Road, West Beach.

15.2 Banning single-use plastic and release of helium balloons

Cr Graham Nitschke gave notice of his intention to move the following motion:

MOTION

That the Administration provide a report to Council to explore the banning of all single-use plastic, and the release of helium balloons from all meetings and events supported by Council, including those held on Council Land and in Council buildings.

15.3 Public Consultation for the State Planning Commission PDI Act

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

MOTION

That:

1. Council write to the State Planning Commission and express our disappointment that the offer of public consultation in West Torrens for implementation of the Planning Development and Infrastructure (PDI) Act has now been withdrawn.
2. To seek clarification from the State Planning Commission on the proposed public consultation approach for the PDI Act.

16 MOTIONS WITHOUT NOTICE

17 REPORTS OF THE CHIEF EXECUTIVE OFFICER

17.1 Community Grant - Adelaide Bangladeshi Cultural Club

Brief

This report provides an update on the status of the sponsorship grant provided to the Adelaide Bangladeshi Cultural Club Inc. (ABACC) for its Multicultural Festival for Bengali New Year and International Mother Language Day event, held on 27 April 2019 at Scott Theatre in Adelaide and a request for Council to allow them to retain its sponsorship funding.

RECOMMENDATION(S)

It is recommended to Council that:

1. The Adelaide Bangladeshi Cultural Club Inc. (ABACC) be advised that Council, having considered all the circumstances relevant to their grant application, does not require the return of the \$5,000 sponsorship grant provided for its annual 2019 Multicultural Festival for Bengali New Year and International Mother Language Day event and further;
2. The Adelaide Bangladeshi Cultural Club Inc. (ABACC) be excluded from Council's grants program for the next 12 months.

Introduction

This report was initially presented to the 6 July 2019 meeting of Council at which it was laid on the table as a result of a request by Cr Woodward for further information on ABACC's 2018 event sponsorship application. That information was emailed to Members on 19 July 2019 and is contained at the end of the discussion section of this report for Members' consideration along with the attached email string between the Administration and ABACC in 2017/18 with regard to the 2018 event (**Attachment 10**).

Each Saturday, the Adelaide Bangladeshi Cultural Club (ABACC) provides a range of services to the Bangladeshi community within West Torrens, and possibly beyond, at Plympton Community Centre. These comprise low cost dancing classes for children and young adults and free lunches to its community. ABACC also hosts events throughout the year for the Bangladeshi community.

ABACC applied for a City of West Torrens Sponsorship Grant (Grant) in February 2019 for its annual *Multicultural Festival for Bengali New Year and International Mother Language Day* (Event) being held on 27 April 2019 (**Attachment 1**).

The application did not state where the Event was being held, however the ABACC confirmed with the Manager Community Services, during the Grant application assessment process, that the Event was being held at Cowandilla Primary School. As the application met all the criteria set out in Council's guidelines (**Attachment 2**), Council awarded ABACC a \$5,000 Grant at its 5 March 2019 meeting.

However, in March 2019, after the Grant was approved and issued to ABACC, the Administration was made aware and confirmed that the event was being held at Scott Theatre located in the Adelaide City Council area.

The 'General Requirements' section of the 'Guidelines for City of West Torrens Grants and Sponsorships' states that *'grant funding is required to be returned to Council in the event that a project/event does not occur or is relocated to a venue outside of the West Torrens Council area'* (**Attachment 2**).

As the application did not meet the Grant criteria, and therefore the application was ineligible for funding, and the Guidelines require any grant funding for an event that is relocated outside of West Torrens to be returned to Council, the Administration requested that the Grant funding be fully reimbursed to Council by ABACC.

As a consequence of that, ABACC has formally requested that Council considers allowing it to retain the \$5,000 sponsorship funding (**Attachment 3**).

Discussion

The Event was held on 27 April 2019 at Scott Theatre, located in the City of Adelaide. When the \$5,000 Grant was approved for this event, at the 5 March meeting of Council, it was predicated on the event being held within the City of West Torrens, at Cowandilla Primary School.

Having confirmed with Cowandilla Primary School that they had not received a booking for the event from ABACC, the Administration contacted ABACC who, after repeated assertions that the event was being held at Cowandilla Primary School, did concede that the event was to be held at Scott Theatre.

The General Requirements section of the 'Guidelines for City of West Torrens Grants and Sponsorships' states that *'grant funding is required to be returned to Council in the event that a project/event does not occur or is relocated to a venue outside of the West Torrens Council area'* (**Attachment 2**).

Grant Application

The Grant application (**Attachment 1**) stated the Grant would be used for the equipment and materials as specified below:

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

Extract from **Attachment 1 (ABACC Grant Application)

The Administration met with ABACC on two separate occasions to discuss the issues associated with the application, particularly the event location. ABACC then sought a meeting with the Mayor and the General Manager Business and Community Services.

At both meetings, ABACC advised that there was a misunderstanding between the ABACC Committee members in regards to the location and that the President was not aware that the location was the Scott Theatre when contacted by the Administration during the assessment process and later in March in a follow up phone-call.

ABACC stated that they had applied for a quick response grant of \$2,000 from the Adelaide City Council for the event. Adelaide City Council has since advised the Administration that ABACC's grant application was unsuccessful.

ABACC further advised that they had already expended the City of West Torrens Grant with nearly half of the Grant going towards the venue hire fee of \$2,370 (**Attachment 4**). This venue hire was not listed on ABACC's Grant application. They also used the Grant money to purchase outfits from Bangladesh. As these purchases were obtained overseas, the receipts are in Bangladeshi Taka.

After much follow up, ABACC provided the invoices detailed below (**Attachments 4-9**). Three are in Bangladeshi Taka, and have been converted into A\$ via a currency converter tool, as such they are approximate only.

Receipt	BDT (Tk)	A\$
Outfit Receipt 1	Tk 24,000	\$405.00 (approx.)
Outfit Receipt 2	Tk 31,900	\$540.00 (approx.)
Children's Performer	Tk 35,000	\$591.00 (approx.)
Hire of Scott Theatre	N/A	\$2,370.00
Sound Set Up Invoice	N/A	\$1,500.00
Technician Invoice	N/A	\$761.00
TOTAL		\$6,167.00

Request to Retain Sponsorship

ABBAC has requested that Council allows it to retain the \$5,000 grant funding (**Attachment 3**) for the following reasons:

- The event date was changed from November to April and therefore the participants of the event have requested that the event be indoors due to bad weather.
- There are no indoor venues in City of West Torrens that can accommodate the number of people expected.
- The President inadvertently erred in not clarifying with other committee members where the event was to be held before he confirmed its location as Cowandilla Primary School with the Manager Community Services.
- Scott Theatre was chosen because of its close to the City of West Torrens.
- The cost of the event has doubled due to venue hire cost.
- The funds have already been expended.
- The Committee and its members has no ability to return the money
- City of West Torrens sponsorship was added to the promotional materials.
- 80% of the participants were from the City of West Torrens.
- ABACC is based in the City of West Torrens, including their community school which is based in Plympton Primary School.

Administration Comments

Questions still remain with regard to whether ABACC submitted its sponsorship grant application in good faith and whether or not they knew at the time of submission that the event was being held at Scott Theatre and not the Cowandilla Primary School.

However, ABACC has advised that it does not have the funds to repay the Grant which means that it would be the ABACC committee members themselves who would be personally responsible for reimbursing Council the \$5,000 Grant and the indications are that they have little capacity to do so.

Given there appears to be little benefit to Council in pursuing repayment, as an alternative, it is recommended that ABACC be allowed to retain their Grant but be excluded from Council's grants program for the next 12 years as a result of their non-conformance with Council's Community Grant Guidelines.

Further Information Requested

While Regulation 18 prescribes that the CEO is to table relevant **documents** on request, below is a summary of the relevant information as not all is contained in documents i.e. there are no documents to support or deny Mr Md Masudur Rahman's assertion, in his deputation, that he had obtained verbal approval to relocate the event.

- ABACC sought a sponsorship grant on 2 November 2017 for their event to be held on 3 December 2017 at the Cowandilla Primary School. This was confirmed in an email from Mr Md Masudur Rahman to the Administration to which ABACC's application for sponsorship was attached.
- Mr Md Masudur Rahman rescheduled the date of the event to February 2018 because ABACC did not provide all the required information until the middle to end of January 2018. Mr Md Masudur Rahman advised that ABACC was quite happy to wait until the February Civic meeting for the grant application to be considered. He then subsequently advised that the event date had been rescheduled due to the timing of the Civic Committee. That advice stated the new event date as 21 April 2018. The email also advises that everything else is the same as on the original application.
- The emails advising ABACC was rescheduling the event to a different date did not include a request or any indication that the event was being relocated to Scott Theatre.
- No staff member has any recollection of a telephone call from ABACC seeking approval to relocate the event nor that approval was given to relocate event to the Scott Theatre.
- Similarly, there is no evidence that a staff member received a phone request and gave verbal approval for the relocation of the event at Scott Theatre in April 2018. Conversely, there is no evidence that this didn't occur.

Summary

- The Administration is unable to locate information or documentation to support or deny Mr Md Masudur Rahman's assertion during his deputation to the 16 July 2019 meeting of Council that he rang and obtained verbal approval from the Administration to use Council's grant funds for the 2018 relocated ABACC event.

Conclusion

This report presents an update on the Grant provided to the Adelaide Bangladeshi Cultural Club (ABACC) along with a request, and associated reasons, from ABACC that Council does not seek the return of the \$5,000 sponsorship provided to it by Council for its annual *Multicultural Festival for Bengali New Year and International Mother Language Day* event which was held on 27 April 2019.

Attachments

1. **ABACC Grant Application presented to the City Advancement and Prosperity General Committee Agenda 26 February 2019**
2. **Guidelines for City of West Torrens Grants and Sponsorships**
3. **Letter from ABACC April 2019**
4. **Invoice for the Hire of Scott Theatre**
5. **Outfit Receipt (1)**
6. **Outfit receipt (2)**
7. **Children Performers Receipt**
8. **Technician Receipt**
9. **Sound Set Invoice**
10. **Email between the Administration and ABACC in 2017/18 regarding the 2018 event**

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 *

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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; Guitter, 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 providng 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?

- | | |
|--|--|
| <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

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 checked="" type="checkbox"/> 51 to 60 |
| <input checked="" type="checkbox"/> 18 to 30 | <input checked="" type="checkbox"/> 41 to 50 | <input checked="" 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.

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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 bond 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 _____

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	
<i>Deliver:</i> 1000 26th April 2019	
<i>Set up by:</i> 1500 26th April 2019	
<i>Pick up:</i> 2300 27th April 2019	
<i>Venue:</i> 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

GITARS

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

Guidelines for City of West Torrens Grants & Sponsorships

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel: 08 8416 6333
Email: csu@wtcc.sa.gov.au
SMS: 0429 205 943
Web: westtorrens.sa.gov.au



1. Council's vision

Committed to being the best place to live, work and enjoy life.

2. Purpose of the grants

The Community Grants Program provides funding to eligible groups, organisations and individuals who present applications that demonstrate consistency with Council's *Towards 2025 Community Plan*. The types of Grants that are available are:

- **Community Grants** - to support community projects and initiatives that help us achieve our Community Plan
- **Community Equipment Grants** - to assist community groups to purchase equipment
- **Environment Grants** - to support community projects and initiatives that help us achieve the environment strategies in the Community Plan
- **Junior Development Grants** - to assist young people who have been chosen to represent their institution, club, or organisation in a variety of areas such as sport, recreation, science, arts and culture.
- **International Representation Grants**- to assist people over the age of 18 who have been selected to represent their institution, club or organisation overseas in a variety of areas such as sports, recreation, science, arts and culture.
- **Women in Sports** - to support sporting clubs with projects, initiatives and equipment to encourage women and girls to participate in sport, physical activity and active recreation.
- **Sponsorships** - to support community groups with events
- **Donations** - to support community organisations and groups working with people in need, including in cases of urgent need or emergency situation not budgeted by the organisation.

3. Eligibility criteria

Community Grants, Environment Grants, Community Equipment Grants, Sponsorships, Donations:

Individuals, incorporated not-for-profit organisations and groups are eligible to apply if they:

- Are located within the Council area and primarily serve West Torrens residents.
- Can demonstrate their capacity (if located outside of the City of West Torrens) to provide services and/or benefits to Council residents by forming partnerships with one or more local community groups.
- Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN.
- Form a partnership (if an individual applicant) with one or more local community groups that have an ABN.
- Are a school and can demonstrate a partnership with one or more local community group(s) for the delivery of the funded activity. Applications from schools require approval from the school's governing council/board prior to making a submission to the City of West Torrens.

- Can establish (if asked) the bona fides of their group by providing the following information: a copy of their constitution; a copy of the minutes from their most recent AGM; a membership application form and annual cost of membership (if any); total membership numbers and the percentage of members who are residents of West Torrens; and the name and contact details of group members who are authorised to speak on behalf of their group.
- **Junior Development Grants:**
 - An individual resident of the City of West Torrens.
 - Participating in activities and events and/or representing their institution or the State with South Australia, Australia or internationally.
 - The applicant must provide a letter of support and confirmation of selection to represent Australia from either their club or relevant peak body.
 - Aged 18 years or younger at the time of the sponsored event or activity.
 - Applications must be received before the event/activity takes place.
 - One or more application per person can be submitted providing the second application applies to activity/event at a higher level (eg. From a state competition to a national competition).

International Representation Grants:

- An individual resident of the City of West Torrens.
- Participating in activities and events representing their institution, South Australia or Australia internationally.
- The applicant must provide a letter of support and confirmation of selection to represent Australia from either their club or relevant peak body.
- Aged 18 years or over at the time of the sponsored event or activity.
- Applications must be received before the event/activity takes place.
- One application per person can be submitted per financial year.

4. Funding Priorities

In line with the *Towards 2025 Community Plan* funding is available for community grants that encourage and foster:

- Local events, activities and programs that celebrate multicultural and indigenous heritage.
- Art in public spaces including community buildings, streetscapes and open spaces.
- Connections between neighbours, older and young people, and the capacity for ageing in place.
- Sporting, and recreational programs and facilities that provide a range of activities for all ages and capabilities.
- Awareness of local safety issues and promotion of social responsibility and enjoyment of the local area.
- Greater public awareness and appreciation of heritage sites, events and people of local significance.

Environment Grant applications must focus on significant environmental outcomes across one or more of the environmental strategy target areas as outlined by the Community Plan.

- Environmentally sustainable development.
- Reduction of ecological impact.
- Enhanced natural environment.

5. Ineligible applications

Projects, initiatives, events or resources are considered ineligible if they:

- 5.1 Clearly duplicate an existing service, program, project or event.
- 5.2 Have a political or religious purpose and objectives.
- 5.3 Are deemed to be inappropriate or offensive.
- 5.4 Seek to make financial profits or undertake commercial activities.
- 5.5 Are considered the primary role or responsibility of another level of government, including the State Education Department and the Commonwealth Departments responsible for Aged and Disability
- 5.6 Are eligible for funding by other levels of Government.
- 5.7 Are not open and/or accessible to the wider City of West Torrens community.
- 5.8 Seek funding for recurrent operating, for the day-to-day operation of the organisation/group.
- 5.9 Seek funding for salaries, where the salary forms part of the organisation's/individuals usual responsibility (not including instructors or tuition fees).
- 5.10 Seek funding for the payment of travelling allowances or prize money.
- 5.11 Seek funding for projects or initiatives which have already commenced or been completed prior to the application being lodged.
- 5.12 Seek funding for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment;

6. Assessment of applications

All applications will be assessed against these guidelines and applicants will be notified in writing of the outcome of their application within 12 weeks of their application.

Donation applications will be assessed against the following:

- The organisation is located in the City of West Torrens and/or is supporting residents in the City of West Torrens.
- The organisation has limited capacity to raise funds.
- The organisation is incorporated and not for profit.
- How the donation will target the most disadvantaged members of the West Torrens community (eg. Homeless, families in need, frail aged, vulnerable people).
- How/why the situation is urgent and/or immediate.

Assessment for **Community Grants**, **Community Equipment Grants** and **Sponsorships** will be scored in the following manner:

No.	Consideration	Weighting
1	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council as outlined by the Community Plan.	10%
2	The application responds to one or more of the program priority areas	10%
3	The application demonstrates innovation and evidence and/or clear reason for why it has been developed	20%
4	A plan for engaging the target group is outlined	10%
5	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	15%
6	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures	10%
7	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	10%
8	The application demonstrates consideration of: <ul style="list-style-type: none"> • environmental sustainability • Inclusivity of all members of our community and accessibility for all • low or no cost for disadvantaged groups • sustainability - not reliant on ongoing grant funding 	15%
Total		100%

Assessment for **Environment Grants** will be scored in the following manner:

No.	Consideration	Weighting
1	The application identifies significant environmental outcomes across one or more of the environmental strategy target areas as outlined by the Community Plan.	10%
2	The project demonstrates a long-term benefit to the City of West Torrens and its community.	10%
3	The application demonstrates innovation and evidence and/or clear reason for why it has been developed	20%
4	A plan for engaging the target group is outlined	10%
5	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	15%
6	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures	10%
7	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	10%
8	The application demonstrates consideration of: <ul style="list-style-type: none"> • environmental sustainability • Inclusivity of all members of our community and accessibility for all • low or no cost for disadvantaged groups • sustainability - not reliant on ongoing grant funding 	15%
Total		100%

7. Accountability

All successful applicants (including multi-year funding commitments) will be required to provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document. Acquittal reports will be required within 6 weeks from the conclusion of each project or annually for multi-year funding commitments. The Acquittal Report must include any relevant receipts and a short report on the effectiveness of the program/event/equipment in achieving the stated outcomes in the application.

Expenditure statements must be signed by the appointed Treasurer of the organisation where applicable. Failure to fulfil this requirement will prejudice any future funding applications.

8. GST requirements

Grants are subject to GST legislation, so if your application is successful and your organisation is registered for GST, Council will require a valid Tax Invoice before the grant can be processed.

9. General requirements

- Grants funding is required to be returned to council in the event that a project/event does not occur or is relocated to a venue outside of the West Torrens Council area.
- Applications will not be accepted when the same applicant submits multiple applications with no indication of priority based on need.
- Applicants may only receive one type of grant funding per financial year. Multi-year grants may be considered for project/initiatives which may require sustained funding to become self-sufficient and put a maximum of three years subject to budget.
- Financial acquittal forms must be completed within six weeks of the activity being completed unless otherwise negotiated.
- Applicants must hold the appropriate insurances for the implementation of their grant funded program/activity.
- Applications must be completed in full or they will not be accepted.
- Applications can be made at any time in the year, applicants will be advised of the outcome of their application within 12 weeks.
- Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.
- Approval of applications is subject to annual budgetary limitations.

10. Grant amounts

- Community Grants: maximum of \$5,000
- Environment Grants: maximum of \$5,000
- Community Equipment Grants: maximum of \$3,000
- Sponsorships: maximum of \$5,000
- Donations: maximum of \$1,000
- International Representation Grants: maximum of \$500
- Involving Women in Sports Grants: maximum \$3,000
- Junior Development Grants:
 - Maximum of \$100 if activities/events are held in South Australia
 - Maximum of \$200 if activities/events are held interstate
 - Maximum of \$500 if activities/events are held overseas

If 3 members of the same club/institution, attending/competing at the same activity/event, then the maximum amount available to the club/institution (to be shared equally between applicants) is:

- Maximum of \$300 if activities/events are held in South Australia
- Maximum of \$600 if activities/events are held interstate
- Maximum of \$1500 if activities/events are held overseas
- Applicants can only apply for one grant per financial year, when the annual grants budget has reached its limit all rounds will be closed until the following financial year. The Involving Women in Sports grants annual budget is capped at \$15,000.

11. Further information

For further information or assistance, please contact:

Administration Officer, Community Services
Phone: 8416 6333



ADELAIDE BANGLADESHI CULTURAL CLUB

Postal Address: 2/14-16 Long St, Plympton, SA5038

- music & dance
- art & culture
- language

Date: 05 April 2019

To

Honourable Michael Coxon
Mayor, City of West Torrens

Sub: Consider our allocated sponsorship fund to continue.

Dear Lord Mayor,

On behalf of the Adelaide Bangladeshi Cultural Club (ABACC) Inc., we would like to explain recent conflict on the grant offered to ABACC.

We had a meeting with Ms Pauline Koritsa, General Manager, Business and Community Services and Ms. Celine Luya, Manager Community Services yesterday where we explained everything in details. The meeting went very well.

During the funding application I mentioned the event will be held at Cowandilla Primary School as every others years. We had the previous events normally End of November and there were no issue of outdoor event that period of time. But as we changed the event as Bengali new year which is on 14th April of each year. And we are celebrating on 27th April this Year. There have bad weather prediction specially cold and rain prediction. Most of our performers of the cultural show are children and their parents opposed to do the event in open air during this period of the year.

Thus the responsible committee members for venue hire and management looked for indoor venue. They tried all indoor venues in City of West Torrens but none came available or suitable. So they looked for closet options, which is near to city of West Torrens as our main motto is to promote City of West Torrens and their inhabitants. Scott Theatre is became the most closet to the area and convenient for all the members who live in City of West Torrens.

Though hiring this venue has increased our total budget almost double due to high venue cost. Moreover, we have applied only to City of West Torrens for this event as we do ever year. We have already spent most the money for the even as we were not aware that the council might ask for refund. We have already advertised everywhere; facebook, youtube, poster, leaflets, mentioning the Sponsorship of City of West Torrens.

I know the Scott Theatre is not under City of West Torrens we had no other option as everything happened in very short period of time and there were some miscommunication among our committee members as I was overseas for month. But as 80% of the members of the association are from City of West Torrens so this place will be full of local inhabitants, we are sure. City of West Torrens and ABACC has long tern relationship. All our operations are mostly in this area and the association is base don this year. Our community school is at Plympton Primary School since 2013 where we provide free lessons on language, training on cultural activities to children.

Hope you will consider our issue for this year. And I, on behalf of the association ensure that from next year we will confirm the venue first and discuss with the City of West Torrens grant team before any proceeding.

Yours Sincerely,

Md Masudur Rahman

President

Adelaide Bangladeshi Cultural Club Inc. Mob. 0490946284 Email: masudur_rahman@hotmail.com

Incorporation Number: A41851

a non-profit community organization

ABN: 117 182 89 978

email: masudur_rahman@hotmail.com

f:facebook/ABACC web:www.abacc.com.au

contact: **+61 490 946 284**



ABN: 61 249 878 937

Md Masudur Rahman
 Adelaide Bangladeshi Cultural Club Inc
 1 Banksia Crescent
 PARAFIELD GARDENS SA 5107
 Australia

TAX INVOICE

The University of Adelaide
 Adelaide, South Australia
 5005 Australia

Enquiries To:
Finance & Procurement Services

Telephone +61 8 8313 3414
 Email: finprosupport@adelaide.edu.au
 Facsimile: +61 8 8313 4350
 Web: www.adelaide.edu.au
 CRICOS Provider Number 00123M

18-APR-2019

Invoice Number: DVSR899933

Page 1

Details	Qty	UOM	Unit Price	Extended Amount	GST	Total Amount
Scott Theatre Hire 26th & 27th April 2019	1.0000	EA	2,154.55	2,154.55	215.46	2,370.01

TOTALS: 2,154.55 215.46 **AUD 2,370.01**

Customer Reference : Date Paid / / Receipt Number

Payment Options:

Customer No

Invoice No

Payment Terms

Amount Due

Payment Due



BILLER CODE: 1002353
 CUSTOMER NUMBER: 0000075067
 INVOICE NUMBER: 899933

BPOINT Bill Payment

BPOINT Payment Methods:
INTERNET Go to www.adelaide.edu.au/payment
PHONE Call 1300 859 041

NOTE: BPoint payment can only be made from the next business day following the date of the invoice.

Domestic or International Money Transfers

Bank Name: Commonwealth Bank of Australia	Branch/BSB code: 065-000
Address: 96 King William St, Adelaide SA 5000	Account No: 11645593
Account Name: The University of Adelaide	Reference Invoice Number: 899933
BIC/SWIFT Code: CTBAAU2S	Email Remittance: finrevenue@adelaide.edu.au

PLEASE NOTE: The University of Adelaide does not accept credit/debit card information via email or fax as it is not a secure method of transmitting cardholder data.

ক্যাশ মেমো মোবা : ০১৭২৫-০৬৯২২৭
০১৮২২-৫২৮৩২২

শাভী বাজার
টাটকা তাঁতের শাভী
১১২, ধানমন্ডি হকার্স মার্কেট, ঢাকা-১২০৫

নং **133** তারিখ: 25/12/2019

নাম :
ঠিকানা :

সংখ্যা	মালের বিবরণ	পরিমাণ	দর	টাকা
২	কম্বি	৭		৫,৪০০/-
২	শাভী	৬		৭,২০০/-
৩	কম্বি	৬		৪,০০০/-
Total (BDT) = 19,600.00 AUD\$ = 326.66				
				16/1/19 (Pranab Bhowmik) Finance Secretary

বিক্রিত মাল ফেরৎ নেওয়া হয় না।

টাকা (কথায়) -----
ক্রতার স্বাক্ষর



ক্যাশ মেমো

লিয়া মেটাল

LIYA METAL

* ট্রফি * ক্রেস্ট * কোটপিন * মেডেল * কাপ * সিরামিক মগ * নেইমপ্লেট
* চাবির রিং * স্ক্রীন প্রিন্ট * ইউবি প্রিন্ট * লেজার প্রিন্ট
* ডিজিটাল ব্যানার * মেটাল সাইন * ব্যাজ প্রিন্ট * একরালিক ক্রেস্ট
এবং প্লাস্টিকের যাবতীয় কাজ করা হয়।

৮৯, ঢাকা বিশ্ববিদ্যালয় মার্কেট, কাঁটাবন, ঢাকা-১০০০, মোবাইল : ০১৭১৫-৮১৬৮০৯, ০১৮২৩-২৭৫৮২৫

মেমো নং **7863** E-mail : **liyametal89@gmail.com**

তারিখ : ০২.০৮.১৭

নাম : Adelaide Bangladeshi Cultural Club Incorporated

ঠিকানা : _____

ক্রমিক নং	বিবরণ	পরিমাণ	দর	টাকা
1.	Crystal Crest Laser Cutting with Paper Box + color, 8x4	35	800	28,000/-
2.	Velvet Box Crest 3 Part + Italy Frame + UV print, 8x10	4	1,750	7,000/-



মোট টাকা	35,000/-
অগ্রিম	
বাকী	

কথায় Thirty Five thousand taka only

পক্ষে-লিয়া মেটাল

ডেলিভারীর তারিখ : _____



TAX INVOICE

Adelaide Bangladeshi Cultural Club Inc

Invoice Date
18 Apr 2019

Ben Phillips
8 Avenue Road
CUMBERLAND
PARK SA 5041
Ph 0418 497 491

Invoice Number
INV-0067

ABN
31 209 878 416

Description	Quantity	Unit Price	Discount	GST	Amount AUD
4 x Intelligent spotlights	4.00	100.00	50.00%	10%	200.00
1 x large Smoke machine	1.00	60.00		10%	60.00
Thursday 27th April Rehearsal	3.00	60.00	20.00%	10%	144.00
Saturday 29th April Show	6.00	60.00	20.00%	10%	288.00
Subtotal (includes a discount of 308.00)					692.00
TOTAL GST 10%					69.20
TOTAL AUD					761.20

Due Date: 18 Apr 2019

BANKING DETAILS FOR DIRECT DEPOSIT:

Account Name - Contradistinctive Enterprises T/A- BenFX Lighting
BSB - 325-185
Acc - 03700432



PAYMENT ADVICE

To: Ben Phillips
8 Avenue Road
CUMBERLAND PARK SA 5041
Ph 0418 497 491

Customer Adelaide Bangladeshi
Cultural Club Inc

Invoice Number INV-0067

Amount Due 761.20

Due Date 18 Apr 2019

Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

YACEKS VIDEO MARKETING - ABN 44 143 189 171

PROPEL Your Business using SOCIAL MEDIA

20/10 Brown Street, Norwood SA 5067

INVOICE NO: 2019-0010

DATE: MAY 15, 2019

TO Adelaide Bangladeshi Cultural Club Inc.
Att Mr. Masudur

Adelaide SA 5000

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Service		April 2019

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Sound Service, Set up, rehearsal on Friday 26 April and Service on Saturday 27 April.	1500.00	1500.00
SUBTOTAL			1500.00
GST			0
TOTAL			\$1500.00

Make all payments to: Jacek Szocinski, ANZ, BSB 015-010 Acc No 4950 32994

THANK YOU FOR YOUR BUSINESS!

 Re: SPONSORSHIP APPLICATION: ADELAIDE BANGLADESHI CULTURAL CLUB INC (ABACC)
FOR MULTICULTURAL FESTIVAL 2017

Sent: 12 January 2018 15:51

From: Masudur Rahman

To: Celine Luya;

 3 Attachments

 Quote for costumes.docx (20 KB);  Quote fro Sound System Hire.pdf (108 KB);  Quote fro Stage Hire.pdf (76 KB);

Hello Celine,

As promised pls find attached few quotes for the event.

Pls note that we had to again reschedule the event date as your Civic meeting is very end of February which would be before our previous date. The new date is 21st April 2018.
Everything will be same. We just need sponsorship confirmation to continue the event.

Looking forward

Reagrds

Md Masudur Rahman

From: Masudur Rahman
Sent: Thursday, 4 January 2018 4:02:23 AM
To: Celine Luya
Subject: Re: SPONSORSHIP APPLICATION: ADELAIDE BANGLADESHI CULTURAL CLUB INC (ABACC) FOR MULTICULTURAL FESTIVAL 2017

Hello Celine

I tried to call you few times today.

Would you pls give me call back.

Thanks

Masudur

Sent from [Outlook](#)

From: Masudur Rahman
Sent: Thursday, 4 January 2018 2:01:33 AM
To: Celine Luya
Subject: RE: SPONSORSHIP APPLICATION: ADELAIDE BANGLADESHI CULTURAL CLUB INC (ABACC) FOR MULTICULTURAL FESTIVAL 2017

Hello Celine

Thanks.

I will send you shortly.

Thanks

Get [Outlook for Android](#)

From: Celine Luya

Sent: Thursday, January 4, 2018 12:13:27 PM

To: 'Masudur Rahman'

Subject: RE: SPONSORSHIP APPLICATION: ADELAIDE BANGLADESHI CULTURAL CLUB INC (ABACC) FOR MULTICULTURAL FESTIVAL 2017

Dear Mr Rahman,

I am currently assessing the sponsorship and grant applications. Your application does not contain any quotes. Can you please email me supplier quotes for the items you will be purchasing for the Festival? I will need these by next week please.

Kind regards,

Celine

Celine Luya

Manager Community Services

City of West Torrens

165 Sir Donald Bradman Drive

Hilton SA

From: Masudur Rahman

Sent: Friday, 3 November 2017 3:21 PM

To: Celine Luya

Subject: RE: SPONSORSHIP APPLICATION: ADELAIDE BANGLADESHI CULTURAL CLUB INC (ABACC) FOR MULTICULTURAL FESTIVAL 2017

Hello Celine

Thanks for the response.

Yes please proceed the application. Thanks

On 3 Nov. 2017 12:31 pm, Celine Luya wrote:

Thank-you for your application.

The next Civic Committee meeting where applications are to be considered is in February 2018. Please advise if you would like this application considered at this next meeting in February.

Kind regards,

Celine

Celine Luya

Manager Community Services

City of West Torrens

165 Sir Donald Bradman Drive

From: Masudur Rahman
Sent: Thursday, 2 November 2017 1:54 PM
To: Celine Luya
Subject: Fwd: SPONSORSHIP APPLICATION: ADELAIDE BANGLADESHI CULTURAL CLUB INC (ABACC) FOR MULTICULTURAL FESTIVAL 2017

Hello Celine,

----- Forwarded message -----

From: Masudur Rahman
Date: 2 Nov. 2017 12:13 am
Subject: SPONSORSHIP APPLICATION: ADELAIDE BANGLADESHI CULTURAL CLUB INC (ABACC) FOR MULTICULTURAL FESTIVAL 2017
To: csu@wtcc.sa.gov.au
Cc:

Dear Administrative Officer, Community Services

Please find attached Sponsorship application from Adelaide Bangladeshi Cultural Club Inc. (ABACC) for the upcoming Festival on Sunday 3 December 2017 at Cowandilla Primary School.

I have also attached our Incorporation certificate. We are happy to provide any other documents if required.

Looking forward.

Regards

Md Masudur Rahman
President
Adelaide Bangladeshi Cultural Club Inc. (ABACC)

The content of this email is confidential and/or copyright and is solely for the intended recipient. If you have received this email in error: (i) you must not copy or distribute any part of it or otherwise disclose its contents to anyone; (ii) please let the City of West Torrens know by reply email to the sender and delete all copies from your system. No representation is made that this email is free of viruses or other defects. Virus scanning is recommended and is the responsibility of the recipient.

The content of this email is confidential and/or copyright and is solely for the intended recipient. If you have received this email in error: (i) you must not copy or distribute any part of it or otherwise disclose its contents to anyone; (ii) please let the City of West Torrens know by reply email to the sender and delete all copies from your system. No representation is made that this email is free of

17.2 Murray Darling Association Membership

Brief

To seek Council's view on its continued membership of the Murray Darling Association.

RECOMMENDATION

It is recommended that:

1. Council not renew its membership of the Murray Darling Association given the substantial 111% increase in membership fees for the 2019/20 financial year and the doubt of the value proposition of being a member noting that of the 167 councils across the four States of the Murray Darling Basin eligible to be members of the Murray Darling Association, only 72 councils are members and 95 councils are non-members
2. Council's budgeted membership fee for the Murray Darling Association of \$3,250.00 be added to the environment grants budget to provide additional support to community projects and initiatives that assists Council to achieve various environmental strategies listed in the Council Community Plan.

Introduction

The Murray Darling Association (MDA) is a membership-based peak representative organisation representing local government and the communities they serve across the Murray-Darling Basin since 1944.

Built on strong foundations of good governance and high standards of accountability and integrity, the performance of the MDA compares favourably with the various LGA peers across the sector, and with other levels of government. The MDA works with and for member councils engaging also with National and State based local government associations, Regional Organisations of Councils, Joint Organisations and other local government affiliates.

Operation of the MDA is parliamentary in nature, having the executive power vested in a board composed of members of the regions, individually and collectively responsible to the membership, and each of whom are democratically elected. The MDA includes membership of Councils from all 4 Basin states and has a focus solely on Basin related issues. The MDA has a unique capacity to bring a "whole of Basin" perspective to planning matters and community engagement, while also contributing a wealth of local knowledge and solutions to Basin wide issues.

The City of West Torrens is currently a MDA member and is part of Region 7 - Adelaide Metro.

On the MDA website there are 21 Councils listed as being eligible to be part of Region 7. Of those 21 Councils, 13 are currently shown as members with 8 being non-members. Councils listed as non-members include Charles Sturt; Gawler; Mount Barker; Unley; Prospect; Marion; Salisbury; and Yankalilla. The 13 member Councils are Adelaide; Mitcham; Playford; Tea Tree Gully; Adelaide Hills; Port Adelaide Enfield; Burnside; Holdfast Bay; Norwood Payneham & St Peters; Walkerville; Campbelltown; Onkaparinga; and West Torrens.

Discussion

The MDA is currently funded solely through membership fees and income from the National Conference. Membership fees are charged to member councils calculated on a sliding scale based on population. The 2019/20 fee schedule is \$0.305 cents per head of population, capped at \$6,681.82 (plus GST).

A Tax Invoice and accompanying letter has been received for Council's 2019/20 membership fees being \$6,681.64 (plus GST). See **Attachment 1**.

Council's 2018/19 membership fees were \$3,167.25 (plus GST) and the 2019/20 fees represent a 111% increase on the previous year's fees. See **Attachment 2**.

On examination of the 2018/19 invoice it does appear that Council may have been undercharged in its membership fee based on the way fees are calculated however, the fees charged up to then have been consistent with previous years based on modest or CPI increases.

That said, MDA membership fees for 2019/20 have increased by 111% obviously highlighting the substantial difference from the previous year and setting aside the issue that Council may have been undercharged the previous year(s), the substantial increase does pose the question of the value proposition of continuing to be a member of the MDA.

As a matter of interest, Council in its 2019/20 budget has allowed \$3,250.00 (plus GST) for membership of the MDA, well short of the \$6,681.64 (plus GST) invoiced by the MDA.

Promotional material was forwarded to Council as part of the membership renewal package and that material is provided in **Attachment 3**.

Should Council consider withdrawing from being a member of the MDA then it may further consider applying its 2019/20 budgeted membership fee of \$3,250 to sustainable environmental issues within West Torrens for example, adding \$3,250 to the environment grants budget for additional support to community projects and initiatives that assist us to achieve our environmental strategies listed in our Community Plan.

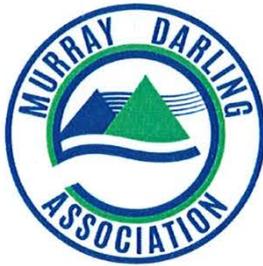
Conclusion

The Administration is agnostic on the value proposition of being a member of the MDA but the substantial increase in membership fees from the 2018/19 financial year to the 2019/20 financial year has certainly given cause to ask the question of membership value. As mentioned in this report, there are a number of Adelaide metropolitan Region 7 Councils that are not members of the MDA and while it is recognised that all levels of government working together is the best recipe for success of the Murray Darling Basin Plan, of the 167 Councils across the Murray Darling Basin, 72 are members and 95 are non-members.

Based on the substantial membership fee increase (111%) for the 2019/20 financial year; the more than half (57%) of Councils across the MDA Basin that have chosen not to be members; and the doubt of the value proposition of being a member, Council needs to consider its position of continuing to be a member of the Murray Darling Association.

Attachments

1. **MDA renewal invoice for 2019/2020**
2. **MDA renewal invoice for 2018/2019**
3. **MDA promotional material**

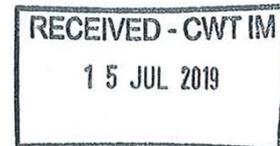


admin@mda.asn.au
 www.mda.asn.au
 T (03) 5480 3805
 ABN: 64 636 490 493

Level 1, 250 Anstruther Street
 P.O. Box 1268
 Echuca, Vic 3564

28 June 2019

Mr Terry Buss
 Chief Executive Officer
 City of West Torrens
 165 Sir Donald Bradman Drive
 Hilton, SA 8166



Dear Mr Buss

15 JUL 2019

Scanned - Temporary

On behalf of the National President and the board of the MDA, I am pleased to enclose here your membership renewal invoice for 2019/2020, together with a number of informative resources.

With the security and availability of water increasingly a key issue for all councils and communities across the Murray Darling Basin, we thank you for your continuing membership with the Murray Darling Association (MDA).

As one of three levels of government in Australia, and the one most directly connected to community, local government makes an incalculably valuable contribution to the processes, community consultation, and the formulation of decisions made and taken in the ongoing implementation of the Basin Plan. Continuing collaboration of local government at a peak level is essential to ensure that local and regional priorities are understood at the Basin scale.

We recognise that council's commitment to participate is a cost to budget that must demonstrate value to the organisation and to your community. The MDA's recently updated membership policy continues to strengthen the role of local government and the value of your membership and participation. These documents can be found at <https://www.mda.asn.au/join-us/membership.aspx>

Further, I have enclosed here a package of resources that clearly illustrate the complex role and the value to your community that council's investment delivers through engagement with your peak body.

A copy has been provided for each councillor, with additional copies for your key executive team.

We request that these packs be tabled at your next available council workshop or meeting. Either I, or the Chair of your region will be pleased to address council if requested to provide further information and to hear from you on opportunities to further council's interests through the MDA.

www.mda.asn.au

It's in the Balance

Page 1 of 2

Should you have any questions in relation to the MDA, or require further information please don't hesitate to contact me by phoning (03) 5480 3805 or e-mailing e.bradbury@mda.asn.au

Kind regards,



Emma Bradbury
Chief Executive Officer



TAX INVOICE

City of West Torrens
 Mr Terry Buss
 Chief Executive Officer
 165 Sir Donald Bradman Drive
 HILTON SA 8166
 ABN: 16 346 877 634

Invoice Date
1 Jul 2019

Invoice Number
INV-71636

ABN
64 636 490 493

MURRAY DARLING
 ASSOCIATION
 INCORPORATED
 Attention: Emma Bradbury
 Level 1, 250 Anstruther
 Street
 PO Box 1268
 ECHUCA VIC 3564

Description	Quantity	Unit Price	GST	Amount AUD
Membership of Murray Darling Association 2019/2020 Fees calculated at \$0.305 per head of population, capped at \$6,681.82. Population based on latest ABS census data. Cap applies at 21,907 population.	21907.00	0.305	10%	6,681.64
			Subtotal	6,681.64
			TOTAL GST 10%	668.16
			TOTAL AUD	7,349.80

Due Date: 1 Aug 2019

Bank Details
 BSB 012505 Account 213906893

Terry Buss PSM
 Chief Executive Officer
 City of West Torrens

PAYMENT ADVICE

To: MURRAY DARLING ASSOCIATION INCORPORATED
 Attention: Emma Bradbury
 Level 1, 250 Anstruther Street
 PO Box 1268
 ECHUCA VIC 3564

Customer City of West Torrens
Invoice Number INV-71636

Amount Due 7,349.80
Due Date 1 Aug 2019

Amount Enclosed

Enter the amount you are paying above

12/19



TAX INVOICE

City of West Torrens #22819576
 Attention: Jean Harvy Accounts
 Mr Terry Buss
 Chief Executive Officer
 165 Sir Donald Bradman Drive
 HILTON SA 5033
 ABN: 16 346 877 634

Invoice Date
1 Jul 2018

Invoice Number
INV-71435

ABN
64 636 490 493

MURRAY DARLING
 ASSOCIATION
 INCORPORATED
 Attention: Emma Bradbury
 463 High Street
 PO Box 1268
 ECHUCA VIC 3564

Description	Quantity	Unit Price	GST	Amount AUD
Membership of Murray Darling Association 2018/19. Fees calculated at 29.11 cents per head of population, capped at \$6,334.50 plus GST. Population based on ABS data 2011	1.00	3,167.25	10%	3,167.25
Subtotal				3,167.25
TOTAL GST 10%				316.73
TOTAL AUD				3,483.98

Due Date: 30 Jul 2018

Bank Details
 BSB 012505 Account 213906893

10225

PAYMENT ADVICE

To: MURRAY DARLING ASSOCIATION INCORPORATED
 Attention: Emma Bradbury
 463 High Street
 PO Box 1268
 ECHUCA VIC 3564

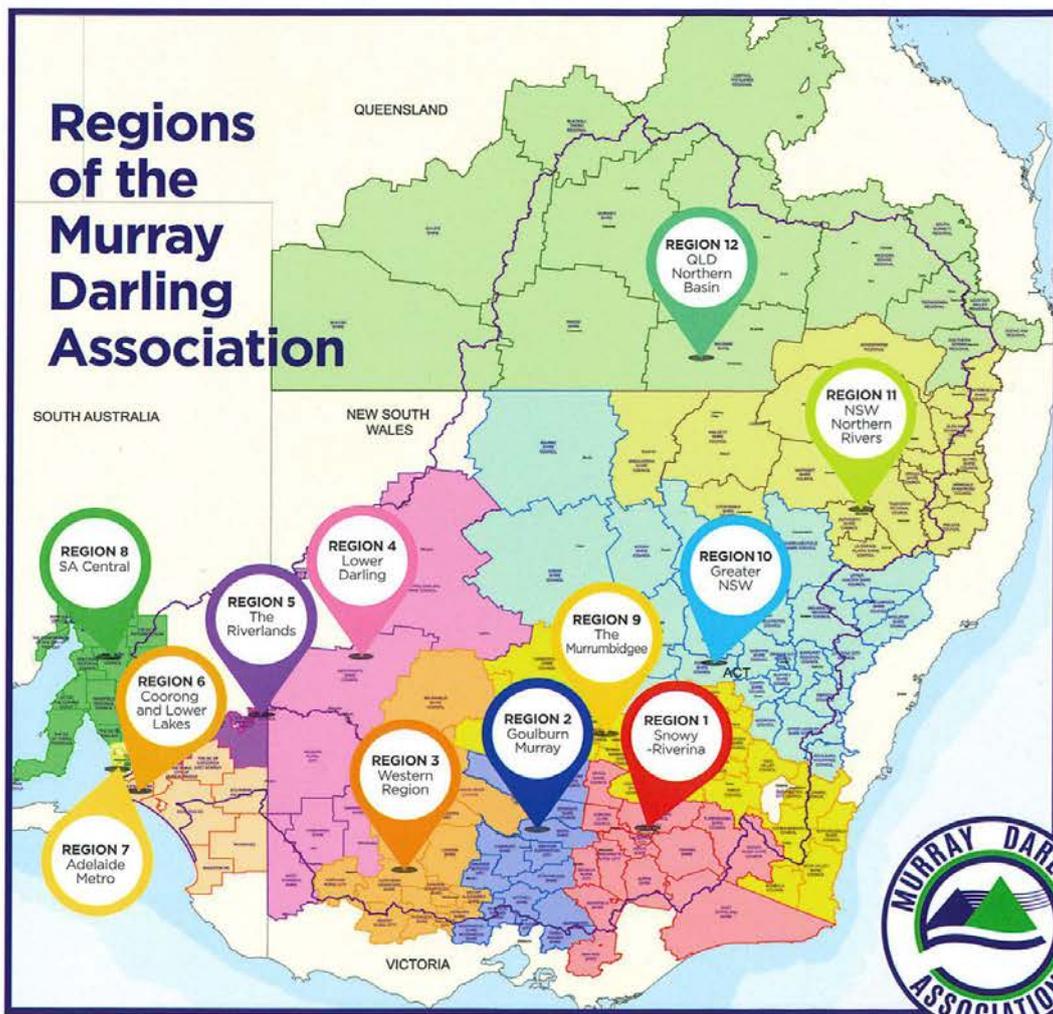
Customer City of West Torrens #22819576
Invoice Number INV-71435

Amount Due 3,483.98
Due Date 30 Jul 2018

Amount Enclosed _____
 Enter the amount you are paying above

Murray Darling Association

Representing local government and community in the Murray-Darling Basin since 1944



has a population of over **2 million** people

14% of the Australian continent

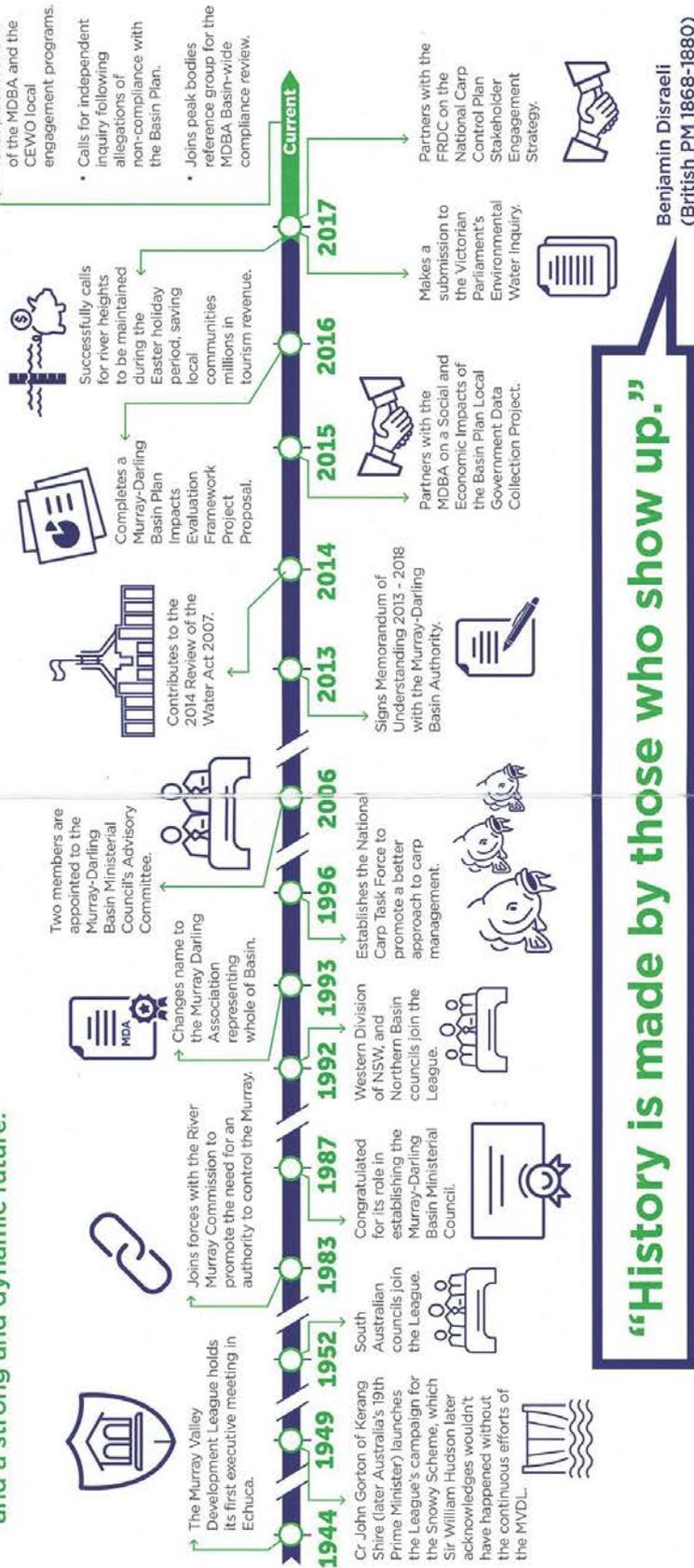
167 councils across 4 states & the ACT

provides water to more than **3 million** people

over **40** Aboriginal Nations

The journey so far...

The MDA has a 73 year history of national achievements, and a strong and dynamic future.



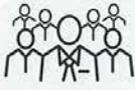
“History is made by those who show up.”

For more information, please contact:
 Level 1, 250 Anstruther St Echuca Vic 3564
 PO Box 1268 Echuca Vic 3564
 P: 03 5480 3805 E: admin@mda.asn.au

One voice representing local government and communities on water-related issues.



Why should your council join?

 <p>A powerful voice. Be part of a collective voice advocating for councils and communities in the Basin.</p>	 <p>Ensure your voice is heard. Inform water policy at regional, state and federal level.</p>	 <p>Support existing alliances. To advocate on regional priorities.</p>
 <p>Informed decision making. Ensure your expertise and knowledge plays a part in the decisions affecting you.</p>	 <p>Shape the future. Be a part of creating the future we want for our Basin communities.</p>	

“If the MDA didn’t exist, we’d have to invent it.”

Hon Craig Knowles,
Chairman Murray-Darling Basin Authority (2011-2015), Forbes 2014



Working together with 3 levels of Government to deliver the Basin Plan.



MDA is the only peak body that provides a ‘parliament’ of local government on Basin related issues. MDA works with:

- Local Government NSW • Local Government SA • Local Government Qld
- Municipal Association of Victoria • Australian Local Government Association



How can your council inform public policy?

Your council has direct influence.

- Regions meet quarterly.
- Region chairs meet monthly sharing knowledge for a whole of Basin perspective.
- Annual national conference.
- Peak representation at state and federal parliamentary and agency levels.
- 2-way information sharing.
- Secure council centric voting entitlements

Strength in numbers. Peak body for local government across the Murray Darling Basin.



www.mda.asn.au

The MDA relies on the information provided by its member councils. Your council’s contribution is essential to ensure policy is developed in consultation with those most affected, providing valuable insights and perspectives before state and federal policy is irreversibly locked in.



MEMBERSHIP BENEFITS

LOCAL PRIORITIES - NATIONAL INFLUENCE

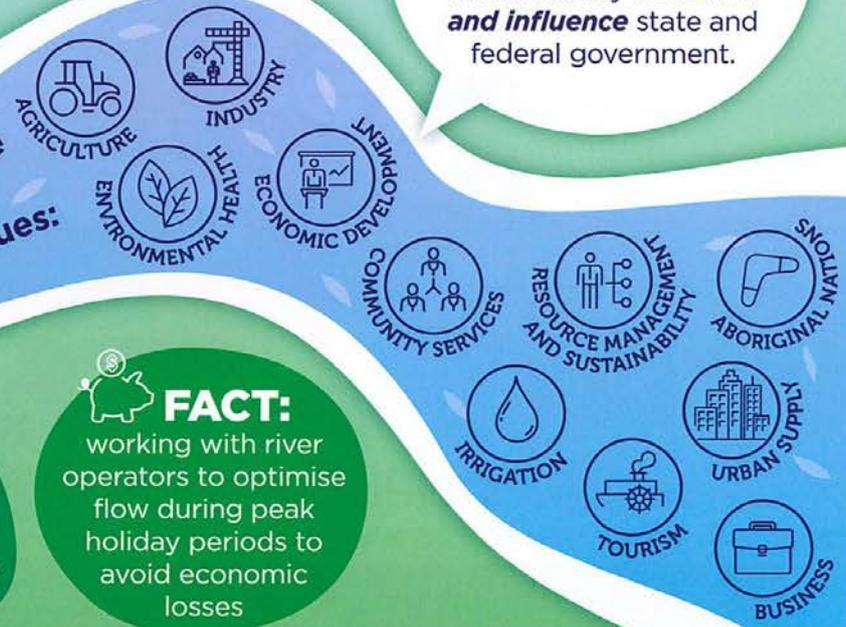


FACT:
we helped kick-start the Snowy scheme over 70 years ago!

The benefits of MDA membership are now flowing freely to all our regions.

The MDA is your peak body for local government in the management of Basin water resources, working harmoniously to **inform and influence** state and federal government.

Water plays a unique role in so many important local issues:



FACT:
today's Basin Plan is world-leading watersharing legislation. Council influence is more important than ever!

FACT:
working with river operators to optimise flow during peak holiday periods to avoid economic losses

Here's why your council has so much influence, as an MDA member:

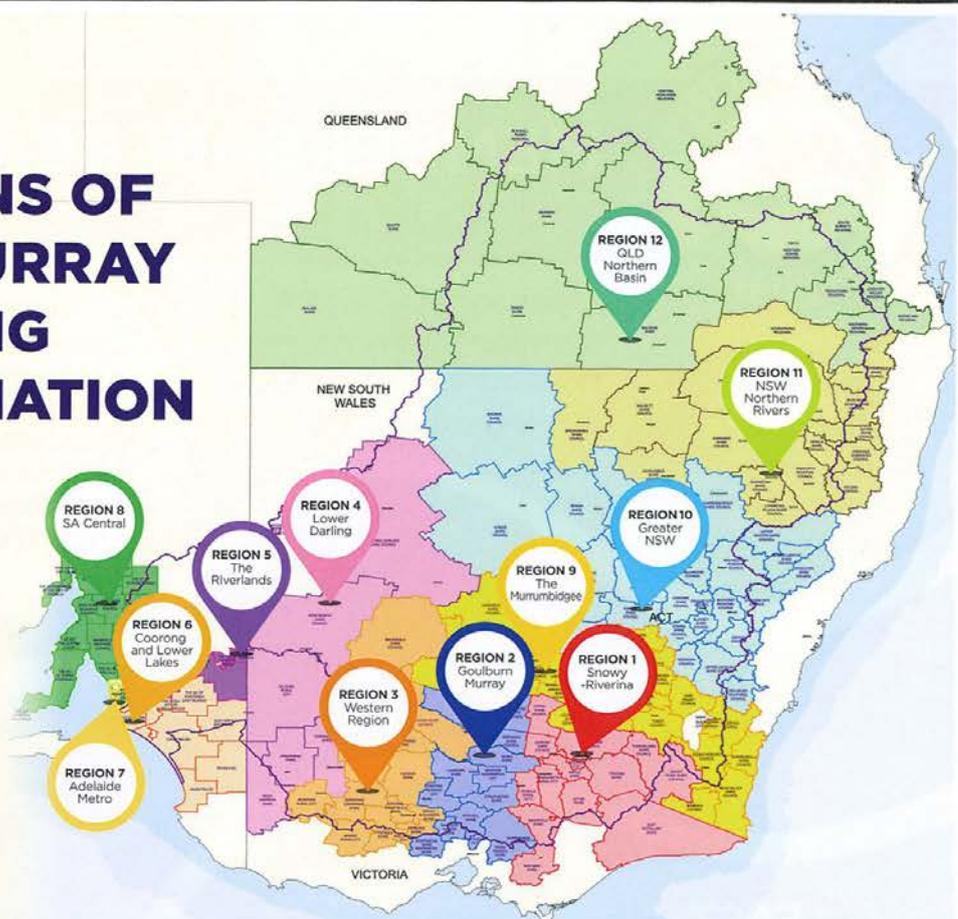
-  **regions meet quarterly** to establish your priorities
-  **chairs meet monthly** to understand and support your priorities at a Basin scale
-  **annual** national conference
-  **multi-level** information sharing.

FACT:
partnering the National Carp Control Plan to engage councils about a better approach to feral fish management. Results so far are exciting!

Local government united - to **inform and influence**.
Ensure your council's membership!
www.mda.asn.au / admin@mda.asn.au



REGIONS OF THE MURRAY DARLING ASSOCIATION



A COMPLEX ENVIRONMENT

We recognise there are:

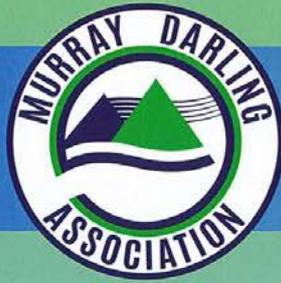
<p>172 councils, and their associated communities</p>	<p>4 states, the ACT, and the Commonwealth, and countless agencies</p>	<p>Two houses of parliament, a government, an opposition, minor parties and cross benchers</p>
--	---	---

across the Murray Darling Basin.

<p>All have differing needs and demands.</p>	<p>Yet, all are united by our common commitment to a healthy working Basin.</p>
--	---



For further information, please contact the Murray Darling Association
 P: (03) 5480 3805 | www.mda.asn.au | admin@mda.asn.au



MDA MEMBERSHIP FAQs

Q. Do the objectives of the MDA align with the mission and purpose of *my* council?

If your council is committed to

- work closely with the Federal and State governments to achieve our goals
- be resilient to a changing climate and able to sustain our urban and rural productivity and quality of life, both now and for future generations
- foster partnerships that deliver value for money to our ratepayers
- responsibly manage our natural and build resources
- contribute to solutions for water quality and security in our local reign and across the Basin

Then there is a strong strategic alignment between your council and the MDA.

Q. What's in it for *my* council?

- regional & national representation of local priorities
- strong regional networks supporting local economic development and leadership initiatives
- effective representation of local government and your communities at state and federal level in the management of Basin resources.

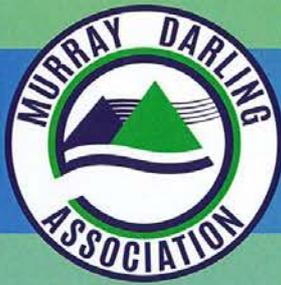
Q. Will membership with the MDA 'water down' the ability of our council to engage directly?

Not at all. In fact, quite the reverse. The MDA actively encourages our member councils individually and collectively to engage and contribute to the national debate and to participate in the decision-making process.

Q. What are the relationship benefits?

The MDA has strong relationships with federal and state water Ministers, Basin Official, MP's, departments and agencies including

- Federal Departments of Water, Agriculture and Environment
- State and Federal MPs and departments
- National, state and regional LGAs
- The Murray-Darling Basin Authority
- The Commonwealth Environmental Water Office
- CSIRO
- The Productivity Commission
- Universities
- Research and Development Corporations
- RDA's and more...



MDA MEMBERSHIP FAQs

Q. What is the MDA's position on the 450GL up-water?

The MDA supports the Murray-Darling Basin Plan and recognises the need for it to adapt and evolve.

- Basin Plan implementation must deliver balanced social, environmental and economic outcomes for all
- we work constructively with all stakeholders using our collective knowledge and influence to develop solutions.

- all councils have differing needs and demands, yet we are united by our common commitment to a healthy working Basin
- our strength is in our diversity
- local solutions will deliver national unity on regional issues.

Q. How can one organisation represent the interests of so many different councils ?

Member councils have a voice

- in determining regional priorities
- by appointment to the National Conference and AGM
- through equitable voting entitlements that support the authority of local government, while enabling community members to contribute their expertise and experience.

Q. What role does a member council have in the decision-making process?

Q. What has the MDA done for its members lately?

- member of Productivity Commission (PC) Murray-Darling Basin Plan: Five-Year Assessment Stakeholder Working Group
- launched PC Draft Report at MDA 2018 national conference
- member of National Carp Control Plan Communications and Operations working group
- initiated Ministerial Round Table - Mildura, March 2017
- engaged MINCO regional meet and greet events
- instrumental in Local Government Representatives on the Basin Community Committee
- facilitated interagency meeting on the health of the Barwon Darling
- regular engagement through Australian Local Government Association & State LGA events
- 10 years of MOU with Murray-Darling Basin Authority (2013-2023)
- attracted funding for LG projects & initiatives
- member of Murray-Darling Basin Peaks Group
- driven the Basin agenda via the MDA National Conference and AGM for 75 years
- Largest membership-based LGA of councils in Australia
- triggered review of social and economic impacts analysis (SIA) and definition of neutrality of the plan
- Connecting Catchments and Communities education and leadership forums
- MDA Basin Communities Leadership Program.

For further information, please contact the Murray Darling Association
P: (03) 5480 3805 | www.mda.asn.au

17.3 Reestablishment of the City of West Torrens Building Fire Safety Committee

Brief

The purpose of this report is to re-establish and appoint the membership of the City of West Torrens Building Fire Safety Committee pursuant to Section 71 of the *Development Act 1993*.

RECOMMENDATION

It is recommended to Council that:

1. The City of West Torrens Building Fire Safety Committee be re-established as the appropriate authority in accordance with Section 71(18) and (19) of the *Development Act 1993* effective from 31 August 2019 until 31 December 2020.
2. Mr Troy Olds be appointed as a member of the City of West Torrens Building Fire Safety Committee being a person who holds prescribed qualifications in building surveying pursuant to section 71(19)(a)(i) of the *Development Act 1993* until 31 December 2020.
3. Mr Richard Read be appointed as a member of the City of West Torrens Building Fire Safety Committee being a person with expertise in the area of fire safety pursuant to section 71(19)(a)(iii) of the *Development Act 1993* until 31 December 2020.
4. Mr Troy Olds and Mr Richard Read shall hold office until 31 December 2020, unless resolved otherwise by Council.
5. Mr Troy Olds be appointed as the Presiding Member of the City of West Torrens Building Fire Safety Committee until 31 December 2020.
6. The letter from the Chief Officer of the South Australian Metropolitan Fire Service dated 20 June 2019 included as **Attachment 1** of the Agenda report be received.
7. Pursuant to section 20 of the *Development Act 1993*, the Council delegates to the Chief Executive Officer, and to any person appointed to act in that position, the power pursuant to section 71(19)(a)(iv) of that Act to select and appoint City of West Torrens staff members as a member and as a deputy members of the City of West Torrens Building Fire Safety Committee with the existing Instrument of Delegation under the *Development Act 1993* be updated to reflect the delegation of this power.
8. Pursuant to section 20 of the *Development Act 1993*, the Council resolves to delegate to the Chief Executive Officer, and to any person appointed to act in that position, the power pursuant to section 71(19)(c)(iv) of that Act to remove any member or deputy member of the City of West Torrens Building Fire Safety Committee that was previously appointed by the Chief Executive Officer for any reasonable cause and the existing Instrument of Delegation under the *Development Act 1993* be updated to reflect the delegation of this power.
9. The Terms of Reference for the City of West Torrens Building Fire Safety Committee as provided in **Attachment 2** of the Agenda report be approved.

Introduction

All new buildings and proposed alterations and extension to existing buildings, must comply with the Building Code of Australia (BCA) and the fire safety in such buildings is carefully assessed as part of the process of issuing a development approval.

For existing buildings, section 71 of the *Development Act 1993* (the Act) provides for Council to investigate whether building owners are maintaining proper levels of fire safety in their buildings for the protection of occupiers.

A Building Fire Safety Committee (BFSC) is established as the “appropriate authority” under section 71 of the Act to take action, when required, to have the owner upgrade the fire safety of a building to the appropriate level.

At its meeting Council on 5 July 2016, Council established the West Torrens Building Fire Safety Committee for a term to conclude on 30 August 2019.

At its meeting Council on 7 August 2018, Council replaced two existing members of the BFSC and appointed Mr Troy Olds as Presiding Member.

The *Planning, Development and Infrastructure Act 2016* (PDI Act) also provides for the establishment of an “appropriate authority” to address fire safety matters. Section 157 of the PDI Act effectively rolls over the current legislative framework for BFSCs. The end date of the BFSC proposed term is recommended to conclude on 31 December 2020. This is to enable the transition to the PDI Act which is expected to occur in mid-2020.

Discussion

Activities during the BFSC's current term

Since its current three year term commenced in July 2016 the BFSC has held eight meetings.

The BFSC inspected 16 buildings, including two Council owned buildings, within the three year term with most buildings requiring repeated inspections to examine the progress of upgrade works.

The BFSC continued to work with building owners to identify and correct deficiencies and issued 39 letters of deficiency and necessary corrective works during its term. Two fire safety defect notices were issued during its term.

The main issues arising in buildings over the 3 year term was the provision of early warning systems, smoke alarms, sprinkler systems and clear and adequate paths of egress.

The BFSC prioritised buildings approved for residential occupancy and high risk public and assembly buildings, which included buildings identified by the South Australian Metropolitan Fire Service (SAMFS) as posing a greater risk to occupants.

The BFSC also commenced a phased Aluminium Composite Panel Cladding Audit in accordance with criteria set by the Department of Planning, Transport and Infrastructure.

Reestablishment and appointment of members

Section 71(19)(a) of the Act which requires the BFSC to constitute the following:

- (i) *a person who holds prescribed qualifications in building surveying appointed by the council or councils; and*
- (ii) *a person nominated by the Chief Officer of the South Australian Metropolitan Fire Service or the Chief Officer of the South Australian Country Fire Service (determined by the council or councils after taking into account the nature of its area or their areas); and*
- (iii) *a person with expertise in the area of fire safety appointed by the council or councils; and*
- (iv) *if so determined by the council or councils—a person selected by the council or councils.*

Mr Troy Olds and Mr Richard Read are existing members of the BFSC and meet the requirements of Section 71(19)(a) (i) and (iii) of the Act. Both Mr Olds and Mr Read have confirmed their availability to continue as BFSC members. It is proposed that Mr Troy Olds is appointed to continue in the role of Presiding Member.

Mr Troy Olds has been a Building Surveyor for over 20 years, having worked in local government and private practice as a building surveyor and private certifier. He is the current National President of the Australian Institute of Building Surveyors (AIBS) and has previously served as the State President of the AIBS. Mr Olds holds qualifications in fire engineering and has extensive experience as chair of at least three other metropolitan Adelaide building fire safety committees.

Mr Read has been a civil engineer and building surveyor for more than 30 years. Mr Read is a chartered professional engineer recognised by Engineers Australia. Prior to retiring from local government, he was Team Leader Building at City of Marion. Mr Read continues to act as an independent private certifier and consulting engineer. Mr Read has been on the BFSC since 2002.

In accordance with Section 71(19)(a) (ii) of the Act, the Chief Officer of the SAMFS has nominated Jonathon Pearce, Community Fire Safety Officer, SAMFS, as member and Andrew Sharrad, Senior Fire Safety Officer, SAMFS, as deputy member. Mr Pearce is the current SAMFS nominated member and Mr Sharrad replaces Mr Rodney Bahr who has retired from the SAMFS. A copy of the nomination letter from the Chief Officer of the SAMFS is enclosed as **Attachment 1**.

It is proposed that Council continues to delegate its powers to the Chief Executive Officer (CEO) to appoint remove any member or deputy member of the BFSC under Section 71(19)(a) (iv) of the Act. This member is usually appointed from within the Administration and for this current term Ms Hannah Bateman, Manager City Development, was appointed by the CEO, with Angelo Catinari, General Manager Urban Services, appointed as deputy member. The delegation of this power to the CEO ensures the ongoing function of the BFSC irrespective of CWT staff absence or turnover.

In summary, the following membership of the BFSC is proposed:

- Mr Troy Olds (Presiding Member);
- Mr Richard Read;
- Jonathon Pearce (and Andrew Sharrad as deputy), nominated by the SAMFS; and
- City of West Torrens staff member (and any deputies) appointed by the CEO.

The independent BFSC members receive a sitting fee of \$120 per hour. The SAMFS representative and CWT staff member are not separately remunerated for their roles on the BFSC.

BFSC Terms of Reference

Proposed amendments to the BFSC Terms of Reference (**Attachment 2**) are summarised below:

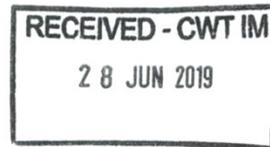
- Clarify appointment of members;
- Amend the timeframe for the calling of meetings;
- Add a process for the confirmation of minutes;
- Clarify the disclosures of interest process;
- Amendments to ensure organisational consistency; and
- Amendments to layout, formatting and wording to ensure clarity.

Conclusion

In order to meet its obligations under the Act relating to building fire safety, it is recommended that Council re-establish and appoint the membership of the City of West Torrens Building Fire Safety Committee and endorse the revised Terms of Reference to enable it to continue to function in its role as “appropriate authority” in respect of all fire safety matters.

Attachments

- 1. Letter from South Australian Metropolitan Fire Service**
- 2. Proposed Terms of Reference**



If calling please ask for:
Andrew Sharrad

Telephone: 8204 3611
Fax: 8204 3781
Email: andrew.sharrad@sa.gov.au

Reference: 13285/76361

20 June 2019

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

99 Wakefield Street
Adelaide SA 5000

GPO BOX 98
Adelaide SA 5001

Tel +61 8 8204 3600
Fax +61 8 8204 3838

www.mfs.sa.gov.au

ABN 26 897 550 904

Dear Sir

**APPOINTMENT OF SOUTH AUSTRALIAN METROPOLITAN FIRE SERVICE (MFS)
OFFICERS TO THE CITY OF WEST TORRENS COUNCIL BUILDING FIRE SAFETY
COMMITTEE**

Due to staffing changes within the Community Safety & Resilience Department, it has become necessary to update the South Australian Metropolitan Fire Service (MFS) nominated representatives for the City of West Torrens Council Building Fire Safety Committee.

The MFS wishes to continue its nomination of S/O Jon Pearce as the Nominated representative, and replace S/O Rod Bahr as the alternate with SFSO Andrew Sharrad. Contact details for both representatives are as follows:

S/O J Pearce
Telephone: 8204 3689
Email: Jonathon.Pearce@sa.gov.au

SFSO A Sharrad
Telephone: 8024 3611
Email: Andrew.Sharrad@sa.gov.au

The Building Fire Safety Committee's role of ensuring owners have adequate levels of fire safety in existing buildings is a significant responsibility allocated to Councils under the Development Act 1993. The MFS continues to provide its full support to these Committees and encourages Councils to take a proactive approach by adopting an inspection policy that targets 'at risk' premises within their areas.

For information relating to this correspondence or further advice regarding fire safety, please contact the abovementioned officers on 8204 3611.

Yours faithfully,


M Morgan
**CHIEF OFFICER and
CHIEF EXECUTIVE**
South Australian Metropolitan Fire Service



**Government
of South Australia**

CITY OF WEST TORRENS

**CITY OF WEST TORRENS
Terms of Reference****BUILDING FIRE SAFETY COMMITTEE****PREAMBLE**

Pursuant to section 71(18) and (19) of the Development Act 1993 (the Act) the Council may establish a Building Fire Safety Committee for the purpose of acting as an "appropriate authority" as that term is defined in the Act.

These Terms of Reference detail the operating parameters of Council's Building Fire Safety Committee (referred to in these Terms of Reference as "the Committee").

1. ESTABLISHMENT

Pursuant to section 71(18) and (19) of the *Development Act 1993* (the Act) the Council establishes a Building Fire Safety Committee to be known as the City of West Torrens Building Fire Safety Committee for the purpose of acting as the "appropriate authority" in respect of all building fire safety matters.

The Terms of Reference have been reviewed and this document constitutes the Terms of Reference for the Committee from 31 August 2019.

2. OBJECTIVE

The primary objective of the Committee is as follows:

- 2.1. To act as the appropriate authority for all matters arising under section 71 of the Development Act 1993 and the Development Regulations 2008 which are of a building fire safety nature.

3. FUNCTIONS AND RESPONSIBILITIES

- 3.1. The functions of the Committee are as follows;
 - 3.1.1. scrutinise the fire safety of buildings that have been identified as having inadequate fire safety provisions;
 - 3.1.2. issue Notices of Fire Safety Defects to building owners;

- 3.1.3. forward advice on section 71 fire safety notices to the Council administration for inclusion in section 7 enquiries;
 - 3.1.4. negotiate cost effective performance solutions with a building owner to reduce fire safety risk to an acceptable level;
 - 3.1.5. issue Notices of Building Work Required, which schedule prescribed building work that must be carried out in order to bring the building fire safety to an acceptable level of safety;
 - 3.1.6. initiate enforcement proceedings or other action to ensure a building owner complies with a Notice of Building Work Required;
 - 3.1.7. revoke or vary fire safety notices when appropriate; and
 - 3.1.8. undertake other actions which the Committee elects to do
- 3.2. The Committee must act, at all times, in strict accordance with relevant legislation (being the Act and the Regulations) including any relevant code of conduct under the Act and/or Regulations which are relevant to the Committee in the performance of its functions.

4. MEMBERSHIP

- 4.1. Membership of the Committee shall consist of four (4) members taking into account the requirements of section 71 (19) of the Act, comprising:
 - 4.1.1. a person who holds prescribed qualifications in building surveying appointed by the Council; and
 - 4.1.2. a person nominated by the Chief Officer of the South Australian Metropolitan Fire Service; and
 - 4.1.3. a person with expertise in the area of fire safety appointed by the Council; and
 - 4.1.4. if so determined by the Council - a person selected by the Council.
- 4.2. The Council will appoint the members identified in clauses 4.1.1 and 4.1.3 above.
- 4.3. The Chief Officer of the South Australian Metropolitan Fire Service will nominate the member (and any deputy members) identified in clauses 4.1.2 above.
- 4.4. The Council will delegate the appointment of the member (and any deputy member) identified in clause 4.1.4 above to the Chief Executive Officer (CEO).
- 4.5. The Council will appoint the Presiding Member of the Committee.
- 4.6. The Committee will appoint the Deputy Presiding Member.
- 4.7. Members of the Committee shall hold their positions for a period not exceeding three (3) years determined by the Council.

5. PRESIDING MEMBER

- 5.1. The role of the Presiding Member is to:

- 5.1.1. call a meeting of the Committee in accordance with the procedure set out in the Terms of Reference;
- 5.1.2. oversee and facilitate the conduct of meetings;
- 5.1.3. ensure that the Terms of Reference are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner;
- 5.1.4. call the meeting to order and move the debate towards finalisation when a matter has been debated significantly and no new information is being discussed; and
- 5.1.5. keep, or arrange to keep, minutes of every meeting of the Committee in accordance with the Terms of Reference.

6. VACANCY OF OFFICER

- 6.1. A member of the Committee becomes vacant if the member:
 - 6.1.1. dies; or
 - 6.1.2. completes a term of office and is not reappointed; or
 - 6.1.3. resigns by written notice addressed to the Council; or
 - 6.1.4. is removed from office by the Council for any reasonable cause.
- 6.2. Should a vacancy in membership of the Committee occur at any time then the vacancy shall be filled at the earliest opportunity in accordance with clause 4.
- 6.3. The vacancy of office of a single member of the Committee will not invalidate the decision making of the remaining members of the Committee.
- 6.4. Subject to giving a member an opportunity to be heard or to make a written submission, the Council may resolve to remove a member in accordance with clause 6.1.4.
- 6.5. The Council will delegate the ability to remove a member appointed pursuant to clause 4.1.4 above to the CEO.

7. MEETINGS AND QUORUM

- 7.1. The Committee shall meet generally every three (3) months, or alternatively, may hold a special meeting at any other time nominated by the Presiding Member.
- 7.2. The Committee shall meet at the offices of the City of West Torrens at 165 Sir Donald Bradman Drive, Hilton or at such place as the Presiding Member may determine.
- 7.3. All decisions of the Committee shall be made on the basis of a majority decision of the members present.
- 7.4. In the event of an equality of votes, the Presiding Member shall have a casting vote in addition to a deliberate vote.
- 7.5. Individuals such as the Chief Executive Officer, Executive Officer, authorised officers and other Council administration with relevant responsibilities may attend any meeting as observers.

- 7.6. A quorum for a meeting of the Committee shall be three (3) persons, one of whom must be the South Australian Metropolitan Fire Service representative or deputy representative.
- 7.7. No business can be transacted at a meeting unless a quorum is present.
- 7.8. If both the Presiding Member or Deputy Presiding member of the Committee are absent from a meeting of the Committee, a member of the Committee shall be chosen from those present to preside at the meeting.
- 7.9. The following provisions apply to the calling of a meeting:
 - 7.9.1. In the case of ordinary meetings, any member of the committee can give written notice to other members at least three (3) clear days before the date of the meeting.
 - 7.9.2. In the case of special meetings, the Presiding Member must give written notice to other members at least twelve (12) hours' notice before the commencement of the meeting.
 - 7.9.3. Written notice shall include a meeting agenda detailing items of business including an inspection schedule.
- 7.10. The procedure to be observed at a meeting of the Committee insofar as the procedures are not prescribed by these Terms of Reference may be determined by the committee.
- 7.11. Each member of the Committee present at a meeting must, subject to that person having an interest in the matter, vote on a question arising for the decision at the meeting.
- 7.12. The Council administration will provide relevant resources and staff where necessary to support the operation of the Committee and provide general guidance.

8. OPERATIONAL MATTERS

- 8.1. The Committee shall develop and implement a fire safety inspection schedule based on:
 - 8.1.1. Buildings identified as a high fire safety risk, including:
 - 8.1.1.1. Ensuring high risk buildings where life safety criteria are most important are inspected first i.e.: overnight accommodation for unrelated persons; and
 - 8.1.1.2. where large crowds congregate during operating hours i.e.: assembly buildings and shops;
 - 8.1.2. Inspections directed by the South Australian Metropolitan Fire Service;
 - 8.1.3. Receipt of complaints from the public;
 - 8.1.4. Audit basis;
 - 8.1.5. By request of Council administration whom hold prescribed qualifications in Building Surveying;

- 8.1.6. Any other building fire safety matter determined by the Committee.
- 8.2. The priority of inspections may be determined by the Committee.
- 8.3. The Building Fire Safety Committee is authorised to serve, vary or revoke the following notices where fire safety issues and public safety are deemed to be inadequate, pursuant to section 71 of the Development Act 1993:
 - 8.3.1. Notice of Fire Safety Defect; and
 - 8.3.2. Notice of Building Work Required.
- 8.4. Notices served by the Committee must be signed by at least two (2) members of the committee.
- 8.5. When Notices are served, varied, revoked or complied with to the satisfaction of the committee, the Council administration and the building owner must be notified as soon as practicable.
- 8.6. Fire Safety Notices must be detailed and issued in accordance with the Act, and rights of appeal must be notified to the building owner.
- 8.7. Prior to serving a notice the Committee shall inspect a building to determine whether the fire safety of a building is adequate.

9. MINUTES

- 9.1. The minutes of the proceedings and meetings of the Committee must include:
 - 9.1.1. The name of the members present;
 - 9.1.2. In relation to each member present, the time at which the person entered or left the meeting;
 - 9.1.3. Site visits undertaken;
 - 9.1.4. Any disclosure of a personal interest or a direct or indirect pecuniary interest made by a member and the time the member left and returned to the meeting;
 - 9.1.5. Decisions of the Committee, and
 - 9.1.6. Any other matter required to be included in the minutes.
- 9.2. The minutes of the proceedings of a meeting must be submitted for confirmation at the next meeting of the Committee or, if that is omitted, at a subsequent meeting.

10. REPORTING TO COUNCIL

- 10.1. The Committee may make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.

11. DISCLOSURES OF INTEREST

- 11.1. The following procedures apply to conflicts of interest:

- 11.1.1. Members of the Committee who have a personal interest or a direct or indirect pecuniary interest in any matter of the Committee (other than an indirect interest which exists in common with a substantial class of persons) must not take part or be in the vicinity in any deliberation or decision of the Committee in relation to that matter.
- 11.1.2. Without limiting the effect of clause 11.1.1, a member of the Committee will have an interest in a matter if a person closely related to the member has an interest in the matter.
- 11.1.3. A member of the Committee must disclose his or her interest to the Presiding Member as soon as they become aware of that interest, at the time of the agenda item addressing conflicts of interest, or in the case where the Presiding Member has a conflict to the Deputy Presiding Member as soon as they become aware and at the time of the agenda item addressing conflicts of interest.

12. LIABILITY

- 12.1. A member of the Committee incurs no liability for an honest act done in the exercise or performance, or purported exercise or performance, of powers or functions conferred by the Council on the Committee in relation to any matter which does not fall with Part 6, Division 6 of the Act. A liability that would, but for this indemnity, attach to a member of the Committee attaches instead to the Council.

13. REMUNERATION

- 13.1. Independent professionals that are Committee members appointed in accordance with clauses 4.1.1 and 4.1.3 above may be remunerated.

17.4 Continuous Improvement Program Update

Brief

The continuous improvement (CI) team facilitate and coordinate continuous improvement initiatives across the organisation. The objective of the team is to support the organisation in process improvement to deliver maximum value for our community through value creation, efficiency and improved service delivery. This report provides an update of CWT's continuous improvement program.

RECOMMENDATION

It is recommended to Council that the report be received.

Introduction

CWT's Continuous Improvement program works towards delivering the aspirations of Council's community plan, particularly in relation to *Financial Sustainability* and *Organisational Strength*. The program ensures that the delivery of services are equitable, efficient and professionally delivered to the community and that the delivery of services are reviewed to ensure the evolving needs of the community are met. The program promotes innovation and continuous improvement of Council's operations and supports information technology that optimizes the delivery of services to the community.

Discussion

Achievements in 2018/19

The continuous improvement team facilitated and assisted in the delivery of various process improvement projects across the organisation. The primary focus of the CI team over the past financial year has been to complete the roll out of mobile technology to manage customer requests within the City Operations team. This was successfully achieved in the 18/19 financial year with 100% of staff now being online and utilising mobile technology for a variety of different functions. The 19/20 financial year will focus on further developing, streamlining and improving the usability and functionality of mobile applications as well as incorporating proactive asset management plans into maintenance works. A strong focus will remain on building the asset management information system.

The following projects were facilitated, completed and implemented by the CI team in the 2017/18 financial year:

- Bank Guarantee Process
- Customer Parking Complaints Process
- Thebarton Community Centre Booking Process (Phase One)
- Managing Resources in a Storm Event Process
- Elected Member Request Process
- Corporate Planning Process
- Civil and Maintenance Inspections (City Operations mobility)
- Cat Cages Hire Review
- Lodgement of Development Application Workflow
- Customer Service Payment Arrangements
- Council Owned Building Inspection Process
- Property Services Internal Requests
- Storm water drain Inspections Process (City Operations mobility)
- Landscape / Council Reserves Inspections Process (City Operations mobility)
- Turf & Irrigation Inspections Process (City Operations mobility)
- Community Bus Payment Collection Process
- Playground Installation Communication process
- Street Sweeping Inspections Process (City Operations mobility)

Project Priorities

The 2019 continuous improvement project plan was developed in consultation with CWT's management team to identify continuous improvement project opportunities across the organisation. This new approach to project selection was implemented to ensure that projects are strategically aligned and collectively agreed upon as a business priority. The project plan allows the CI team and relevant stakeholders (particularly Information Services) to effectively allocate time and resources to project delivery.

The 2019/20 management approved Corporate Priorities are as follows:

- Council Leased Properties Management Process
- Asset management and mobility
- Tree Maintenance and data collection process
- Customer Relationship management process
- Council correspondence process
- Public liability claims review
- Corporate planning - Service Plan review
- Reports to Council review
- Capital works project tracking management
- Development damage on Council property process

The above list is not a comprehensive list of projects that will be undertaken in the 2019/20 period, however these projects form the core of the 2019/20 CI project plan. Projects may arise from other means such as audit finding recommendations, customer/CEO feedback as well as staff initiated process improvement opportunities. The plan is reviewed quarterly and amended as required to accommodate any new priorities or changes in strategic focus. Progress and further details of these projects can be seen in **Attachment 1**.

Standardisation of corporate processes

An organisational *Process Hub* was implemented by the CI team in 2018 to drive standard work across the organisation. The objective of the Process Hub is to:

- Create and update processes with a focus on continuous improvement
- Establish a 'go to' page for all Council's processes for staff to access
- Provide staff with better transparency and understanding of internal processes
- Improve document management and information sharing
- Create a consistent experience for customers
- Reduce defects and waste
- Focus on the process rather than people
- Improve training and team learning

There are currently 73 processes uploaded to the Process Hub and a strong focus remains on continuing to upload CWT's operational processes in the new financial year, with a target of 150 processes uploaded within the next twelve months.

Organisational Culture and Lean Leadership

The CI team intend to focus on developing the organisation's continuous improvement culture and competency through organisational wide activities and learning opportunities to staff at all levels in the organisation. There will be a strong focus to develop 'Lean Leadership' skills to complement process management workshops and improvements. The team are also collaborating with the People & Culture team to align the organisation's cultural objectives.

Customer Experience Sponsorship

Continuous Improvement will remain committed to assisting in the delivery of CWT's Customer Experience framework by collaborating with the Team Leader Service Centre and relevant departments. The CI team are currently in the process of scoping a project to review the organisational and customer needs to gather requirements for customer relationship management system.

Managing Council resources in a weather triggered event - 'Storm Mode Process' - An overview

Background

An opportunity was identified by Manager City Operations to review the current process of managing resources to respond to a weather triggered event. This was triggered by event that occurred in November 2018 which exposed gaps in communication, dispersion of work and poorly accessible statistics for reporting.

The City Operations, Information Technology (IT) and Continuous Improvement teams collaborated to formalise the operational procedure for a 'storm mode' process. The object of this project was to efficiently manage customer requests and communication with internal and external stakeholders when faced with a low-medium level weather triggered event. The review focused on maximising council's IT systems and mobile workforce to improve communication with our community and relevant authorities (e.g. SES) as well as improve our internal communication between teams. The new process is currently being trialled by the City Operations team.

Scope and Objective

The project team focused on addressing the following factors:

- The end to end process of a weather triggered storm event including preparation and communication, fuelling up vehicles, generators, wet weather clothing (PPE) etc.
- Identifying each officer(s) and/or departments role in a 'storm event' and identifying the difference and escalation points between a storm event and the activation of an emergency response plan
- Triggers for 'activation' and 'deactivation' of 'Storm mode' via email and SMS with templates ready for use
- Opportunities to improve communication with the community and relevant authorities to reduce duplication and demand on the Service Centre team
- Formulate a process and communication plan to allow for smooth transition with CWT's After Hours service provider
- Formalising the process and uploading it to the Process Hub

Implemented changes

After reviewing the process using the LEAN Thinking framework with the project team, the following system and process changes were implemented:

- Development of a new agreed 'storm mode' response process to provide a more efficient, quicker and consistent approach across the City of West Torrens
- The creation of a storm coordinator role, who will be responsible for the allocation of requests, liaise with the State Emergency Services (SES), and Incident Management Team (IMT) and will hand over to the next coordinator after an 8 hour period, as outlined in **Attachment 2**
- Establishment of a Control room (Depot Training room) for relevant staff to work from which in 'activation' mode, set up ready for use with the installation of 2-way radio, telephone and additional screen

- The development of email templates for communication to relevant staff in preparation of a 'storm' event
- The creation of a West Maps layer for staff, SES and residents to view and track progress of requests in their area (reducing duplication).
- Development of scripting message to advise customers in the phone queues of activation of 'storm mode' and contact numbers for other State services such as DPTI Road hazards, signal Faults, emergency and SES for assistance during and after major incidents
- Improvements to the sand bagging location spots and communication to the community
- Creation of dashboards and questionnaires in the customer request system to triage requests efficiently to the correct department and/or authority

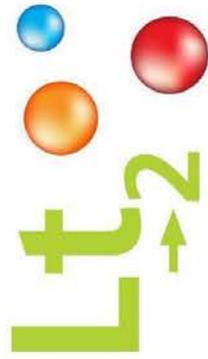
Forecasted Savings and Benefits

While the initial project objectives focused on internal communication improvement, the outcomes have resulted in a mixture of internal and external customer benefits. Arguably the most significant improvement is the ability for the community and relevant government agencies to monitor and track requests via the Council website using live information on a GIS map. It has been identified that this functionality could be applied to other customer requests across other relevant request types, if successful.

While the new process has been developed and implemented, it is currently in trial phase and the true benefits and savings cannot be fully realised until the process has been repeatedly tested and measured. An update of the accurate benefits and savings will be provided to Council at a later date once enough data and feedback is collected.

Attachments

- 1. Lean Activity Report - 1 April - 30 June 2019**
- 2. Responsibility Flow Chart for 'Storm Mode' Process**



Continuous Improvement Activity Report

1 April - 30 June 2019

Prepared by Gemma Capocchia

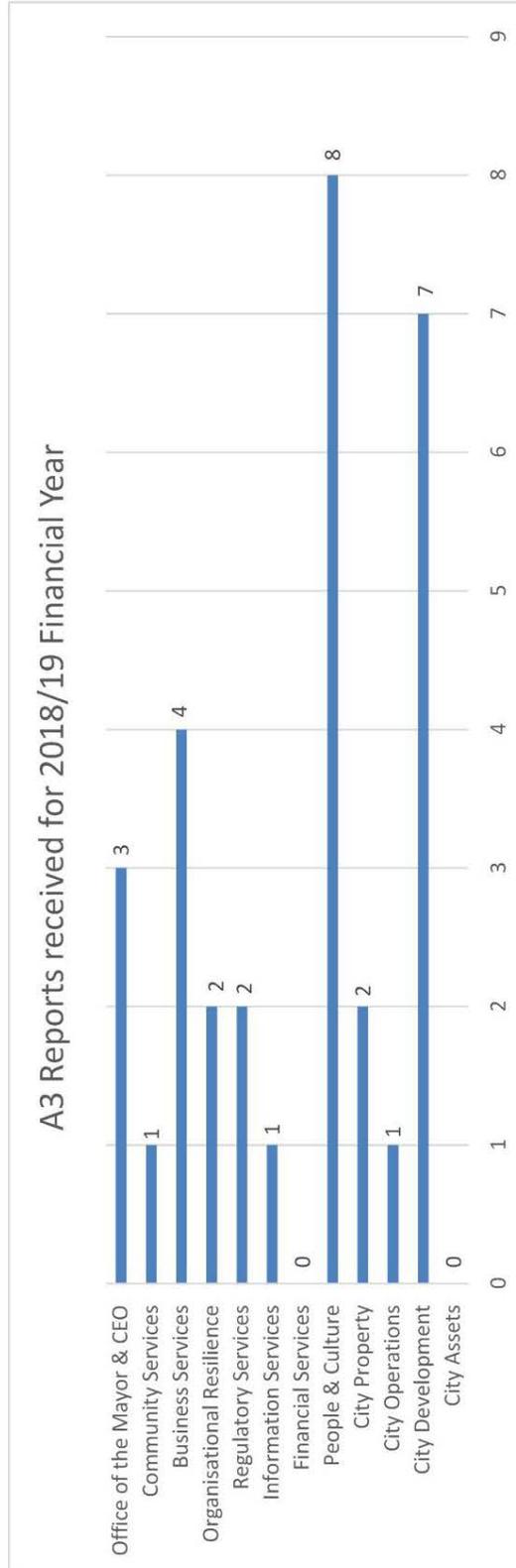


A3 Reports Completed - April to June 2019	
Office of Mayor & CEO	3
<i>Confidential Registers</i>	
<i>EA Duties and Tasks Review</i>	
<i>Minute Taking Process</i>	
Community and Business Services	3
<i>ARBAM/ISM</i>	
<i>Community Hubs - Checklists and Inspections</i>	
<i>Online Risk Assessment Tool</i>	
Corporate and Regulatory	7
<i>Drivers Licence Alerts (Dashboard) - People & Culture</i>	
<i>Probation Process (dashboards and alerts)</i>	
<i>HR online forms</i>	
<i>Performance Management process (EMS Pro)</i>	
<i>Customer Receiving via SMS</i>	
<i>Social Media Management (via Service Centre)</i>	
<i>Waste Management Enquiries</i>	
Urban Services	4
<i>Property Customer Request Improvements (via Fusion)</i>	
<i>Allocating Civil Work to Asphalt Program</i>	
<i>City Development Phone Management</i>	
<i>Section 7 Process</i>	
Total of A3 Reports Received YTD	31 (+17)
Target for 2019/20 financial year	40 (30% increase)



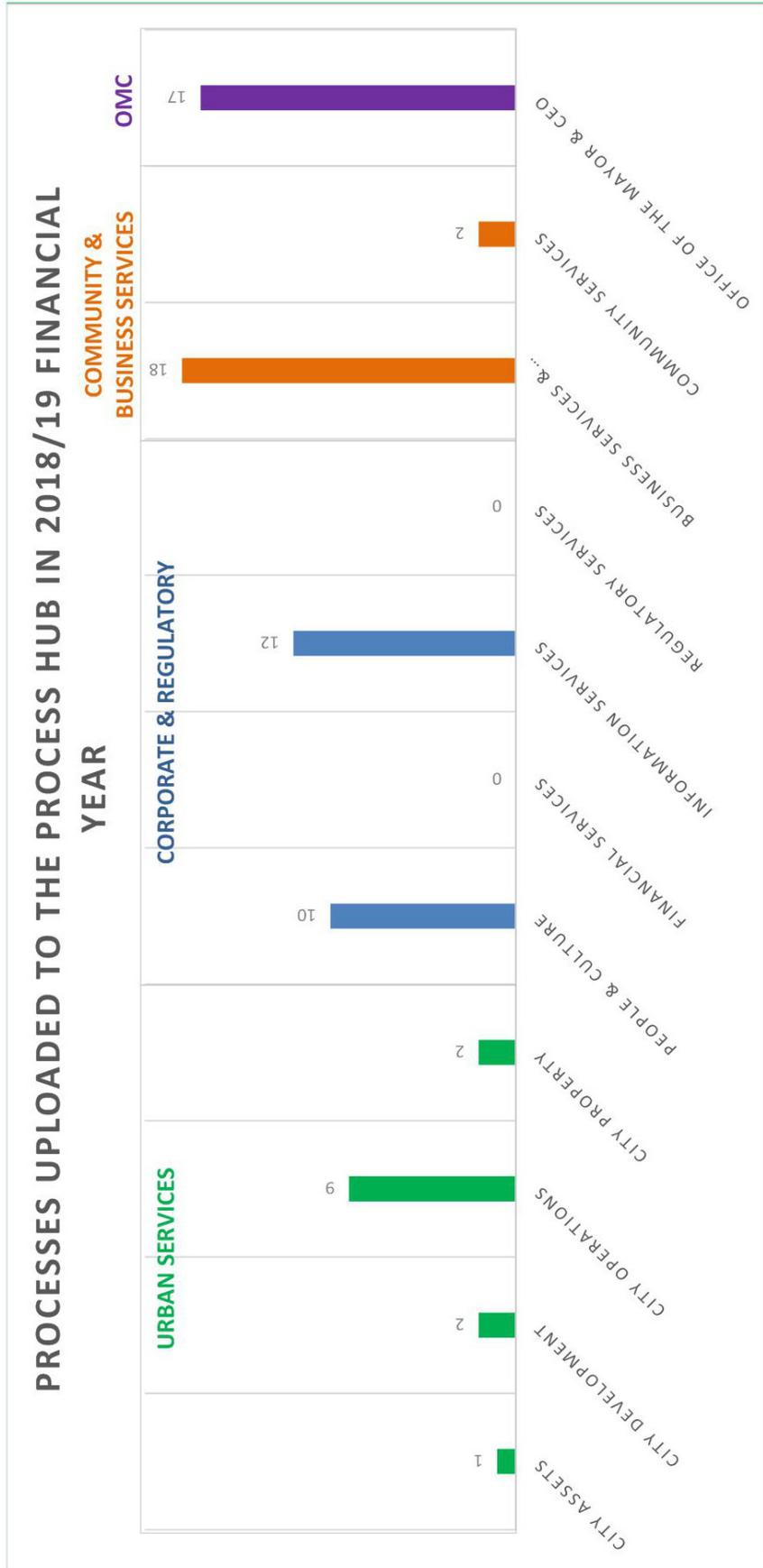
Comments:

Last quarter there were only three (3) A3 Reports submitted for the quarter, compared to fourteen (17) this quarter (82% increase). The continuous improve team has increased engagement across all areas of the business to improve the activity and participation in improvement activity. There were a total of 28 improvements submitted for the financial year, compared to eighteen (18) at the end of the 2017/18 financial year, thus a 36% improvement in improvement reporting. Below is an overview of A3 reports received per department for the 18/19 financial year.





Process Register Documents			
Number of Processes to date	73 (10% increase from Quarter 3)		
KPI	100		
Corporate and Regulatory	22	Urban Services	14
		Community & Business	20
		Office of the Mayor and CEO	17





Lean Facilitated Projects Update Projects Completed last quarter			
Process	Division	Minimum Forecasted Savings / Outcomes / Update	Progress
Storm Management Process	City Operations	Process developed to enact during a storm management period which changes the workflow when CWT is in 'storm mode' to help prioritise customer requests and reduce duplication with external authorities such as the SES	COMPLETE
Project Management Tracking Process	Information Services / Urban Services	Creation of a centralised and standardised project management tracking mechanism that has the following capabilities: - Save files in Objective - Ability to assign a contractor to tasks - Provide a %age of project completed - Ability to retain site notes and provide context with comments and photographs - Highlight overdue items and differentiate critical issues - Incorporate milestones - Give relevant managers access to oversee projects - Ability to send email reminders Currently awaiting trial with City Property	



LEGEND

	Progress that has occurred this quarter
	Progress that occurred in previous reporting periods

Projects in Progress			Progress
Process	Division	Minimum Forecasted Savings / Outcomes / Update	
Permits for Events Process	All divisions	Due to resourcing issues, the IT team have committed to engaging a third party to complete this project. Expected completion is to occur within the next quarter.	90%
Council Leased Buildings	City Property	New register populated - awaiting trial and stakeholder feedback	90%
Swimming Pool Building Inspections (Review)	City Development	Review of mobile inspection module to increase the usage of mobile technology in the building team. Minor system changes yet to be implemented.	90%
Tree Maintenance (Mobility)	Urban Services	The IT team are currently developing an in-house solution to Pilot that links to the Asset management system	70%
Customer Parking Complaints	Regulatory Services	The key objectives of this project are to reduce employee effort and improve the customer experience. There are currently excessive hand offs and long winded processes embedded in our IT and manual systems which heavily impact the customer. The project team have presented to management who are reviewing the proposed improvements.	90%
Street Waste Bins Management Process	Regulatory Services/City Operations	The key objectives of this project are to : - Review the current attributes collected against public waste bins and determine a revised list of attributes that address all stakeholder requirements - Discuss the current process(es) for the installation, disposal and data collection of street bins and bin surrounds and generate solutions to improve consistency and inventory management across the City Operations	90%
ON HOLD UNTIL OPEN SPACE AUDIT TO AVOID DUPLICATION			



Projects in Progress		
Process	Division	Minimum Forecasted Savings / Outcomes / Update
Onsite safety check form	People & Culture	As part of the mobilisation project, the CI Team are working with WHS and City Operations to develop an Online JSEA for workers. The form is currently developed and will be reviewed by the new WHS Business Partner before a trial is conducted.
Elected Member Expenditure (Capping) Process	Office of the Mayor & CEO	The objective of this project is to consolidate/streamline all EM expenditure information to easily access information for reporting. The new system will monitor and breakdown Elected member expenses and differentiate between 'capped' and non 'capped' expenses

Progress

80% complete

50% complete

Next Quarter's Projects:
<ul style="list-style-type: none"> • Reports to Council Review • Public Liability (Review) • Community Centre Bonds Review & Payment Process • Customer Relationship Management Process <ul style="list-style-type: none"> • Systems Review • Development Damage on Council Property <ul style="list-style-type: none"> • City Operations Store Purchase



Milestones / Activities to achieve in 2019				
Key Activity	Details	Due Date	Status	Comments
1 Learning Development & Training	Lean Training – Develop new training material to deliver to departments	June 2019	Not yet started	
	Process Hub training	Ongoing		
	A3 Report Training	Ongoing	In progress	Ongoing - focus on one on one training with officers
	Organise Manager Training - Lean Leadership	October 2018 July 2019		Date changed due to budget constraints
	Organise Coopers Brewery Tour for management group	December 2019		
	Upload completed projects to Compass to share with organisation	Ongoing	On track	Storm Management story published this quarter
	Provide training of all new staff and staff requiring refresher for new systems in City Operations to build confidence and competency	July 2019		A level of competency has been achieved with majority of staff
	Create forum on Compass for Continuous Improvement Champions	May 2018 October 2019	Overdue	This action has been removed as this is not considered the most effective means of communication and information sharing
	Develop CI promotional materials	July 2019		
	Update Continuous Improvement Compass Pages	ongoing		Reporting (this document) also be shared
2 Marketing and Communication	Attend departmental team meetings and undertake Lean Simulation with team	ongoing		Attended tool box meetings for City Operations
	Review and improve the Lean Project Register	December 2019		
	Develop CI simulation	October 2019		



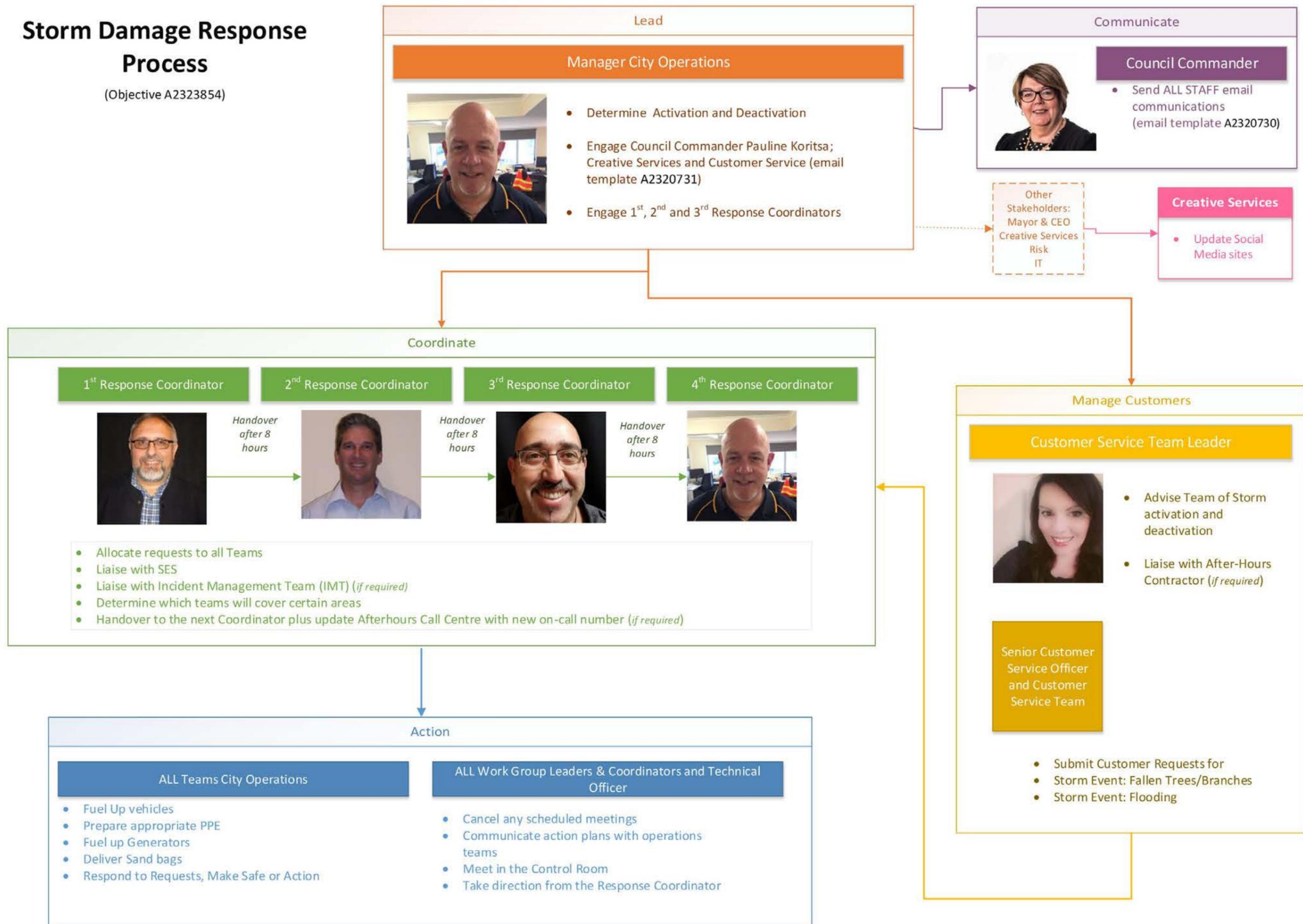
3	Document and Process Development	<p>Increase A3 Report documentation</p> <p>Assist departments in documenting processes</p> <p>Monthly Manager Lean Catch Up meetings</p> <p>Work with areas to upload a minimum of 150 processes to the Process Hub</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>June 2019 June 2020</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>Achieved through providing quarterly reports</p> <p>Meetings scheduled for the year</p> <p>73 processes were uploaded in the last financial year. 150 processes in total are predicted to be uploaded within the next financial year</p>
4	Culture and Vision Development	<p>Conduct internal Lean Awareness / Refresher sessions</p> <p>Continuous Improvement Inductions with New Staff</p> <p>Develop and facilitate Innovation workshop with Leadership Forum</p> <p>Update facilitation process to include risk assessments</p> <p>CI Representation in Culture Collaborators Forum</p>	<p>Ongoing</p> <p>Ongoing</p> <p>July 2018</p> <p>August 2018</p> <p>Ongoing</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>Quarterly Inductions undertaken. Simulation created to be delivered in sessions</p> <p>Complete – Risk team are currently measuring improvements in Cat Cages project as a trial</p> <p>Completed – Trialled with L:ease Register project</p>
5	Collaboration	<p>IT / Lean / Customer Service monthly discussions</p> <p>Attend Local Government Continuous Network Forums</p> <p>Develop and integrate a cost-benefit analysis to forecast savings</p> <p>Project scope template to be developed to forecast savings and benefits</p> <p>Explore CI opportunities for collaboration / partnership beyond local government</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 2019</p> <p>July 2018 January 2019</p> <p>April 2019</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>City Assets are now incorporated in this meeting to ensure alignment with Asset Mobility Strategy</p> <p>Scheduled to attend 5th August</p> <p>Completed for 2019 projects</p> <p>Opportunities may exist from attendance at the Lean Summit 2019</p>



6	Metrics, Measurement and Reporting	Pathway data analysis to measure customer request mobile improvements - customer turnaround times Collectively measure time and cost savings quarterly Improve City Operations management reporting on Customer Requests Follow up with impacted staff to measure improvements and amend any issues caused by changes implemented Embed CI Executive priority projects into Departmental Annual Service Plans in partnership with City Strategy Measure improvements and collect feedback from stakeholders: - Elected Member Requests - Storm Mode Process -Project Management Tracking	ongoing July 2019 November 2019 Ongoing June 2019 December 2019	     	Meetings scheduled to review and improve this with relevant stakeholders Attended toolbox meetings and attended to staff on site to gather feedback Completed and approved by management
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Storm Damage Response Process

(Objective A2323854)



17.5 Mandatory Training

Brief

This report seeks approval for those Elected Members who have yet to complete their mandatory training to do so via the LGA on-line portal.

RECOMMENDATION

It is recommended to Council that:

1. Cr Papanikolaou be approved to complete Module 3 - Council and Committee Meetings mandatory training module at Local Government House, from 1pm - 4pm on 29 August 2019 at a cost of \$300.
2. Cr Reynolds be approved to complete Module 1 - Introduction to Local Government mandatory training module via the LGA on-line training portal at a cost of \$200.
3. Cr Vlahos and Cr O'Rielly to be approved to complete Module 2 - Legal Responsibilities mandatory training via the LGA on-line training portal at a cost of \$200 each.
4. In the event those Elected Members who have elected to undertake their mandatory training in-house or face to face at the LGA are not able to complete the remaining mandatory training, \$200 per Elected Member be approved per mandatory training module they are required to complete via the LGA on-line training portal.
5. It notes that Module 4 - Financial Management & Reporting mandatory training module will be arranged on-site for those four Elected Members who have yet to complete this module.

Introduction

Regulation 8AA of the Local Government (General) Regulations obliges Elected Members, within twelve months of being elected to Council, to undertake mandatory training in accordance with the Local Government Association's Training Standards (Standards).

These Standards require all new Elected Members to undertake four mandatory training modules being:

- Introduction to Local Government
- Legal Responsibilities
- Council and Committee Meetings
- Financial Management

They also prescribe that continuing Elected Members undertake, at a minimum, the following two modules:

- Legal Responsibilities
- Financial Management

Discussion

As was the case following the 2014 Local Government Elections, on-site training of all four mandatory training modules has been provided this year by either KelledyJones Lawyers or Mr John Comrie.

As a consequence, all new Members that have attended all four of these on-site mandatory training module sessions have satisfied their obligations under the legislation as have those continuing Members who have undertaken both the on-site Legal Responsibilities and Financial Management and Reporting mandatory training modules.

However, due to circumstances beyond their control, a small number of Members have been unable to complete their mandatory training obligations in-house.

The table below details the current status of Member's mandatory training.

Name	Module 1 Introduction to Local Government	Module 2 Legal Responsibilities	Module 3 Council and Committee Meetings	Module 4 Financial Management & Reporting	Number of Modules to Complete	Mandatory Training Completed
Mayor Coxon	✓	✓	✓	✓	0	Yes
Cr Huggett	✓	✓	✓	✓	0	Yes
Cr Anne McKay	✓	✓	✓	✓	0	Yes
Cr Kym McKay		✓		x	1	No
Cr Mugavin	✓	✓	✓	✓	0	Yes
Cr Nitschke	✓	✓		✓	0	Yes
Cr O'Rielly	✓	x		x	2	No
Cr Pal	✓	✓	✓	✓	0	Yes
Cr Papanikolaou	✓	✓	x	✓	1	No
Cr Reynolds	x	✓	✓	x	2	No
Cr Tsiaparis	✓	✓	✓	✓	0	Yes
Cr Wilton	✓	✓	✓	✓	0	Yes
Cr Vlahos	✓	x	✓	✓	1	No
Cr Wood	✓	✓		x	1	No
Cr Woodward	✓	✓		✓	0	Yes

* Continuing members were not required to complete Modules 1 and 3 (shaded salmon)

These Members have been offered the following methods to complete their training by the due date:

1. On-line via the LGA's on-line training portal - Cost: \$200 per participant
2. Face to face at the LGA - Cost: \$300 per participant
3. Webinar via LGA - Cost: \$300 per participant
4. In-house - available for Module 4 only.

Those Members have elected the following:

Member	Module Title	Preferred Option
Cr McKay	Financial Management & Reporting	In-house
Cr O'Rielly	Financial Management & Reporting	In-house
Cr O'Rielly	Legal Responsibilities	On-line via LGA on-line portal
Cr Papanikolaou	Council and Committees	Face to face at the LGA
Cr Reynolds	Introduction to Local Government	On-line via LGA on-line portal
Cr Reynolds	Financial Management & Reporting	In-house
Cr Vlahos	Legal Responsibilities	On-line via LGA on-line portal
Cr Wood	Financial Management & Reporting	In-house

Council approval is required for those Members who wish to complete their mandatory training via the LGA and the recommendations contained in this report seek that approval. In the event that Members are unable to attend the on-site or face to face training, a recommendation is included to enable them to undertake the relevant module on line via the LGA on-line training portal.

As this is mandatory training, the training cap does not apply.

Conclusion

This report provides an update on the status of mandatory training for all Members and seeks approval for those Members who wish to complete their mandatory training via the LGA.

Attachments

Nil

17.6 LGA Leadership Session for Elected Members

Brief

The Local Government Association has advised that enrolments are now open for the Elected Members Leadership Session to be held on Monday 19 August 2019 at Local Government House.

RECOMMENDATION

It is recommended to Council that:

1. Subject to confirmation, Council approves the attendance of Cr/sat the Local Government Association Elected Members Leadership Session on Monday 19 August 2019 at Local Government House.
2. Expenses be reimbursed in accordance with Council policy.

Introduction

The Local Government Association (LGA) Education and Training Service has advised that enrolments are now open for the Elected Members Leadership Session to be held on Monday 19 August 2019 at Local Government House. It is a one-day professional and personal leadership session for both continuing and newly elected councillors which will focus on ways to better lead and manage through challenging situations; a topic that has been communicated to LGA Training as valuable.

The session will be held between 9.30am and 4.30pm at LGA House, 148 Frome Street, Adelaide.

Discussion

The Elected Members Leadership Session is an ideal opportunity to network and learn with other Elected Members from across the state while learning new techniques in managing difficult conversations.

The session will be facilitated in two parts:

1. **'Shared learning & networking'** - a chance to 'take stock' and reflect and share key learnings from your leadership experience since the beginning of the first term. Facilitated by Rowena McLean, Director, Sector Development, LGA, this session will be interactive, fun and an opportunity to build an elected member's network beyond your own council patch.
2. **'Managing difficult conversations'** - learn ways to better lead and manage challenging situations. Debra Sarre, the founder and Principal Consultant of SarreODL will facilitate this session. Deb will offer practical ways to develop skills in leading more effectively and managing difficult situations. Typical scenarios will be used in a safe and respectful learning environment.

The cost of the Elected Members Leadership Session is:

\$550 + GST per participant
\$495 + GST 2-5 participants per Council
\$465 + GST 6-10 participants per Council

A further reduced rate can be negotiated with the LGA for more than 11 participants.

Attendance at this session will be registered on Council's training register, which the Chief Executive Officer is required to maintain pursuant to the *Local Government (General Regulations) 1999*, for inclusion in Council's 2019/20 Annual Report. It will also form part of the Elected Member Training and Development \$4,000 cap for the 2019/20 financial year (FY).

Conclusion

The Local Government Association of SA's Education and Training Service is conducting Leadership Development Session for Elected Members on Monday 19 August 2019 at Local Government House.

Attachments

1. Elected Membership Leadership Session

Local Government Association of South Australia - Course



The voice of local government.

Home	Training & Service Options	Elected Member Training	Calendar	About Us
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Elected Members Leadership Session

Duration: 9:30am - 4:30pm

Location: Local Government House - 148 Frome Street Adelaide, 5000

Delivery: Face to face

For: Elected Members

Course overview:

This session is an ideal opportunity to network and learn with other Elected Members from across the state while learning new techniques in managing difficult conversations.

The session will be facilitated in two parts:

1. **'Shared learning & networking'** - a chance to 'take stock' and reflect and share key learnings from your leadership experience since the beginning of the first term. Facilitated by Rowena McLean, Director, Sector Development, LGA, this session will be interactive, fun and an opportunity to build an elected member's network beyond your own council patch.
2. **'Managing difficult conversations'** - learn ways to better lead and manage challenging situations. Debra Sarre, the founder and Principal Consultant of SarreODL will facilitate this session. Deb will offer practical ways to develop skills in leading more effectively and managing difficult situations. Typical scenarios will be used in a safe and respectful learning environment.

Debra is a coach, facilitator and educator supporting the development of leaders. Drawing on 20 years experience, she specialises in building strong and positive leaders and teams. She will encourage participants to explore and learn new ways to manage the multiple conversations an Elected Member leadership role demands.

For further information about the session please contact Liz O'Flynn, Program Manager, LGA Training liz.oflynn@lga.sa.gov.au or on 08 8224 2044.

TRAINING FEE	
\$550 + GST	Per participant
\$495 + GST	2 to 5 participants per council
\$465 + GST	6 to 10 participants per council
Contact us!	11 + participants
Training includes morning or afternoon tea	

Elected Members Leadership Session Local Government House, Adelaide 19 Aug 2019

[Book Now](#)

[Express your interest](#)

17.7 Liveable Cities Conference 2019

Brief

This report provides notice of the 2019 Liveable Cities Conference to be held at the Adelaide Convention Centre from Monday 12 to Tuesday 13 August 2019.

RECOMMENDATION

It is recommended that:

1. Council approves the attendance of Cr Dominic Mugavin at one day of the 2019 Liveable Cities Conference to be held at the Adelaide Convention Centre from Monday 12 to Tuesday 13 August 2019.
2. Expenses be reimbursed in accordance with Council policy.

Introduction

The 2019 Liveable Cities Conference to be held at the Adelaide Convention Centre from Monday 12 to Tuesday 13 August 2019.

Discussion

The 2019 Liveable Cities Conference theme is "2020 and Beyond –Leadership in healthy and connected global communities and regions."

The Conference will explore the progress and implementation of the UN's Sustainable Development Goals, leadership from all sectors that contribute to vibrant, inclusive and well-appointed cities and towns.

The Conference will feature four concurrent streams in City Rooms 1 to 4 from a range of keynote speakers.

Some of the sessions include:

- Access to Housing: Dissolving Perceptions of Territorial Stigma, London's Thamesmead
- Changing Behaviours and Building Communities, One Living Smart Course at a Time
- Climate Ready Communities: Empowering Volunteers to Spread the Climate Preparedness Message
- What is the Best Strategy? Blue-Green Infrastructure Scenario Testing and Benefit Cost Analysis Tools
- Encouraging a City to be Age Friendly - the City of Unley Experience
- Creating More Affordable and Sustainable Communities: Landcom's Healthy and Inclusive Places Survey and Results
- Modelling Future Cities
- Cooling Communities: The Relationship Between Heatwaves, Health, Energy and Vulnerable Communities

A copy of the program is attached for Members' information (**Attachment 1**).

The total conference package is \$1,075 per person and includes the following:

- Attendance at the Conference sessions and keynote presentations
- Conference materials, including handbook, Book of Proceedings & Book of Abstracts (online)
- Access to presenter podcasts following the Conference
- Meals for the duration of the Conference including morning tea, lunch and afternoon tea
- Ticket to the Networking Function* including drinks and canapés on Monday 12 August 2019.

Attendance at this Conference will form part of the Elected Member Training and Development \$4,000 cap for the 2019/20 financial year (FY).

Cr Dominic Mugavin has expressed his interest in attending one day of the conference with the registration cost being \$675. He would not be exceeding his allocation of the \$4,000 'cap' for the 2019/20 FY by attending one day of this conference.

Conclusion

The report provides notice to Elected Members of the 2019 Liveable Cities Conference to be held at the Adelaide Convention Centre from Monday 12 to Tuesday 13 August 2019.

Attachments

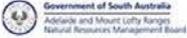
1. 2019 Liveable Cities Conference Program

Program 2019

Sunday, August 11, 2019

	Communities Tours		
12:00 PM - 5:00 PM	<p>Communities Tour 1 Explore the hills and its sustainable approach to a state of the earth sustainable production and lifestyle, meet the maker's growers and producers who live and breathe community and the passion of healthy and connected communities. Transport and lunch is included.</p> <p>Communities Tour 2 Visit and experience 3 of SA iconic premier sustainable communities. Explore the future approach to inner city suburban living from conception to delivery in urban regeneration. Bus transfers, tour guide and lunch are included</p>		
6:00 PM - 8:00 PM	Sunday Liveable Cities Community Meet Up		

Monday, August 12, 2019

	City Room 1	City Room 2	City Room 3	City Room 4
8:30 AM - 8:35 AM	Welcome to Country			
8:35 AM - 8:45 AM	Welcome and housekeeping			
8:45 AM - 9:00 AM	<p>Welcome Address Cr Sandy Verschoor, Lord Mayor, City of Adelaide</p>			
9:00 AM - 9:30 AM	<p>LivableCity2050 : Ideas & opportunities to blow your mind Mr Stephen Yarwood, Urban Futurist, City2050</p>			
9:30 AM - 10:00 AM	<p>A Recipe for Liveability Cr Margaret O'Rourke, Lord Mayor, City of Greater Bendigo</p>			
10:00 AM - 10:30 AM	<p>Ko te Awa te mātāpuna o te ora. The River is the Source of Spiritual and Physical Sustenance Dr Rāwiri Tinirau, Trust Deputy Chair, Ngā Tāngata Tiaki o Whanganui</p>			
10:30 AM - 11:00 AM	Morning Tea - Day 1			
	<p>Morning Tea proudly sponsored by Natural Resources Adelaide And Mount Lofty Ranges</p> 			
	<p>Panel Chair: Ms Suzette Jackson</p>	<p>Urban Design Chair: Dr Caroline Miller</p>	<p>Community Building Chair: Dr Marjan Hajjari</p>	<p>Future Changes Chair: Ms Kerryn Wilmot</p>
11:00 AM - 11:30 AM	<p>Panel - It's What's on the Inside that Matters – The Role of Interior Ecosystems in the Creation of Livable Cities Session Chair: Ms Mia Feasey, CEO, Siren Design Panel: Mr Andrew Borger, Head of Office Development, Charter Hall; Suzie Barnett, General Manager, Junglify; Natalie Slessor, GM Workplace/Change, Lend Lease; Gavin Winter, Manager, Institute for Future Environments, Queensland University of Technology</p>	<p>Access to Housing: Dissolving Perceptions of Territorial Stigma, London's Thamesmead Ms Cara Doherty, LSE Alumna (Cities Programme), London School of Economics and Political Science (Cities Programme)</p>	<p>Transforming Housing NZ's Portfolio - The Simple-CM Way! (...with a little help from Rupert The Bear!) Mr Anthony Flannery, Director, Re-imagine Ltd</p>	<p>Changing Behaviours and Building Communities, One Living Smart Course at a Time Ms Ruby Wake, Urban Sustainability Officer, Natural Resources Adelaide & Mt Lofty Ranges Parks & Regions, Department for Environment and Water</p>
11:30 AM - 12:00 PM	Panel Continued...	<p>Urban Flexibility and Societal Resilience: A Twenty Thousand Year Old Trend That Can Help to Forecast Future Trends Dr Helen Wilkins, City of Canada Bay Council, Senior Planner - LEP Review</p>	<p>Workplaces of the Future are all About Super-Experiences Mr Paul Edwards, General Manager Of Workplace Experiences, Mirvac</p>	<p>Improving Sustainability and Liveability in Growth Area Subdivisions Mr Craig Harris, Principal, Low Impact Development (LID) Consulting P/L</p>
12:00 PM - 12:30 PM	Panel Continued....	<p>Transit-Oriented Wayfinding & Assistive Technologies that Support Everyone Informed by Universal Design Ms Sally Swanson, CEO, Sally Swanson Architects, Inc.</p>	<p>Climate Ready Communities: Empowering Volunteers to Spread the Climate-Preparedness Message Ms Dani Austin, Community Adaptation Project Officer, Australian Red Cross</p>	<p>Urban Metrics – Learning from our Streetscapes: An analysis of Melbourne's Historic and Contemporary Retail Facades Mr Martin Heide, Senior Associate, NH Architecture</p>
12:30 PM - 1:30 PM	Lunch - Day 1			
	Lunch proudly sponsored by the Sustainable Australia Fund			

 SUSTAINABLE AUSTRALIA FUND				
	Inclusive Communities Chair: Mr Richard Brecknock	Greening Cities	Aging Population Chair: Dr Caroline Miller	Fishbowl Chair: Ms Leanne Muffet
1:30 PM - 2:00 PM	Solitude in the City: Implications of the Growth of Lone-Person Households for Cities Ms Georgia Vitale, City Strategy and Planning Leader Australasia, Arup	What is the Best Strategy? Blue-Green Infrastructure Scenario Testing and Benefit Cost Analysis Tools Ms Kim Markwell, Freshwater Ecologist, E2Designlab	Connecting Wearable Device Data and City Environments: Opportunities to Increase Older Adults' Agency and Wellbeing Through Consumer Wearable Use - A Case Study Dr Alen Keirnan, Swinburne University Of Technology	Fishbowl - City Technology vs City Sustainability: Friends or Foes?
2:00 PM - 2:30 PM	Ephemeral public space and new social life: assessing the impact of temporary interventions Carles Martinez-Almoyna, Lecturer In Landscape Architecture, Victoria University Of Wellington	Valuing Our Green Places - A Social Return on Investment Evaluation Ms Katherine Wearne, Project Officer Social Outcomes, City Of Parramatta Council	Community Identity: How Social Infrastructure Supports Older People's Wellbeing and Ability to Age in Place Ms Polly Fong, Doctoral Researcher, University of Queensland	Fishbowl Continued...
2:30 PM - 3:00 PM	Accessible and Inclusive Urban Design: Market to Riverbank and Bank Street Upgrade Ms Rebecca Connelly, Designer, City Of Adelaide; Ms Carina Green, Senior Landscape Architect City Of Adelaide; Mr Tony Starkey, Royal Society of the Blind	From Grey to Green: A proposition for a More Accessible and Greener Adelaide Mr Tim Conybeare, Studio Director, Aspect Studios	Encouraging a City to be Age Friendly - the City of Unley Experience Ms Mandy Smith, Manager, Community Development & Wellbeing, City Of Unley	Fishbowl Continued....
3:00 PM - 3:30 PM	Afternoon Tea - Day 1			
	Masterclass Chair: Ms Leanne Muffet	Community Engagement Chair: Dr Marjan Hajjari	Leadership Chair: Ms Maria Zotti	Workshop
3:30 PM - 4:00 PM	Masterclass - Visioning a Positive Future with One Planet Living Ms Suzette Jackson, Executive Officer & One Planet Lead, Bioregional Australia Foundation; Mr Phil Donaldson, Director, Sustain SA	Creating More Affordable and Sustainable Communities: Landcom's Healthy and Inclusive Places Survey and Results Ms Cara Brigham, Sustainability Manager, Social Landcom	Planning for People? Start with Reality Mr Michael Maxwell, Lead Social Planner, Blacktown City Council	Workshop - Hosted by the Heart Foundation Ms Tuesday Udell, Senior Policy Advisor, Heart Foundation
4:00 PM - 4:30 PM	Masterclass Continued...	Australia's Largest City-Wide Conversation on Liveability: Plan your Brisbane Ms Kim Stone, Project Manager & Ms Emma Andrews, Chief Operating Officer, Articulous Pty Ltd	Building Flexible Spatial Data Infrastructures to Support Sustainable Cities Mr Matthew Purss, Senior Advisor - Geospatial Standards, Geoscience Australia	Workshop Continued...
4:30 PM - 5:00 PM	Masterclass Continued....	Street Meets - Cutting the Red Tape to Make it Easier to Host a Street Party Ms Sarah Maddock, Place Leader, City Of Charles Sturt	Does the Local Council's Involvement in the Planning of Residential Development Generate Benefits to the Residents? Dr Maksym Polyakov, Senior Research Fellow, UWA	Workshop Continued....
5:00 PM - 6:30 PM	Networking Function			

Tuesday, August 13, 2019

	City Room 1	City Room 2	City Room 3	City Room 4
7:00 AM - 7:45 AM	Tuesday Morning Walk with the Heart Foundation Meet Amelia from the Heart Foundation who will be facilitating a social morning walk from 7am. Get energised before the first session at 8:30am. Turnaround times will be tight so please come prepared and either bring your walking shoes and moveable clothing or be prepared for a quick change before our opening keynote. This is an informal walk and won't have the content of the Monday afternoon 'workshop.'			
8:30 AM - 9:00 AM	Food for Thought - Benefit Sharing with Indigenous Communities Towards Enterprise Development within the Native Foods Industry Ms Suzanne Thompson, Co-chair, Australian Native Food & Botanicals			
9:00 AM - 9:30 AM	Sustainable Disruption: Designing and Building the Future and How This Works in Cities and Regions Mr Brendan Condon, Director, Australian Ecosystems Pty Ltd			
9:30 AM - 10:00 AM	Liveability in Australia - Future Challenges and Considerations Dr Tim Williams, Australasia Cities Leader, Arup			

10:00 AM - 10:30 AM	Morning Tea - Day 2			
	Sustainable Development Goals Chair: Mr Pham Thai Son	Water Chair: Ms Kim Markwell	Happiness, Health and Wellbeing Chair: Mr Chris Bracher	Place Making Chair: Ms Kerry Wilmot
10:30 AM - 11:00 AM	How Metropolitan Strategies Can Deliver Local Planning and Design Outcomes for People Mr Halvard Dalheim, Executive Director, Strategic Planning Integration, Department Of Planning, Industry & Environment	Transitioning Towards World's Best Practice in Water Management to Deliver Liveable, Resilient and Productive Cities Ms Kim Markwell, Freshwater Ecologist, E2Designlab	At Home in the City: Addressing Urban Isolation in the Context of Australian Cities Ms Hannah Slater, Development Manager; Ms Madeleine Swete Kelly, Senior Architect, Blight Rayner Architecture	Modelling Future Cities Ms Sarah Tasic, Associate, Arup
11:00 AM - 11:30 PM	Defining Liveability Through Community Priorities Dr Marjan Hajjari, Senior Urban Designer in Department of Jobs, Precincts and Regions (DJPR), Victoria	Integrating Adelaide's Alternative Water Supply Mr Craig Flavel, Senior Groundwater Engineer, Water Technology	Liveable Cities with a Dose of Nature: the Role of Strategic Partnerships in the Co-Delivery of Health and Wellbeing and Environmental Benefits Ms Carmel Williams, Manager, Health Determinants and Policy Unit, Department for Health and Wellbeing & Ms Rachel Pfitzner, SA Department for Environment and Water	Placemaking for Economic Success - Real World Examples Mr Matt Barratt, Creative Director; Mr Andrew Hoyne, Principal And Founder, Hoyne
11:30 AM - 12:00 PM	Digital Engineering a Progressive and Sustainable City Mr Jonathan Hows, Practice Director - Buildings, Jacobs	Water Sensitive Community Action - Community Co-Design in Inner City Brisbane Ms Rachael Nasplezes, Senior Scientist, Healthy Land And Water	Water for Health and Wellbeing Ms Gayathri Jasper, Liveability Program Advisor, Water Services Association Of Australia	The Health Benefits of Open Space at a Melbourne Hospital Mr Dominic Blackham, Principal, Mosaic Insights
12:00 PM - 12:45 PM	Lunch - Day 2			
	Table Top Presentations Chair: Ms Suzette Jackson	Strategies, Planning and Design for People Chair: Mr Chris Bracher	Environment Chair: Ms Kim Markwell	Transport Chair: Mr Tony Walker
12:45 PM - 1:15 PM	Table Top Dr Anne Kovachevich, Foresight And Innovation Leader, Arup Ms Josie Raftery, Principal Planner, Toowoomba Regional Council Ms Christy Spler, Urban Sustainability Coordinator, Natural Resources Adelaide and Mount Lofty Ranges Mr Peter Maganov Manager, Sustainability Randwick City Council Ms Sofie Pringle, Project Leader, Peddle Thorp & Queensland University of Technology Mr Christopher Butcher & Bec Taylor, City of Adelaide	Important Park Characteristics for Encouraging Park Visitation, Park-Based Physical Activity and Social Interaction Among Adolescents Ms Elise Rivera, Phd Candidate, Deakin University	Cuddly Companions or Fanged Killers: The Cat Policy Conundrum Dr Caroline Miller, Associate Professor, Massey University	Pedestrianization Challenges Around Future Transit Oriented Development Area in Dhaka, Bangladesh Ms Shaila Islam, Graduate Student, The University of Tokyo
1:15 PM - 1:45 PM	Table top cont	Cooling Communities: The Relationship Between Heatwaves, Health, Energy and Vulnerable Communities Ms Alison Rowe, Chief Executive Officer, Australian Energy Foundation	Urban Cooling in the Wet and Dry Tropics: Modelling Case Studies of Weipa, Australia and Amaravati, India Ms Stephanie Jacobs, Strategic Project Officer, Mosaic Insights	Transport on Demand: Bridging the Gap Between Car and Bus Mr Clint Feuerherdt, CEO, Transit Systems
1:45 PM - 2:15 PM	Table top cont.	The Empowering Potential of Community Organising in Australia: A Regional City Case Study Ms Helen Masterman-smith, Senior Lecturer, Charles Sturt University	Just Add Light: Utilising Narrative Lighting Design to Bring Spaces to Life Mr Jason Pilkington, Planner, Palmerston North City Council	The Importance of Urban Structure and Form in Delivering Sustainable Transport Outcomes Mr Michael Grosvenor, Adjunct Lecturer, University Of Southern Queensland
2:15 PM - 2:45 PM	Afternoon Tea - Day 2			
	Keynote Water Panel Moderator: Dr Michelle Maloney, Convenor of the Australian Earth Laws Alliance (AELA)			
2:45 PM - 4:15 PM	The Importance of Healthy Waterways in Ecosystem and Human Health Panel Members: Mr Grant Rigney, Water Coordinator, Ngarrindjeri Regional Authority (SA) Dr Rāwiri Tinirau, Deputy Chair, Ngā Tāngata Tiaki o Whanganui (NZ) Department of Environment, Water and Natural Resources (SA) Ms Mellissa Bradley, State Program Manager, Water Sensitive Urban Design (WSUD) (SA) Mr Peter Andrews OAM, Grazier, and Consultant on the Advisory Board of Rain for Climate (NSW)			
4:15 PM - 4:30 PM	Conference Close			

17.8 Information Services Security Audit - Confidential Order Review

Brief

In accordance with the provisions of Section 91(9)(a) of the *Local Government Act 1999*, this report presents the annual review of the confidential order applied to Item 10.1 Information Services Security Audit at the 17 October 2016 Meeting of Audit and Risk Committee.

RECOMMENDATION(S)

It is recommended to Council 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 and 18 September 2018 meetings, 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.

Introduction

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

Discussion

At its 17 October 2016 meeting, the Audit and Risk Committee ordered that the report relating to the Information Services Security Audit, the Minutes arising from the report, attachments and any associated documentation, be retained in confidence and not available for public inspection for a period of 10 years from the date of the meeting, on the basis that the information received, discussed and considered in relation to this agenda item is information, the disclosure of which would severely expose and compromise the security of Council's information technology networks and the information contained within it to the detriment of Council and the public and, as such, is contrary to the public interest.

While the Chief Executive Officer (CEO) has reviewed this confidential order (the Order) on a monthly basis in accordance with his delegated authority, the CEO has not revoked the Order. Consequently, as this Order will operate for a period exceeding twelve (12) months, the Act requires that it be reviewed by Council itself.

Conclusion

As the confidential order applied by the Audit and Risk Committee at its 17 October 2016 meeting in relation to Item 10.1 - Information Services Security Audit has been in place for twelve (12) months, Council is required to review it and determine whether it should be revoked or remain in situ.

Attachments

Nil

18 LOCAL GOVERNMENT BUSINESS

18.1 Local Government Circulars

Brief

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

RECOMMENDATION

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

Discussion

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

The indices attached for Members' information in this report are numbers 28, 29 and 30.

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

Attachments

1. Local Government Circulars Weeks 28, 29 and 30



Local Government Association of South Australia

28.1 My Local Services App Report It feature now delivers wizard approach and multiple report photos

The LGA have upgraded the My Local Services App to deliver a wizard style approach to lodging a report and now allows the user to attach multiple photos to their report.

28.2 Local Government Recreation and Sport Network: Opportunity to be involved

The Local Government Recreation and Sport Network is a way to connect staff in councils working in recreation and sport with one another. The Network seeks a point of contact from every council to facilitate sharing of information and ideas.

28.3 Environment Protection Authority reviewing the Local Nuisance and Litter Control Act 2016

The EPA is undertaking a minor review of the Local Nuisance and Litter Control Act 2016. The EPA will consider any issues that have arisen since the commencement of the legislation. The EPA has issued a Discussion Paper to inform the review and is seeking submissions by Friday, 4 October 2019.

28.4 LGA Jetties Working Group: Opportunity to be involved

The LGA is forming a working group to support member councils and inform our collective negotiation with the State Government regarding leases for the future management of jetties. This Circular provides details on how councils can be involved.

28.5 Consultation - Draft Standard for Dual Reticulation Infrastructure

You are invited to review and provide feedback on the Draft Standard for Dual Reticulation Infrastructure which is being developed by The Office of the Technical Regulator (OTR) for the water industry in South Australia.

28.6 Places filling fast: Tourism and Councils Forum

LGA Training has scheduled a 'Tourism and Councils' Forum on the 16th August 2019 for Elected Members and council staff keen to understand more about the tourist economy. If you would like to attend please enrol now as places are filling fast. For further information please see the following circular.

28.7 Update: Elected Member Mandatory Online Training

LGA Training wishes to provide further important information in addition to Circular 25.2 Elected Member Mandatory Online Training. Information can be found in this circular.

28.8 Claim your place: Local Government Volunteer Management Forum

LGA Training's 'Local Government Volunteer Management Forum' for Volunteer Managers and Coordinators is now only three weeks away. (Friday 2nd August 2019) Fees have been drastically reduced to encourage attendance. Places are filling fast! To enrol and for further information about the program please see this circular.

28.9 Nominations Open - 2019 LGITSA Awards

Nominations for the 2019 Local Government Information Technology (LGIT) SA Awards are now open. The LGITSA Awards have been developed to promote and reward excellence in Information Technology (IT) and Information Management (IM) across the Local Government sector in South Australia. Nominations are to be submitted by 26 August.



Local Government Association of South Australia

29.1 LGA Board of Directors meeting 18 July 2019 - Agenda available

The LGA Board of Directors will meet on Thursday 18 July 2019 at City of Whyalla, Darling Terrace, Whyalla. The agenda is now available and this circular provides a list of reports to be considered at the meeting.

29.2 Representation Quotas 2018-19

To assist councils to comply with the requirements of the Local Government Act in relation to their 2018-19 Annual Reports, the LGA has released a table of Representation Quotas for all SA councils.

29.3 Input required to determine Stormwater Management Authority priorities from 2020- 2025

The Stormwater Management Authority (SMA) is seeking views on how it should decide where to invest in stormwater management planning from 2020 to 2025

29.4 Enrolments closing soon for July 'Report Writing' workshop

LGA Training has scheduled a 'Report Writing' workshop at LG House in Adelaide on Friday 26th July 2019. Enrolments close COB Wednesday 24th July 2019. Please register now to secure your place. Further details about this full-day session can be found in this circular.

29.5 Adobe 3rd Participation Deadline - Enterprise Term Licence Agreement (ETLA)

Councils are reminded that if you wish to take advantage of the pricing for Adobe Products under the LGA Procurement Enterprise Program negotiated with Adobe, you need to have your order placed with Data#3 by 19 August 2019.

29.6 Local Government Research & Development Scheme – applications closing soon

Applications seeking funding for Local Government Research close at 4pm on Monday 29 July 2019

29.7 Places filling fast: Local Government Volunteer Management Forum

Places are filling fast for LGA Training's 'Local Government Volunteer Management Forum'. This forum, designed for Volunteer Managers and Coordinators is now only two weeks away; scheduled for Friday 2 August 2019 at LG House, Adelaide. Fees have been drastically reduced to encourage attendance. Further information about the program can be found in this circular.

29.8 Don't miss out: Register now for LGA Training's 'Tourism and Councils' Forum

Places are filling fast for LGA Training's 'Tourism and Councils' Forum scheduled for the 16th August 2019. We encourage you to enrol now so you don't miss out on this exciting event! This forum has been developed for Elected Members and council staff keen to understand more about the tourist economy. Fees have been drastically reduced to encourage attendance. For further information please see the following circular.

29.9 LGA Training- What's coming up!

LGA Training schedules a wide selection of training programs annually that meet the needs of the sector. Take a look at this circular for details about what's on offer in the next months.

29.10 Enrolments now open: Elected Members Leadership Program

Enrolments are now open for the second 'Elected Members Leadership Program' since the 2018 elections. This program is a series of one-day professional and personal leadership sessions for both continuing and newly elected members, designed to assist the continual growth of skills pivotal to the elected member role. Further information about this program can be found in this circular.

29.11 2019 LGA Roads and Works Conference

Registrations are now open for the 2019 LGA Roads and Works Conference, being held in Renmark from 14-16 August.

29.12 REMINDER: 2019 LGA Annual General Meeting - Proposed Items of Business from Members

Councils are reminded to submit any proposed Items of Business for the 2019 LGA Annual General Meeting (AGM) by Monday 5 August.

29.13 LGA Heritage Position Paper: endorsed by the Greater Adelaide Region Organisation of Councils (GAROC)

The LGA has submitted a Heritage Position Paper to the State Planning Commission, seeking transition of existing heritage protections into the new planning system, and greater engagement with local government on the detail of the Planning and Design Code as it relates to heritage and character. This Circular provides further detail.

29.14 2019 UDIA Urban Futures State Conference – Book now!

The draft program is now available for the UDIA State Conference. Book now to secure your spot and accommodation.

30.1 Off-road Vehicles and the Natural Resources Committee of Parliament

You are invited to make a submission to the Natural Resources Committee of Parliament into the use of off-road vehicles by 16 August 2019.

30.2 \$5m Regional Growth Fund Now Open for Applications

Applications are now OPEN but CLOSE 9 August 2019. This is your chance to gain funding from \$50,000 up to \$2 million for new job and export creation projects.



Local Government Association of South Australia

30.3 READVERTISED - Nominations sought for the South Eastern Water Conservation and Drainage Board

The close of nominations for the above Board has been extended to 19 August 2019

30.4 Enrol now: Elected Members Leadership Session

Enrolments are now open for the second Elected Members Leadership session since the 2018 elections. This session scheduled for Monday 19 August 2019 is part of a series of one-day professional and personal leadership sessions for both continuing and newly elected members.

30.5 Last chance to enrol: Local Government Volunteer Management Forum

Places are filling fast for LGA Training's 'Local Government Volunteer Management Forum'. This forum designed for Volunteer Managers and Coordinators is now only one week away so register now!

30.6 LGA Training- What's coming up!

LGA Training schedules a wide selection of training programs annually that meet the needs of the sector. Take a look at this circular for details about up-coming training.

30.7 CEO Advisory Group Casual Vacancy - call for expressions of interest

Expressions of Interest are being sought from CEOs within the GAROC region to fill one casual vacancy on the LGA CEO Advisory Group to provide expert advice on a range of issues to the LGA Board of Directors and the LGA more generally.

30.8 CWMS Differential Pricing of Services - Revised Property Units Code (Draft for Consultation)

The Code for Establishing and Applying Property Units as a Factor for the Imposition of Annual Service Charges for Community Wastewater Management Systems has been revised extensively and feedback is now being sought from the Sector.

30.9 Feedback sought on the development of the new South Australian Housing and Homelessness Strategy

Feedback is sought on outcomes, objectives and principles developed by the SA Housing and Homelessness Taskforce for the development of the new South Australian Housing and Homelessness Strategy.

31.1 Discussion Paper on Changes to Renewable Energy Policies

The State Planning Commission has released a discussion paper that proposes new planning policies for South Australia's renewable energy sector, ahead of public consultation on the Planning and Design Code later this year.

31.2 LG Emergency Management Seminar 2019

Local Government Emergency Management Seminar Thursday 12 & Friday 13 September 2019

31.3 Expression of interest - i-Responda Essentials trainers

Expression of interest - i-Responda Essentials trainers

31.4 AGM & Breakfast Presentation - SA Local Government Financial Management Group

The SA Local Government Financial Management Group AGM and breakfast presentation is being held on Friday 30 August 2019 at the Stamford Plaza Adelaide with Guest Speaker, Stephen Pallaras. Registrations close on Friday, 23 August 2019.

19 MEMBER'S BOOKSHELF

Nil

20 CORRESPONDENCE**20.1 Introduction of Local Government Reform Bill to Parliament in 2020**

Correspondence has been received from the Minister for Transport, Infrastructure and Local Government and Minister for Planning, Hon Stephan Knoll MP, announcing his intention to introduce a Local Government Reform Amendment Bill to Parliament in the first quarter of 2020 (**Attachment 1**).

RECOMMENDATION

That the correspondence be received.

Attachments**20.1 Introduction of Local Government Reform Bill to Parliament in 2020**



Government
of South Australia

The Hon Stephan Knoll MP
Member for Schubert

2019/00328/T04

Mr Michael Coxon
City of West Torrens
165 Sir Donald Bradman Drive
HILTON SA 5033

Dear Mayor

Shortly I intend to publish in the South Australian Government Gazette a schedule of representation reviews to be completed by all South Australian councils. I bring this to your attention as this schedule will establish the period in which the City of West Torrens must undertake its review as June 2020 – June 2021.

While I am confident that the publication of this schedule will provide your council with sufficient lead time to undertake this important process, I also note that changes to the provisions in the *Local Government Act 1999* (the Act) that guide representation reviews may be considered within the local government reform process currently underway.

I intend to introduce a Local Government Reform Amendment Bill to Parliament in the first quarter of 2020. However, I am aware that any amendments that are made to the provisions that relate to representation reviews may have a material impact on a process that your council may have begun in accordance with the gazetted schedule.

I am advised by the Department of Planning, Transport and Infrastructure that Parliament may consider utilising transitional provisions in the Amendment Bill to enable a council that may have commenced a representation review under the current provisions to enable the completion of these reviews in accordance with these provisions, or to transition at an appropriate point to any amended provisions.

I trust this information is of assistance. If you have any questions on this matter, please contact Ms Alex Hart, Director, Office of Local Government at alex.hart@sa.gov.au.

Yours sincerely

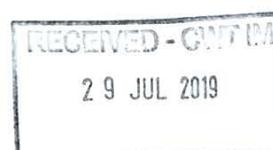
A handwritten signature in black ink, appearing to be 'Stephan Knoll'.

**HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING**

23 / 7 / 2019

Minister for Transport, Infrastructure and Local Government
Minister for Planning

Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



21 CONFIDENTIAL

21.1 Amazone Tower Legal Advice

Reason for Confidentiality

The Council is satisfied that, pursuant to Section 90(3)(h) and (i) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (h) legal advice.
- (i) information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council.

RECOMMENDATION

It is recommended to Council that:

1. Pursuant to Section 90(2) of the *Local Government Act 1999*, Council orders, that the public, with the exception of the Chief Executive Officer, members of the Executive and Management Teams in attendance at the meeting, and meeting secretariat staff, be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 21.1 Amazone Tower Legal Advice, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Section 90(3)(h) and (i) because of the threat of litigation and the Council's consideration of related legal advice.
2. At the completion of the confidential session the meeting be re-opened to the public.

22 MEETING CLOSE

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1 MEETING OPENED**2 PRESENT****3 APOLOGIES****4 DISCLOSURE STATEMENTS**

Committee Members are required to:

1. Consider Section 73 and 75 of the *Local Government Act 1999* and determine whether they have a conflict of interest in any matter to be considered in this Agenda; and
2. Disclose these interests in accordance with the requirements of Sections 74 and 75A of the *Local Government Act 1999*.

5 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of the meeting of the City Services and Amenity Standing Committee held on 2 July 2019 be confirmed as a true and correct record.

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

Nil

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

Nil

10 MOTIONS WITHOUT NOTICE

11 CITY SERVICES AND AMENITY REPORTS

11.1 Part Road Closure - Sherriff Street, Underdale

Brief

To formally implement a part road closure in Sheriff Street, Underdale, to restrict through access in the southbound direction, from the southern kerb alignment of Ashley Street to a point approximately twelve metres south, for the purposes of rationalising the flow or impact of traffic within a part of the Council's area.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. Pursuant to Section 32 of the Road Traffic Act 1961, all vehicles, except bicycles, emergency service vehicles and vehicles authorised by the City of West Torrens, be excluded from access in the southbound direction on the section of Sheriff Street, Underdale, from the southern kerb alignment of Ashley Street to a point approximately twelve metres south, for the purposes of rationalising the flow or impact of traffic within a part of the Council's area.
2. The part road closure in Sheriff Street in the southbound direction shall commence on the day of publication of notice of the part road closure in the Advertiser newspaper.
3. The Manager City Assets be authorised to implement the part road closure works in Sheriff Street, Underdale, from the southern kerb alignment of Ashley Street to a point approximately twelve metres south, in accordance with the Road Traffic Act. 1961.

Introduction

The Local Area Traffic Management (LATM) Plan for the Underdale/Torrensville area was adopted by Council in June 2015. The adopted LATM Plan included the removal of an existing roundabout at the intersection of Sheriff Street and Ashley Street and the implementation of a part road closure to restrict southbound access from Ashley Street into Sheriff Street for rationalising the flow or impact of traffic within the area.

Discussion

The part road closure in the southbound direction in Sheriff Street at Ashley Street (**Attachment 1**) is part of the LATM Plan for the area to restrict through traffic from using Sheriff Street, which is a local street, and to encourage the main traffic flows in the area to use Ashley Street, which is designated as a major collector road, to travel to and from Holbrooks Road.

Exceptions to the part road closure include bicycles, vehicle access for emergency service vehicles and vehicles authorised by the City of West Torrens, for servicing and emergency purposes.

The current legal provision for the conditional closure of roads to vehicular traffic is Section 32 of the Road Traffic Act 1961.

Section 32 of the Road Traffic Act 1961 requires Council to give prior public notice of its intention to make a road closure (or part road closure) at least one month before the passing of such a resolution:

- c) By notice published in a newspaper circulating generally within the State and in a newspaper circulating within the Council area;
- d) By post to each ratepayer of land immediately abutting the section of road subject to the proposal;
- e) Consultation with an affected council (in this case, there is no adjoining council affected); and
- f) Consultation with the Commissioner of Highways (in this case, the subject proposal is not located adjacent to a road under the care, control and management of the Commissioner of Highways).

The advanced notifications of Council's intention to close part of Sheriff Street were published in the Public Notices columns of the Advertiser, CoastCity Weekly Messenger and Westside Weekly Messenger newspapers on 12 June 2019.

Written notice of the proposed part road closure, in accordance with Section 32(1) (d) of the Road Traffic Act 1961, was sent to the adjoining property owners on 17 June 2019.

There were no submissions received in response to the public notices of the proposed part road closure or from adjoining property owners notified by post. As there were no submissions received, and the required approvals have been given, Council may resolve to implement the part road closure.

The provisions of Section 32 of the Road Traffic Act 1961 requires that a resolution to exclude vehicles from a street, road or public place must be supported by a majority of all members of Council.

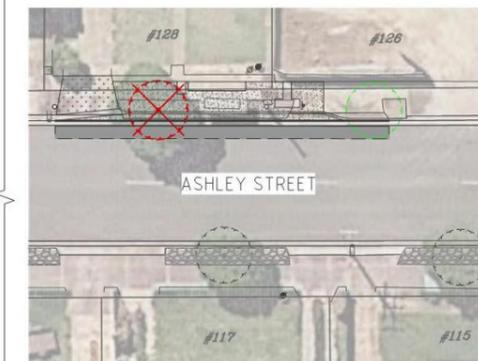
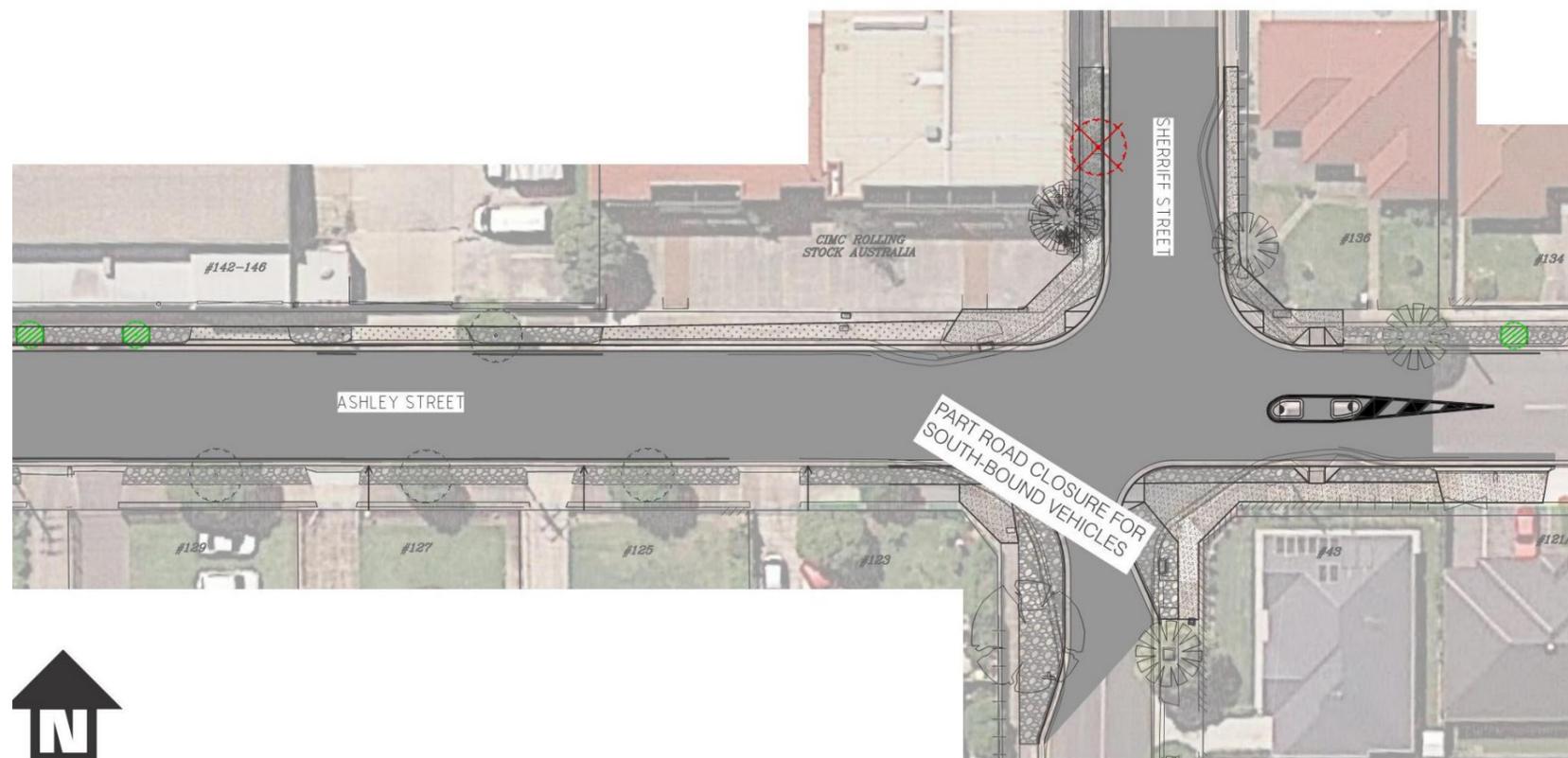
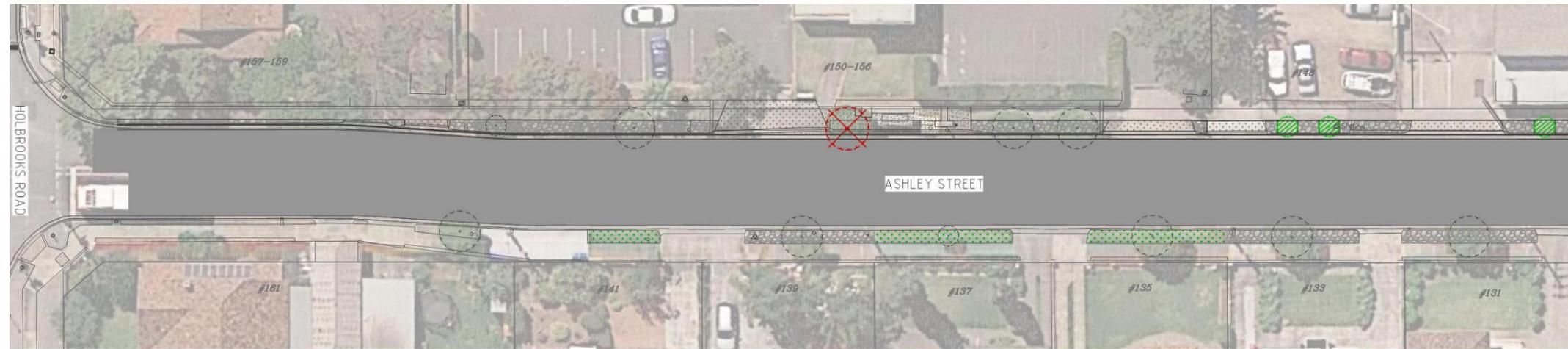
Conclusion

The conditional closure to vehicular traffic of the section of Sheriff Street in the southbound direction, from the southern kerb alignment of Ashley Street to a point approximately twelve metres south, is part of the Council's LATM Plan to manage traffic flows in the area.

Attachments

- 1. Plan of Partial Road Closure - Sherriff Street, Underdale**

Ashley Street, Underdale - Road Reconstruction



LEGEND

-  INDUSTRIAL TYPE CROSSOVER
-  PAVEMENT
-  CONCRETE
-  X6 RUBBLE
-  LOAM
-  EXISTING TREE WITH EDGING AND MULCH BACKFILL.
-  NEW TREE WITH EDGING AND MULCH BACKFILL.
-  EXISTING TREE TO BE REMOVED.

11.2 Community Development Initiatives update - Thriving Neighbourhoods and Our Big Back Yard

Brief

The purpose of this report is to brief Council on two collaborative community development initiatives currently in progress.

RECOMMENDATION

The Committee recommends to Council that the update report on the Thriving Neighbourhoods and Our Big Backyard initiatives be received.

Introduction

The Community Services Department is currently working collaboratively on two initiatives focussed on facilitating community development opportunities for the West Torrens community. The initiatives are working in a local collective impact group called 'Thriving Neighbourhoods' and working on a collaborative project regarding outdoor community spaces called 'Our Big Backyard'. The purpose of this report is to brief and update Council on these two initiatives.

Discussion

Thriving Neighbourhoods

Thriving Neighbourhoods is a collective impact group working in the West Torrens area. The group brings together community partners to plan and develop collaborative action to strengthen outcomes for children, youth and families within West Torrens. Its vision is 'Children, youth and families live in thriving neighbourhoods where people know, support and inspire each other.'

Collective impact is a framework to address complex social issues. It is an innovative and collaborative approach that brings together community members, local business, community groups, government organisations and not for profit organisations to achieve long lasting social change. Thriving Neighbourhoods is one of several collective impact groups in South Australia.

The strength of collective impact lies in bringing together passionate stakeholders from across the community to work together with a common agenda and shared outcomes. Thriving Neighbourhoods member organisations have come together to create meaningful and sustainable social change, with a strong focus on building safe, connected and engaged communities across West Torrens. Together members have agreed on a vision and a set of shared outcomes, along with key indicators to track progress against these outcomes. Tracking outcomes and impact in the community is a key part of collective impact, as it ensures the group is continuing to work together towards the same outcomes.

Thriving Neighbourhoods three key outcomes are:

1. People are safe - people feel confident in themselves, in their homes and in their neighbourhoods
2. People are connected - people feel a sense of belonging through knowing and being known in their neighbourhoods
3. People are engaged - people contribute, share and are involved in their neighbourhoods

The group has members from the local community and from the following organisations:

- Brooklyn Park Church of Christ
- Multicultural Communities Council of SA
- City of West Torrens
- Red Cross

- Cowandilla Children's Centre
- Richmond Baptist Church
- Cowandilla Primary School
- Torrensville Child and Family Centre
- Gowrie SA
- Uniting Care Wesley Bowden
- Lockleys Children's Centre



Thriving Neighbourhoods currently has three project teams working on different initiatives to facilitate, support and build stronger connections across West Torrens.

Know Your Neighbours - Thriving Neighbourhoods has received grant funding to deliver this project, which aims to build stronger connections across the community where people are experiencing disadvantage or social isolation.

Joining Playgroups in the West - This project aims to promote playgroups in West Torrens and connect more families with young children to a local playgroup.

Neighbourhood Connections - This is an ongoing project to create resources to build and support connection across the community.

The Know Your Neighbours project is being led by a community member, with support from leaders of the group and the rest of the project team. This approach of inviting community to be involved across all levels of the group creates more sustainable and genuine connections and builds trust across the community.

Thriving Neighbourhoods has delivered five Pop up Cafes over the last three years, for residents of Marleston, Kurralta Park and Plympton. These suburbs were specifically chosen based on AEDC and ABS data that show a higher proportion of families in these areas are experiencing disadvantage. POP up Cafes had a strong focus on facilitating opportunities for connection between neighbours, with all of the activities on the day designed to support this. All staff and volunteers at the event spent as much time as possible meeting and connecting with community members. This approach led to an increase in volunteer involvement, and an increase in the number of community members involved in planning, delivering and evaluating the events - the final event had more community members than paid staff on the project team.

Since its inception, Thriving Neighbourhoods has:

- Delivered five POP Up Café events attracting over 1200 local residents
- Created a Community Action Plan
- Established a Community Advisory Group for local community champions (currently on hold)
- Engaged with the community and increased the number of community volunteers involved in projects and events
- Presented at the South Australian Collective Impact Symposium about their work in community engagement and mobilisation
- Won a Baptist Care SA Grant to engage and connect with those experiencing disadvantage in the West Torrens community.

Thriving Neighbourhoods' work aligns closely with many of Council's strategic goals as outlined in the current Community Plan, especially in the areas of Community Life, City Prosperity and Organisational Strength. There are also strong links with the Community Services Annual Service Plan, through the Core Services of Community Activity and Community Connection.

Our Big Backyard

Council has partnered with Cowandilla and Lockleys Children's Centres and the Schools Education team from Natural Resources Management, to deliver a project called Our Big Backyard (OBBY).

The OBBY project was created and first delivered by two suburbs within the Onkaparinga Council area; Aldinga and Christies Beach, and is now being taken up by several other councils across Adelaide. The project aims to connect with children and families through schools, kindergartens and childcare centres to find out where families like to spend time outdoors, and how they like to play. This data is then used to create several resources that will support local families to be more active outdoors and to connect with and care for our natural environment. A map will highlight various places to play in the local community, and activity sheets will support families in engaging with nature play.

The suburbs for the West Torrens OBBY project have been selected based on ABS and AECD data as well as local knowledge: Brooklyn Park, Cowandilla, Hilton, Lockleys, Mile End, Torrensville and Underdale. Facebook and Instagram pages have been created to begin promoting the project across the community.

Currently the team are engaging with local education sites (Torrensville Primary, Torrensville Preschool, Torrensville Child and Family Centre, Lockleys Kindy, Lockleys Primary, Lockleys North Primary, Cowandilla Kindy and Cowandilla Primary) to connect with children, families and educators to learn more about where and how children and families play outdoors. Through this process, several local parents have joined the project team and are passionate about supporting the planning and delivery of this project. Consultation will also occur at Little Day Out events that are part of the West Torrens school holiday program. Early next year the data will be collated and analysed, with resource design to begin by mid-2020. The completed resources will be launched in October 2020, with activation events at some of the locations on the map to support and encourage families to visit new outdoor spaces.

Attachments

Nil

11.3 Urban Services Activities Report

Brief

This report provides Elected Members' with information on activities within the Urban Services Division.

RECOMMENDATION

The Committee recommends to Council that the Urban Services Activities Report be received.

Discussion

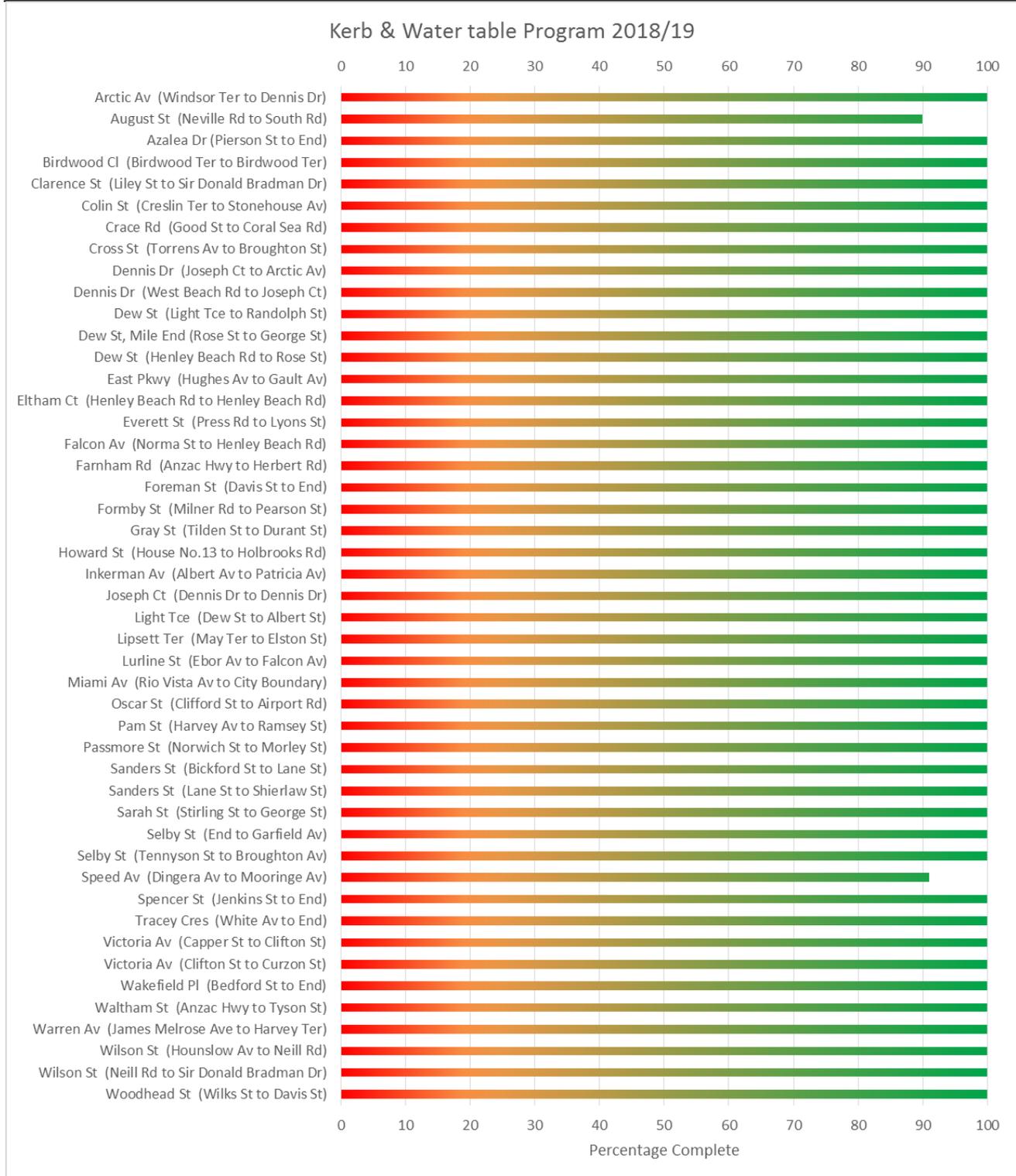
This report details the key activities of the City Assets, City Development, City Operations and City Property departments.

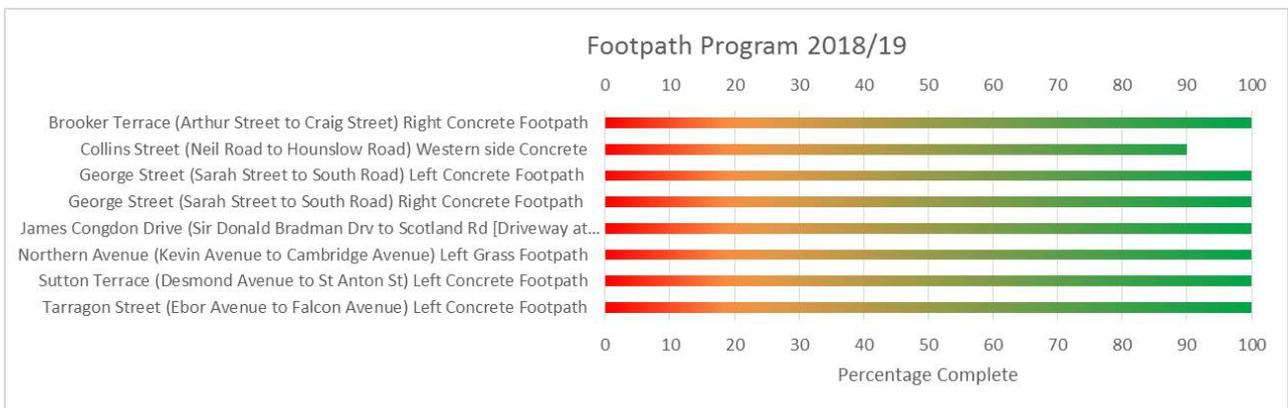
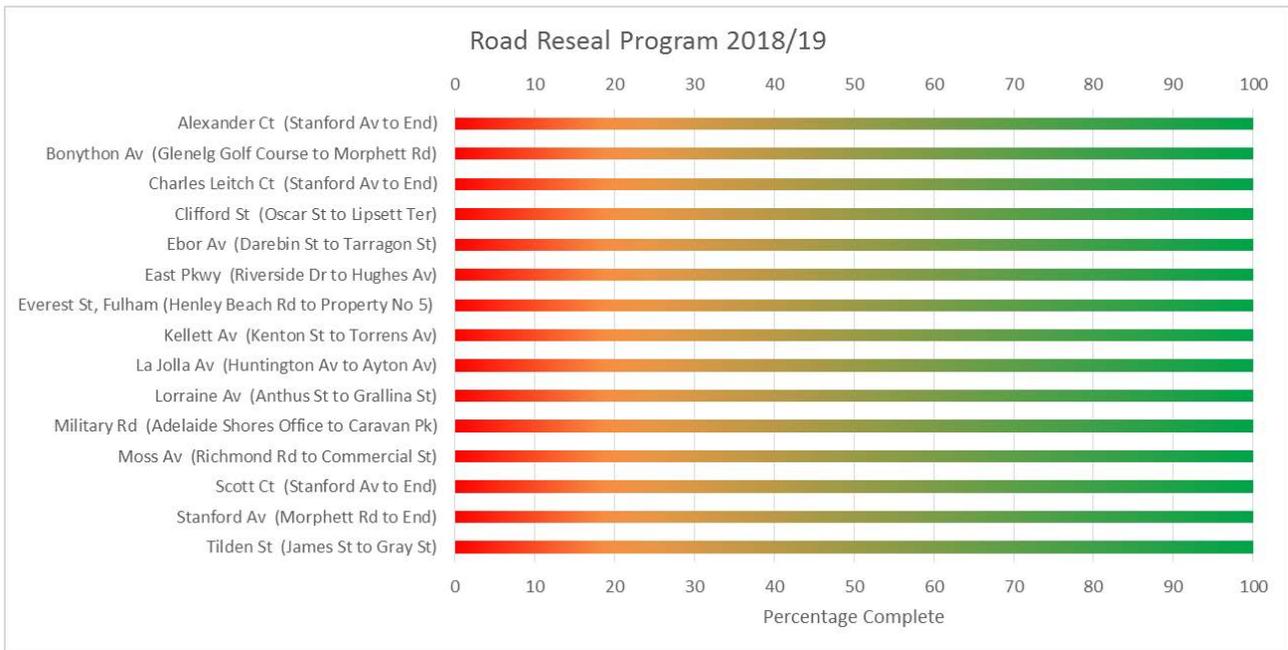
Special Project Work	
Rutland Avenue, Lockleys secondary drainage upgrade	Tendering and pricing for these works is currently underway, with award of these works anticipated for August 2019.
Brown Hill Creek Bridge Replacements	Detail design and documentation of these works are near complete, including costings and service authority agreements.
Shannon Avenue, Glenelg North, Stormwater Pump Station - Upgrade	The project to refurbish and upgrade the Shannon Avenue stormwater pump station has continued on site in July. The expected completion date has been extended from the end of August to early September 2019, due to inclement weather delays.
Westside Bikeway & Captain McKenna, (Pedestrian Path Lighting Project)	<p>The following is an update for the 2018/2019 & 2019/2020 program:</p> <ul style="list-style-type: none"> West Bikeway - Long Street, Birdwood Tce and Osborn Tce, Plympton, (up to Stonehouse Ave) works are continuing with an anticipated completion in August 2019. The program will continue into 2019/2020 with further project funding for Creslin Tce/Gunnawarra Ave, Camden Park; Captain McKenna Bikeway - Watson Ave and near Baroda Ave, Netley, works are continuing with an anticipated completion in August 2019, and the (stage 2) program will continue into 2019/2020 with further project funding.
River Torrens Bank Repair Works - SA Water	<p>The SA Water project has recently achieved completion of the ground condition improvement works to provide a suitable footing and foundation for the new wall to be constructed above.</p> <p>Based on verbal discussions with the SA Water project team, it is now estimated that the completion of the SA Water bank stabilisation works will be towards the later part of the 2019 calendar year.</p>

<p>Stirling Street Stormwater Drainage Upgrade, Thebarton</p>	<p>A major upgrade of the existing stormwater drainage in Stirling Street, Thebarton, has been scheduled within the 2019/2020 Budget. This will involve new trunk stormwater installation from West Thebarton Road through to the River Torrens outlet.</p> <p>During the recent upgrade of Phillips Street, the drainage within that project was identified for upgrade, with a new system installed the majority of the length of the works. This new works in Phillips Street is reliant on the Stirling Street upgrade to become effective in improvement of stormwater management within this area.</p> <p>The concept design for the Stirling Street upgrade was previously developed in support of the Phillips Street works.</p> <p>The consultants who undertook the concept design are continuing with the detail design and documentation development.</p>
<p>Sherriff Street Stormwater Drainage Upgrade, Underdale</p>	<p>The intersection of Ashley Street and Sherriff Street was recently upgraded as part of the Capital Works Program.</p> <p>In identification of historical stormwater drainage capacity issues in this location, the trunk stormwater drain under this intersection (running along Sherriff Street) was upgraded to have greater capacity.</p> <p>This additional capacity and any associated improvement will not be realised until the downstream section of drainage in Sherriff Street, from Ashley Street to the major receiving drain in Golden Glow Ave has similarly been upgraded.</p> <p>The upgrade of this section of drainage has been budgeted for in the 2019/2020 Budget.</p> <p>A fee offer for the detail design and documentation of this new drainage, as well as concept design for the upgrade of the existing drainage upstream of Ashley Street is currently being sort.</p>
<p>Admella Street, Thebarton (George street to Chapel St) -Road Upgrade</p>	<p>Detail design and documentation is near complete with a Council report to be tabled within the first quarter of the 2019/20 financial year.</p>
<p>LGA Public Lighting Working Group - Update</p>	<p>The LGA has submitted a response to the Australian Energy Regulator (AER) on behalf of all councils.</p> <p>A meeting of the LGA Public Lighting Working Group held 22 July 2019, commenced a review of the Australian Energy Regulator interim response on submissions. Feedback to AER on a number of issues that the AER believe could be resolved by parties through further engagement is sought by 31 July 2019.</p> <p>The draft determination from the AER won't be published until September 2019.</p>

Capital Works	
Road Reconstruction Works	<p>The following is an update on the road reconstruction projects occurring in our City:</p> <p>The following road reconstructions (2018/19) are complete:</p> <ul style="list-style-type: none"> - West Beach Road, West Beach - Mackirdy St, Fulham (Henley Beach Rd to Samuel St) - Sherriff St, Underdale (Norman St to Henley Beach Rd) - Ashley St, Underdale (Sheriff St to Holbrooks Rd) <p>The following road reconstructions are currently underway:</p> <ul style="list-style-type: none"> - Norma Street, Mile End (Section: South Road to Falcon Avenue) <p>It is anticipated that this project will be completed by Mid-September 2019.</p> <p>Currently the Administration are progressing with developing engineering surveys and underground service identifications and concurrently a design brief is being developed for the 2019/20 program.</p>
Kerb and Gutter Program 2019/20	Currently evaluating tenders for the selection of a contractor.
Surface Reseal Program 2019/20	Currently scoping a schedule of works with the Contractor(s).
Footpath Program 2019/20	Currently developing a tender for the section of a Contractor.

Capital Works (continued)





Capital Works (continued)

Playground Upgrade 2018/2019

The following is an update on the 2018/2019 replacement program for playgrounds at:

- Montreal Avenue Reserve, Novar Gardens - Works are complete;
- Cromer Street Reserve, Camden Park - Project has commenced and is scheduled for completion by mid-August 2019.
- Mellor Park Reserve, Lockleys - The project will be implemented as part of the Reserve Upgrade later this year.
- Apex Park Reserve, West Beach (additional equipment/expansion) - Project is included as part of the Apex Park Redevelopment and will be implemented in third quarter of 2019.

Reserve Irrigation Upgrades 2018/2019	<p>The following is an update on the 2018/2019 irrigation upgrade program for reserves at:</p> <ul style="list-style-type: none"> • Westside Bikeway, Marleston / Plympton, (staged project, selected areas within the linear park) - Staged works are currently completed for 2018/2019; • Lockleys Oval and surrounds, Lockleys - Project is included as part of the Lockleys Oval Redevelopment; • Cromer Street Reserve, Camden Park - Project is to be finalised upon completion of the playground upgrade, (works to commence in late August 2019); • Stirling Street Reserve, Thebarton - This project was included as part of the Phillips Street road upgrade works and is now complete.
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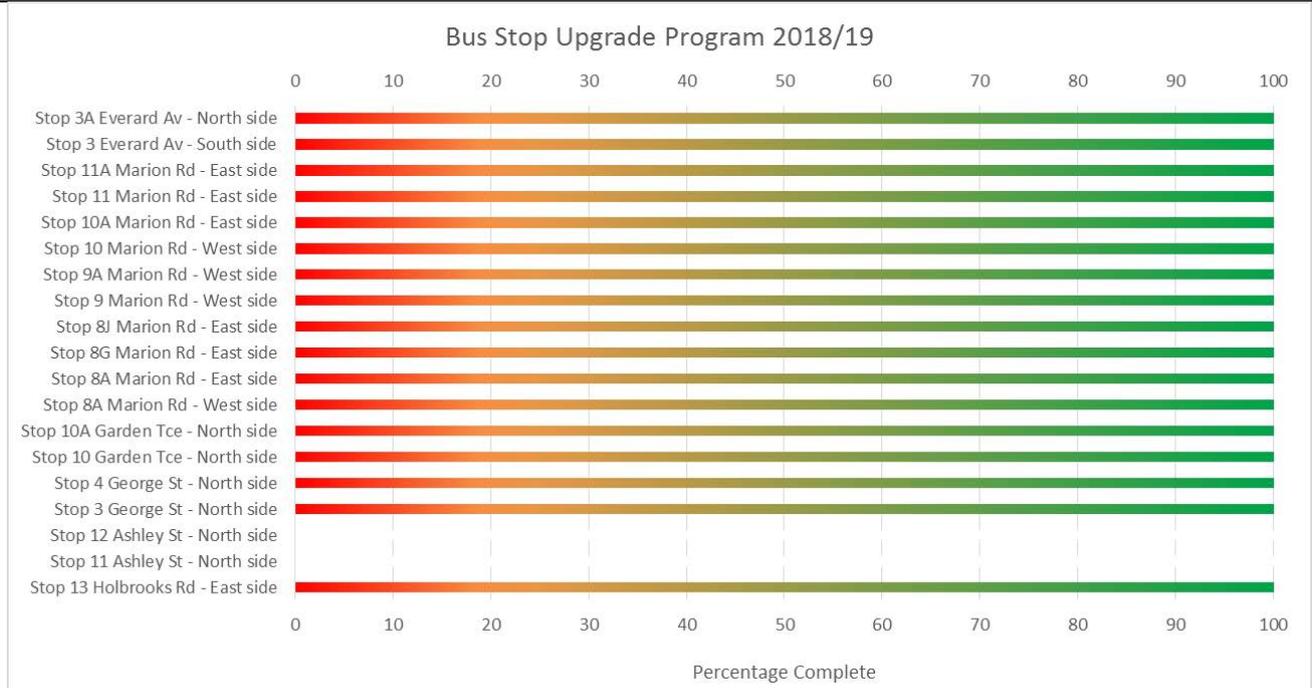
Traffic Projects and Parking Management

Torrensvile/Thebarton LATM	<p>The removal of the roundabout at Sherriff Street and Ashley Street and construction of the half road closure is complete.</p> <p>A concept plan for the traffic calming treatment at Hayward Avenue/Ashley Street, located west of West Street, by the Torrensvile Primary School (including the removal of the "bus only" control) has been developed and consultation is scheduled to be undertaken in August 2019.</p> <p>A concept plan was developed for traffic calming in Maria Street. Consultation closed on 1 March 2019. Feedback has been reviewed and a summary report has been prepared.</p> <p>Design for the pavement markings at North Parade and Shipster Street intersection has been completed and notifications have been sent to residents. Works are to be undertaken during August 2019 subject to inclement weather.</p>
Novar Gardens/Camden Park LATM	<p>Results of the feedback were presented to the working party on the 21 May 2019. Proposed revised plan(s) were discussed and it was resolved to pursue further localised consultation before the LATM finalisation and project construction staging.</p> <p>Localised consultations for the Coorilla Avenue and Bonython Avenue projects have been closed. Final consultation for the Saratoga Drive project is also closed. All feedback has been reviewed.</p> <p>Council has had an initial meeting with City of Holdfast Bay representatives to discuss projects within their City. Support has been provided in principle and localised consultation with residents (including Holdfast Bay) will be conducted once the City of Holdfast Bay Elected Members have approved.</p>

Richmond/Mile End LATM	<p>Results of the LATM feedback were presented to the working party on the 21 May 2019. The proposed LATM plan was discussed, and subsequently a review of the proposed plan is being undertaken prior to further consultation.</p> <p>Concept designs have been prepared for presentation to the working party meeting. Presentation and discussion material is being finalised.</p>
Marleston / Keswick / Kurralta Park / North Plympton / Ashford	<p>Full data collection has commenced including parking surveys and analysis. Key traffic count locations have been identified for further analysis for Ashford/Keswick.</p> <p>The Department of Planning, Transport and Infrastructure (DPTI) have provided traffic data for some of the key traffic count locations identified which adjoin Council and State roads.</p> <p>Crash data analysis for the area has been completed.</p> <p>It is anticipated that resident survey/questionnaire will be distributed in October/November 2019 seeking comments on traffic and parking within the study area.</p>
Blackspot project - Albert Street/George Street, Thebarton	<p>Installation of raised threshold at the Albert Street/George Street intersection commenced week beginning 17 June 2019. Works scheduled to be completed by 2 August 2019.</p>
Traffic and Parking Review	<p>Parking Review:</p> <ul style="list-style-type: none"> • Williams Street, Plympton - Consultation for installation of "No Parking" restrictions is underway. Feedback period closed on 14 June 2019. Feedback has been reviewed. Notification of works posted on the 11 July 2019. Line marking to be completed in coming weeks (subject to weather). • Gardener Street, Camden Park - Consultation for removal of 2P 8:00am-7:00pm zone between Fitzroy Avenue and Whelan Avenue. Consultation closed. Feedback to be reviewed. • John Street, Marleston - Parking Saturation Survey indicated high saturation outside of Warriappendi school. Consultation close on 19 July 2019. Feedback to be reviewed. • West Street, Torrensville - Consultation for new "2P 8am-5pm, Mon to Fri" zone on Eastern side between Ashwin Parade and Meyer Street. Consultation closed. Feedback did not have sufficient support. No further action at this time. • Chapman Street, Torrensville - Consultation for the installation of "2P 8am-5pm, Mon to Fri" closed on 11 June 2019. Notification to be posted and works to be carried out in coming weeks.

	<p>Traffic Requests:</p> <ul style="list-style-type: none"> • Lancaster Street, Lockleys - Public consultation closed on 22 March 2019 and feedback is being reviewed. Positive feedback was received for the implementation of a safety bar median delineation at the junction with Peter Street. Currently seeking quotes for the work. • Fawnbrake Crescent, West Beach - Intersection in front of 53A to be line marked and a give way sign to be installed in coming weeks. • Strathmore Avenue, Lockleys - Traffic counts suggest low volume and speeds that fall within the tolerable limits. No further action at this time. • Lockleys North Primary School, Pick-Up and Drop-Off: The issue raised has been investigated. A response has been provided to the school principal with options for their consideration. An additional trial pick up and drop off zone has been implemented. Site has been reviewed and found that the trial zone has had minimal impact due to not being supervised by the school staff. Findings have been communicated to the school who have agreed to re-instating the original signs. <p>VMS Board: Location(s) - For Traffic Education Purposes</p> <ul style="list-style-type: none"> • Ritchie Terrace, Marleston. Fulham Park Drive, Lockleys.
<p>E-Scooter Trial</p>	<p>Administration are in preliminary discussion with the City of Port Adelaide Enfield, City of Charles Sturt and City of Holdfast Bay to prepare an E-Scooter Trial along the Coast Park.</p> <p>A further report to Council will be provided at a future meeting presenting the proposal for the trial.</p>

Traffic Projects and Parking Management (continued)



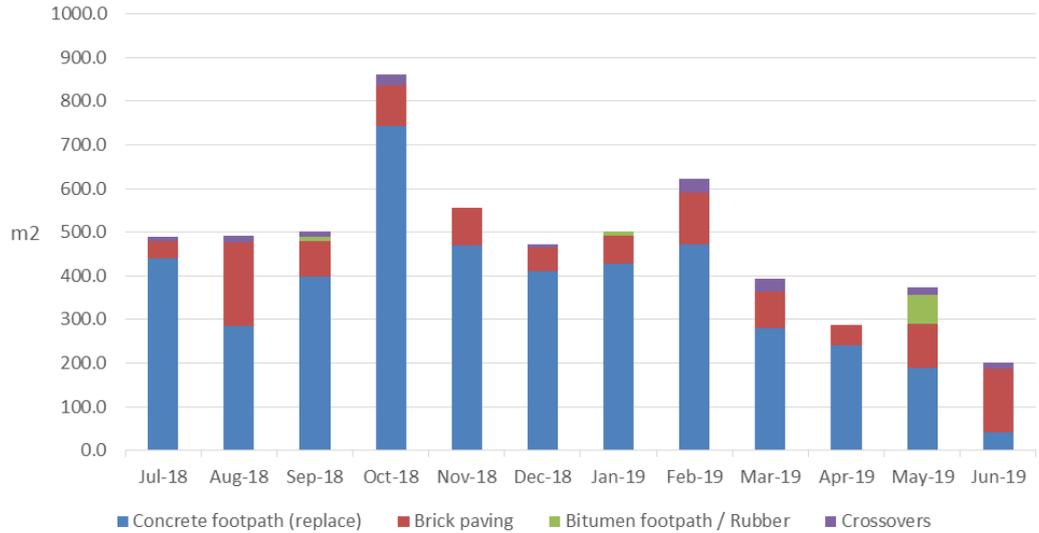
Property and Facilities

<p>Weigall Oval Masterplan and Facility Development</p>	<p>A contract has been awarded to Romaldi Constructions for the construction of Weigall Oval Building and Sports Facilities.</p> <p>All licence holders have vacated the premises and Romaldi Constructions have mobilised the site and demolition works have commenced. A preliminary project program indicates an approximate completion date of mid-year (2020).</p> <p>A complete project update report was provided to the City Facilities and Waste Recovery General Committee meeting held on 23 July 2019.</p>
<p>Lockleys Oval Masterplan and Facility Development</p>	<p>Construction works associated with the new shared clubroom building have continued to progress in accordance with the project timeline. All structural and other framework for the first floor is close to completion and first fix work has commenced on the ground floor.</p> <p>The Administration has continued discussions with Stakeholders regarding leasing/licensing arrangements for the new facility and have proposed that short-term agreements be entered into (during the building defects liability period). This will enable further investigation and negotiation of longer-term arrangements, and will also allow the Administration and stakeholders to gain an understanding and appreciation for the new facilities.</p> <p>A completed update report was provided to the City Facilities and Waste Recovery General Committee meeting held on 23 July 2019.</p>

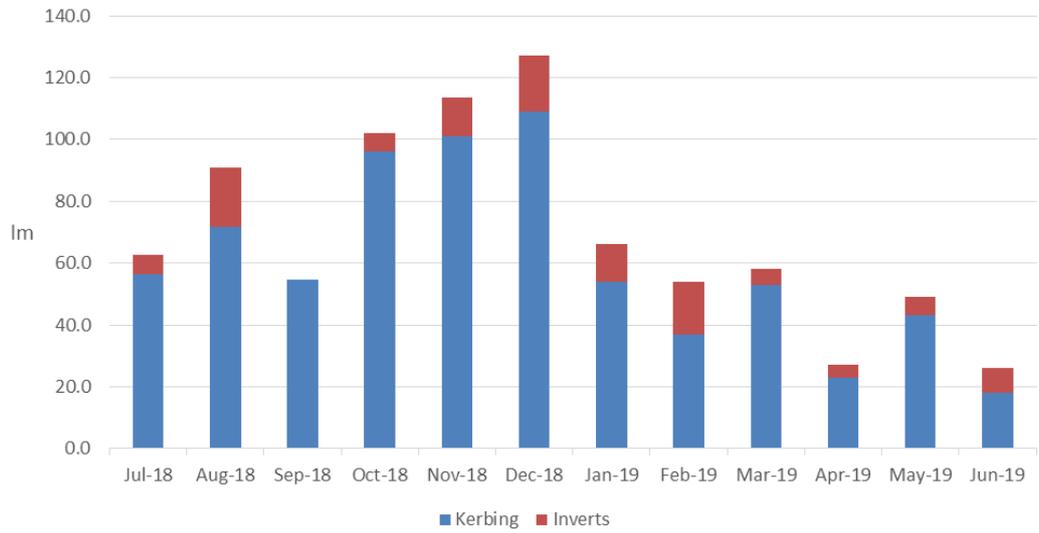
Apex Park Masterplan and Facility Development	<p>The new community facility (building) is 95% complete with only the finalisation of external works remaining. Construction of the equestrian area, the civil works upgrade, and the works to the wetland and ponding basin continues and subject to (inclement) weather, should be completed by early September 2019.</p> <p>Representatives from the Guides, Scouts and Riding Club have visited the site to inspect the progress and the Scout group confirmed they did not want to retain items stored in the log cabin structure prior to its demolition.</p> <p>Similarly to the lease/licence agreements proposed for Lockleys Oval, the Administration has agreement from stakeholders that short-term agreements will be entered into (during the building defects liability period) enabling further investigation and negotiation to take place prior to entering into longer-term arrangements.</p> <p>A complete update report was provided to the City Facilities and Waste Recovery General Committee meeting held on 23 July 2019.</p>
Camden Oval Masterplan and Facility Development	<p>The Camden Oval project Stages 1 has been completed. A lease/licence agreement has been executed with the PHOS Camden Sports and Social Club for the next 12 months for the Football Change rooms and Clubroom. An official Opening of both the Football Clubrooms and Change rooms as well as the soccer change rooms took place on Saturday 20 July 2019.</p> <p>Stage 2 works (football field upgrade including irrigation and recreation area upgrade) is expected to commence in September following the end of the football season.</p> <p>A complete update report was provided to the City Facilities and Waste Recovery General Committee meeting held on 23 July 2019.</p>
Torrensville Bowling Club	<p>Building upgrades for the Torrensville Bowling Club and the construction of a new synthetic bowling green and covered structure have now been completed. External works including car parking/landscaping will continue in the 2019-2020 financial year.</p>
Hilton RSL - Relocation	<p>A draft design development package has been developed by consultants for the approved building concept. The concept seeks to consolidate RSL sub-branch activities and hireable community functions into a redesigned and extended community building located at 173/187 Sir Donald Bradman Drive.</p> <p>Further to this work, the Chief Executive Officer and Mayor have been exploring options around the potential to relocate the Hilton RSL to Richmond Oval. Discussions are in their infancy and require further work and discussion with stakeholders. A complete update report was provided to the City Facilities and Waste Recovery General Committee meeting held on 23 July 2019.</p>

City Operations

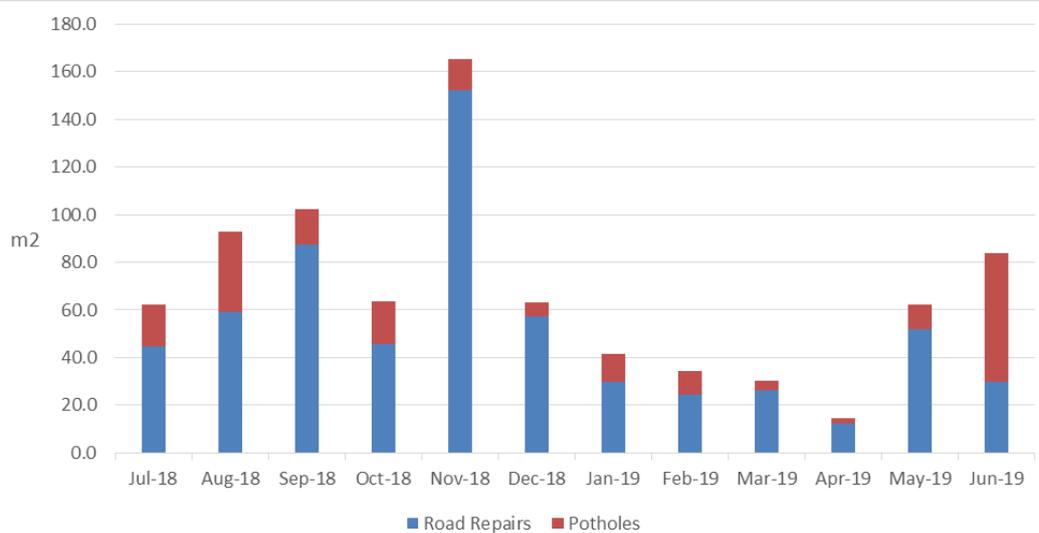
Footpath Reinstatement



Kerb & Watertable / Invert Reinstatement

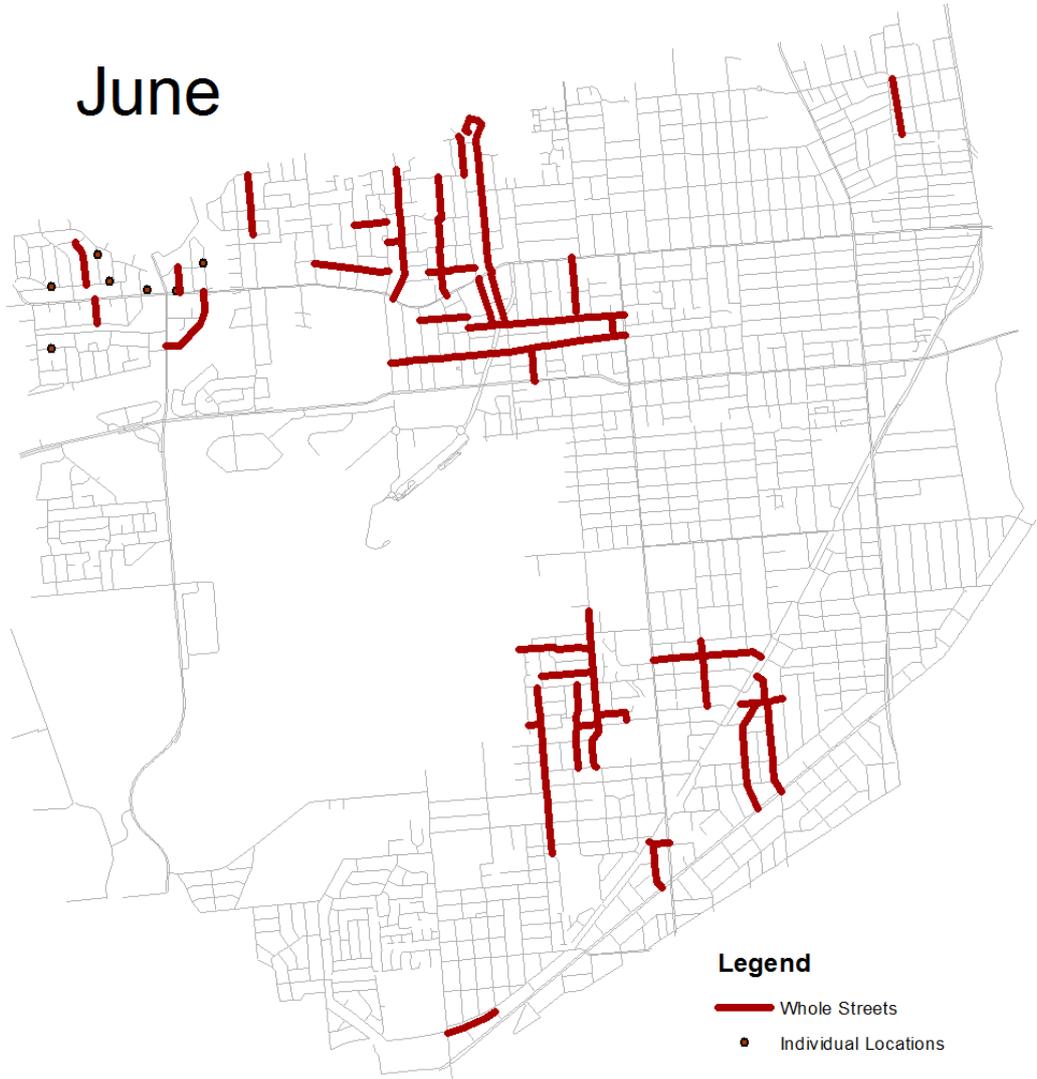


Road Repair and Potholes

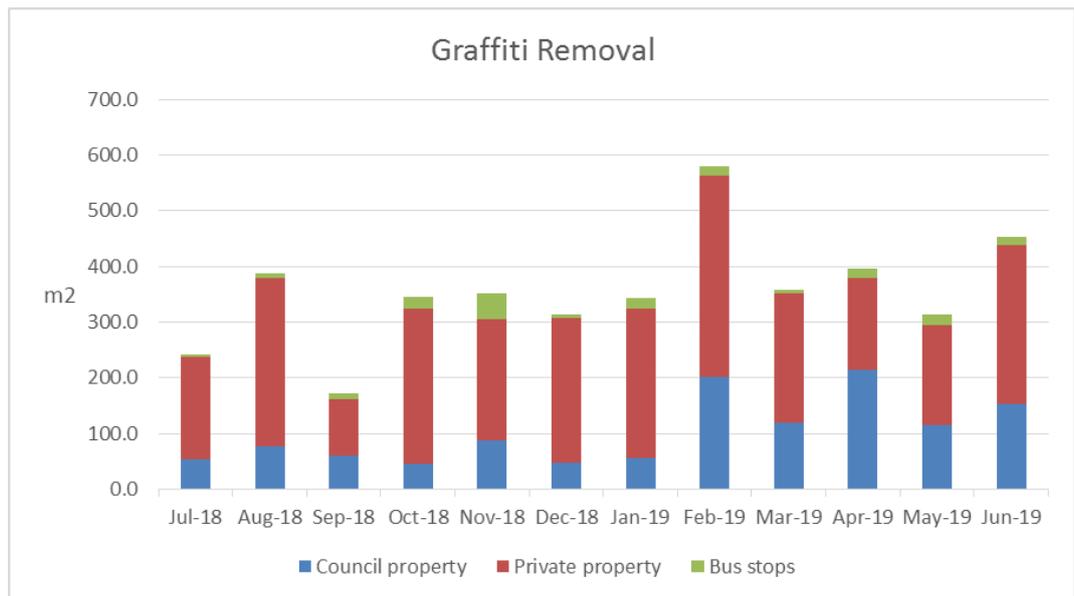


Footpath Grinding Program

June



Graffiti Removal

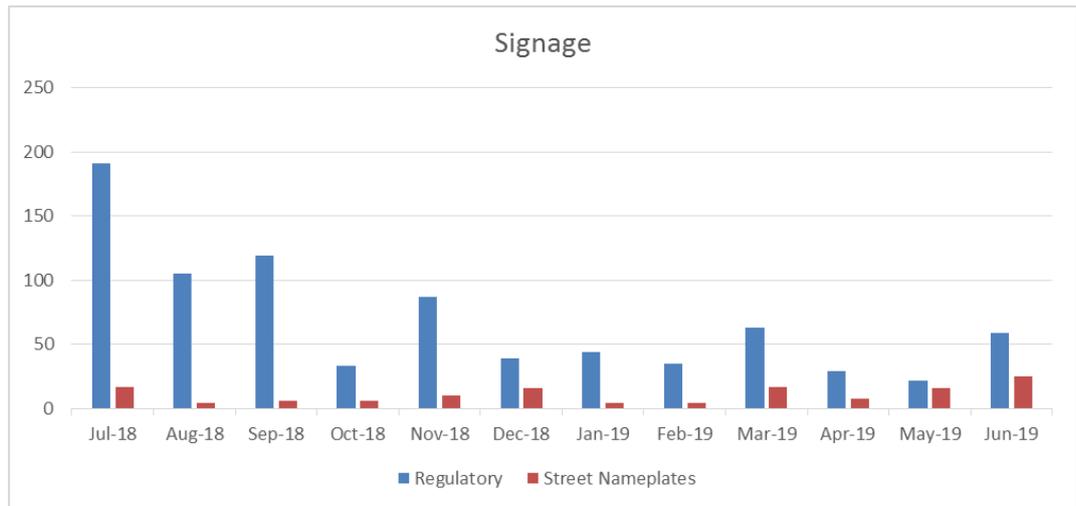


June

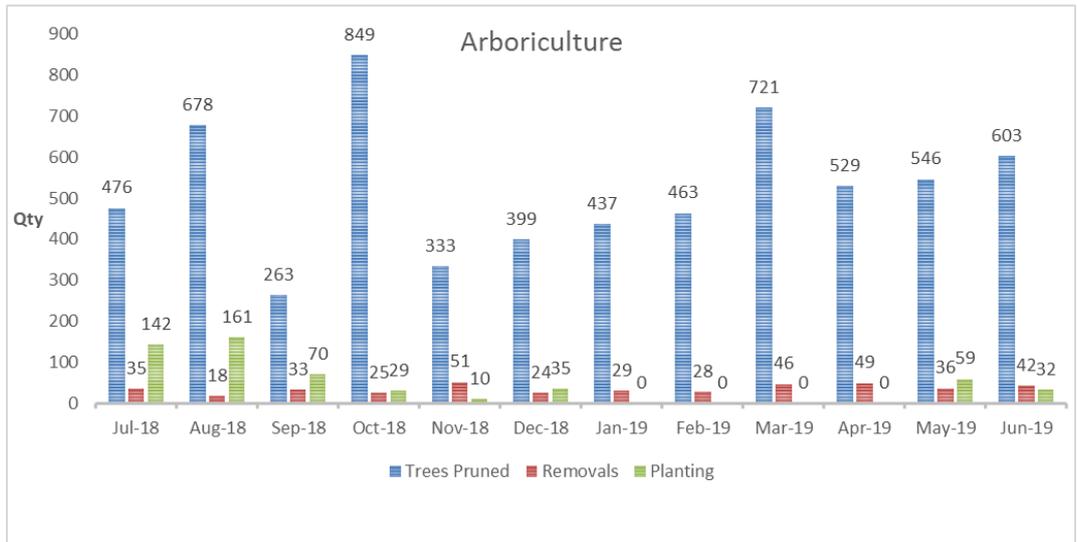
Line Marking



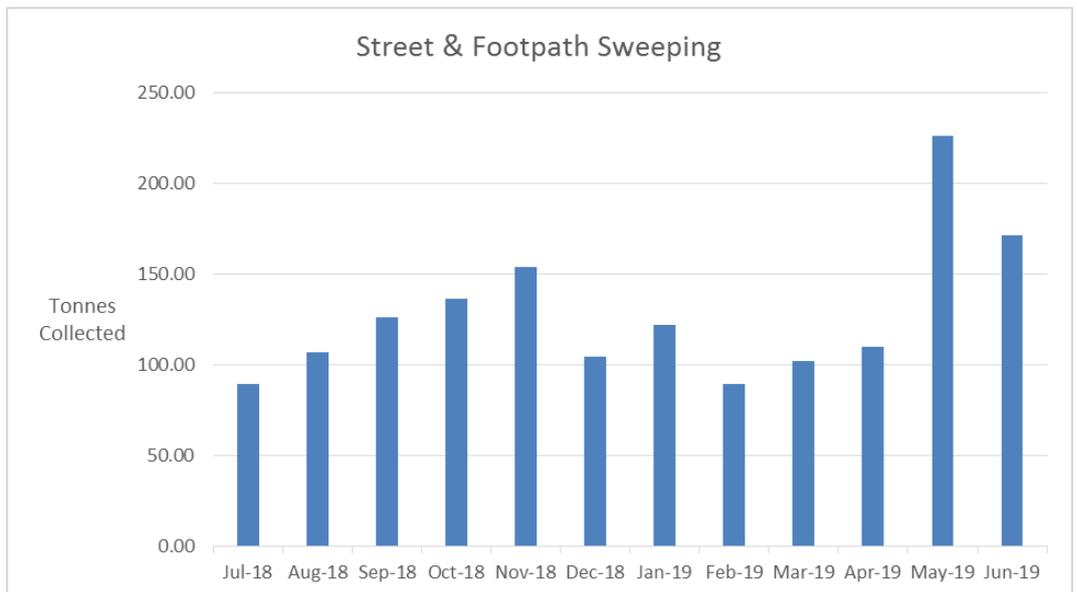
Signage



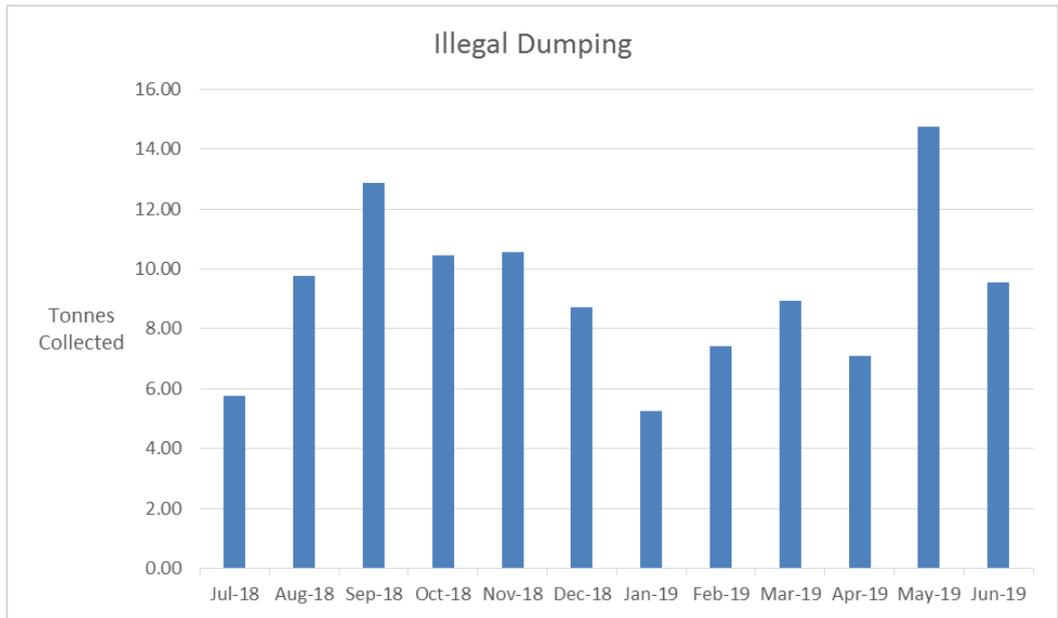
Arboriculture



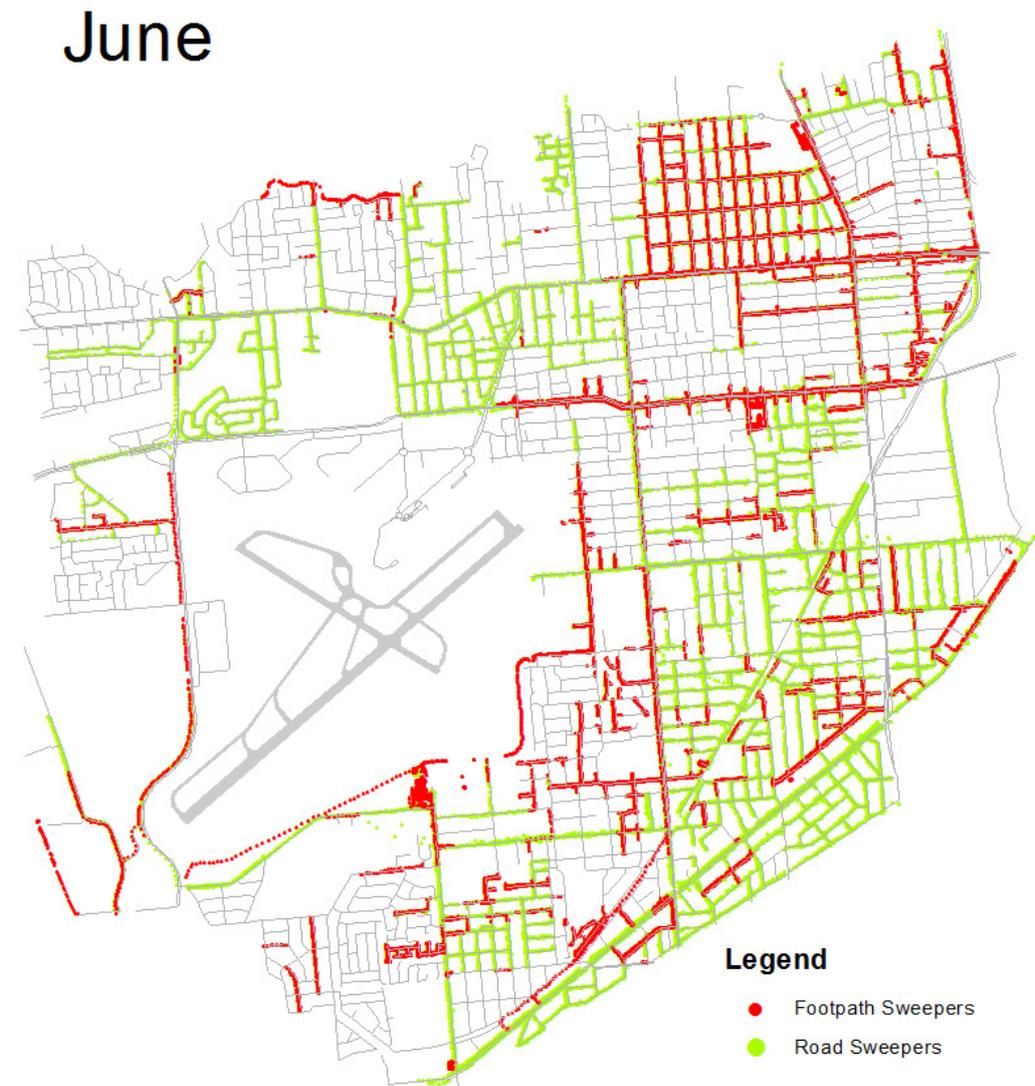
Street Sweeper

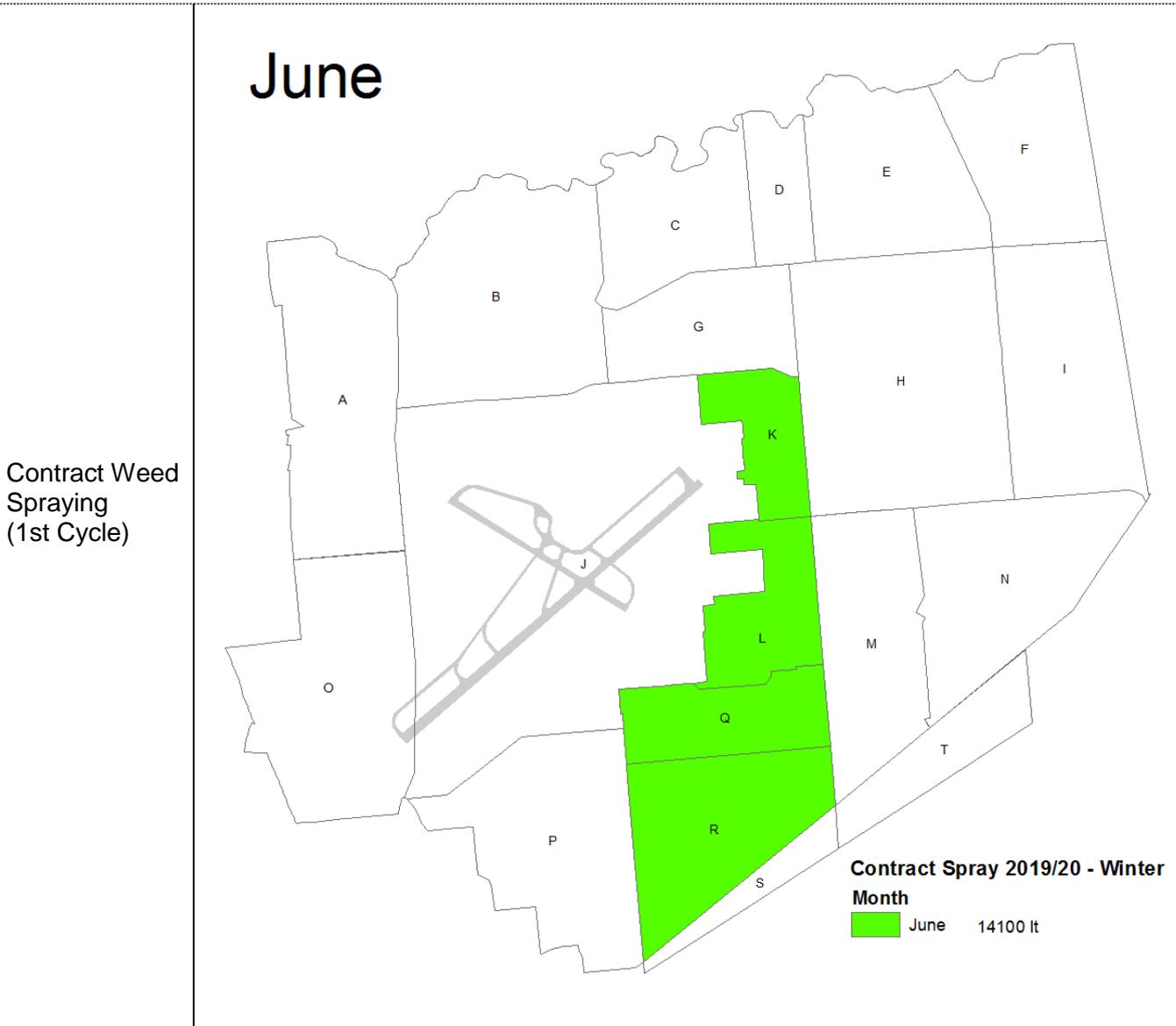


Illegal Rubbish Collection



Road and Footpath Sweeping





Weed Control

Council's weed program is predominately undertaken by Council's contractor which involves the use of a product called Trimac in conjunction with a product called, Wipe-Out Bio Herbicide (an agricultural herbicide) which contains glyphosate this is also used by Council's officers for general maintenance of Parks and Reserves.

Recently, Macspred Australia approached Council seeking participation in a weed control trial to be undertaken within West Torrens which seeks to eliminate the use of glyphosate for weed control.

The Administration scheduled the first trial to be conducted by Macspred Australia in conjunction with Council's weed spray contractor in mid- May 2019 within a section of Camden Park (indicated as Area R within the above Contract Weed Spraying map) for a 3 month period.

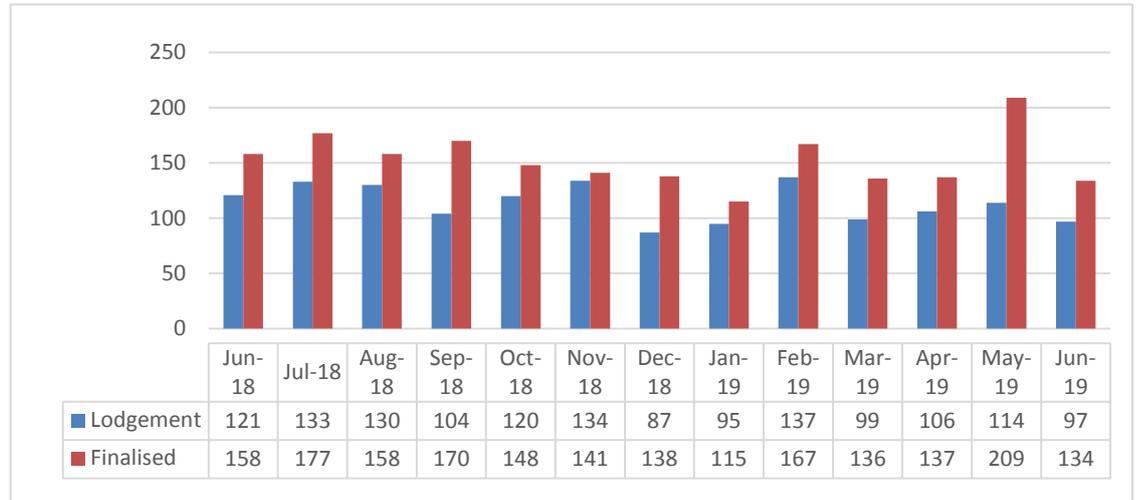
The first spaying of the trial has been completed and monitoring of the site is ongoing.

Development Assessment

Development Applications

Lodgements and Decisions

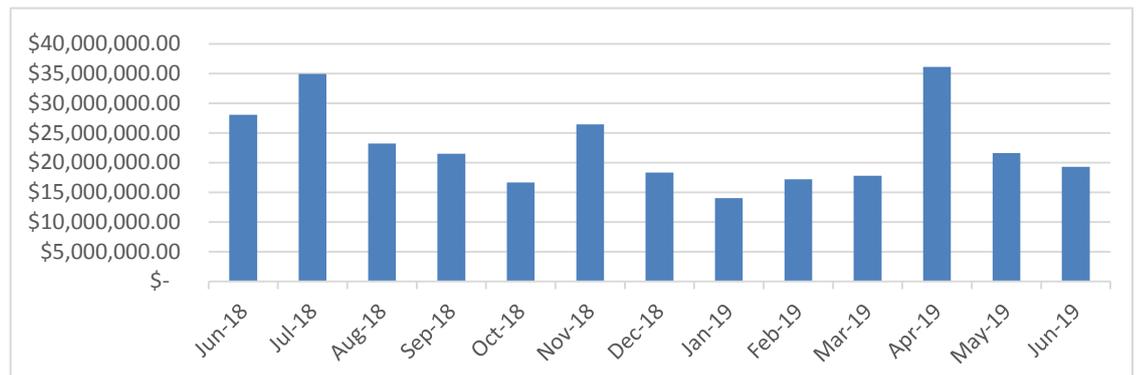
Ninety-seven (97) applications were lodged and one hundred and thirty-four (134) applications were finalised in June 2019.



Note: 'Lodgement' relates to the number of new development application lodged during the month which is represented by the number of new development application numbers issued (including variation applications). 'Finalised' relates to the number of decision notification forms issued during the month and may include decisions relating to development plan consent, land division consent, building rules consent and development approval. This includes consents issued by both Council and private certifiers.

Estimated Construction Cost (Lodged Development Applications)

Development applications with a total estimated construction cost of \$19,268,748 were lodged in June 2019.



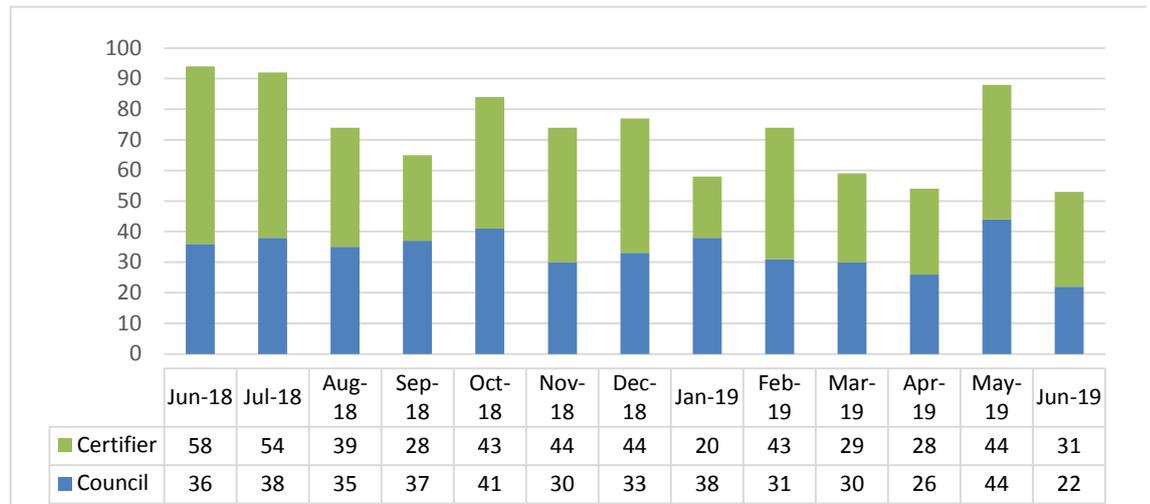
Planning Assessment

	2018		2019		
	Sept Qtr. 3	Dec Qtr. 4	Mar Qtr. 1	June Qtr. 2	
Assessment Timeframes (Staff Decisions)	BUILDING CODE ONLY				
	Total applications	74	90	73	73
	Median timeframe	6 days	3 days	1 day	2 days
	COMPLYING				
	Total applications	43	42	24	47
	Median timeframe	8 days	6 days	5 days	6 days
	CAT 1 MERIT				
	Total applications	234	203	183	211
	Median timeframe	25 days	22 days	21 days	15 days
	CAT 2 MERIT				
	Total applications	12	18	14	8
	Median timeframe	81.5 days	64 days	71 days	37.5 days
	CAT 3 MERIT				
	Total applications	9	8	4	4
	Median timeframe	59 days	39 days	34.5 days	42 days
CAT 1 NON-COMPLYING					
Total applications	0	0	2	3	
Median timeframe	-	-	122 days	87 days	
CAT 3 NON-COMPLYING					
Total applications	1	3	0	2	
Median timeframe	74 days	109 days	-	112 days	
Assessment Timeframes (CAP Decisions)	2018		2019		
	Sept Qtr. 3	Dec Qtr. 4	Mar Qtr. 1	June Qtr. 2	
	CAT 1 MERIT				
	Total applications	5	4	0	3
	Median timeframe	59 days	43.5 days	-	67 days
	CAT 2 MERIT				
	Total applications	3	1	5	4
	Median timeframe	107 days	87 days	64 days	83 days
	CAT 3 MERIT				
	Total applications	2	0	1	0
	Median timeframe	82 days	-	50 days	-
	CAT 1 NON-COMPLYING				
	Total applications	0	1	0	3
	Median timeframe	-	33	-	93 days
	CAT 3 NON-COMPLYING				
Total applications	1	0	0	2	
Median timeframe	68 days	-	-	159.5 days	
<p><i>Note: This data does not include Land Division Consent applications and decisions under appeal. Category 3 Non-complying applications are not included until SCAP have made a decision whether to concur with Council's decision.</i></p> <p><i>Maximum statutory time frames (excluding additional time for further information requests, statutory agency referrals and SCAP concurrence) are summarised as:</i></p> <ul style="list-style-type: none"> <i>Building Code Only: 4 weeks</i> <i>Building Rules Consent only: 4 weeks</i> <i>Complying Development: 2 weeks for Development Plan Consent only; additional 4 weeks for Building Rules Consent</i> <i>Category 1-3 Development: 8 weeks for Development Plan Consent only; additional 4 weeks for Building Rules Consent.</i> 					

<p>Assessment Appeals</p>	<p>There is one (1) new court matter as at 23 July 2019.</p> <ul style="list-style-type: none"> An appeal against Council's decision to refuse development plan consent for demolition of existing dwelling and associated ancillary domestic structures and construction of one single storey detached dwelling and a two-storey residential flat building comprising two dwellings at 5 Wainhouse Street, Torrensville. <p>A preliminary conference is scheduled for 12 August 2019.</p> <p>There is one (1) ongoing court matter as at 23 July 2019.</p> <ul style="list-style-type: none"> An appeal against Council's decision to refuse development plan consent for a combined land division to create four (4) additional allotments and common property and construction of five (5) two-storey group dwellings and associated retaining wall and fence (2.4 metres maximum combined height) at 428 Henley Beach Road, Lockleys. <p>A preliminary conference was held on 17 June 2019 and a conciliation conference is scheduled for 22 August 2019.</p> <p>There was two (2) appeal against Council's development assessment decisions finalised as at 23 July 2019.</p> <ul style="list-style-type: none"> An appeal against Council's decision to refuse development plan consent for the construction of a two storey detached dwelling and retaining walls and fencing to a maximum height of 2.2 metres at 19 Carlton Parade, Torrensville. <p>A Consent Order granting Development Plan consent was issued by the ERD Court on 25 June 2019.</p> <ul style="list-style-type: none"> An appeal against Council's decision to refuse development plan consent for the removal of a significant tree at 322 Marion Road, Netley. <p>A hearing was held on site and at the Environment, Resources and Development (ERD) Court on 12 June 2019. The ERD Court dismissed the appeal and upheld Council's decision to refuse development plan consent.</p>
<p>Building Rules Assessment</p>	
<p>Building Consents Audit</p>	<p>On 15 July 2019, the final report was received for the Department of Transport, Planning and Infrastructure (DPTI) Third-Party Audit Services statutory audit of the City of West Torren's Building Rules Assessment functions pursuant to section 56B of the <i>Development Act 1993</i>. The overall audit result was 'majority compliant'.</p> <p>The results of the audit will be reported to Council's Audit General Committee.</p>

Building Rules Consent issued
By Relevant Authority

Council issued twenty-two (22) building rules consents and private certifiers issued thirty-one (31) building rules consents in June 2019.



Note: Building Rules Consents are assessed by Council or private assessors known as Private Certifiers, these privately certified assessments still need to be registered and recorded with Council.

Community advice and education

Pre-lodgement advice

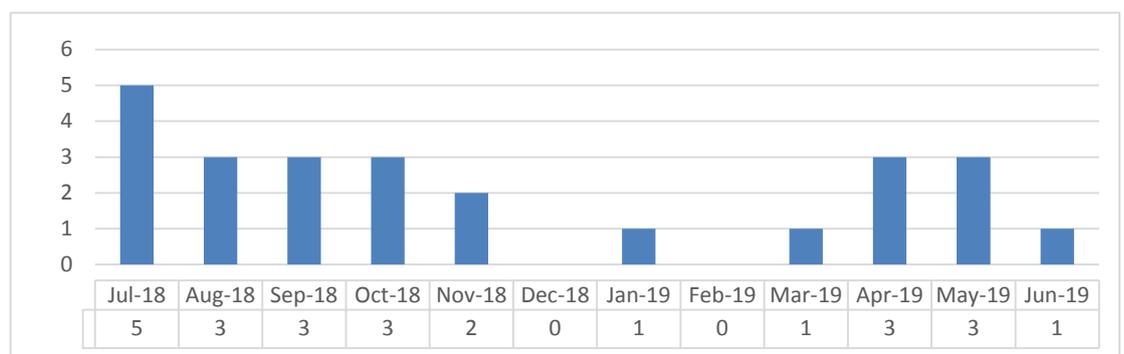
Rostered Duty Planner and Duty Building Officers are available to answer preliminary pre-lodgement and general enquiries during Service Centre opening hours. Advice is provided to the general public and applicants via the phone, email and in person at the Service Centre.

The Administration participates in DPTI's Pre-lodgement case management service for development five storeys or more in height within the Urban Corridor Zone.

There were 4547 website views of Council's webpages relating to planning and development matters in June 2019.

Category 3 Public notification

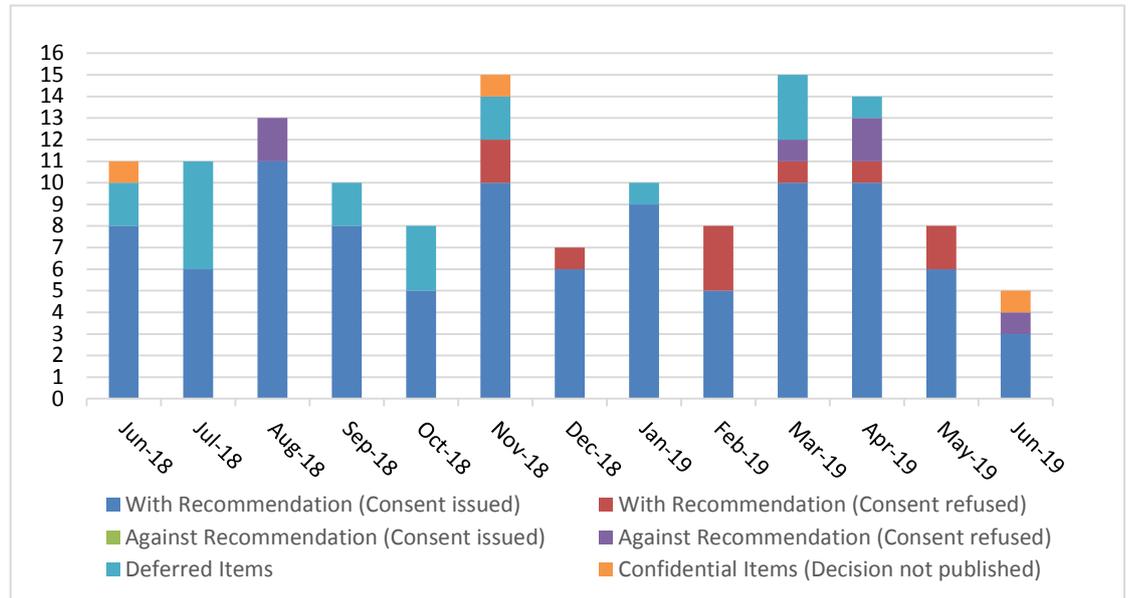
One (1) Category 3 application was notified in June 2019.



Council Assessment Panel

The Council Assessment Panel (CAP) held a meeting on 9 July 2019.
 The next CAP meeting will be held on 13 August 2019.

Council Assessment Panel Decisions



Referrals from other statutory agencies

Council is a statutory referral agency for some applications that are assessed by other agencies, including State Commission Assessment Panel (SCAP), Minister for Planning, Governor of South Australia (under the Development Act 1993) and Adelaide Airport Limited (Airports Act 1996). Council is also informally referred applications for development five storeys or more in height within the Urban Corridor Zone that are assessed by SCAP.

Service improvements

Work has continued on a suite of business improvement initiatives including:

- Review development application fee reconciliation templates
- Update Development Application Register format
- Ongoing review of Building Team inspection processes
- City Development staff are contributing to internal Planning Reform working parties on planning policy, accredited professionals, communications and the ePlanning Portal.

Development compliance

Compliance Requests

Eleven (11) new development compliance requests were received in June 2019. Four (4) development compliance requests were resolved within the month and six (6) requests were resolved from a previous month in June 2019. At the end of June there were fifty-two (52) ongoing development compliance requests.

Month /Year	No of Requests Received	Requests resolved within the month	Requests resolved from previous months	Total Ongoing Actions
Jun 18	15	10	4	45
Jul 18	23	17	7	43
Aug 18	33	22	7	52
Sept 18	12	9	-	50
Oct 18	14	9	5	46
Nov 18	18	8	7	49
Dec 18	15	10	1	53
Jan 19	15	10	5	48
Feb 19	22	19	1	52
Mar 19	18	10	12	38
Apr 19	11	5	3	43
May 19	23	13	7	46
Jun 19	11	4	6	52

Note: Compliance actions include investigating potential use of properties for activities that haven't been approved, buildings being constructed without the required approvals, checking of older buildings that may be becoming structurally unsound.

Enforcement Action

There was one (1) Section 84 enforcement notice issued in June 2019.

There was one (1) new court matter as at 23 July 2019.

- An appeal against Council's enforcement notice relating to the breach of conditions for DA211/1231/2016 for the creation of two (2) additional allotments and construction of three (3) two-storey detached dwellings. The breach relates to the failure to develop driveways, parking and manoeuvring areas and landscaping to all three front yards

A compulsory conference is scheduled for 29 July 2019.

There was one (1) ongoing court matter as at 23 July 2019.

- An appeal against Council's enforcement notice relating to the unlawful use of 292 Marion Road, Netley for a shop, for the sale and repair of mobile phones.

A development plan consent was granted on the subject land to SCAP concurrence. Council is currently undertaking a Building Rules assessment. A conciliation conference is scheduled for 9 July 2019.

There was no finalised court matters as at 23 July 2019.

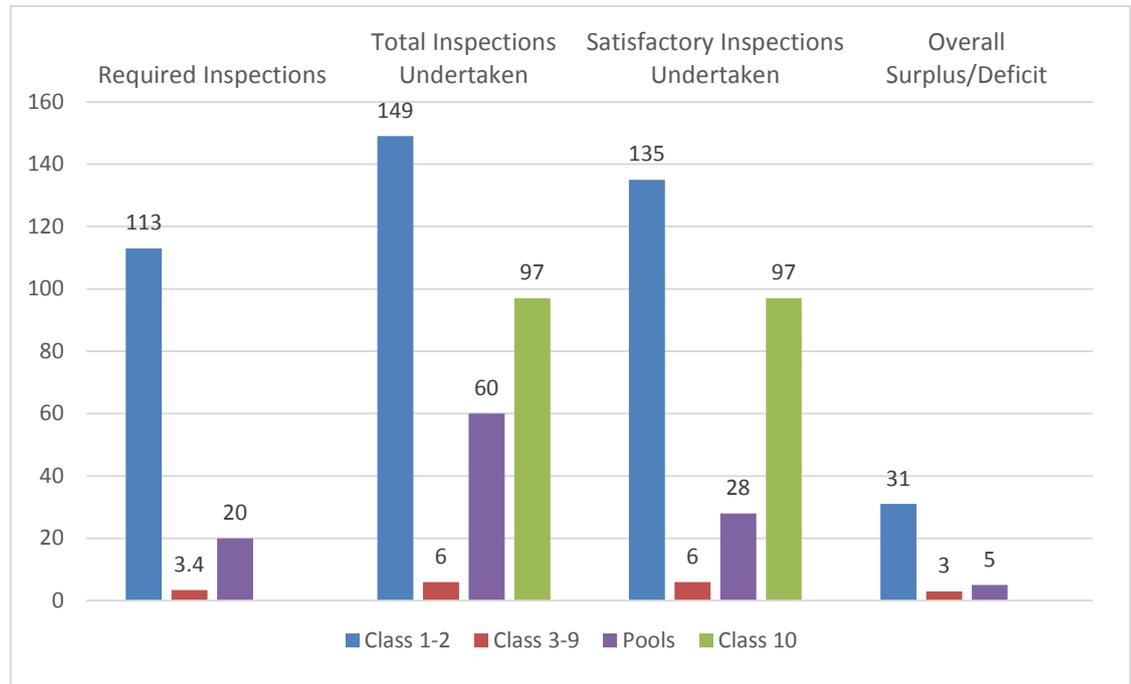
Month/Year	Section 84 Issued	Section 69 Issued	New Actions with ERD Court	Resolved Actions with ERD Court	Total ongoing Actions with ERD Court
Jun 18	-	-	-	-	2
Jul 18	2	-	-	-	2
Aug 18	-	-	-	-	2
Sept 18	1	1	-	-	2
Oct 18	-	-	-	-	2
Nov 18	4	-	-	-	2
Dec 18	1	-	1	1	2
Jan 19	1	-	-	1	1
Feb 19	-	-	-	-	1
Mar 19	1	-	-	-	1
Apr 19	-	-	-	-	1
May 19	1	-	-	-	1
Jun	1	1	-	-	1

Note: Section 84 enforcement notices are the first stage of prosecution for unapproved development. Section 69 emergency orders are the first stage of prosecution for unsafe buildings.

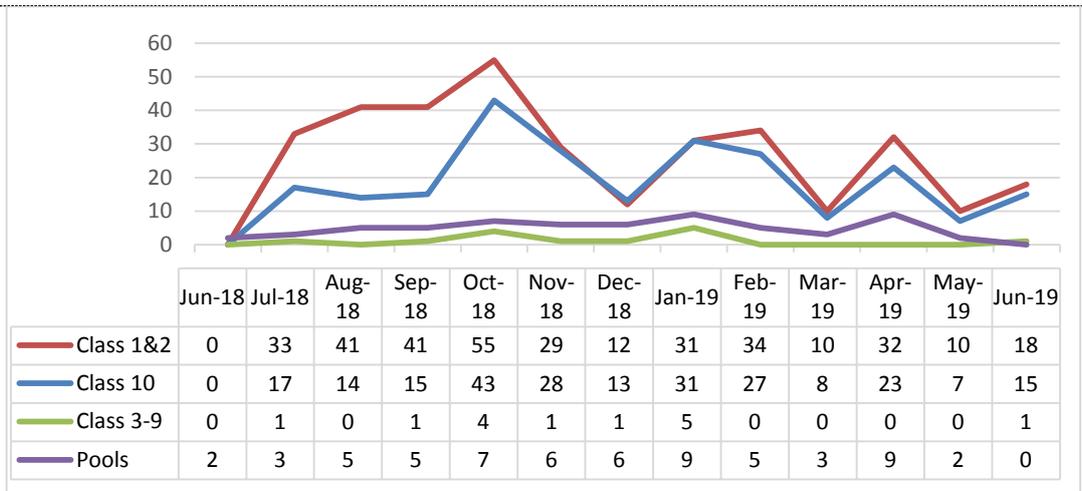
Building compliance inspections

Council's Building Inspection Policy sets out the minimum number of inspections required to be undertaken during the year.

Building Inspections (January - June 2019)



Actual Satisfactory Building Inspections Undertaken



Note: The Development Act and Council's Building Inspection Policy requires that a minimum number of approved buildings are inspected for compliance with their associated Development Approval documentation. In addition there is a requirement to undertake a pool safety inspection upon all swimming pools approved for construction. Class 1 & 2 refers to houses and units, Class 3-9 refers to commercial, industrial and community buildings, Class 10 refers to verandahs, sheds, fences etc. Where 100% of inspections have not been met in a month the requirement is rolled over to the next month until all required inspections have been undertaken. Only successful inspections are recorded, failed inspections are listed for re-inspection

City of West Torrens Building Fire Safety Committee

Meetings	<p>A meeting of the Building Fire Safety Committee was held on 4 June 2019.</p> <p>The current BFSC term concludes on 30 August 2019. A report regarding the reestablishment of the BFSC is included in the 6 August Council meeting agenda.</p>
ACP Cladding Audit	<p>The Building Fire Safety Committee has commenced Phase 2 of the Aluminium Composite Panel (ACP) Cladding Building Audit which is being coordinated across South Australia by the Department of Planning, Transport and Infrastructure and is being undertaken in collaboration with councils, the Metropolitan Fire Service (MFS) and the Country Fire Service (CFS).</p>

Liquor Licencing

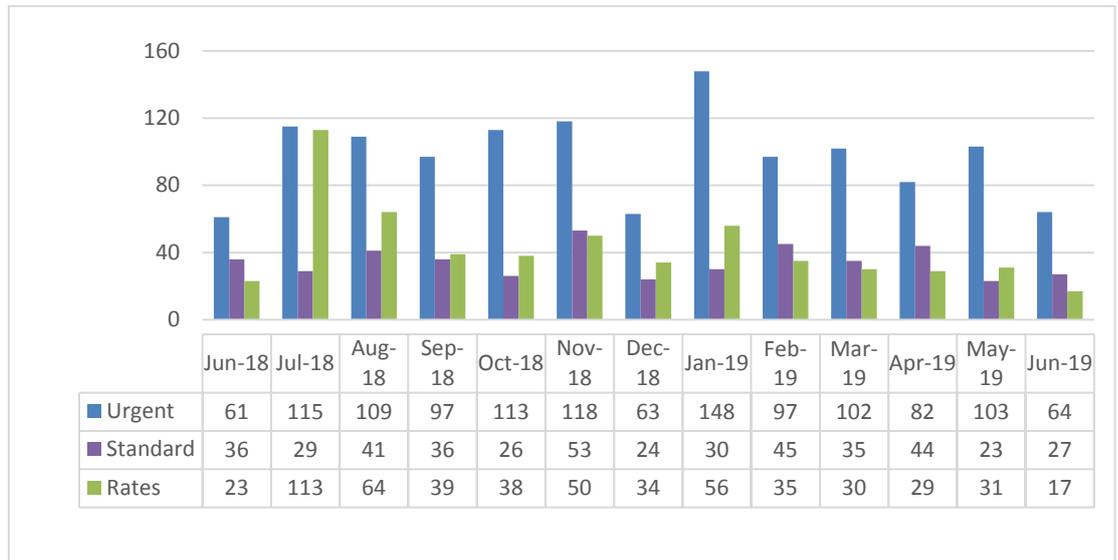
Liquor Licencing Reform	<p>The State Government are implementing a reform of the liquor licencing system. Stage 1 and 2 of the reform have been implemented, with Stage 3 expected to commence in mid-2019. The Administration is continuing to track the reform changes and impacts to Council's services.</p> <p>The Administration is currently drafting a revised City of West Torrens Liquor Licencing Policy to address the reform changes.</p>
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Licence Applications	<p>Two (2) licence applications were referred to Council in June 2019.</p> <div style="text-align: center;"> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Jun-18</th> <th>Jul-18</th> <th>Aug-18</th> <th>Sep-18</th> <th>Oct-18</th> <th>Nov-18</th> <th>Dec-18</th> <th>Jan-19</th> <th>Feb-19</th> <th>Mar-19</th> <th>Apr-19</th> <th>May-19</th> <th>Jun-19</th> </tr> </thead> <tbody> <tr> <td>Limited Licence</td> <td>1</td> <td>0</td> <td>5</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>0</td> <td>1</td> </tr> <tr> <td>Extension of Licence</td> <td>0</td> <td>1</td> <td>2</td> <td>0</td> </tr> <tr> <td>Transfer of Licence</td> <td>2</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> </tr> <tr> <td>Other Licence</td> <td>3</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>0</td> <td>1</td> <td>2</td> <td>1</td> <td>0</td> <td>1</td> <td>3</td> <td>0</td> </tr> <tr> <td>Restaurant Licence</td> <td>1</td> <td>1</td> <td>2</td> <td>2</td> <td>2</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p><i>Note: When an application is lodged with the State Government's Consumer and Business Services (CBS), it is also required to be referred to Council for our comment. The proposals are handled in accordance with our Liquor Licencing Policy, and Limited Licence applications are referred to the relevant Ward Councillors for their comment prior to feedback being sent to the CBS.</i></p>		Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Limited Licence	1	0	5	0	1	1	0	2	2	2	2	0	1	Extension of Licence	0	1	2	0	0	0	0	0	0	0	0	0	0	Transfer of Licence	2	0	0	1	1	0	1	1	1	0	1	1	0	Other Licence	3	1	1	1	1	0	1	2	1	0	1	3	0	Restaurant Licence	1	1	2	2	2	0	1	0	1	0	0	1	1
	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19																																																																								
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Extension of Licence	0	1	2	0	0	0	0	0	0	0	0	0	0																																																																								
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Other Licence	3	1	1	1	1	0	1	2	1	0	1	3	0																																																																								
Restaurant Licence	1	1	2	2	2	0	1	0	1	0	0	1	1																																																																								

Property and land information requests

Property Searches

Sixty-four (64) urgent search requests, twenty-seven (27) standard search requests and seventeen (17) rates search requests were received in June 2019.



Note: When a property is purchased, the purchasers are provided with a Form 1 (commonly known as cooling off paperwork) Council contributes to this Form 1 with a Section 12 Certificate, the certificate provides the potential purchaser with all relevant known history for the property. Prior to settlement on the property the relevant Conveyancer will also request a Rates statement from Council to ensure the appropriate rates payments are made by the purchaser and the vendor (seller).

Attachments

Nil

11.4 Regulatory Services Activities Report

Brief

This report provides information on the activities of the Regulatory Services Department for the twelve months to 30 June 2019.

RECOMMENDATION

The Committee recommends to Council that the report be received.

Introduction

Details are provided each quarter on activities of Regulatory Services for the information of Council.

Discussion

Parking Expiations

3,082 parking expiation notices were issued in the June quarter, along with 176 warnings. 591 review requests were received.

Parking Enforcement Report				
Fines Waived and Warnings Issued				
2018/19 Financial Year				
Report Meeting 6 Aug 2019				
Grounds	1 July - 31 Mar 2019	1 Apr - 30 June 2019	Year to Date Total	%
Parking Fines Waived				
- Compelling humanitarian grounds	23	1	24	1.9
- Unavoidable offence	188	68	256	20.3
- Technical, trivial or petty	443	193	636	50.4
- Defective notice	203	58	261	20.7
- Administrative error	4	0	4	0.3
- Other	57	24	81	6.4
Totals	918	344	1,262	100.0
Reason	1 July - 31 Mar 2019	1 Apr - 30 June 2019	Year to Date Total	%
Warnings Issued				
- Proximity to intersection - minor	11	5	16	1.3
- Not angle/parallel parked; Footpath/Verge	64	16	80	6.3
- Part driveway/ramp blocked	24	18	42	3.3
- Permits Incorrectly Displayed	75	40	115	9.1
- Motorist moved on	168	52	220	17.4
- Other	71	45	116	9.2
Totals	413	176	589	100.0

Compliance Update

New Regulatory Services Officer of the Year Award

On Thursday 23 May 2019, our Animal Management Officer Kelly Haniford won the **'New Regulatory Services Officer of the Year Award'** sponsored by KelledyJones Lawyers at the Authorised Persons Association Conference held at Hahndorf. The award encourages new officers to continue to develop their understanding of Regulatory Services and maintain excellent standards of service. Kelly joined the West Torrens Council as a Compliance Officer in April 2018 and became our Animal Management Officer in July 2018. Whilst she was ecstatic with her win, in her acceptance speech she recognised the whole team, department and organisation for their support.



Greyhound Event

The Compliance team is currently trialling a six month program to enable greyhounds to exercise off-leash once a month at the West Torrens Dog Park. Greyhounds are not allowed to be off-leash in a public area by legislation. On 23 June 2019, the Compliance team held their first trial which was the first of its kind in a metropolitan area and it was a huge success with 37 dogs attending on the day.

Mayor Coxon and Councillor Papanikolaou were in attendance for the inaugural event, along with a number of members of staff.





The next trial dates are 28 July (fully booked), 25 August (fully booked), 22 September, 27 October and 24 November 2019.

Other Information

Additional information on Environmental Health and Compliance activity is provided in the attachment.

Conclusion

Information is provided in this report on the activities of the Regulatory Services Department for the twelve months to 30 June 2019.

Attachments

1. Regulatory Services Activities Report

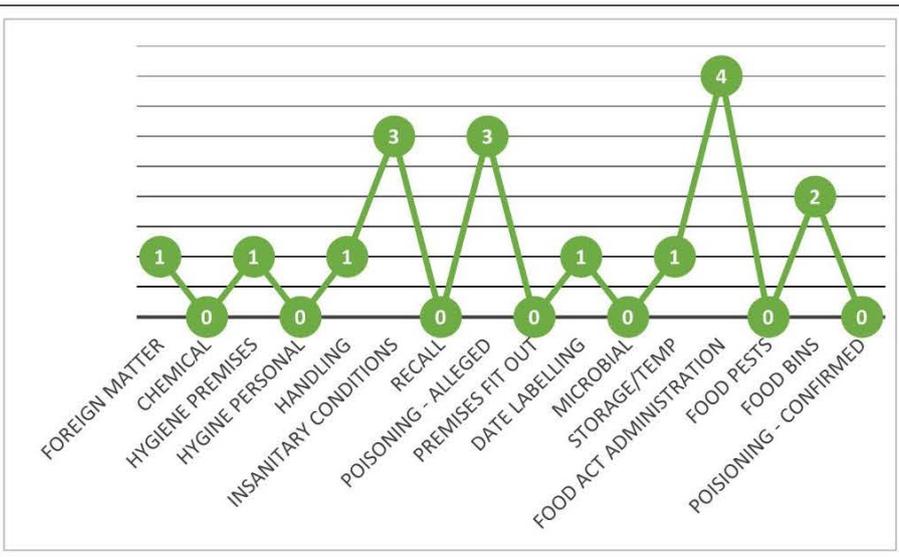
ENVIRONMENTAL HEALTH - April to June 2019																			
<p>Routine Inspections</p> <p>Total Inspections</p> <p>YTD 2018/19 = 752 2017/18 = 609</p> <p>Quarter 2018/19 = 130</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <caption>Routine Inspections by Category</caption> <thead> <tr> <th>Category</th> <th>Inspection Count</th> </tr> </thead> <tbody> <tr> <td>FOOD PREMISES</td> <td>113</td> </tr> <tr> <td>SWIMMING POOLS</td> <td>5</td> </tr> <tr> <td>HAIRDRESSER/SKIN PENETRATION</td> <td>4</td> </tr> <tr> <td>COOLING TOWERS</td> <td>5</td> </tr> <tr> <td>SUPPORTED RESIDENTIAL...</td> <td>3</td> </tr> </tbody> </table>	Category	Inspection Count	FOOD PREMISES	113	SWIMMING POOLS	5	HAIRDRESSER/SKIN PENETRATION	4	COOLING TOWERS	5	SUPPORTED RESIDENTIAL...	3						
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HAIRDRESSER/SKIN PENETRATION	4																		
COOLING TOWERS	5																		
SUPPORTED RESIDENTIAL...	3																		
<p>Environmental Nuisance</p> <p>Total Inspections:</p> <p>YTD 2018/19 = 265 2017/18 = 250</p> <p>Quarter 2018/19 = 53</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <caption>Environmental Nuisance by Category</caption> <thead> <tr> <th>Category</th> <th>Inspection Count</th> </tr> </thead> <tbody> <tr> <td>NOISE</td> <td>22</td> </tr> <tr> <td>ODOUR</td> <td>6</td> </tr> <tr> <td>SMOKE</td> <td>4</td> </tr> <tr> <td>DUST</td> <td>11</td> </tr> <tr> <td>STORMWATER</td> <td>10</td> </tr> <tr> <td>INSANITARY CONDITION</td> <td>0</td> </tr> </tbody> </table>	Category	Inspection Count	NOISE	22	ODOUR	6	SMOKE	4	DUST	11	STORMWATER	10	INSANITARY CONDITION	0				
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<p>Public Health</p> <p>Total Inspections:</p> <p>YTD 2018/19 = 74 2017/18 = 89</p> <p>Quarter 2018/19 = 10</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <caption>Public Health by Category</caption> <thead> <tr> <th>Category</th> <th>Inspection Count</th> </tr> </thead> <tbody> <tr> <td>GENERAL DUTY</td> <td>0</td> </tr> <tr> <td>COMMUNICABLE NOTIFIABLE...</td> <td>1</td> </tr> <tr> <td>DOMESTIC SQUALOR</td> <td>0</td> </tr> <tr> <td>RODENTS-RATS, MICE</td> <td>7</td> </tr> <tr> <td>PUBLIC HEALTH PESTS</td> <td>1</td> </tr> <tr> <td>LEGIONELLA...</td> <td>1</td> </tr> <tr> <td>CLANDESTINE DRUG LABORATORY</td> <td>0</td> </tr> <tr> <td>SUPPORTED RESIDENTIAL...</td> <td>0</td> </tr> </tbody> </table>	Category	Inspection Count	GENERAL DUTY	0	COMMUNICABLE NOTIFIABLE...	1	DOMESTIC SQUALOR	0	RODENTS-RATS, MICE	7	PUBLIC HEALTH PESTS	1	LEGIONELLA...	1	CLANDESTINE DRUG LABORATORY	0	SUPPORTED RESIDENTIAL...	0
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LEGIONELLA...	1																		
CLANDESTINE DRUG LABORATORY	0																		
SUPPORTED RESIDENTIAL...	0																		

Food

Total Inspections:

YTD
 2018/19 = 61
 2017/18 = 54

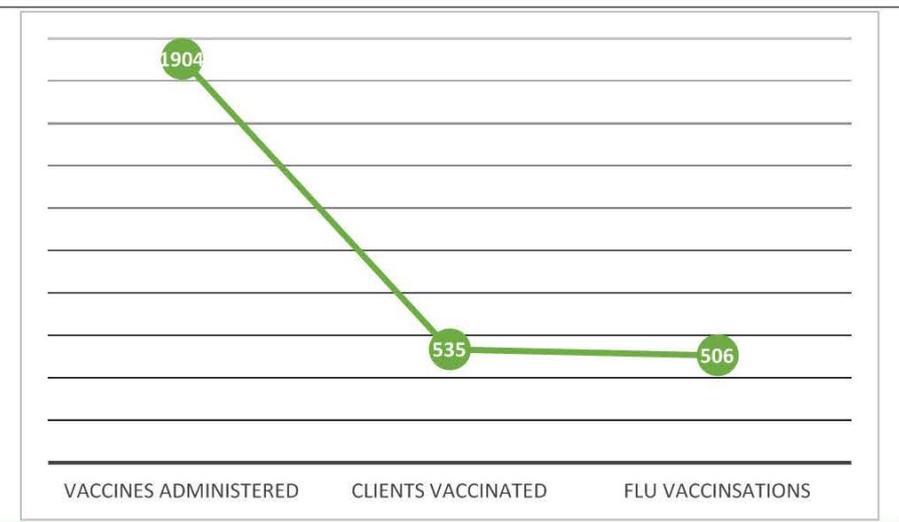
Quarter
 2018/19 = 17



Total Vaccines Administered

YTD
 2018/19 = 7083
 2017/18 = 4238

Quarter
 2018/19 = 2945

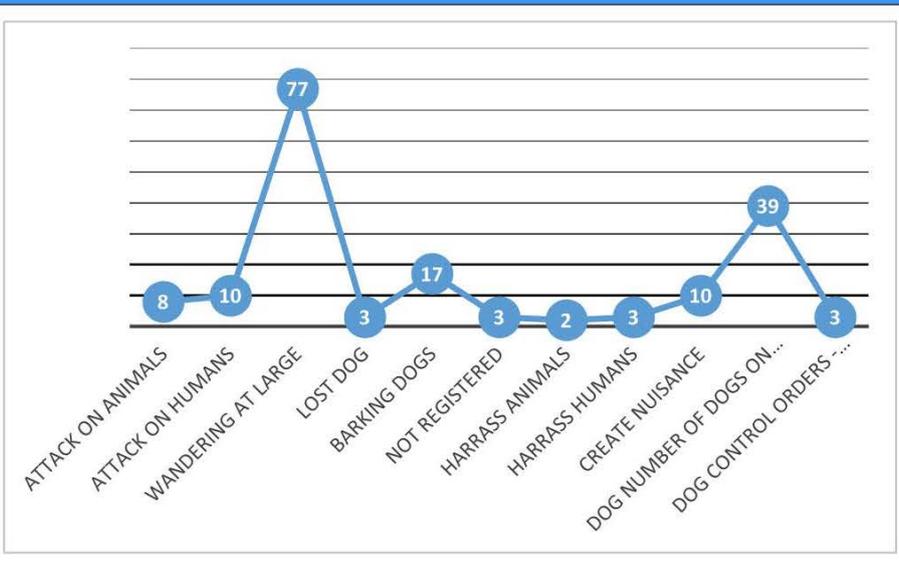


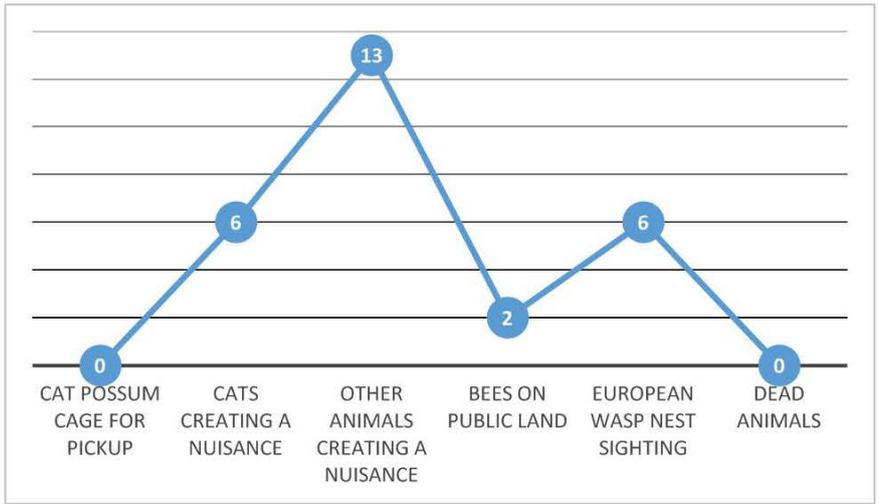
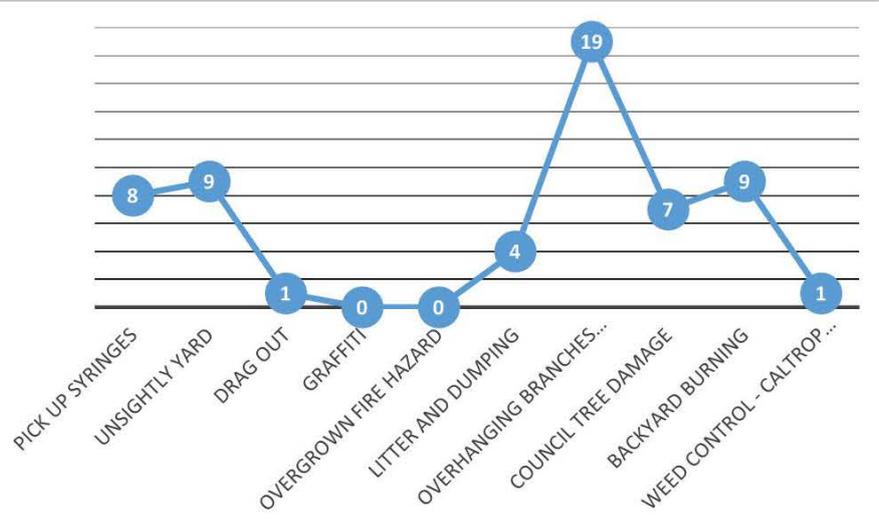
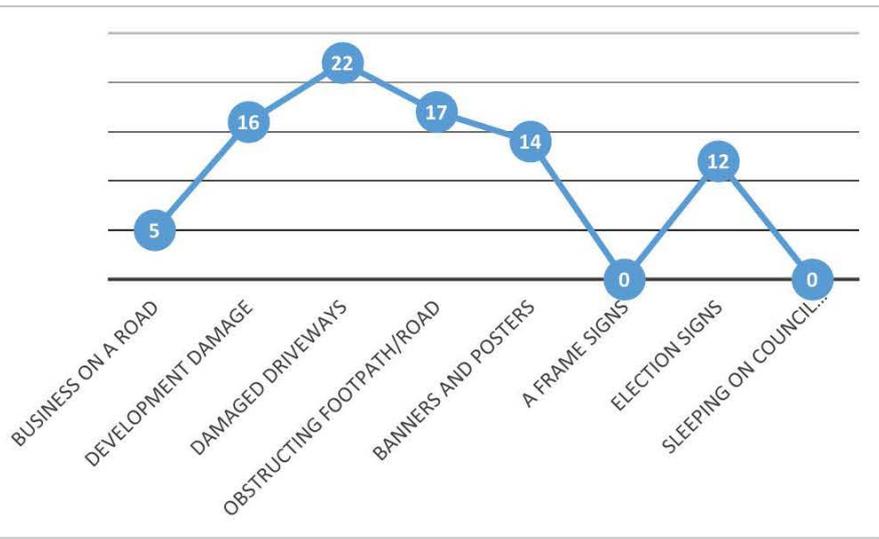
COMPLIANCE - April to June 2019

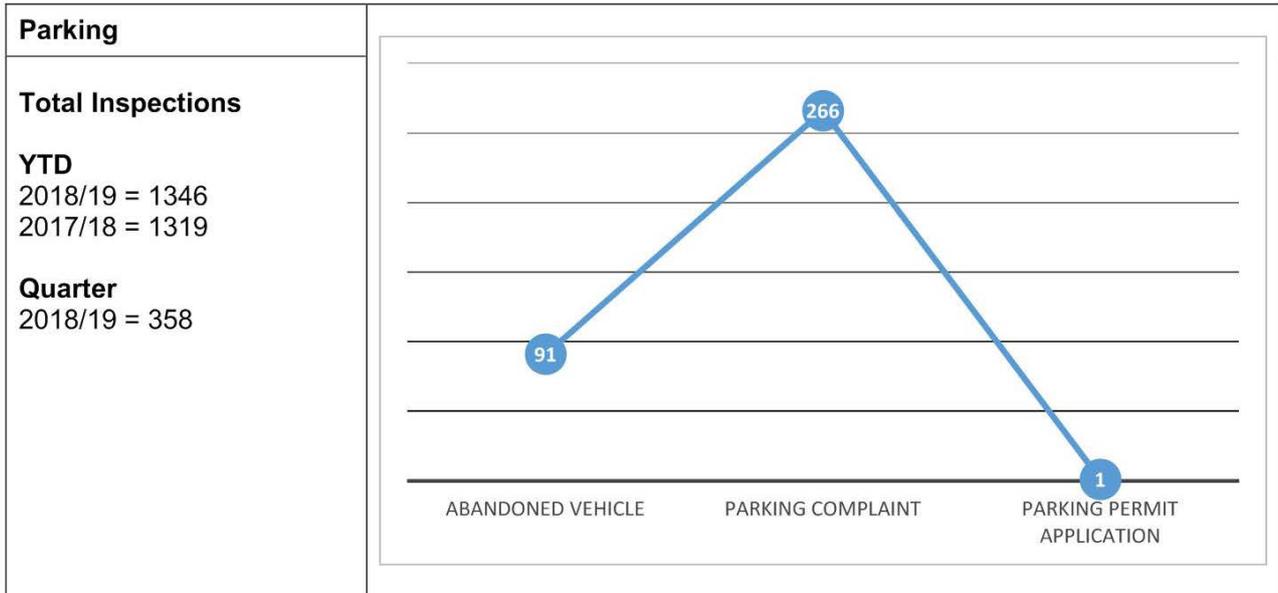
Dogs

YTD
 2018/19 = 670
 2017/18 = 680

Quarter
 2018/19 = 175



<p>Other Animals</p> <p>Total Inspections:</p> <p>YTD 2018/19 = 134 2017/18 = 222</p> <p>Quarter 2018/19 = 27</p>	 <table border="1"> <caption>Other Animals Inspection Data</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>CAT POSSUM CAGE FOR PICKUP</td> <td>0</td> </tr> <tr> <td>CATS CREATING A NUISANCE</td> <td>6</td> </tr> <tr> <td>OTHER ANIMALS CREATING A NUISANCE</td> <td>13</td> </tr> <tr> <td>BEES ON PUBLIC LAND</td> <td>2</td> </tr> <tr> <td>EUROPEAN WASP NEST SIGHTING</td> <td>6</td> </tr> <tr> <td>DEAD ANIMALS</td> <td>0</td> </tr> </tbody> </table>	Category	Count	CAT POSSUM CAGE FOR PICKUP	0	CATS CREATING A NUISANCE	6	OTHER ANIMALS CREATING A NUISANCE	13	BEES ON PUBLIC LAND	2	EUROPEAN WASP NEST SIGHTING	6	DEAD ANIMALS	0								
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DEAD ANIMALS	0																						
<p>Environment</p> <p>Total Inspections:</p> <p>YTD 2018/19 = 299 2017/18 = 331</p> <p>Quarter 2018/19 = 58</p>	 <table border="1"> <caption>Environment Inspection Data</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>PICK UP SYRINGES</td> <td>8</td> </tr> <tr> <td>UNSIGHTLY YARD</td> <td>9</td> </tr> <tr> <td>DRAG OUT</td> <td>1</td> </tr> <tr> <td>GRAFFITI</td> <td>0</td> </tr> <tr> <td>OVERGROWN FIRE HAZARD</td> <td>0</td> </tr> <tr> <td>LITTER AND DUMPING</td> <td>4</td> </tr> <tr> <td>OVERHANGING BRANCHES...</td> <td>19</td> </tr> <tr> <td>COUNCIL TREE DAMAGE</td> <td>7</td> </tr> <tr> <td>BACKYARD BURNING</td> <td>9</td> </tr> <tr> <td>WEED CONTROL - CALTROP...</td> <td>1</td> </tr> </tbody> </table>	Category	Count	PICK UP SYRINGES	8	UNSIGHTLY YARD	9	DRAG OUT	1	GRAFFITI	0	OVERGROWN FIRE HAZARD	0	LITTER AND DUMPING	4	OVERHANGING BRANCHES...	19	COUNCIL TREE DAMAGE	7	BACKYARD BURNING	9	WEED CONTROL - CALTROP...	1
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BACKYARD BURNING	9																						
WEED CONTROL - CALTROP...	1																						
<p>Roads & Footpaths</p> <p>Total Inspections:</p> <p>YTD 2018/19 = 252 2017/18 = 279</p> <p>Quarter 2018/19 = 86</p>	 <table border="1"> <caption>Roads & Footpaths Inspection Data</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>BUSINESS ON A ROAD</td> <td>5</td> </tr> <tr> <td>DEVELOPMENT DAMAGE</td> <td>16</td> </tr> <tr> <td>DAMAGED DRIVEWAYS</td> <td>22</td> </tr> <tr> <td>OBSTRUCTING FOOTPATH/ROAD</td> <td>17</td> </tr> <tr> <td>BANNERS AND POSTERS</td> <td>14</td> </tr> <tr> <td>A FRAME SIGNS</td> <td>0</td> </tr> <tr> <td>ELECTION SIGNS</td> <td>12</td> </tr> <tr> <td>SLEEPING ON COUNCIL...</td> <td>0</td> </tr> </tbody> </table>	Category	Count	BUSINESS ON A ROAD	5	DEVELOPMENT DAMAGE	16	DAMAGED DRIVEWAYS	22	OBSTRUCTING FOOTPATH/ROAD	17	BANNERS AND POSTERS	14	A FRAME SIGNS	0	ELECTION SIGNS	12	SLEEPING ON COUNCIL...	0				
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SLEEPING ON COUNCIL...	0																						



11.5 Service Centre 4th Quarter Activities Report

Brief

This report provides information on Service Centre activities for the fourth quarter of the 2018/19 financial year.

RECOMMENDATION

The Committee recommends to Council that the report be received.

Introduction

The Service Centre currently provides multiple contact channels for customers, with its primary contact being face to face, telephone, webchat and social media.

Recent customer research indicates that the Service Centre, as the first point of contact, is a measure of customer satisfaction at its highest and our level of customer service contributes to the quality, brand and reputation of CWT.

Our objective is to provide quality service in a responsive, consistent, convenient and caring way. Asking for and responding to customer feedback is considered best practice for contact centres, this is evidenced by the experience rating of customers interacting with us face-to-face and via webchat.

Discussion

There weren't any unexpected increases in the volume of interactions this quarter, but we did experience an 11 per cent decrease in call volumes compared with the same time the previous year. This decrease has been attributed to the planning team implementing a more responsive process and workflow which included providing a direct number to customers when there was an existing application in the system. This initiative was encouraged and implemented by the Manager City Development to align with the West Torrens' experience framework. The previous practice did not add value to the customer due to multiple contact points rather than one direct contact being the Planning Officer.

Other notable increases included:

- At the same time the previous year, our overall contacts inclusive of webchat, SMS and email have increased by 4 per cent.
- Service Centre webchats have increased by 12 per cent, with 1,896 received, compared with the third quarter.
- Service Centre staffed logged 1,849 customer requests this quarter, which equates to 58 per cent of overall requests raised during this period.
- Our 'rate it' app data reflected a customer experience rating of 9.4/10 over the past three months (based on 330 ratings), with a rating of 88 percent for service as 'awesome' and exceeding customer expectations. 'Friendly staff' was rated the highest with 33 per cent followed by 'great quality of service'

A snapshot of the feedback provided in a live chat survey when asked 'Do you have any other feedback that you would like to provide?' includes:

I found the whole process really enlightening and I got exactly what I was after thank you so much.

As always I find West Torrens Council to be the best. Very happy I live in your zone.

Chat format is excellent. Very helpful.

Adele found all the information in a timely manner, the live chat is a great way to gain information.

Great system and attentive staff!

Donna was very helpful, thank you.

Exceeded Customer Expectations

Awesome! How did we exceed your expectations?



Customer Service staff processed 14.6 per cent of all receipts for the quarter.

Total Receipts

Advam Credit Card	BANK CHEQUE	CASH PAYMENT	Commonwealth Bank Direct Debit	DIRECT DEBIT	EFTPOS	ePathway	Journal	LIBRARY CARD PAYMENT	MONEY ORDER	MASTERCARD	ON-LINE SERVICES	CHEQUE	VISACARD	Total
1881	1	622	7	1848	470	4795	31	115	13	61	19507	1198	108	30657

Customer Service Receipts

Advam Credit Card	BANK CHEQUE	CASH PAYMENT	EFTPOS	LIBRARY CARD PAYMENT	MONEY ORDER	MASTERCARD	CHEQUE	VISACARD	Total
1881	1	622	470	115	13	61	1198	108	4469

Customer Service Percentage of Total Receipts

14.58 %

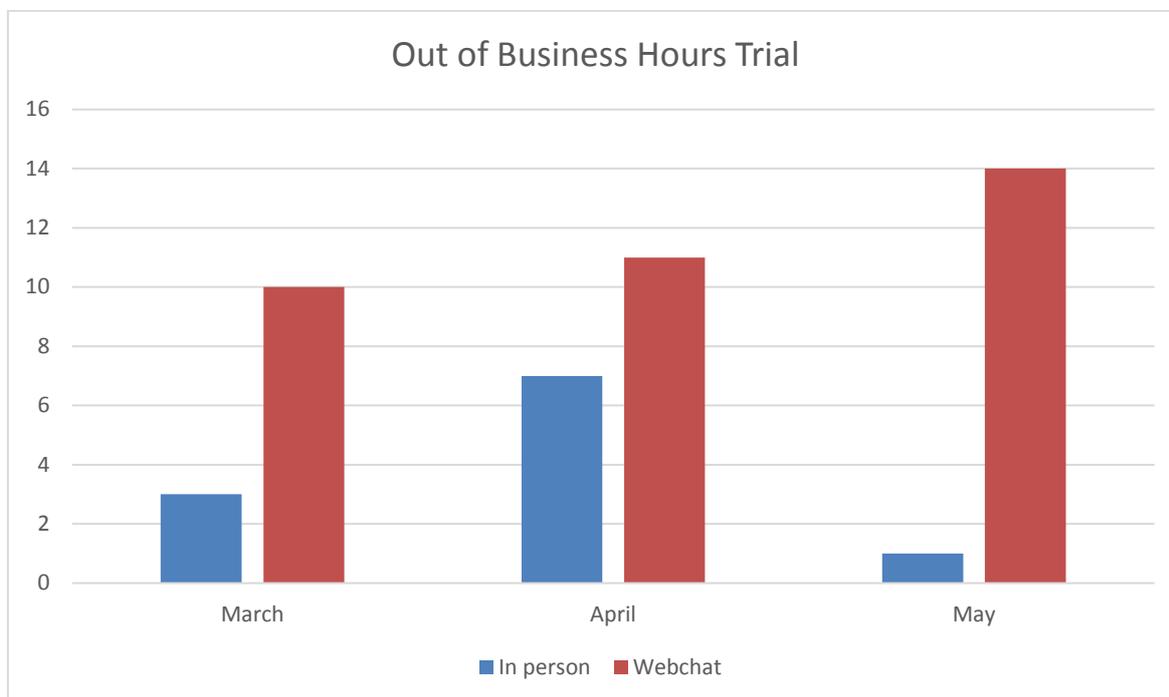
Out of Business Hours Service Pilot

The Service Centre continued to work in partnership with Community Development to provide an out of normal business hours service contact point at the Thebarton Community Centre.

During the trial the extended hours were Thursday 5pm - 8pm and Saturday 9am - 12pm. Face to face service and web chat was also open during these hours.

Unfortunately the level of interest for the out of normal business hours service contact point did not warrant the ongoing cost to resource this initiative despite a strong advertising campaign.

Therefore the decision was made to cease the trial. The graph below demonstrates the number of in person visits and webchats received.



West Torrens Experience

CWT's focus is to be known as a proactive and responsive organisation, with the delivery of the West Torrens' experience at the heart of everything we do.' To know if we delivering on our promise, it is important for measurements to be in place. One of the strategic pillars of the West Torrens' experience framework is to 'measure and evolve the customer experience'. A robust customer experience program measures both the employee (internal) and customer (external) experience.

Best practice voice of the customer (VOC) programs collate and use customer feedback in a systematic and real-time environment, directly supporting ongoing customer experience improvements, and keep up with evolving customer expectations.

Therefore during this quarter the West Torrens' Experience Steering Committee formed a sub working group with representation from across the business to research customer measurement survey software.

Staff from the Service Centre have been leading a project around the development of internal customer guidelines, as well working in partnership with Information Services on an E Learning platform. This is currently being developed for new and existing employees to increase and embrace a greater understanding of best practice techniques around service delivery.

Conclusion

This report provides an overview of the key activities of the Service Centre for the fourth quarter of the 2018/19 financial year.

Attachments

Nil

11.6 Community Services Activities Report - July 2019

Brief

This report details the activities of the Community Services Department for July 2019.

RECOMMENDATION

The Committee recommends to Council that the Community Services Activities Report - July 2019 be noted.

Introduction

The Community Services department (Department) provides a report to each City Services and Amenity Committee meeting detailing the status of key projects and activities for the preceding month.

Discussion

The key projects and activities undertaken by the Department during the month of July 2019 are as follows:

Community Centres

Thebarton Community Centre

Over the month of July, 86 groups were booked into Thebarton Community Centre, comprising quiz nights, Annual General Meetings, and birthday celebrations.

Plympton Community Centre

A total of 32 groups were booked into Plympton Community Centre, the Centre was totally booked on every weekend in July by community groups and private hirers. The addition of private hirers is working well as it is assisting with the overflow of booking requests for Thebarton as well as giving the community a better range of choice and costs.

Library Services

Book Clubs

All book club sets have been moved to the library shelves from the staff office area. This will increase the customers' awareness of the book club sets and encourage them to borrow sets for their private book clubs. The Book Club now has a new logo, and new signs and posters were placed on shelves to promote the service. The books were also updated on the computer system and customer procedures were changed.



Kanopy

The library service subscribed to Kanopy, this is now available for free to library cardholders via https://www.westtorrens.sa.gov.au/CWT/content/Library/Library_resources_collections/eResource. This is a film streaming service where films can be streamed from any computer, television, mobile device or platform by downloading the Kanopy app for iOS, Android and AppleTV. Kanopy provides access to more than 30,000 of the world's best films, including award-winning documentaries, rare and hard-to-find titles, film festival favourites, indie and classic films, films that are often difficult or impossible to access elsewhere, and many foreign language films (accessible in many languages). Library members are able to watch 10 movies per month. Movies can be watched an unlimited number of times within 3 days of first streaming a title.

Writer Workshop - Teen literacy, writing and well-being

A writer's workshop for young people was held in July. The workshop was hosted by local indigenous author Jared Thomas. He is known for his youth fiction including Calypso Summer which is soon to be released as a TV series on SBS. The young people who attended were very engaged and demonstrated that we may have some talented budding authors in our midst.

Community Development

Grant Guru

CWT subscribed to Grant Guru. Grant Guru is an online search tool that enables the community to search for all types of grants across Australia. This tool is now available to the community on the council website:

[https://www.westtorrens.sa.gov.au/CWT/news_and_events/Council_news_and_events/Council News/Finding_grants_just_got_easier](https://www.westtorrens.sa.gov.au/CWT/news_and_events/Council_news_and_events/Council_News/Finding_grants_just_got_easier)

Grant Guru provides information about national, state and philanthropic grants that are available, or may be coming available, and covers a range of categories for both business and community. It also provides advice and tips for those seeking and applying for grants and people can sign up for alerts when new grants that meet their criteria come online. Grant Guru is Australia's leading grant search engine and provides services to a large number of councils across the nation.

Tax Help

The annual Tax Help program began again this month. This is an opportunity for people in the community earning less than \$60,000 per annum to get assistance with lodging their tax returns. The Tax Help volunteers are recruited and trained by the Australian Tax Office and offer 3 appointments per day on Wednesdays in the Hamra Centre.

ORSR Consultation

Representatives from the Department attended the Office for Recreation, Sport and Racing (ORSR) metropolitan council's consultation. The priorities for ORSR are 'Game On, Getting SA active', the 'SA Sport and Recreation Infrastructure Plan', and a review of current sporting grants. The purpose of the consultation was to gather feedback from Councils on these three key project areas.

Active Ageing

The final session of the Mindset for Life workshops was this month. Mindset for Life is for people who are navigating retirement or have recently retired, it is a series of 2 interactive free workshops designed to help people increase clarity and reduce uncertainty about their retirement journey. The workshops were very well attended and the feedback was very positive with several people commenting that they had made lifestyle/work decisions and changes as a result of the workshops.

Arts and Culture

Refugee Week

Last month Refugee week was celebrated in the Hamra Centre with displays and with 2 Daisy Chain workshops. Each workshop was attended by 30 people. The participants learned to weave flowers from plastic bags on circular looms which were added to a "watch the garden grow" interactive installation. While they participated in the weaving they had the opportunity to talk to each other and exchange life experiences. The completed artwork of daisy chains will be displayed in the Hamra Centre foyer.



NAIDOC Week

NAIDOC Week was celebrated from 7 - 14th July with a range of activities for the community. The library staff wore NAIDOC shirts, hosted a turtle from the Nature Education Centre, held story-time sessions inside a giant inflatable echidna (by Nylon Zoo), hosted a visit from Wilbur's Wildlife, screened the Storm Boy movies, and raised awareness about the important work of the Indigenous Literacy Fund at a Book Swap event where the community heard local children's and youth author and ILF Ambassador Jared Thomas talk about the foundation's work, his journey in being an author and the importance of telling your own story. Children and parents also enjoyed a Virtual Reality experience in which they were transported to a Far North Queensland rainforest to explore indigenous culture in a 360 view. Families also experienced learning indigenous language through song in some special Baby and Toddler Time Family sessions. They sang songs from the Kaurna, Pitjantjatjara, Torrens Strait and Yorta people.



Children and Youth

The Hamra Centre hosted 6 local school groups on Wednesday 24 July 2019 to experience the Mobile Science Education's mobile planetarium Starlab to commemorate the 50th anniversary of the moon landing.

School Holiday Program

The Children and Youth teams once again ran a successful 'Get with the Program' winter school holiday program. A total of 26 activities were offered across the 2 week period, which included activities such as come and try Badminton and Baseball, baby time and story time sessions, a winter meals cooking class, drop-in video games and board games, and the Little Day Out local park activation event.

The Little Day Out event was used to connect with children and families about where and how they like to play outside. Feedback was gathered from parents through a short survey and informal chat, as well as from a map of the area where children and parents could mark locations where they like to spend time outside in our community. Consultation with schools and early childhood sites will continue in August.



Attachments

1. Community Services Activities - August 2019

Community Services Activities and Events - August 2019

Date	Time	Activity/Event	Location
Thu 1/8		SALA Exhibition open daily during August	Hamra Centre
	8.00am	"Audio in August" Competition: 0-25 years	Hamra Centre
	9.00am	NHF Walking Group	Kurralta Park
	10.30am	Fulham Shopping Centre Bus Run 1	Fulham Gardens Shopping Cnt
	10.30am	Baby Time: 0-18 months	Hamra Centre
	10.30am	Fulham Shopping Centre Bus Run 2	Fulham Gardens Shopping Cnt
	10.30am	Thursday West Torrens Senior Citizens	Plympton Community Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
6.00pm	Financial Counselling	Hamra Centre	
6pm-9pm	SALA "Viridescent" Opening Night	Hamra Centre	
Fri 2/8	8.30am	Hilton Shopping Centre Bus Run	Hilton Plaza Shopping Centre
	9.45am-11.30am	Movers and Shakers Exercise Group	Plympton Community Centre
	10.00am-11.30	Volunteer Program Coordinators Meeting	Hamra Centre
	10.00am	Knitter Knatter Group	Hamra Centre
	10.30am	Story Time: 5 years & under	Hamra Centre
	12.00pm	Central Market Bus Run	Central Market - Adelaide
	12.30pm	Kmart Shopping Centre Bus Run	Kurralta Park
	1.00pm	One-to-One Tech Help Drop-in Session	Hamra Centre
	4.00pm	Friday Fun: 10 years & over	Hamra Centre
Sat 3/8	10.00am	One-to-One Tech Help Drop-in Session	Hamra Centre
	1.30pm	Rewire Class: Get to know your iPad	Hamra Centre
Sun 4/8			
Mon 5/8	8.00am	NHF Walking Group	Kurralta Park
	10.00am	Yarn Knitting Group	Hamra Centre
	10.30am	ESL Reading Group: Intermediate - Advanced	Hamra Centre
	10.30am	Community Meal - CHSP	Plympton Community Centre
	12.15pm	Social Scrabble	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre
	6.00pm	Sewing Studio	Plympton Community Centre
Tue 6/8	10.30am	Baby Time: 0-18 months	Hamra Centre
	11am-2pm	Share-a-Table: Active Ageing	Plympton Community Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
	1.00pm	ESL Class with free creche	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre
Wed 7/8	10.30am	ESL Reading Group: Post Beginner - Pre-intermediate	Hamra Centre
	10.30am	Story Time: 5 years & under	Hamra Centre
	11.00am	Book Club	Hamra Centre
	11am-2pm	Sewing Studio	Plympton Community Centre
	11.30am-3.30pm	Tax Help	Hamra Centre
	1.30pm	Little Bang Discovery Club: 3-5 years	Hamra Centre
	1.30pm	Aqua Fun - Swimming Classes	Thebarton Aquatic Centre
Thu 8/8	8.00am	NHF Walking Group	Kurralta Park
	9.00am	Fulham Shopping Centre Bus Run 1	Fulham Gardens Shopping Cnt
	10.00am	One-to-One Tech Help	Hamra Centre
	10.30am	Baby Time: 0-18 months	Hamra Centre
	10.30am	Fulham Shopping Centre Bus Run 2	Fulham Gardens Shopping Cnt
	10.30am	Thursday West Torrens Senior Citizens	Plympton Community Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
	6.00pm	Book Club	Hamra Centre

Date	Time	Activity/Event	Location
Fri 9/8	8.45am	Central Market Bus Run	Central Market - Adelaide
	9.00am	Brickworks Shopping Centre	Brickworks Marketplace
	9.45am-11.30am	Movers and Shakers Exercise Group	Plympton Community Centre
	10.00am	Orange Tree Quilters	Hamra Centre
	10.30am	Story Time: 5 years & under	Hamra Centre
	12.30pm	Kmart Shopping Centre Bus Run	Kurralta Park
	1.00pm	One-to-One Tech Help Drop-in Session	Hamra Centre
	3.00pm	Book Club	Hamra Centre
	4.00pm	Friday Fun: 10 years & over	Hamra Centre
Sat 10/8	10.00am	One-to-One Tech Help Drop-in Session	Hamra Centre
Sun 11/8			
Mon 12/8	8.00am	NHF Walking Group	Kurralta Park
	10.00am	Yarn Knitting Group	Hamra Centre
	10.30am	ESL Reading Group: Intermediate - Advanced	Hamra Centre
	10.30am	Community Meal - CHSP	Plympton Community Centre
	12.15pm	Social Scrabble	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre
	3.30pm	Lego Club: Suitable for school-aged children	Hamra Centre
	6.00pm	Sewing Studio	Plympton Community Centre
Tue 13/8	9am-11am	Blokes Brekky - Active Ageing	Plympton Community Centre
	10.30am	Baby Time: 0-18 months	Hamra Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
	1.00pm	ESL Class with free creche	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre
Wed 14/8	10.30am	ESL Reading Group: Post Beginner - Pre-intermediate	Hamra Centre
	10.30am	Story Time: 5 years & under	Hamra Centre
	11am-2pm	Sewing Studio	Plympton Community Centre
	11.30am-3.30pm	Tax Help	Hamra Centre
	1.30pm	Little Bang Discovery Club: 3-5 years	Hamra Centre
	1.30pm	Aqua Fun - Swimming Classes	Thebarton Aquatic Centre
Thu 15/8	8.00am	NHF Walking Group	Kurralta Park
	9.00am	Fulham Shopping Centre Bus Run 1	Fulham Gardens Shopping Cnt
	10.00am	One-to-One Tech Help	Hamra Centre
	10.30am	Baby Time: 0-18 months	Hamra Centre
	10.30am	Fulham Shopping Centre Bus Run 2	Fulham Gardens Shopping Cnt
	10.30am	Thursday West Torrens Senior Citizens	Plympton Community Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
	6.00pm	Financial Counselling	Hamra Centre
Fri 16/8	8.45am	Hilton Shopping Centre Bus Run	Hilton Plaza Shopping Centre
	9.45am-11.30am	Movers and Shakers Exercise Group	Plympton Community Centre
	10.30am	Story Time: 5 years & under	Hamra Centre
	12.00pm	Central Market Bus Run	Central Market - Adelaide
	12.30pm	Kmart Shopping Centre Bus Run	Kurralta Park
	1.00pm	One-to-One Tech Help Drop-in Session	Hamra Centre
		4.00pm	Friday Fun - Science Week: 10 years & over
Sat 17/8	10.00am	One-to-One Tech Help Drop-in Session	Hamra Centre
Sun 18/8			

Date	Time	Activity/Event	Location
Mon 19/8	8.00am	NHF Walking Group	Kurralta Park
	10.00am	Yarn Knitting Group	Hamra Centre
	10.30am	ESL Reading Group: Intermediate - Advanced	Hamra Centre
	10.30am	Community Meal - CHSP	Plympton Community Centre
	12.15pm	Social Scrabble	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre
	6.00pm	Sewing Studio	Plympton Community Centre
Tue 20/8	10.30am	Baby Time: 0-18 months	Hamra Centre
	11am-2pm	Share-a-Table: Active Ageing	Plympton Community Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
	1.00pm	ESL Class with free creche	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre
Wed 21/8	10.30am	ESL Reading Group: Post Beginner - Pre-intermediate	Hamra Centre
	10.30am	Story Time - CBCA Book Week: 5 years & under	Hamra Centre
	11am-2pm	Sewing Studio	Plympton Community Centre
	11.30am-3.30pm	Tax Help	Hamra Centre
	1.30pm	Little Bang Discovery Club: 3-5 years	Hamra Centre
	1.30pm	Aqua Fun - Swimming Classes	Thebarton Aquatic Centre
Thu 22/8	8.00am	NHF Walking Group	Kurralta Park
	9.00am	Fulham Shopping Centre Bus Run 1	Fulham Gardens Shopping Cnt
	10.00am	One-to-One Tech Help	Hamra Centre
	10.30am	Fulham Shopping Centre Bus Run 2	Fulham Gardens Shopping Cnt
	10.30am	Baby Time: 0-18 months	Hamra Centre
	10.30am	Thursday West Torrens Senior Citizens	Plympton Community Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
	7.00pm	Movie Night: Bohemian Rhapsody (M)	Hamra Centre
Fri 23/8	8.45am	Central Market Bus Run	Central Market - Adelaide
	9.00am	Brickworks Shopping Centre	Brickworks Marketplace
	9.45am-11.30am	Movers and Shakers Exercise Group	Plympton Community Centre
	10.00am	Orange Tree Quilters	Hamra Centre
	10.30am	Story Time - CBCA Book Week: 5 years & under	Hamra Centre
	12.30pm	Kmart Shopping Centre Bus Run	Kurralta Park
	1.00pm	One-to-One Tech Help Drop-in Session	Hamra Centre
	4.00pm	Friday Fun - CBCA Book Week: 10 years & over	Hamra Centre
Sat 24/8	10.00am	One-to-One Tech Help Drop-in Session	Hamra Centre
Sun 25/8			
Mon 26/8	8.00am	NHF Walking Group	Kurralta Park
	10.00am	Yarn Knitting Group	Hamra Centre
	10.30am	ESL Reading Group: Intermediate - Advanced	Hamra Centre
	10.30am	Community Meal - CHSP	Plympton Community Centre
	12.15pm	Social Scrabble	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre
	3.30pm	Lego Club: Suitable for school-aged children	Hamra Centre
	6.00pm	Sewing Studio	Plympton Community Centre
Tue 27/8	9.00am	Blokes Brekky - Active Ageing	Plympton Community Centre
	10.30am	Baby Time: 0-18 months	Hamra Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
	1.00pm	ESL Class with free creche	Hamra Centre
	2.00pm	One-to-One Tech Help	Hamra Centre

Date	Time	Activity/Event	Location
Wed 28/8	10.30am	ESL Reading Group: Post Beginner - Pre-intermediate	Hamra Centre
	10.30am	Story Time: 5 years & under	Hamra Centre
	11am-2pm	Sewing Studio	Plympton Community Centre
	11.30am-3.30pm	Tax Help	Hamra Centre
	1.30pm	Aqua Fun - Swimming Classes	Thebarton Aquatic Centre
Thu 29/8	8.00am	NHF Walking Group	Kurralta Park
	9.00am	Fulham Shopping Centre Bus Run 1	Fulham Gardens Shopping Cnt
	10.00am	One-to-One Tech Help	Hamra Centre
	10.30am	Baby Time: 0-18 months	Hamra Centre
	10.30am	Fulham Shopping Centre Bus Run 2	Fulham Gardens Shopping Cnt
	10.30am	Thursday West Torrens Senior Citizens	Plympton Community Centre
	11.15am	Toddler Time: 18 months-3 years	Hamra Centre
6.00pm	Financial Counselling	Hamra Centre	
Fri 30/8	8.45am	Hilton Shopping Centre Bus Run	Hilton Plaza Shopping Centre
	9.45am-11.30am	Movers and Shakers Exercise Group	Plympton Community Centre
	10.30am	Story Time: 5 years & under	Hamra Centre
	12.00pm	Central Market Bus Run	Central Market - Adelaide
	12.30pm	Kmart Shopping Centre Bus Run	Kurralta Park
	1.00pm	One-to-One Tech Help Drop-in Session	Hamra Centre
	4.00pm	Friday Fun: 10 years & over	Hamra Centre
4.00pm	Friday Fun: 10 years	Hamra Centre	
Sat 31/8	10.00am	One-to-One Tech Help Drop-in Session	Hamra Centre
	1.30am	Rewire Class: Get to know your Samsung Tablet	Hamra Centre

12 MEETING CLOSE