

CITY OF WEST TORRENS



Notice of Council Meeting

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

of the

CITY OF WEST TORRENS

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

on

TUESDAY, 21 APRIL 2020
at 7.00pm

Angelo Catinari
Chief Executive Officer (Acting)

City of West Torrens Disclaimer

Please note that the contents of this Council Agenda 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 17 March 2020 and Minutes of the meeting of the Special Council held on 31 March 2020 be confirmed as a true and correct record.

6 MAYORS REPORT

(Preliminary report for the agenda to be distributed Friday, 17 April)

In the three weeks since the last Special Council Meeting of 31 March 2020 functions and meetings involving the Mayor have included:

Thursday 2 April

- Regular monthly Coast FM interview with David Hearn via teleconference.

Thursday 9 April

- With Acting CEO Angelo Catinari met, via Zoom, with Ben Hopkins, CEO and Murray Forbes, President of the West Adelaide Football Club to discuss Council's support package during the Covid-19 public health emergency.

Wednesday 15 April

- With Acting CEO Angelo Catinari met, via Zoom, with Jake Parkinson, CEO of the SANFL to discuss Council's support package during the Covid-19 public health emergency.

During the period since the last Council meeting, the Mayor has had daily briefings from the Acting CEO regarding the impact of Covid-19 on our residents, our community groups, our business sector, and our staff.

Further, the Mayor has also been a regular participant in briefings organised by the LGA with the Premier and various Federal and State Ministers and has then provided regular updates to the Councillors.

In conclusion, on a daily basis, Mayor Coxon has also been reaching out to our residents, community and sporting groups and other organisations within our City to determine any assistance they may require at this difficult time.

RECOMMENDATION

That the Mayor's Report be noted.

7 ELECTED MEMBERS REPORTS

8 PETITIONS

Nil

9 DEPUTATIONS

Nil

10 ADJOURN TO STANDING COMMITTEES

Nil

11 ADOPTION OF STANDING COMMITTEE RECOMMENDATIONS

Nil

12 ADOPTION OF GENERAL COMMITTEE RECOMMENDATIONS

Nil

13 QUESTIONS WITH NOTICE

Nil

14 QUESTIONS WITHOUT NOTICE

15 MOTIONS WITH NOTICE

15.1 Report request for rate, fleet and labour data

Cr Kym McKay gave notice of his intention to move the following motion:

MOTION

That the Administration provide a report back to Council prior to the next budget session on:

1. What the cost would be to “forgive collection of rates” for all ratepayers for the next quarter.
2. What number of packaged vehicles does Council have that are scheduled to be changed over this year of 2020 (not 2019 – 2020).
3. What number of Labour Hire employees – or temporary relief employees are engaged as of 13 April 2020.

16 MOTIONS WITHOUT NOTICE

17 REPORTS OF THE CHIEF EXECUTIVE OFFICER

17.1 Amendments to Codes and Policies to Facilitate Remote Participation and Public Attendance at Council Meetings

Brief

This report presents a suite of amended polices and codes that accommodate the changes made by *Electronic Participation in Council Meetings Notice (No 1) 2020*.

RECOMMENDATION

It is recommended to Council that:

1. The Draft Code of Practice: Procedures at Meetings be approved.
2. The Draft Code of Practice: Access to Meetings and Documents be approved.
3. The Draft Council Policy: Informal Gatherings and Discussions be approved.
4. The Chief Executive Officer be delegated authority to make changes of a minor and/or technical nature to the above documents.

Introduction

As a result of the Public Health Emergency Declaration by the Chief Executive Officer of the Department of Health and Well-Being on 15 March 2020, which was upgraded to a major emergency by the State Coordinator (Commissioner of Police) on 24 March 2020, the Local Government (Public Health Emergency) Amendment Bill 2020 was introduced and passed both Houses of Parliament on 24 March 2020. This Bill gives the Minister for Transport, Infrastructure and Local Government (Minister) the power to vary or suspend the operation of most sections of the *Local Government Act 1999* (Act) and/or associated Regulations in response to an issue caused by a major emergency.

To vary or suspend a section of the Act and/or associated Regulations the Minister must issue a notice in the Government Gazette following consultation with the Local Government Association. Such variation or suspension lasts until the day specified or for 28 days after the end of the emergency declaration.

Discussion

On 31 March 2020, the Minister released the first of these notices being the *Electronic Participation in Council Meetings Notice (No1) 2020* (Notice No1). Notice No1 specifically amended or suspended sections of the Act and the *Local Government (Procedures at Meetings) 2013* to allow for the remote participation by Elected Members in Council meetings along with remote attendance by the public.

A summary of the amendments made to both the *Local Government Act 1999* (Act) and the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations) as a result of Notice No1 is attached for reference (**Attachment 1**).

Notice No1 has resulted in a number of amendments to Council's *Code of Practice: Procedures at Meetings*, *Code of Practice: Access to Meetings and Documents* as well as *Council Policy: Informal Gatherings* (**Attachments 2, 3 and 4 respectively**). These amendments are shown as 'track changes'.

In addition to these amendments, a new definition has been included in both the Council Policy - Informal Gatherings and the Code of Practice Access to Meetings and Documents as follows:

State Emergency means a major emergency declaration, identified major incident declaration, disaster declaration, public health emergency or any other emergency as so declared under the relevant Act.

The Administration is developing protocols with regard to the operation of Council's meeting procedures when using Zoom, the software that will be used to enable electronic participation in Council meetings by Elected Members and attendance at those meetings by members of the public. These protocols will be provided to Members along with training on the use the use of Zoom prior to the next meeting of Council.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact consideration in relation to this report.

Conclusion

This report proposes amendments to the *Code of Practice: Procedures at Meetings*, *Code of Practice: Access to Meetings and Documents* and *Council Policy Informal Gatherings and Discussions* resulting from the *Electronic Participation in Council Meetings Notice (No1) 2020* which was Gazetted on 31 March 2020.

Attachments

1. **Summary of Legislative Amendments**
2. **Draft Code of Practice: Procedures at Meetings**
3. **Draft Code of Practice: Access to Meetings and Documents**
4. **Draft Council Policy: Informal Gatherings and Discussions**

Summary of Amendments to both the *Local Government Act 1999* (Act) and the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations).

Local Government Act 1999

Section 74 - Dealing with material conflict of interest

The changes to this section allow for somebody to comply with "leaving the meeting" for the purposes of a material conflict of interest by way of disconnecting from a live stream.

The section also provides that members **must not** view the any live stream of the meeting while they have "left the meeting" by way of disconnecting from an electronic platform.

Members with a material conflict of interest are also precluded from watching *any recording of the meeting* at a later time.

Importantly - connected means being able to hear and/or see the meeting.

Section 81 - Frequency and timing of ordinary meetings

This section has been amended to allow the Chief Executive Officer to move the location of a meeting due to a public health emergency. In this section, place also means an electronic location.

Section 83 - Notice of ordinary or special meetings

The Chief Executive Officer is now able to sign a notice of meeting electronically, and the notice may provide that the meeting will be held electronically.

Section 84 - Public notice of council meetings

The requirement to publish notices of meeting procedures on public display in the Council office has been suspended. This means that the requirement now is only to publish notices on the website.

It also allows the Chief Executive Officer to nominate a secondary person to ensure that the documents are properly provided for on the website.

Again, in this section place also means an electronic location.

Section 85 - Quorum

This section provides that a member who is participating in a meeting electronically, they are taken to be present at the meeting provided they can:

1. Hear all other members present at the meeting;
2. Be heard by all other members present at the meeting; and
3. Be heard by the person taking the minutes.

A quorum is present even if 1 or more Elected Members constituting the quorum is accessing the meeting electronically.

This is reflected throughout the rest of the amendments that require a member to be present.

Section 86 - Procedure at meetings

This section allows a Council to meet electronically to amend the meeting procedures, even if the existing meeting procedures do not allow for electronic access.

Section 90 - Meetings to be held in public except in special circumstances

This amendment provides that a meeting will be taken to be "in a place open to the public" where there are online measures being taken when:

1. It is held in the ordinary manner in person; or
2. If one or more Members are accessing the meeting by electronic means; then
3. The chief executive officer makes a public live stream of the meeting;
4. Where a live stream is unavailable, the Chief Executive Officer makes a public recording of the meeting available;
5. Where a live stream or recording are unavailable, the Chief Executive Officer has published on the Council website the steps taken to attempt to comply with the above.

If a meeting moves into confidence, any live stream or recording of the meeting must cease.

Section 91 - Minutes and release of documents

This amendment removes the requirement that the minutes must be displayed in the principal office. Instead, they must be on the Council website.

Section 92 - Access to meetings and documents

A Council is not required to adopt any provision in an existing Code of Practice which would prevent or inhibit participation at meetings via electronic means.

Council members may meet by electronic means to amend the Code of Practice.

The amendments have suspended the public consultation requirements for the Code of Practice.

Local Government (Procedures at Meetings) Regulations 2013**Regulation 3 - Interpretation**

This amendment allows people to seek leave of the meeting, and vote via a verbal indication of affirmative or negative if they have connected via electronic means.

It also states that any reference in the regulations to "appear personally" also includes accessing via electronic means, provided that they can hear all other members, all other members can hear them and the minute taker can hear them.

Regulation 6 - Discretionary Procedures

This amendment allows members to vote by resolution to allow members to access the meeting via electronic means.

Regulation 7 - Commencement of meetings and quorums

This amendment removes the requirement for notices to be put on display in the Council offices, instead allowing them to be displayed on the Council website.

Regulation 8 - Minutes

This amendment allows the Presiding Member to initial or sign the minutes electronically.

The minutes must also record the method by which members are attending the meeting.

Regulation 10 - Petitions

This amendment allows the Chief Executive Officer to amend the way in which Council receives petitions.

Regulation 11 - Deputations

This amendment removes the requirement for a request for a deputation to be "*delivered to the principle office of the Council*".

Regulation 16 - Voting

This amendment varies the requirement that members must be in their seat to vote when they are accessing the meeting electronically.

However, a member is taken to be "not in their seat" if their electronic access disconnects.

Regulation 17 - Divisions

When a division is called and people are accessing the meeting by electronic means, members must provide a verbal indication of voting in the affirmative or negative.

CITY OF WEST TORRENS



Statutory Code: Code of Practice - Procedures at Meetings

Classification:	Statutory Code
First Issued:	19 April 2005
Dates of Review:	2006, 2007, 2008, 2008, 2011, 2013, 2015, 2017, 2018, <u>2020</u>
Commencement	8 December 2015
Version Number:	<u>110</u>
<u>Next Review Due</u>	<u>2022</u>
Objective ID:	A7837
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government (Procedures at Meetings) Regulations 2013 (SA) • Mandatory Code of Conduct for Council Members • Electronic Participation in Council Meetings Notice (No 1)
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Elections Period Caretaker Policy • Code of Practice - Access to Meetings and Documents
Associated Forms:	
Note:	
Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	Date
Approved by Executive:	Date
Endorsed by Council:	Council and Standing Committees Minutes Date <u>20 March 2018</u>

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

Draft

Objective ID - A7837

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Code of Practice - Procedures at Meetings

INTRODUCTION

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

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

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

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

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

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

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

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

1. Interpretation (Regulation 3)

"**Act**" means the *Local Government Act 1999*;

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

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

"**formal motion**" means a motion -

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

"**Guiding Principles**" see regulation 4;

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

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

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

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

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

¹ See regulation 12 for specific provisions about formal motions

2. Guiding Principles (Regulation 4)

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

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

PART 2 - MEETINGS OF COUNCILS AND KEY COMMITTEES

DIVISION 1 - PRELIMINARY

3. Application of Part (Regulation 5)

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

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

4. Discretionary Procedures (Regulation 6)

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least 2/3 of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least 2/3 of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.

- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20².

DIVISION 2 PRESCRIBED PROCEDURES

5. Commencement of Meetings and Quorums (Regulation 7)

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

City of West Torrens Provisions:

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

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

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

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

(9) When there are people in the public gallery:

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

(10) This section is subject to any notice given by the Minister under section 302B of the Local Government Act 1999.

6. Minutes (Regulation 8)

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will -
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.

(3a) For the purposes of subregulation (3), the presiding member may initial or sign the minutes in hardcopy or electronically.

- (4) The minutes of proceedings of a meeting must include -
 - (a) the names of the members present at the meeting; and
 - (b) in relation to each member present -
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and

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

- (d) any variation, alteration or withdrawal of a motion or amendment; and
- (e) whether a motion or amendment is carried or lost; and
- (f) any disclosure of interest made by a member; and
- (g) an account of any personal explanation given by a member; and
- (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
- (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
- (j) details of any adjournment of business; and
- (k) a record of any request for documents to be tabled at the meeting; and
- (l) a record of any documents tabled at the meeting; and
- (m) a description of any oral briefing given to the meeting on a matter of council business; and
- (n) any other matter required to be included in the minutes by or under the Act or any regulation.

~~(n)~~(o) The method of attendance by the person.

City of West Torrens Provisions:

- (5) Minutes will be forwarded by either hard or soft copy to Members, as requested, and placed on Council's website and extranet.
- (6) The minutes of Council and Council Committee meetings will not include voting patterns other than divisions.
- (7) With regard to Council Committees, a motion to the effect that the Committee meeting recommendations be adopted, will be sufficient, if carried, to endorse the recommendations of the Council Standing or General Committees as Council resolutions.
- (8) If Elected Member(s) are attending the meeting via electronic means, minutes must be taken accurately with due consideration to those not physically present in the meeting.

7. Questions (Regulation 9)

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- (2) If notice of a question is given under sub-regulation (9.1):
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.

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

- (3) A member may ask a question without notice at a meeting.

City of West Torrens Provisions:

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

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

City of West Torrens Provisions:

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

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

8. Petitions (Regulation 10)

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

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City of West Torrens Provisions:

- ~~(3)~~(4) The original of each page of the petition must be presented by the head petitioner to Council's Administration and identify the name and contact details of the head petitioner.
- ~~(4)~~(5) Each page of the petition presented to the Council must restate the whole of the request or submission of the petitioners.
- ~~(5)~~(6) The name and address of each person who signed or endorsed the petition must be clear and legible.
- ~~(6)~~(7) Electronically submitted petitions will be only be accepted if they meet the requirements detailed in regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice.
- ~~(7)~~(8) If the petition does not comply with regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice, the petition will not be accepted or presented to Council for its consideration.
- ~~(8)~~(9) If a page of a petition does not comply with regulation (10) and/or clauses 8.4 to 8.6 of this Code of Practice, the signatures on that page will not to be taken into account by the Council when considering the petition.
- ~~(9)~~(10) When a petition is placed on the Council Agenda in accordance with regulation (10.2), the only motion that may be moved is:
- (a) That the petition be received and referred to a Council Committee or officer for consideration and a report back to Council.
- ~~(10)~~(11) On receipt of the petition, in accordance with (10.2), a summary of the first page only will be provided to Council as an attachment to an initial report which sets out the request or submission of the petitioners. When the report on the petition is subsequently considered by Council the entire petition will be attached to the Agenda report except any page or pages not complying with sub-regulation (5) unless the petition is non-compliant and in such instances the whole petition will be included in the initial report for Members information.
- ~~(11)~~(12) When a petition is placed on the Council Agenda in accordance with regulation (10.2) but the petition is not to be actioned and the only motion that may be moved is:
- That the petition be noted.
- ~~(12)~~(13) On receipt of a petition pursuant to clause 10(12), the entire petition will be attached to the Agenda report except any page or pages not complying with sub-regulation (5)

9. Deputations (Regulation 11)

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver ~~(to the principal office of the council)~~ a written request to the council.
- (2) The chief executive officer must transmit a request received under sub-regulation (1) to the presiding member.

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

City of West Torrens Provisions:

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

10. Motions (Regulation 12)

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.

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- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under sub-regulation (3) is lost, a motion to the same effect cannot be brought:
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.

City of West Torrens Provisions:

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

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

City of West Torrens Provisions:

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

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

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

City of West Torrens Provisions:

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

(12) A motion will lapse if it is not seconded at the appropriate time.

(13) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.

City of West Torrens Provisions:

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

(14) A member may only speak once to a motion except:

- (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
- (b) with leave of the meeting; or
- (c) as the mover in reply.

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

City of West Torrens Provisions:

- (15.1) Notwithstanding sub-regulation (11), a member who has already spoken to a motion before the presiding member, may move or second an amendment provided that the member is neither the mover nor seconder of the original motion.
- (15.2) Notwithstanding sub-regulation (12.11), a member who has already spoken to a motion or amendment before the presiding member, may move or second a second amendment provided that the member is neither the mover nor seconder of the original motion nor the amendment.

- (15.3) A member who has spoken to a motion may speak to both an amendment and a second amendment, for no more than five minutes respectively, other than the member who have moved or seconded the original motion.
- (16) A member who has not spoken in the debate on a question may move a formal motion.
- (17) A formal motion must be in the form of a motion set out in sub-regulation (14) (and no other formal motion to a different effect will be recognised).
- (18) If the formal motion is:
- (a) *that the meeting proceed to the next business*, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) *that the question be put*, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) *that the question lie on the table*, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) *that the question be adjourned*, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) *that the meeting be adjourned*, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (19) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (20) A formal motion does not constitute an amendment to a substantive motion.
- (21) If a formal motion is lost:
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (22) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (23) Any question that lies on the table as a result of a successful formal motion under sub-regulation (14)(c) lapses at the next general election. .
- (24) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.

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- (25) Sub-regulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Provisions:

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

11. Amendments to Motions (Regulation 13)

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

City of West Torrens Provisions:

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

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

City of West Torrens Provisions:

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

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

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- (6) Sub-regulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

12. Variations etc. (Regulation 14)

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

13. Addresses by Members etc. (Regulation 15)

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

City of West Torrens Provisions:

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

14. Voting (Regulation 16)

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Sub-regulation (3):
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act;
 - (c) is varied in relation to a member participating in a council meeting by electronic means such that the reference to "not in his or her seat" is taken to include a disconnection of the electronic means.

15. Divisions (Regulation 17)

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

16. Tabling of Information (Regulation 18)

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at

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a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).

- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

17. Adjourned Business (Regulation 19)

- (1) If a formal motion for a substantive motion to be adjourned is carried:
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provision of this regulation may be varied at the discretion of the council pursuant to regulation 6.

City of West Torrens Provisions:

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

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

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

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least 2/3 of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under sub-regulation (1).
- (3) If a suspension occurs under sub-regulation (1):
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and

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- (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension:
 - (i) the provisions of the Act must continue to be observed³, and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if:
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least 2/3 of the members present at the meeting resolve that the period should be brought to an end.
- 19. Chief executive officer may submit report recommending revocation or amendment of council decision (Regulation 21)**
- (1) The chief executive officer may submit a report to council recommending the revocation or amendment of a resolution passed since the last general election of the council.
 - (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is considered.
 - (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

PART 3 - MEETINGS OF OTHER COMMITTEES**20. Application of Part (Regulation 22)**

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

21. Notice of Meetings for Members (Regulation 23)

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

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

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

supplied with a copy of any documents or reports that are to be considered at the meeting.

22. Public Notice of Committee Meetings (Regulation 24)

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

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

23. Minutes (Regulation 25)

- (1) The minutes of the proceedings of a meeting must include:
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member a; and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.

City of West Torrens Provisions:

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

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

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

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

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

PART 4 - MISCELLANEOUS

24. Quorum for Committees (Regulation 26)

- (1) The *prescribed number* of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the *prescribed number* of members of a council committee is:

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- (a) unless paragraph (b) applies, a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
- (b) a number determined by the Council.

Note:

See also section 41(6) of the Act.

25. Voting at Committee Meetings (Regulation 27)

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

26. Points of Order (Regulation 28)

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

27. Interruption of Meetings by Members (Regulation 29)

- (1) A member of a council or council committee must not, while at a meeting:
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- (2) Sub-regulation (1)(b) does not apply to a member who is:
 - (a) objecting to words used by a member who is speaking; or

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- (b) calling attention to a point of order; or
- (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of sub-regulation (1) has occurred, those members may, by resolution:
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who:
 - (a) refuses to leave a meeting in contravention of sub-regulation (4); or
 - (b) enters a meeting in contravention of a suspension under sub-regulation (5), is guilty of an offence.

Maximum penalty: \$1250.

28. Interruption of Meetings by Others (Regulation 30)

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

Maximum penalty: \$500.

City of West Torrens Provisions:

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

29. Other Matters (City of West Torrens Provision)**(1) Mayor's Report**

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

(2) Elected Members Reports

(2.1) Each Council meeting will provide the opportunity for elected members to provide written reports for inclusion in the minutes of the meeting on their attendance at meetings and conferences on behalf of, and/or endorsed by, Council. .

(2.2) Reports should be provided to the CEO's office by midday on the day of the Council meeting to enable them to be collated in readiness for inclusion in the minutes of the meeting

(2.3) Members may speak to their written reports at the meeting on a 'by exception' basis.

(2.4) Elected members may provide brief verbal reports or updates on matters not suited to being dealt with as a question or a motion, but only with the prior agreement of the presiding member.

(3) Tabling of Information by Elected Members

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

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

(4) Conduct of Members

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

(5) Nominations

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

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

(6) Filming Council and Committee Meetings

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

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

Draft

CITY OF WEST TORRENS



Code of Practice: Access to Meetings and Documents

Classification:	Council Policy
First Issued:	7 November 2000 2020
Dates of Review:	11 December 2001, 12 November 2002, 3 February 2004, 2 October 2007, 7 October 2008, May 2011, August 2012, July 2015, 2016, 2019
Version Number:	10
Objective ID:	A5875
Next Review Due:	2023
Applicable Legislation:	Local Government Act 1999 Development Act 1993 Planning Development and Infrastructure Act 2016 Freedom of Information Act 1991 Local Government (Procedures at Meetings) Regulations 2013 Criminal Law Consolidation Act 1935 Code of Conduct for Council Members Code of Conduct for Council Employees Electronic Participation in Council Meetings Notice (No 1)
Related Policies or Corporate Documents:	Code of Practice: Procedures at Meetings Public Consultation Council Policy Internal Review of Council Decisions Policy Customer Complaints Council Policy
Associated Forms:	
Note:	This is a statutory document and must be reviewed within 12 months of each Local Government General Election.
Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	General Manager Business and Community Services Date
Approved by Executive:	Date
Endorsed by Council:	Date 10 December 2019

Objective ID A5875

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City of West Torrens Code of Practice – Access to Meetings and Documents

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CODE OF PRACTICE – Access to Meetings and Documents

1. Preamble

- 1.1. The City of West Torrens (CWT) acknowledges that the procedures observed during the conduct of a meeting of Council, Council Committee (Committee) or the Council Assessment Panel (CAP) should contribute to open, transparent and informed decision-making.
- 1.2. However, Council also recognises that on a limited number of occasions it may be necessary, in the broader community interest, to restrict public access to Council, Committee or CAP meetings and/or documents.

2. Purpose

- 2.1 To provide guidelines relating to access to meetings and documents by the public and Elected Members.
- 2.2 To clearly outline the purpose of, and on what basis, the Council may apply the provisions of s90 and s91 of the *Local Government Act 1999* (Act) and s83 of the *Planning Development Infrastructure Act 2016* (PDI Act) to restrict public access to meetings and/or documents.

3. Scope

- 3.1 This *Code of Practice - Access to Meetings and Documents* (Code) applies to the access to Council, Committee or CAP meetings and all documents including Council, Committee and CAP agendas, minutes and attachments.

4. Definitions

- 4.1 **Agenda** refers to a list of items of business to be considered at a meeting.
- 4.2 **Clear Days** means the days between the:
 - posting of a notice of a meeting and the day the meeting is held excluding both the day on which the notice is given and the day of the meeting, e.g. when notices are given on a Friday for a following Tuesday meeting, the clear days are Saturday, Sunday and Monday; or
 - holding of a meeting and the day the minutes are released excluding the day of the meeting and the day the minutes are released.
- 4.3 **Minutes** refers to a record of the items discussed and the resolutions made at a meeting of Council, Committee or the DAP.
- 4.4 **Principal Member** refers to the Mayor.
- 4.5 **Presiding Member** refers to a member appointed by the Council to preside at Committee meetings.
- 4.54.6 **State Emergency** means a major emergency declaration, identified major incident declaration, disaster declaration, public health emergency or any other emergency as so declared under the relevant Act.

5. Access to Meetings

5.1 Council Meetings

- 5.1.1 Sections 81(2) and 81(6) of the Act require Council to meet at least once during each month, but not on a Sunday or public holiday and no earlier than 5pm unless Council resolves otherwise by a resolution supported

unanimously by all members of Council. Consequently, ordinary Council meetings will commence at 7pm, in the Council Chamber at the Civic Centre, 165 Sir Donald Bradman Drive, Hilton SA 5033, on the first and third Tuesday of the month with the exception of January each year when it only meets on the third Tuesday of the month and in December each year when Council meets on the second Tuesday of the month.

5.1.2 Special Council meetings may be held at any time.

- a. In accordance with the Act, the Chief Executive Officer (CEO) will give each Elected Member at least 4 hours' notice before the commencement of a special Council meeting.

5.2 Committees established under Section 41 of the Act

5.2.1 Council has established two Prescribed Standing Committees that comprise all Elected Members and meet as part of an ordinary Council meeting. These Committees are:

- a. City Services and Amenity Standing Committee;
The City Services and Amenity Standing Committee meet during the Council meeting on the 1st Tuesday of every month between and including February and November each year.
- b. City Finance and Governance Standing Committee
The City Finance and Governance Standing Committee meet during the Council meeting on the 3rd Tuesday of every month between and including February and November each year.
- c. [Except in a State Emergency, or where Council has resolved to suspend committee meetings.](#)

5.2.2 Council has established four Prescribed General Committees to which Elected Members and, if legally required, independent members are appointed by Council. These Committees, held outside of the ordinary meetings of Council, are the:

- a. City Advancement and Prosperity General Committee;
- b. City Facilities and Waste Recovery General Committee;
- c. Audit General Committee (a statutory committee established under both S41 and S126 of the Act); and
- d. Chief Executive Officer Performance and Review Committee.
- e. [Except in a State Emergency, or where Council has moved to suspend committee meetings.](#)

5.3 Committees established under a Deed of Trust.

5.3.1 Council has established the Mendelson Committee under a Deed of Trust. As such, the Mendelson Committee does not operate under s41 of the Act. Both Elected Members and independent members are appointed to this Committee in accordance with the provisions of the Deed of Trust with meetings held outside of Council meetings.

- a. The public has no legal right of access to this meeting.

5.4 Council Assessment Panel Meetings.

5.4.1 The Council Assessment Panel (CAP), established in accordance with s83 of the PDI Act, comprises one Elected Member and four independent members, appointed by Council based on their skills and expertise.

5.4.2 The CAP meets on the second Tuesday of each month.

5.5 Notice and Agenda for Meetings.

5.5.1 The CEO will ensure that notice is given to the public of the times and places of ordinary meetings of Council, Committees and the CAP via:

- a. Hard copies publically displayed at least three clear days before the date of each meeting at the Civic Centre and Hamra Centre Library;
- b. Council's website;
- c. A monthly advertisement in the Messenger Newspapers circulated throughout the City of West Torrens.

5.5.2 The CEO will ensure copies of the agenda for ordinary meetings are made available for public inspection three clear days before the date of the meeting via:

- a. Hard copy displayed in the Civic Centre and Hamra Centre Library; and
- b. ~~The City of West Torrens' website~~ City of West Torrens' website.
- c. Except where when a notice pursuant to section 302B of the Act amends this requirement, where in which instance the n~~Notice will only be available on the City of West Torrens website.~~
- ~~b. —~~

5.6 Meeting Schedules.

5.6.1 The CEO will ensure that a schedule of the dates, times and places set for ordinary meetings of Council, Committees and the CAP is made available on the City of West Torrens' Website.

5.7 Public Access to Meetings.

5.7.1 Section 90 of the Act requires Council and Committee meetings be open to the public.

5.7.2 ~~During the xxx a State Emergency and Aas per section 90(1a) of the Act, a Council meeting is taken to be conducted in a place open to the public even if more or one Elected Member participate in the meeting via electronic means.~~

5.7.15.7.3 ~~During the xxx a State Emergency and Aas per section 90(1a)(b) of the Act, if an Elected Member is accessing attending the a meeting via electronic means, the Chief Executive Officer must will makesure ensure that all attempts are made to live stream the meeting.~~

5.7.25.7.4 Section clause 13 of the *Planning, Development and Infrastructure (General) Regulations 2017* (PDI Regulations) requires CAP meetings to be open to the public.

5.7.35.7.5 The public will only be excluded from part of a Council, Committee or CAP meeting if the need for confidentiality outweighs the principle of open decision-making and an order to exclude the public is made in accordance with s90 of the Act or, in respect of CAP meetings, regulation 13(2) of the PDI Regulations.

5.8 Circumstances when the public can be excluded from a meeting.

5.8.1 Council or Committee Meetings

- a. Section 90(3) of the Act provides that Council or a Committee may order that the public be excluded from attendance at any part of a meeting as is necessary to receive, discuss or consider in confidence, any information or matter in the following circumstances:
- a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
 - b) *information the disclosure of which:*
 - i) *could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct, business, or to prejudice the commercial position of Council; and*
 - ii) *would, on balance, be contrary to the public interest;*
 - c) *information the disclosure of which would reveal a trade secret;*
 - ~~d)~~ *commercial information of a confidential nature (not being a trade secret) the disclosure of which:*
 - i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage of a third party; and*
 - ii) *would, on balance, be contrary to the public interest;*
 - ~~d)~~ *e) matters affecting the security of Council, Members or employees of Council, Council property or the safety of any person.*
 - ~~e)~~ *f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*
 - ~~f)~~ *g) matters that must be considered in confidence in order to ensure that Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*
 - ~~g)~~ *h) legal advice;*
 - ~~h)~~ *i) information relating to actual litigation, or litigation that Council or Committee believes on reasonable grounds will take place, involving Council or an employee of Council;*
 - ~~i)~~ *j) information the disclosure of which:*
 - i) *would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of Council, or a person engaged by Council); and*
 - ii) *would, on balance, be contrary to the public interest;*
 - ~~j)~~ *k) tenders for the supply of goods, the provision of services or the carrying out of works;*
 - ~~k)~~ *l) information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Development Plan Amendment relating to the amendment is released for public consultation under that Act;*

~~4m)~~ information relevant to the review of a determination of a Council under the Freedom Of Information Act 1991.

- b. Council and Committees cannot make an order, that the public be excluded from a meeting, only on the basis that discussion of a matter in public may cause embarrassment to Council, the Committee, Elected Members, independent members of a Committee or employees of the City of West Torrens; or
 - i. cause a loss of confidence in Council; or
 - ii. involve discussion of a matter that is controversial within the council area; or
 - iii. make the council susceptible to adverse criticism.
- c. When a decision to exclude the public is taken, a note will be made in the minutes of the meeting which details:
 - i. the making of the order;
 - ii. the grounds on which the order was made in accordance with s90(7) of the ~~Act~~Act;
 - iii. the basis on which the information or matter to which the order relates falls within the ambit of each ground on which the order was made;
 - iv. if relevant, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest and
 - v. which employees were in attendance.

5.8.2 Informal Gatherings

- a. Council will, on occasions, hold informal gatherings from which the public are excluded in accordance with Council's *Informal Gatherings Policy*. Section 90(8) of the Act provides that informal gatherings of Elected Members (with or without City of West Torrens' employees) may take place if the matter(s) being discussed would not normally form part of a Council meeting agenda, and no decisions are reached.
- b. Pursuant to regulation 8AB of the *Local Government (General) Regulations 2013*, the Chief Executive Officer may apply a confidentiality order to a designated informal gathering or discussion only in the following circumstances:
 - i. On a case by case basis; and
 - ii. if the designated informal gathering or discussion:
 - A. is a planning session of a general or strategic nature; or
 - B. is a briefing relating to information or a matter of a confidential nature within the ambit of section 90(3) of the Act (as listed in clause 5.8.1(a) of this Code).
- c. When a decision to exclude the public from all or part of a designated informal gathering or discussion is made, public notification detail the making of the order and the grounds under which it was made will be available on the City of West Torrens website.

5.8.3 Council Assessment Panel

City of West Torrens Code of Practice – Access to Meetings and Documents

- a. Regulation 13 of the PDI Regulations provides that the CAP may order that the public be excluded from attendance at any part of a meeting as is necessary to receive, discuss or consider in confidence, any information or matter in the following circumstances:
- a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
 - b) *information the disclosure of which:*
 - i) *could reasonably be expected to confer a commercial advantage on a person, or to prejudice the commercial position of a person; and*
 - ii) *would, on balance, be contrary to the public interest;*
 - c) *information the disclosure of which would reveal a trade secret;*
 - d) *commercial information of a confidential nature (not being a trade secret) the disclosure of which:*
 - i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - ii) *would, on balance, be contrary to the public interest;*
 - e) *matters affecting the safety or security of any person or property;*
 - f) *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*
 - g) *matters that must be considered in confidence in order to ensure that Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*
 - h) *legal advice;*
 - i) *information relating to actual litigation, or litigation that the panel believes on reasonable grounds will take place;*
 - j) *information the disclosure of which:*
 - i) *would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of Council, or a person engaged by Council); and*
 - ii) *would, on balance, be contrary to the public interest; or*
 - iii) *during so much of a meeting that consists of its discussion or determination of any application or other matter that falls to be decided by the panel.*
- b. The CAP will apply the same level of transparency and accountability as Council or Committee and will not make an order, that the public be excluded from a meeting, only on the basis that discussion of a matter in public may:
- i. cause embarrassment to Council, Committee, CAP, Elected Members, independent members of Committees and/or City of West Torrens employees; or
 - ii. cause a loss of confidence in Council or the CAP.

- c. When a decision to exclude the public from all or part of a CAP meeting is taken, a note is required to be made in the minutes detailing the making of the order and the grounds on which it was made under regulation 13 of the PDI Regulations..

5.9 Approach to the Use of Confidentiality Provisions

- 5.9.1 Any consideration of the use of confidentiality provisions, to exclude the public from the discussion of a particular matter at a meeting, will require the identification of the grounds as outlined in clause 5.8.
- 5.9.2 Council, Committee, designated informal gatherings and CAP meetings are guided by the following principles:
 - a. open and accountable government is strongly supported;
 - b. confidentiality provisions will only be used when considered proper and necessary;
 - c. when a decision to exclude the public is taken, the reason and legislative grounds for this will be communicated to the public, both in the meeting at the time of the public being requested to leave, and in the meeting minutes.
- 5.9.3 The CWT cannot guarantee confidentiality in relation to any information provided to it by members of the public. This includes (but is not limited to) information such as the names and addresses of person(s):
 - a. contained in petitions to Council;
 - b. responding to consultation;
 - c. hard copy and electronic correspondence with Council;
 - d. who are representors at CAP meetings.
- 5.9.4 A report contained in a Council, Committee or CAP agenda must meet the requirements of s90 of the Act or regulation 13 of the PDI Regulations respectively before the CEO orders that a report be retained in confidence until the matter is presented to Council or a Committee.
 - a. Council, a Committee or the CAP will determine whether any such information will be retained in confidence, refer clause 6.4.

5.10 Process to Exclude the Public

- 5.10.1 Items to be considered at Council, a Committee or CAP meetings will generally be placed at the end of the relevant agenda. However, each meeting may resolve, for the convenience of the public present at the meeting, to deal with a confidential matter earlier in the meeting.
- 5.10.2 Before an order to exclude the public from a meeting, to enable the receipt, discussion and consideration of a particular matter, the Council, Committee or CAP will formally determine, in open session, if this is necessary and appropriate.
 - a. If it is deemed necessary and appropriate, Council, a Committee or CAP, after due consideration will resolve to exclude the public while dealing with a particular matter. The resolution will include the grounds, under the relevant legislation, on which the order to exclude the public was made in accordance with s90 of the Act or regulation 13 of the PDI Regulations respectively.
- 5.10.3 When a number of agenda items are identified as confidential within an agenda, the Council, a Committee or CAP will:
 - a. determine each item separately, and

- b. consider the grounds for exemption(s) relevant to each item, and
- c. if so determined, resolve to consider the item in confidence.

5.10.4 ~~During a declared emergency~~ If Council, a Committee or CAP resolves that a particular matter will be considered in confidence, members of the public must immediately leave the Council Chamber or meeting room or disconnect from any electronic access.

- a. If Council or Committee orders that a matter is to be considered in confidence, City of West Torrens' employees are considered to be members of the public and required to leave the meeting unless the Council, Committee or CAP resolves to allow them to remain in the meeting while the item is being considered. The names of those employees will be included in the resolution to consider the matter in confidence.
- b. It is an offence for a member of the public, who knowing that a confidential order is in force, to enter or remain in the room in which a matter is being considered in confidence.

5.10.5 If the Chief Executive Officer determines that a designated informal gathering or discussion will be subject to a confidentiality order, the public will be notified at the time that the informal gathering is listed on the City of West Torrens Website. This notification will include the reason for the confidentiality order pursuant to regulation 8AB of the *Local Government (General) Regulations 2013*.

5.11 Interruption of Meetings by Members

5.11.1 Interruptions of meetings by members will be dealt with in accordance with the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations) and Council's Code of Practice Procedures at Meetings.

5.11.2 Regulation 29 states:

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

(6) *A member who:*

- (a) *refuses to leave a meeting in contravention of sub-regulation (4); or*
- (b) *enters a meeting in contravention of a suspension under sub-regulation (5), is guilty of an offence.*

Maximum penalty: \$1250.

5.12 Interruption of Meetings by Others

5.12.1 Interruptions of meetings by others will be dealt with in accordance with the Regulations and Council's *Code of Practice: Procedures at Meetings*.

5.12.2 Regulation 30 states:

(1) *A member of the public who is present at a meeting of a council or council committee must not:*

- (a) *behave in a disorderly manner; or*
- (b) *cause an interruption.*

Maximum penalty: \$500.

5.12.3 A member of the public who interrupts the orderly conduct of a meeting must, on request by the Presiding Member, immediately leave the place where the meeting is being held.

- a. If a person does not leave the place where the meeting is held at the request of the Presiding Member, SAPOL will be contacted by an Executive Officer of Council and requested to attend and remove that person.

6. Access to Documents

6.1 Publicly available documents, including Council and Committee agendas and minutes are available for inspection at the Civic Centre, and in some cases the Hamra Centre Library as well as on [the City of West Torrens' website](#), except where when a notice pursuant to section 302B of the Act amends this requirement, where the Notice will only be available on the City of West Torrens website.

~~6.1~~

6.2 Requests to access documents held by Council which are not publically available can be made in accordance with the *Freedom of Information Act 1991*.

6.2.1 Enquiries in relation to the process for seeking access to documents held by Council should be directed to one of the City of West Torrens' accredited freedom of information officers or by going to the City of West Torrens' website.

6.3 Access to Agendas

6.3.1 The CEO will make the agenda for each ordinary meeting of Council, Committee and the CAP available for public inspection at least three clear days before the date of the meeting in hard copy at the Civic Centre and Hamra Centre Library and on City of West Torrens' website, except where when a notice pursuant to section 302B of the Act amends this requirement, where the Notice will only be available on the City of West Torrens website, at the same time they are forwarded to the members of Council, a Committee or the CAP.

~~6.3.1~~ **6.3.2** Where When a special meeting of Council or a Committee has been called, the CEO will make the agenda for the meeting available for public

inspection at a reasonable time before the meeting on the City of West Torrens' website at the same time they are forwarded to the members of Council.

~~6.3.26~~ 6.3.3 Items listed on the agenda will be described accurately and in reasonable detail. Copies of any documents and reports that are to be considered at the meeting will be supplied to Council, Committee and CAP members in accordance with clause 6.3.1.

~~6.3.36~~ 6.3.4 Items which are deemed to require consideration in confidence will not be contained in a Council, Committee or CAP agenda made available to the public pursuant to s84(6)(b) of the Act or s56A(12) of the *Development Act*.

- a. When a confidential item is to be considered by Council, a Committee or CAP, a report will be included in the public agenda, made available pursuant to s84(6)(b) of the Act, detailing
- i. the report title;
 - ii. the basis on which matter should be considered in confidence;
 - iii. the relevant legislative provisions; and
 - iv. the recommendation to Council to consider the matter in confidence.

6.4 Access to Minutes

6.4.1 The CEO will make the minutes of each ordinary or special meeting of Council, a Committee or the CAP available for public inspection, within 5 days after the meeting, in hard copy at the Civic Centre and Hamra Centre Library as well as on City of West Torrens' website, except where when a notice pursuant to section 302B of the Act amends this requirement, where the minutes will only be available on the City of West Torrens website, at the same time they are provided to members of Council, a Committee or CAP.

6.4.2 In some circumstances Council, a Committee or CAP may order that a document(s) relating to a particular matter that has been considered in confidence (refer clauses 5.10 and 5.11) be retained in confidence in accordance with s91 of the Act and regulation 14(4) of the PDI Regulations and be kept confidential.

6.4.3 Council or a Committee must not make an order to retain a document in confidence:

- a. to prevent the disclosure of the remuneration or conditions of service of an employee of the City of West Torrens after the remuneration or conditions have been set or determined; or
- b. to prevent the disclosure of the identity of a successful tenderer for the supply of goods or the provision of services (including the carrying out of works), or of any reasons adopted by Council as to why a successful tenderer has been selected; or
- c. to prevent the disclosure of the amount or amounts payable by Council under a contract for the supply of goods or the provision of services (including the carrying out of works) to, or for the benefit of, Council after the contract has been entered into by all parties to the contract; or
- d. to prevent the disclosure of the identity of land that has been acquired or disposed of by Council, or of any reasons adopted by Council as to why land has been acquired or disposed of by Council.

6.4.4 If the retention of a document(s) in confidence is considered proper and necessary, taking into account the public interest when required, a resolution to this effect contained in the minutes will include the reason and legislative grounds for confidentiality and the circumstances in which the order will cease to apply.

6.4.4.5

~~6.4.5~~ Any order that operates for a period exceeding 12 months will be reviewed by Council at least once each year. Such matters will be considered on a case-by-case basis depending on the particular circumstances of the matter.

6.4.6

~~6.4.6~~ Council may delegate to an employee of the City of West Torrens the power to revoke the order but not extend the order and, if relevant, may place other conditions ~~placed~~ on the delegation.

6.4.7 If an order under section 91(7) of the Act expires or ceases to apply in relation to a document or part of a document, Council will make the document or part of the document (as the case requires) available for inspection on City of West Torrens' website and available for inspection at the Civic Centre within a reasonable time, except where when a notice pursuant to section 302B of the Act amends this requirement, where the document will only be available on the City of West Torrens website.

~~6.4.7~~6.4.8 Requests to obtain Council, Committee or CAP documents which are not normally available for public inspection can be made under the *Freedom of Information Act 1991* for a fee set annually by the State Government.

6.5 Status of Recommendations to Council ~~by the CEO and Council~~ Committees

6.5.1 Recommendations to Council or a Committee, contained in reports within a Council or Committee agenda, have not been considered or approved by Council. It is only after the Council has adopted these recommendations, or made alternative decisions, at a formal Council meeting, the Presiding Member has initialled each page of the minutes and signed and dated the last page of the minutes that they become the approved decisions of Council.

6.5.2 Committees do not have the legal ability to make decisions on behalf of Council. Consequently, any decisions contained in the minutes of a Committee have not been considered or approved by Council. It is only after the Council has adopted the recommendations of a Committee, or made alternative decisions, contained in a Council agenda (refer item 12 Adoption of Standing Committee Recommendations and item 13 Adoption of General Committee Recommendations in the agenda), and the Presiding Member has initialled each page of the minutes and signed and dated the last page of the minutes that they become the approved decisions of Council.

6.6 Status or Recommendations to the CAP by the Assessment Manager

6.6.1 Recommendations to the CAP contained in the CAP agenda have not been considered or approved by the CAP. It is only after the CAP has adopted the recommendations contained in a CAP agenda, or made alternative decisions, that they have legal status.

6.6 Elected Member Access to Documents

- 6.6.1 An Elected Member may access any relevant document held by the City of West Torrens in conjunction with the performance or discharge of their functions and duties as an Elected Member without any charge and within a reasonable timeframe.
- A request for access to a document held by the City of West Torrens is to be directed, in the first instance to the CEO or a General Manager via phone, in person or email. The request should identify the document(s) sought with sufficient detail for the document(s) to be identified and retrieved as well as state the reason(s) for the request.
 - The documents requested should relate to matters under consideration by Council.
- 6.6.2 Elected Members will not be granted access to documents regarding the personal affairs of City of West Torrens' employees, other than the Employee Register of Interests and any publically available information.
- 6.6.3 Elected Members must not seek document(s) for personal reasons or release or divulge documents to any third parties. To do so may constitute a breach of the *Code of Conduct for Council Members* and/or the *Criminal Law Consolidation Act 1935*.
- 6.6.4 The form of access to the document(s) will be negotiated with the Elected Member with regard to administrative efficiency. Forms of access include hard and soft copies or links to websites.
- 6.6.5 If there is a degree of sensitivity surrounding the access to a particular document, the CEO may make the document available to the Elected Member for viewing only at the Civic Centre at a mutual convenient time.

7. Confidential Orders Reporting

- 7.1 A report will be provided to Council on the use of confidential provisions on an annual basis. The report will include the following information:
- the number of occasions each of the identified provisions for excluding the public was used;
 - the number of occasions a confidential order was utilised;
 - the subject of the confidential item (e.g. a property sale or purchase)
 - the relevant sub-sections of s90 and s91 of the Act or regulation 13 of the PDI Regulations under which the order was made.
- 7.2 In accordance with Schedule 4 of the Act, a summary of confidential items will be included in Council's Annual Report.
- 7.3 A list and the status of items retained in confidence will be maintained on City of West Torrens' website and will be made available on the website when the confidential order is revoked.

8. Review

- 8.1 The Act requires that Council's *Code of Practice - Access to Meetings and Documents* (the Code) be reviewed within 12 months of a periodic election but Council has the ability to review this Code at any other time.
- 8.2 Before Council adopts, alters, or substitutes this Code, unless proposed changes are minor in nature and do not alter the materiality of the Code, it will;

City of West Torrens Code of Practice – Access to Meetings and Documents

8.2.1 Make copies of the proposed Code, alterations or substitute Code available for inspection or purchase at Council's principal office and on the Council's website; and

8.2.2 Follow the relevant steps set out in its *Council Policy - Public Consultation*.

9. Grievance

9.1 Council has established a policy~~ies~~y for the review of decisions made by:

9.1.1 Council;

9.1.2 Employees of the City of West Torrens; and

9.1.3 Other persons acting on behalf of Council, which have resulted or will result in an administrative act of Council.

- a. If a person is aggrieved about a decision to restrict access to meetings and/or documents they may lodge an application in writing for consideration under the *Council Policy - Internal Review of Council Decisions*, established by Council in accordance with s270 of the Act or lodge a complaint with the South Australian Ombudsman.

9.2 Council has established a policy for customer complaints

9.2.1 If a person is aggrieved by a matter contained in this Code, they may lodge a complaint in writing under the *Council Policy - Customer Complaints* established by Council in accordance with s270 of the Act or lodge a complaint with the SA Ombudsman.

10. Availability of the Code

10.1 A copy of this Code is available for inspection by members of the public at the offices of Council or the library during normal office hours, or from the City of West Torrens' website. Alternatively, the public may obtain a copy for a fee fixed by Council. Further enquiries in relation to the Code should be directed to the General Manager Business and Community Services, or telephone 8416 6333 or by email to csu@wtcc.sa.gov.au.

City of West Torrens Council Policy - Informal Gatherings and Discussions

CITY OF WEST TORRENS



Council Policy: Informal Gatherings and Discussions

Classification:	Council Policy
First Issued:	31 March 2016
Dates of Review:	2016, <u>2020</u>
Version Number:	<u>32</u>
Next Review Due:	<u>2024</u> <u>2025</u>
Objective ID:	A8632
Applicable Legislation:	Local Government Act 1999 (SA) Local Government (General) Regulations 2013 (SA) Local Government (Procedures at Meetings) Regulations 2013 (SA) Electronic Participation in Council Meetings Notice (No 1) 2020
Related Policies or Corporate Documents:	Code of Conduct for Council Members Code of Practice: Access to Meetings and Documents Code of Practice: Procedures at Meetings
Associated Forms:	
Note:	
Responsible Manager:	General Manager Business and Community Services
Confirmed by General Manager:	General Manager Business and Community Services Date November 2016
Approved by <u>Chief Executive Officer</u>:	Date November 2016
Endorsed by Council	Date 15 November 2016

Objective ID - A8632

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City of West Torrens Council Policy - Informal Gatherings and Discussions

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COUNCIL POLICY - Informal Gatherings and Discussions

1. Preamble

- 1.1 Section 90(8) and (8a) of the *Local Government Act 1999* (Act) operate to enable Council to lawfully hold informal gatherings or discussions of members of Council or a Council Committee, with or without Council employees, provided that:
- 1.1.1 any matters discussed relating to a matter that would ordinarily form part of the agenda for a formal meeting of the Council or a Council Committee are not dealt with in such a way as to obtain, or effectively obtain a decision; and
- 1.1.2 the Council has adopted a policy on the holding of informal gatherings and discussions and the informal gatherings and discussions comply with the policy.
- 1.2 Regulation 8AB of the *Local Government (General) Regulations 2013* (Regulations) details the requirements and procedures for the holding of “*designated informal gatherings and discussions*”.

2. Purpose

- 2.1 Pursuant to s 90(8a) of the Act and regulation 8AB of the Regulations, this Policy is intended to clearly outline the purpose of and the basis upon which, the Council will apply the provisions of s90(8) of the Act and regulation 8AB of the Regulations regarding the holding of designated informal gatherings or discussions.

3. Scope

- 3.1 This Policy applies to all informal gatherings or discussions to which members of Council or a Council Committee have been invited.

4. Definitions

- 4.1 **Designated informal gatherings or discussions** mean an event organised and conducted by or on behalf of the Council or Chief Executive Officer (CEO) to which members of the Council or a Council Committee have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee.

- 4.2 **Electronic means** includes a telephone, computer or other electronic device used for communication purposes.

5. Policy Statement

- 5.1 On occasions, Council will hold informal gatherings and discussions involving members of the Council or a Council Committees.
- 5.1.1 The Chief Executive Officer, or delegate, is responsible for inviting members of Council or a Council Committee to an informal gathering or discussion.

City of West Torrens Council Policy - Informal Gatherings and Discussions

- 5.2 Informal gatherings will not be dealt with in such a way as to obtain, or effectively obtain, a decision of Council or Council Committee.
- 5.3 It is at the discretion of the CEO, or delegate, to determine whether an informal gathering or discussion which is not a "designated informal gathering or discussion" will be open to the public.
- 5.4 "*Designated Informal gatherings or discussions*" will be used for the sole purpose of discussing a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee.
- 5.4.1 All designated informal gatherings or discussions will be held in a place open to the public unless the designated informal gathering or discussion is one that Council or the CEO has declared will be held in confidence.
- 5.4.2 Council or the CEO will only declare that a designated informal gathering or discussion will be held in confidence on a case by case basis, and the Council or CEO will only declare that such a designated informal gathering or discussion will be held in confidence if it:
- 5.4.2a is a planning session of a strategic or general nature; or
- 5.4.2b is a briefing relating to information or a matter of a confidential nature within the ambit of s90(3) of the Act.
- 5.4.3 The CEO will publish the following details, of all designated informal gatherings or discussions, regardless of whether they are to be conducted in confidence, on Council's website, as soon as practical after the designated informal gathering has been arranged:
- 5.4.3a place date and time at which the designated informal gathering or discussion will be held;
- 5.4.3b the matter to be discussed; and
- 5.4.3c whether or not the designated informal gathering will be held in confidence, and if so, the reason(s).

6. Procedure

- 6.1 Designated informal gatherings or discussions:
- 6.1.1 The CEO, or delegate, is responsible for organising and inviting members of the Council or a Council Committee to a designated informal gathering or discussion.
- 6.1.2 The CEO, or delegate, is responsible for ensuring the details of a designated informal gathering or discussion, as per clause 5.4.3 of this policy, are publicised on Council's website as soon as practical after it has been arranged.
- 6.1.3 When the CEO determines that a matter to be discussed at a designated informal gathering or discussion is of a confidential nature, within the ambit of s90(3) of the *Local Government Act 1999*, both the sub-section and reason for dealing with the matter in confidence will be recorded on Council's website.
- 6.1.4 The CEO, or delegate, will maintain records of those invited and those that attended informal gatherings.

City of West Torrens Council Policy - Informal Gatherings and Discussions

- 6.1.5 Council's Annual Report will include details of all designated informal gatherings held by Council in the preceding financial year, including the place, date and time of those designated informal gatherings along with the matters discussed and whether they were held in a place open to the public.
- 6.2 A copy of this Policy is available for inspection by members of the public at the offices of Council or the library during normal office hours, or from the City of West Torrens' website. Alternatively, the public may obtain a copy for a fee fixed by Council.

7. Attendance at Informal Gatherings

7.1 During the period within which *Electronic Participation in Council Meetings Notice (No 1) 2020* applies, a~~Attendees~~ may participate in an informal gathering of Council by electronic means.

7.2 A ~~member of the Council~~ Council Member participating in an informal gathering by electronic means — is taken to be present provided that they:

7.2.1 can hear all other members present at the informal gathering; and

7.2.2 can be heard by all other members present at the informal gathering.

7.3 ~~Where~~When:

7.3.1 an invited participant is to participate in an informal gathering by electronic means; and

7.3.2 the electronic means has the functionality to allow the Council member to participate to be both seen and heard (as opposed to only heard).

The participant must participate by being both seen and heard

8. Public Access to Designated Informal Gatherings

8.1 ~~De~~uring the period within which *Electronic Participation in Council Meetings Notice (No 1) 2020* applies, public access to designated informal gatherings may be provided in accordance with sections 90(1a) and 90(1b) of the *Local Government Act 1999*.

8.2 Notwithstanding the provisions ~~in~~of clause 8.1, minutes of ~~d~~Designated ~~i~~Informal ~~g~~Gatherings will not be recorded.

17.2 Review of Council Meeting Schedule

Brief

This report proposes the re-instatement of twice monthly ordinary meetings of Council along with a proposal for the establishment of four Special City Finance and Governance Committee meetings to formulate the 2021/22 Annual Business Plan and Budget.

RECOMMENDATION(S)

It is recommended to Council that:

1. Given that recent amendments to the *Local Government Act 1999* have enabled Elected Members to participate in Council meetings by electronic means, ordinary meetings of Council revert back to their usual twice monthly schedule being 7.00pm on the first and third Tuesday of each month from 5 May 2020.
2. Elected Members be afforded the ability to elect to participate in Council meetings either remotely or in person in the Council Chambers.
3. The resolution of Council at its 17 March 2020 meeting, to cancel all Council Committee meetings, be extended until such time as the current major emergency declaration is lifted, or such time as Council resolves otherwise.
4. Once the current major emergency declaration is lifted, or Council resolves to reinstate its Council Committee meetings, the Council Committee meeting schedule reverts back to that resolved by Council at its 26 November 2018 meeting.
5. Four Special City Finance and Governance Committees be held to enable due consideration of the proposed 2020/2021 Annual Business Plan and Budget at 7.00pm on the following dates:
 - a. Tuesday 26 May 2020
 - b. Tuesday 2 June 2020
 - c. Tuesday 9 June 2020
 - d. Tuesday 16 June 2020
6. The Chief Executive Officer, in consultation with the Mayor, be delegated the authority to vary the time, date and location of any Ordinary Council meeting to accommodate any conflicting function, event or unforeseen circumstance.
7. The Chief Executive Officer, in consultation with the Presiding Member of the City Finance and Governance Committee, be delegated the authority to cancel or vary the time, date and location of any scheduled Special City Finance and Governance Committee meeting to accommodate unforeseen circumstance or as a result of the 2020/2021 Annual Business Plan and Budget progressing to public consultation resulting in no further requirement for further Special Committee meetings to be held.

Introduction

On 15 March 2020, the Chief Executive Officer of the Department of Health and Well-Being declared a Public Health Emergency with regard to Covid-19. This declaration was upgraded to a Major Emergency on 24 March 2020 by the State Coordinator (Commissioner of Police - SAPOL is the Control Agency in a major emergency).

At its 17 March 2020 meeting, Council resolved to amend its current meeting schedule, as follows, in response to the current Covid-19 emergency:

"In line with the newly released Social Distancing Guidelines from the Commonwealth Government, with regard to the importance of social distancing and minimising 'in-person' meetings to stop the spread of the Novel Coronavirus (Covid-19), that:

1. *The decision to hold Council meetings twice per month be varied to one Council meeting per month, held on the third Tuesday of each month, until the 19 May 2020 meeting of Council, subject to review.*
2. *Future Council meetings may be held in the George Robertson Room to enable the social distancing requirements until the 19 May 2020 meeting of Council, subject to review.*
3. *All Council Committee meetings be cancelled from 18 March 2020 until the 19 May 2020 meeting of Council, subject to review.*
4. *Only items that require a material decision of Council be included in the Council Meeting agendas until such time as Council meetings revert to twice monthly.*
5. *No workshops or in-house training be held until the 19 May 2020 meeting of Council, subject to review."*

Discussion

As a pandemic, Covid-19 is unprecedented in recent history, constantly evolving in nature and resulting in some unforeseen eventualities. As such, the Administration has not only been dealing with business as usual and Council alike to 'prevent, prepare and respond' to the considerable challenges this event has presented notwithstanding that recovery is still some time away. A report providing a summary of actions by the City of West Torrens in response to the Covid-19 pandemic forms part of a separate Agenda report.

Council Meetings

One prevention strategy implemented was to limit exposure of Elected Members to staff and vice versa with subsequent potential for cross infection of others outside of the Council network and into the community as super spreaders.

While the optimal strategy, to eliminate this exposure and potential cross infection, would have been to cancel all Council and Council Committee meetings, the *Local Government Act 1999* (Act) requires councils to hold at least one ordinary meeting per month, in person. At that time, the Act did not allow Elected Members to attend Council meetings remotely so the optimal strategy was not a possibility.

Therefore, the sub-optimal strategy of reducing Council meetings to once per month and cancelling all Council Committee meetings:

- Ensured Council continued to meet its legislative obligations to meet, in person, at least once a month;
- Minimised, rather than eliminate, Elected Members exposure to the virus by staff and vice versa as well as that of any members of the public that may attend and subsequent cross-infection to wider family and friend networks;
- Minimised the risk of a Council meeting being inquorate due to Members contracting Covid-19 at the Council Chambers;
- Minimised the risk that the Administration is not able to provide services, especially those identified as critical services, recognising that as a small to medium sized council, some such services rely on one or two staff members to provide them;
- Enabled Administration to focus its energies on managing the Covid-19 crisis at the same time as maintaining business as usual to minimise any impacts on service provision.

However, recent amendments to the Act via *Electronic Participation in Council Meetings Notice No1 2020* issued by the Minister for Transport, Infrastructure and Local Government on 31 March 2020 have enabled Members to participate in, and the public to attend, Council meetings via electronic means. Therefore, it is proposed that ordinary meetings of Council revert back to their twice monthly schedule being the first and third Tuesday of each month, with the ability for Members to elect to participate via electronic means, commencing 5 May 2020.

Council Committees

The current cancellation of Committee meetings has enabled key staff to focus on managing both 'business as usual' and the significant demands of the current Covid-19 situation which has been beneficial for the community in terms of maintaining service levels, in some instances by new and innovative means.

However, it is recognised that Council needs to turn its mind to the setting of next year's budget which, as a result of the current crisis, is likely to be a challenging task. As such, it will require Council's energies to be focussed on the consideration and setting of the 2020/2021 Annual Business Plan and Budget over the next few months and will include the need to hold a small number of Special Finance and Governance Committee meetings as detailed further in this report.

While members of a Council Committee have been afforded the ability to participate in a meeting of that Committee via electronic means for several years Council has been required to ensure the public is able to attend that meeting in a place open to the public i.e. the Civic Centre. This was never an issue because the electronic participation in a Committee meeting by its members has only been used on a handful of occasions over the past few years.

The recent amendments to the Act have provided for the remote attendance at Council meetings by members of the public but have not been extended for members of the public to attend Council Committee meetings. Consequently, while Committee members can participate in Committee meetings via electronic means, Council is still required to ensure access to the meeting by the public in a place open to the public i.e. the Civic Centre.

Therefore, if Council were to resolve to reinstate its Committee meetings at this point, it could result in:

- Council being unable to fulfil its obligation to provide access to the meeting in a place open to the public if Council Committees met electronically; and/or
- Both the Civic Centre and the people within it being exposed to Covid-19 more than is necessary which could compromise Council's current endeavours to minimise the spread of the virus acknowledging the World Health Organisation's suggestion that the virus can live on surfaces 'for a few hours or up to several days'.

When, and if, the issue of access to a Council Committee meeting in a place open to the public is resolved via an amendment to the Act, then Council will be able to consider reinstating its Committee meetings as the risks from doing so, as detailed above, would be minimised.

Taking all these factors into account, it is proposed that with the exception of the Special Finance and Governance Committee to progress the 2020 Annual Business Plan and Budget, the current cancellation of Council Committee meetings be extended until the major emergency declaration is lifted or such time as Council resolves otherwise.

Special Meeting of the City Finance and Governance Committee

In order to facilitate the finalisation of the 2020/2021 Annual Business Plan and Budget, it is proposed that a Special City Finance and Governance Committee meeting dedicated to the Annual Business Plan and Budget be held weekly at 7pm on the following dates:

- a. **Tuesday 26 May 2020**
- b. **Tuesday 2 June 2020 (following the Council meeting)**
- c. **Tuesday 9 June 2020**
- d. **Tuesday 16 June 2020 (following the Council meeting)**

It is acknowledged that not all of these meetings may be required or, alternatively, more meetings may be required. In addition, there may be a requirement to hold a scheduled meeting at a different time, date or location. Therefore, it is further proposed that the Chief Executive Officer be delegated authority to cancel or vary the time, date and location of these meetings.

These Special Committee meetings will be held in the Council Chamber, on two occasions as part of a Council Meeting and on two occasions outside of a Council Meeting. To address the legislative anomaly that still requires Council Committees to be held in place open to the public even when some members may be participating remotely these meetings will be held in the Council Chamber.

This does subject those Elected Members, staff and any public that attend the meetings in person to a greater level of exposure to Covid-19 and subsequent potential for cross-infection within the community but balancing the importance and necessity of budget setting against the risk of contracting Covid-19, comparative to other Committee meetings, has resulted in the need to propose weekly Special Committee meetings.

The recent amendments to the *Local Government Act 1999*, via the *Public Access and Public Consultation Notice No2* issued by the Minister for Local Government on 8 April 2020 suspends the requirement for interested persons to be able to attend a meeting of Council to make submissions and ask questions of the Annual Budget and Business Plan, only allowing for written submissions instead. Changes to Council's public consultation policy are currently being drafted to accommodate this amendment and will be presented to Council for approval at a future meeting.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

This report seeks to both reinstate Council's twice monthly Ordinary Meeting schedule given recent amendments to the *Local Government Act 1999* and associated authority of the Minister for Infrastructure, Transport and Local Government via the issuing of Notice No1 which enables Elected Members to participate in Council meetings via electronic means, while extending the cancellation of Council Committee meetings, with the exception of the Special Finance and Government Committee to set the 2020/2021 Annual Business Plan and Budget, until such time as the major emergency declaration is lifted or such time as Council resolves otherwise.

Attachments

Nil

17.3 Council Budget and Annual Business Plan 2020/21

Brief

This report provides an update on the process intended to progress the delayed budget and annual business plan of Council for 2020/21.

RECOMMENDATION

It is recommended to Council that revised budget schedule (as detailed in the Agenda report) be approved.

Introduction

This report provides an update on the process intended for progression of the Covid-19 delayed budget and annual business plan of Council for 2020/21.

Discussion

A decision was taken in March not to proceed with a budget that had been prepared substantially prior to the impact of Covid-19. Too much had been impacted and much of the content needed to be reconsidered and revised. The Administration is working as a result on recasting the budget into a form that considers these impacts, as difficult as many are to assess, substantially modified documentation is to be presented for initial consideration on 2 June 2020.

Section 123(12) of the *Local Government Act 1999* requires that the form of the budget and annual business plan be determined by the Council. This occurred on 11 December 2019 when the following resolution was carried:

- "1. *The budget and annual business plan for 2020/21 be in a similar form to that presented in 2019/20, incorporating:*
- *A summary to explain key aspects of the document;*
 - *Strategic fundamentals that underpin the budget;*
 - *Forward estimates and the 10 year financial plan;*
 - *Capital and operational budget information;*
 - *Information on rates and rate modelling; and*
 - *Summary financial statements.*
2. *A meeting of the Council be used, as occurred in 2019/20, rather than a special public meeting for interested persons to ask questions and make submissions on the draft budget and annual business plan of the Council.*
3. *A similar process be used by Council otherwise to deal with the review of budget and related documentation for 2020/21 as occurred in 2019/20, incorporating:*
- *Preparation of a summary of the budget and annual business plan for community consultation; and*
 - *A special meeting of the City Finance and Governance Committee involving all Elected Members."*

Departure from these fundamentals is not intended. The form of the 2020/21 budget and annual business plan is still to be presented on a similar basis to 2019/20, involving a combined budget and annual business plan that includes:

- An 'executive summary' to explain key aspects of the document;
- Strategic fundamentals that underpin the budget, including information from Council's community plan;
- Forward estimates and the 10 year financial plan of the Council;
- A capital budget, including commentary and detailed information on the full capital works program;
- Operational budget information, including commentary, financial details and information on objectives, key activities, performance measures and budget highlights;
- Information on rates and rate modelling; and
- Summary financial statements, including those required by Regulation 13 of the *Local Government (Financial Management) Regulations 2011*.

As in 2019/20, recommendations will not be included in the documentation, rather they will be a part of the report to Council that accompanies the budget and annual business plan.

The form of the document will meet all requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

It is also intended, in keeping with requirements under the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* that a summary of the budget and annual business plan be prepared for community consultation. It is intended that this be in a similar form to the document used in 2019/20.

A process to consider and review budget related documentation similar to that used for 2019/20 is proposed, to include:

- Use of the City Finance and Governance Committee; and
- All Elected Members being a part of the process

The recent amendments to the *Local Government Act 1999*, via the *Public Access and Public Consultation Notice No2* issued by the Minister for Local Government on 8 April 2020 suspends the requirement for interested persons to be able to attend a meeting of Council to make submissions and ask questions of the Annual Budget and Business Plan, only allowing for written submissions instead. Changes to Council's public consultation policy are currently being drafted to accommodate this amendment and will be presented to Council for approval at a future meeting.

Key revised budget dates are listed in **Attachment 1**.

Conclusion

This report provides an update on the process intended to progress the delayed budget and annual business plan of Council for 2020/21.

Attachments

1. Key Dates Budget 2020-21

KEY DATES - BUDGET 2020/21**

Day	Date	Type of Meeting	Purpose of the Meeting
Tue	26-May-20	Special	Budget introduction / overview
Tue	2-Jun-20	Special*	To consider the first draft of the 2020/21 budget.
Tue	9-Jun-20	Special	Ongoing consideration of the 2020/21 budget.
Tue	16-Jun-20	Special*	To finalize draft budget for community consultation, along with AB plan, etc.

21 DAY COMMUNITY CONSULTATION PERIOD

Tue	21-Jul-20	Council	To consider any further community feedback and changes to the proposed budget.
Tue	4-Aug-20	Council	To adopt the budget and AB Plan, and declare the rates.

* Following the Council meeting

** Subject to change

17.4 Election of Greater Adelaide Regional Organisation of Councils Representative

Brief

This report advises of the receipt of ballot papers and Council's entitlement to vote for the election to the one (1) casual vacancy position on the Greater Adelaide Regional Organisation of Councils (GAROC).

RECOMMENDATION

It is recommended to Council that the Election for Greater Adelaide Regional Organisation of Councils Representative Casual Vacancy Ballot Paper be completed, identifying as its preferred candidate and submitted to the Local Government Association pursuant to clause 4.4.5 of the Greater Adelaide Regional Organisation of Councils Terms of Reference.

Introduction

Correspondence has been received from Matt Pinnegar, Returning Officer for the Local Government Association (LGA), informing Council that nine (9) nominations have been received for the one (1) casual vacancy position on the Greater Adelaide Regional Organisation of Councils (GAROC) (**Attachment 1**).

As the number of nominations has exceeded the number of vacancies, in accordance with clause 4.4.4 of the GAROC Terms of Reference, an election will take place.

Discussion

Nominations for the one (1) casual vacancy position on GAROC have been received from the following candidates:

- Mayor Kris Hanna (City of Marion)
- Cr Kym McKay (City of West Torrens)
- Mayor Jill Whittaker (Campbelltown City Council)
- Cr Helga Lemon (City of Burnside)
- Mayor Elizabeth Fricker (Town of Walkerville)
- Mayor Claire Boan (City of Port Adelaide Enfield)
- Cr Don Palmer (City of Unley)
- Mayor Erin Thompson (City of Onkaparinga)
- Mayor Heather Holmes-Ross (City of Mitcham)

A copy of each candidate's profile has been included (**Attachment 2**).

Voting Instruction

Pursuant to clause 4.4.5 of the GAROC Terms of Reference, the casting of the vote by Council must be conducted as follows:

1. Council must determine, by resolution the candidate it wishes to elect.
2. The Presiding Member of the meeting must mark the ballot paper with an "X" next to the candidate that Council wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope, the Delegate must indicate the council's name on the inside flap of the envelope. The envelope must then be sealed and delivered to the Returning Officer.

Ballot papers must be received by the Returning Officer prior to **5.00pm on Thursday 14 May 2020**.

The counting of votes will take place at Local Government House on Friday 17 April 2020. The time of the count will be confirmed and the candidates will be advised should they wish to be present.

The candidate with the most votes shall be deemed elected and will commence their term immediately and remain in office until the conclusion of the 2020 LGA Annual General Meeting.

In the case of candidates receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes and the lot drawn will be the candidate elected.

Conclusion

The Returning Officer for the Local Government Association (LGA) has written to advise Council of the election process for the one (1) casual vacancy position on GAROC. Following Council's vote, the ballot paper will be completed in line with the requirements and submitted to the LGA prior to 5:00pm on Thursday 14 May 2020.

Attachments

- 1. Correspondence from LGA Returning Officer**
- 2. Candidate Profiles**



The voice of local government.

In reply please quote our reference: ECM 701949 LT/MD

6 March 2020

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

Dear Mr Buss

Election of GAROC Representative (1 casual vacancy)

On 13 January 2020, Acting CEO Andrew Johnson wrote to member councils calling for nominations for the vacant position on the Greater Adelaide Regional Organisation of Councils (GAROC) which has occurred as a result of the resignation of Cr Tim Pfeiffer from the City of Marion. I wish to advise that at the close of nominations (5.00pm on Friday 26 February 2020) I received nine (9) nominations for the position on GAROC for the following candidates:

- Mayor Kris Hanna (City of Marion)
- Cr Kym McKay (City of West Torrens)
- Mayor Jill Whittaker (Campbelltown City Council)
- Cr Helga Lemon (City of Burnside)
- Mayor Elizabeth Fricker (Town of Walkerville)
- Mayor Claire Boan (City of Port Adelaide Enfield)
- Cr Don Palmer (City of Unley)
- Mayor Erin Thompson (City of Onkaparinga)
- Mayor Heather Holmes-Ross (City of Mitcham)

As a result of receiving more than the required number of nominations, I hereby advise that an election for the position on GAROC will take place.

I have attached a copy of each candidate's profile together with a ballot paper for your completion in accordance with the instructions below.

Voting Instructions

Pursuant to clause 4.4.5 of the GAROC Terms of Reference, the casting of the vote by your council must be conducted as follows:

- each Member [council] shall determine by resolution the candidate it wishes to elect (Clause 4.4.5(c));



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- the chair of the meeting for that member [council] shall mark the ballot paper with an "X" next to the candidate that the member [council] wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the Delegate must indicate the member's [council] name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer (Clause 4.4.5(d));
- on receipt of the envelopes the Chief Executive must (Clause 4.4.5(e)):
 - open the outer envelope addressed to the "Returning Officer" and record the name of the member [council], which appears on the inside flap of the envelope, on the roll of member's [council] eligible to vote; and
 - place the envelope marked "Ballot Paper" unopened into the ballot box.
- the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f));
- at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate (Clause 4.4.5(g));
- the candidate with the most votes shall be deemed elected and will commence their term immediately and remain in office until the conclusion of the 2020 AGM;
- in the case of candidates receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes and the lot drawn will be the candidate elected (Clause 4.4.5(i)).

The counting of the votes will take place on Friday 17 April at Local Government House – 148 Frome Street Adelaide. The time of the count will be confirmed and the candidates will be advised should they, or their nominated scrutineer, wish to be present.

I require the ballot paper to be returned to me by **5:00pm Thursday 16 April 2020**.

If you have any queries, please contact me or the Deputy Returning Officer, Lisa Teburea, on 8224 2068.

Yours sincerely

Matt Pinnegar
Returning Officer / Chief Executive Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au

Attach: Candidate profiles; ballot paper with envelope and reply envelope addressed to Returning Officer

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	Mayor Kris Hanna
Council:	City of Marion
Local Government Experience & Knowledge	<p>I have spent a lifetime serving the community, as a lawyer (including a period managing my own legal practice), Marion Councillor (1995-97) State Member of Parliament (1997-2010) and since 2014 as Mayor of Marion Council.</p> <p>At Marion I have encouraged major reforms to improve services to our community, and increase efficiency while reducing rates rises to less than the inflation rate.</p> <p>Having contributed to some improvements at Marion, I would be glad to offer my governance, financial management and legal knowledge to serve the broader Adelaide local government community.</p>
Local Government Policy Views & Interests	<p>Current issues of interest:</p> <ul style="list-style-type: none"> • Addressing the impact of climate change by means of practical measures; • Making the most of impending State Government local government constraints to actually benefit our Councils; • The future of recycling in Adelaide; • Concern about the impact of the Planning and Design Code on infill development, design standards for housing, and our character suburbs. <p>In respect of every one of these issues I would promote more collaboration between Councils.</p>
Other information	Over the years I have served on the Board of the Victim Support Service, the Multifaith Association and numerous community/school committees.

This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required



Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Mr Kym McKay</i>
Council:	<i>West Torrens city Council</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <i>17 years as an elected member for the Lockleys Ward</i> <i>2 terms as Deputy Mayor</i> <i>Presiding member of a number of key council committees</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <i>A strong advocate for open space – storm water management – better environmental practice's- community facilities and services – believe in the need to have better representation and the ideas of Elected Members (non mayors) on Local Govt Boards and committees.</i>
Other information	<ul style="list-style-type: none"> <i>I have worked in both the Public and Private sectors in significant roles covering operations and logistics nationally and International, I am professionally employed as a Human Resources –Quality –Safety and Environment Manager in the commercial construction industry currently.</i> <i>I am a past Board member of the West Beach trust (Adelaide Shores)</i> <i>I have voluntarily served on a number of community boards</i> <i>Awarded the 2020 Australia Day Citizen of The Year Award in West Torrens</i>

This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required

Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Mayor Jill Whittaker
Council:	Campbelltown Council
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • Mayor of Campbelltown City Council from November 2018. • Councillor May 2003 - November 2018 for Campbelltown City Council Newton Ward. • Campbelltown Active Ageing Advisory Committee Member 2016 - • Member of Campbelltown Youth Advisory Committee 2016 - • Member of Campbelltown Service Clubs Advisory Committee 2019 - • Member of Campbelltown Access and Inclusion Advisory Committee 2006 - • Member of Campbelltown Reconciliation Advisory Committee 2005- • Campbelltown Child Friendly City Representative 2015 - • Board Member of Libraries Board of SA (LG Rep) 2016- • Deputy Mayor 2006 - 2014 • Chairperson Access and Inclusion Advisory Committee Campbelltown 2014-2018 • Sesquicentennial Advisory Committee Member 2014-2018 • Development Assessment Panel Member 2006-2008, 2010-2012 • Chairperson Outlook Publication Committee 2006 – 2014 • Campbelltown Library Redevelopment Advisory Committee 2006 -2010 • Campbelltown Leisure Centre Redevelopment Advisory Committee 2006 – 2016 • South Australian Local Government Women's Association Metro member 2006 • LGA Board Member 2009 – 2016 • State Executive of the LGA Vice President 2013-2016 • Local Government Research and Development Scheme Committee Past Chairperson 2014-2016 Member 2009-2016 • Proxy LGA Audit Committee 2016
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • Local Government is at the heart of South Australian communities. We are the most efficient level of Government and support local communities to achieve goals. We are the sector that is closest to the Community. • Planning and Development is currently a major focus as residents' needs and wants are balanced with all of the other needs of communities for heritage protection, trees and open space and all of the many other considerations important to members of the public. • There is the need to develop and maintain good relations with other tiers of Government in relation to their policy and programs and I have strong experience in working with other levels of Government and supporting the position of Local Government.



	<ul style="list-style-type: none"> • Service delivery, environment, waste collection, affordable and long lasting roads and footpaths, libraries, infrastructure, sports centres, and the arts are key concerns for Local Government and I am keen to help the sector find affordable solutions for current and future challenges. My resume supports my broad experience, skills and knowledge. • The LGA is important to Local Government because it provides a strong voice for the sector when legislative and other changes are proposed by State Government. It can also help coordinate responses in a time of crisis. It provides forums and training which are essential to ensure Elected Members and Staff are up to date in knowledge and skills. The LGA provides a framework for Councils to purchase goods at reduced costs and also to have a strong financial, insurance and work safety framework. • My previous work with the LGA Executive and as part of the work of the ALGWASA branch gives me strengths in managing interactions with social and mainstream media as well as key knowledge. • I attend many forums, consultations on broader Local Government issues, training sessions and conferences because of the importance of continuous learning. I have strength at the micro level but have strong capability in dealing with strategic challenges too. I recently participated in sector wide consultations on the proposed changes to the Local Government Act and also the Development and Planning Regulations. • The future challenges facing the sector are expanded community expectations that Councils will lead changes in response to climate change, pandemic disease, fire, flood and other unforeseen disasters to help communities flourish with industry, jobs and prosperity. This desire for the expansion of the role of Local Government into non traditional areas requires new responses as the funding is not automatically provided by other levels of Government to support community aspirations.
Other information	<p>Employment history</p> <ul style="list-style-type: none"> • Teaching at primary, secondary and adult level including English as a Second Language • Operative, Policy Advisor, Contract Manager for Commonwealth Public Service in fields of employment, social security, childcare, and education. • SA Local Government Disability Champion 2011-2016 • Consumer Advisory Committee ESCOSA Past Member 2013-2016 • Migrant Resource Centre Past Committee Member 2010-2016 • President Lions Against Violence Adelaide 2017 – 2019 • Social Media Officer Australian Local Government Women's Association 2017 - current

This form must accompany the Nomination Form

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Nominee's Council	<i>City of Burnside</i>
Nominee's Name (full name)	<i>Councillor Helga Lemon</i>
Declaration and signature of nominee	<p>I hereby accept such nomination and consent to act as a member of GAROC if so elected.</p> <p>Signature:</p> 
Signature and name of Nominating Council's CEO	<p>Signature:</p>  <p><i>Chris Cowley</i></p>
Dated	<i>24/2/20.</i>

Name:	<i>Councillor Helga Lemon</i>
Council:	<i>City of Burnside</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • <i>Third term as an elected member for the City of Burnside Eastwood and Glenunga Ward (10 consecutive years as an elected member).</i> • <i>Presiding member of the Corporate & Community Services Standing Committee 2011.</i> • <i>Presiding member of the Community, Development & Heritage Standing Committee 2012.</i> • <i>Four years as a member of Burnside Council's Development Assessment Panel (alternate years).</i> • <i>Current member of Burnside's Council Assessment Panel</i> • <i>Eight consecutive years as a member of the Council's CEO Recruitment, Performance Appraisal and Remuneration Review Committee.</i>

	<ul style="list-style-type: none"> <i>In terms of knowledge I began my tenure as an elected member with almost no knowledge of the Local Government Act and its processes. I can confidently say that while I am not an 'expert' in all matters I do know when and where I need to go to find the resources and information I might need on any given issue.</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <i>State Planning reform (infill development, traffic and parking, preservation of heritage).</i> <i>Climate change adaptation (waste management, tree canopy preservation, water management).</i> <i>Opposed to rate capping and cost shifting.</i> <i>Believe it is important to seek innovative ways to engage our communities in decision making.</i>
Other information	<ul style="list-style-type: none"> <i>I have been heavily involved as an advocate for my local community initially as a result of the release of the first 30 Year Plan for Greater Adelaide in 2009.</i> <i>As a result I made submissions and deputations to the following:</i> <ul style="list-style-type: none"> <i>Minister's Inner Metropolitan Growth Development Plan amendment 2013 – submission and deputation.</i> <i>Expert Panel on Planning Reform 2014 – submission.</i> <i>Glenside mixed use zone policy review Development Plan Amendment 2016 – submission and deputation.</i> <i>I was instrumental in Burnside becoming a partner in the National Garage Sale Trail in 2015.</i> <i>Eastwood Community Centre board member 2011 – 2013.</i> <i>Mayor's delegate to the Australian Local Government conference in 2014.</i> <i>Mayor's delegate to meetings of the Eastern Regional Alliance Mayors and CEO meetings from time to time.</i> <i>I have recently retired as a career public servant spending half my working years in the Department of the Premier and Cabinet. Much of my work centred on community engagement and in recent times I was the project manager for regional engagement in South Australia's Strategic Plan and also the development of the State Brand.</i> <i>More recently I worked with the SA Ambulance Service on enhancing volunteer recruitment and community engagement in regional South Australia.</i>

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	Mayor Elizabeth Fricker
Council:	Corporation of the Town of Walkerville
Local Government Experience & Knowledge	<p>I was elected to Council in November 2014. Between November 2016 up to and including the November 2018 council general elections, I was appointed Deputy Mayor by the Council.</p> <p>I subsequently was elected Mayor of the Town of Walkerville, unopposed, in November 2018.</p> <p>I have attended a number of training forums run by the LGA for elected members. I have also actively involved myself in almost every consultative forum run by the LGA and OLG in relation to planning reform, rates capping, including SAPC inquiry into local government costs and efficiency.</p> <p>Walkerville is a member of the ERA and as Mayor I catch up with my fellow ERA Mayors on a monthly basis to discuss broader regional issues.</p> <p>Furthermore, I have been a member of Council's Audit Committee since 2014, Strategic Planning and Development Policy Committee (2014-2018) and CEO Performance Review Committee (November 2016 – current). I am the Presiding Member of the Women of Walkerville Foundation Committee (a fund raising committee for the betterment of the community).</p>
Local Government Policy Views & Interests	<p>I am passionate about public safety, affordable housing, open and transparent governance, active ageing & wellbeing, genuine community engagement, financial sustainability, acceptable level of management of assets, open spaces and providing services and programs to our diverse community, with a focus on the most vulnerable groups in our community.</p> <p>I firmly believe in the protection of heritage areas and the retention of trees, particularly in areas of infill development.</p>



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Other information	<ul style="list-style-type: none">• <i>Fellow of Australian Institute of Company Directors</i>• <i>Board Member of RA Jordan, a private plumbing company operating in South Australia and the Northern Territory</i>• <i>Previously filled casual vacancies on Women's and Children's Hospital Board</i>• <i>Education – Bachelor of Arts, Master of Business Administration</i>
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This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Mayor, Claire Boan</i>
Council:	<i>City of Port Adelaide Enfield</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • <i>Elected as Councillor for 8 years</i> • <i>Elected as Mayor of PAE since 2018</i> • <i>Effective Chair of meetings</i> • <i>Liaison between Organisations and Council</i> • <i>Providing leadership to Elected Members and the Community</i> • <i>CAP Experience</i> • <i>Grants and Sponsorship Committee</i> • <i>Audit Committee experience</i> • <i>Develop strategic partnerships</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • <i>Councils working collaboratively</i> • <i>Community connectedness</i> • <i>Increasing better messaging and marketing</i>
Other information	<ul style="list-style-type: none"> • <i>Primary school teacher including leadership roles</i> • <i>Patron of local clubs</i>

This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Cr Don Palmer</i>
Council:	<i>City of Unley</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <i>I have been a member of the City of Unley since the 2010 periodic elections. During this time I have participated in and held the following positions:</i> <p><u><i>Deputy Mayor 2017</i></u></p> <p><i>As Deputy Mayor (acting for our Mayor) I participated in the Metropolitan Local Government Group and the Eastern Regional Alliance</i></p> <p><u><i>Presiding Member</i></u></p> <p><i>Development, Planning and Strategy Committee 2015-16. This committee managed the biggest development plan changes in the history of Unley</i></p> <p><i>Strategic Property Committee 2018</i></p> <p><u><i>Member</i></u></p> <p><i>Development, Planning & Strategy Committee 2013-14</i></p> <p><i>Development Assessment Panel 2011-2014</i></p> <p><i>Unley Business and Economic Development Committee 2012-2018</i></p> <p><i>CEO Performance Review Committee 2017-18</i></p> <p><i>I also note my extensive leadership experience outside of Local Government.</i></p> <p><i>I have managed and/or owned several building industry businesses. As a member of the MBA and HIA I have served on various committees. I have been an Area Co-Ordinator for Neighbourhood Watch, Secretary for a Caravan Club, President for a brief stint of the Association of Caravan Clubs SA.</i></p> <p><i>I have also served on the Parish Councils of two Anglican Parishes and as Warden for some eleven years at St Augustine's Anglican Church at Unley. Likewise I have served on the Diocesan Administration and Resources Executive at the Adelaide Anglican Diocese. I am currently also a member of Diocesan Council of the Adelaide Diocese of the Anglican Church of Australia.</i></p> <p><i>In all cases I was responsible for Presiding over meetings, for Strategic Planning, OHSW, Financial Budgeting, human resourcing, promotions and marketing.</i></p>



<p>Local Government Policy Views & Interests</p>	<ul style="list-style-type: none"> <p><u>Leadership</u></p> <p><i>As I did in my business career I have always taken an interest in the industry in which I am participating, at this time the local government industry. I am a firm believer that the strength of an association is in the participation of its members. I am also a firm believer in aiming to be part of the solution rather than the problem. To be someone who is seeking answers to issues rather than sitting back and criticising those taking the responsibility to seek the answers.</i></p> <p><i>The LGA needs people willing to take on this responsibility. I stand ready to take on this role of leadership on your behalf.</i></p> <p><i>As new blood I will also bring a fresh perspective to a fresh executive structure. This at a time when new blood will be positively received by our ratepayers.</i></p> <p><u>Reform</u></p> <p><i>As Unley's representative previously on the MLGG and ERA I have participated in the debate on the LGA's new structure. I back the new structure and look forward to advancing the reforms that the LGA executive have identified.</i></p> <p><i>The local government industry needs to seek change and reform. We need to be the driver of change. This will require us to recognise where change is needed, and work with the Government to effect purposeful change. We need to be proactive to drive the reform and not be reactive to third parties.</i></p> <p><u>Image</u></p> <p><i>The local government industry needs also to work on changing the image of the industry to our ratepayers. It will not be enough to speak of the need for change. It is another to push the change and be the driver of change. We need mostly to be seen to be driving the change.</i></p> <p><i>To achieve this we need to be seen as a sector responsive to our ratepayers needs. Once again this requires us being proactive, to undertake to understand what our ratepayers are seeking, and demonstrate that we do understand and that we are responsive.</i></p> <p><u>Membership Participation</u></p> <p><i>If the LGA is to be strong we need the LGA membership to be engaged.</i></p> <p><i>GAROC will certainly need to provide the leadership to achieve the above aims. The general industry membership however needs to step up to the plate as well. As an association is only as strong as its membership we all need to participate in making. We all need to work toward bridging the gap that exists between some of us and the LGA.</i></p>
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Other information	<p><i>I look forward to having the opportunity to provide a positive contribution to the local government industry to the betterment of the South Australian local government community.</i></p> <p><i>The South Australian local government industry is in need of continuing to re-invent itself and to present as relevant to today's communities. We need to leave a legacy for the future. I stand ready to contribute.</i></p>
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This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	MAYOR ERIN THOMPSON
Council:	CITY OF ONKAPARINGA
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • 10 + years experience working as a communications professional in local government (City of Playford and City of Unley) • Current Mayor of the City of Onkaparinga. Elected 2018 • As a metropolitan Mayor (City of Onkaparinga) I represent the largest council in SA by population • My experience in local government, firstly within the administration of a medium sized council and now the Mayor of a large council, has helped me to build an understanding of the special challenges faced by different sized councils with extremely varied community demographics and needs.
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • GAROC and the LGA must be proactive on matters that make a real difference to Local Government • Local Government should continue to make its views heard at both State and Federal levels • There needs to be more transparency in councils to help rebuild the trust of rate payers • The LGA could help to change the communities negative perception of local government state-wide • We must build solid relationships with government to ensure political interference does not further infiltrate local government. We need to ensure they are very clear about our message. This must occur all year and not just at election time. • Federally it is important that SA has a strong voice at the ALGA table and is not left behind and ignored in favour of the more populist states. • Local government should be a leader in community engagement – we need to step up in this area • Local Government needs to become better communicators – the community are interested in what we are doing, and we should involve them more in the conversation as well as celebrate our wins more often. <p>Councils need to work together to find new innovative cost-effective solutions for managing the entire waste and recycling process here in South Australia.</p>

Other information	<i>In addition to my Local Government experience (both within the administration and as Mayor), I have owned and operated my own businesses and worked in various marketing and tourism roles across the country.</i> <i>I bring fresh ideas and new ways of thinking.</i>

This form must accompany the Nomination Form
This information will be supplied to GAROC member councils
in the event that an election is required

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Heather Holmes-Ross</i>
Council:	<i>City of Mitcham</i>
Local Government Experience & Knowledge	<p>In a surprise result at the last election I was elected Mayor without having previously served as a councillor. This presented an enormous personal challenge as I had very little local government knowledge and no experience. Since then, I have immersed myself in the sector, my council and my community. I have attended numerous local government training sessions, discussions, seminars and events to get myself up to speed.</p> <p>I come from a background of excellence in business and academia. I have a PhD in chemistry from Flinders Uni which means I am trained to investigate, problem solve and collaborate. These are particularly handy skills when applied to the intricacies of local government.</p> <p>The hospitality business which my chef husband and I own and manage has been continually recognised for excellence by our industry body, Restaurant & Catering Assoc. of Aust., culminating in our being awarded Australian Restaurant of the Year 2017. I believe this shows that I have the ability to encourage a team to work towards excellence, along with a high degree of business acumen, the ability to assess business situations, risks and opportunities and act on them.</p> <p>I believe that my role as Mayor is one of facilitation and advocacy and therefore building relationships is pivotal, so I have worked hard to build strong relationships with my councillors, our CEO, council administration, and council staff, along with LGA staff, councillors from other councils, local MP's and the many wonderful Mayors.</p> <p>I have been busy in the community, performing civic duties and meeting with residents, community groups, schools, universities, and businesses to understand and advocate for their diverse needs. To aid this process I have instigated a weekly open forum, "Share with the Mayor" where I make myself available for three hours to listen to the concerns and ideas of our residents over cuppa. As a restaurateur I make a mean cappuccino on our office coffee machine!</p> <p>I have thoroughly enjoyed the past year or so as Mayor and feel that, along the way, I have gained a very workable knowledge of the machinations of local government. I am dedicated to my role and not afraid to stand up for my beliefs.</p>

Local Government Policy Views & Interests	<p>My passion lies in building sustainable communities, both environmentally and socially. I believe that small business has a pivotal role to play in both, and that stimulating our local economies brings better outcomes for all. I previously founded a shop local and social inclusion movement in our local area and found the benefits of building pride in community and place were astounding, in terms of economic and social reward. I am currently advocating for the implementation of a traders levy on commercial properties in various parts of our council area to allow the establishment of traders groups and associated marketing and place making initiatives by Council. Other councils have applied a commercial levy very effectively to stimulate economic growth and development and I am keen for Mitcham Council to become involved in this space.</p> <p>Since joining Council I have become a member of the East Waste board, and our council has become the Chair of Region 7 of the Murray Darling Association. Waste and water are two of the most significant challenges of our time and I believe councils are best placed of the tiers of government to force change in these sectors. I am interested in increasing council collaboration via GAROC, along with the bulk buying ability and economies of scales afforded by LGA membership and procurement, to provide core and additional services for our communities. As a sector, I believe local government must use these advantages to protect our communities, in both mitigating and preparing for the effects of climate change.</p> <p>Our council believes that GAROC should be representative of the entire region and is currently missing representation from the southern area. The City of Mitcham is well placed to do this and the long term stability of our council means I have time to dedicate to the GAROC role. I believe my past experience, along with my relatively new eyes, make me an excellent all round candidate for the current vacancy.</p>
Other information	<p>Australian Institute of Company Directors Restaurant & Catering Assoc. of Aust. East Waste Board MDA council representative of Chairing Council</p>

This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required

17.5 Weigall Oval Masterplan and Facilities Upgrade - 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 21.2 - Weigall Oval Masterplan and Facilities Upgrade* at the 16 April 2019 Meeting of Council.

RECOMMENDATION(S)

It is recommended to Council that:

1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 16 April 2019, pursuant to 91(7), 91(7)(a) and 91(7)(b) of the *Local Government Act 1999*, in respect of confidential *Item 21.2 - Weigall Oval Masterplan and Facilities Upgrade*, Council orders the Agenda report, the Minutes arising, attachments and any associated documentation continues to be kept confidential in accordance with Section 90(3)(k) of the *Local Government Act 1999* and not be available for public inspection until all identified works are completed on the basis that the information relates to the tenders received for the carrying out of works to Stage 2, 2a, 3, 3a and 3b of the Weigall Oval redevelopment.
2. Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

Introduction

Section 91(9)(a) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council, pursuant to section 90(3)(k) 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 16 April 2019 meeting, Council ordered that *Item 21.2 - Weigall Oval Masterplan and Facilities Upgrade*, the Minutes arising, attachments and any associated documentation, be kept confidential in accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999*, on the basis that the information received, discussed or considered related to the tenders received for the carrying out of works related to Stage 2, 2a, 3, 3a and 3b of Weigall Oval redevelopment.

While the work on the Weigall Oval project continues to progress, it is recommended that the confidentiality order applied by Council at its 16 April 2019 meeting in relation to *Item 21.2 - Weigall Oval Masterplan and Facilities Upgrade* remains in place until the identified works have been completed.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

As the confidential order applied by Council at its 16 April 2019 meeting in relation to *Item 21.2 - Weigall Oval Masterplan and Facilities Upgrade*, has been in place for twelve months, Council is required to review the confidential order and determine whether the order should be revoked or remain in place. As the identified works associated with the Weigall Oval redevelopment have not yet been completed, it is recommended that the order remains in place until these works are completed.

Attachments

Nil

17.6 Information Only Council and Committee Reports

Brief

The purpose of this report is to provide a detailed listing of information only Council and Committee reports to be received.

RECOMMENDATION

It is recommended to Council that the information only Council and Committee reports, contained in the Attachment Under Separate Cover of Agenda report, be received.

Introduction

Council at its meeting on 17 March 2020 resolved that:

"All Council Committee meetings be cancelled from 18 March 2020 until the 19 May 2020 meeting of Council, subject to review."

"Only items that require a material decision of Council be included in the Council Meeting agendas until such time as Council meetings revert to twice monthly."

This report has been prepared in response to this resolution.

Discussion

Following the resolution of Council, the Administration determined that items that did not require a material decision of Council will be provided as Attachment Under Separate Cover for Elected Member's information and perusal.

The following is a list of information only reports provided as **Attachment Under Separate Cover**:

- Covid-19 Update
- Grant Funding Submission Update
- Admella Street Upgrade
- Lockleys Oval, Apex Park, Mellor Park - Facilities Development Update
- Weigall Oval, North Plympton - Facilities Development Update
- Audit General Committee Open Actions Update
- Audit General Committee Financial Reporting - Update
- 2019-2020 Internal Audit Plan Update
- Procurement Internal Audit High Risk Recommendations and Actions Progress Report
- Creditor Payments
- Property Leases
- Mendelson Financial Report March 2020
- Urban Services Activities Report
- Waste Management Activities Report
- Community Services Activities Report - March/April 2020
- Legislative Progress Report - April 2020

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

This report responds to the resolution of Council as its meeting on 17 March 2020 and provides a listing of information only Council and Committee reports for Members' information.

Attachments

- 1. Information Only Council and Committee Reports (under separate cover)**

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 11, 12, 13, 14 and 15.

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 11, 12, 13, 14 and 15



Local Government Association of South Australia

- 11.1 Emergency Management Training - Register now for incident management**
The LGA's Emergency Management Development Program is conducting Incident Management Training activities in March for interested council staff.
- 11.2 LGFSG Lessons Management - Feedback sought**
The LGFSG lessons management process post the recent events is underway and all LG staff are invited to provide feedback.
- 11.3 New Location - Elected Member Leadership Forum**
Book Now
- 11.4 ChemAlert Training - Enrolments close COB 20 March 2020**
Book now to ensure viability
- 11.5 Dynamic 'Public Speaking' training with media expert Georgina McGuinness**
Do you want to become a strong, vibrant communicator?
- 11.6 Is your council information secure? Cyber Security Training - Book Now**
Check out the new program
- 11.7 Times running out! Grants and Funding training - Book now**
Don't miss out
- 11.8 Training for you - Check out what's on offer**
Training Program
- 11.9 New Programs with LGA Training**
Latest News
- 11.10 Express Your Interest with LGA Training**
What training would you like to see?
- 11.11 LGA Training's Top 5 picks requested from our TNA**
Check out the highlights
- 11.12 Training Update: Check out the LGA Training program**
What's coming up?
- 12.1 LGA Board of Directors meeting - 19 March 2020 - Agenda available**
The LGA Board of Directors will meet on Thursday 19 March 2020 at LG House, 148 Frome Street, Adelaide. The agenda is now available and this circular provides a list of reports to be considered at the meeting.
- 12.2 New online tool that maps liveability across Australia's cities**
New online tool developed by Australian Urban Observatory that maps liveability across Australia's cities is now available.



Local Government Association of South Australia

12.3 Postponement of the 2020 Council Showcase and LGA Ordinary General Meeting

Following the declaration of a Public Health Emergency by the Government of South Australia, and medical advice encouraging greater social distancing to contain the spread of COVID-19, the LGA has made the difficult decision to defer its 2020 Council Showcase and Ordinary General Meeting (OGM).

12.4 School Immunisation Program and COVID-19 Update

School Immunisation Program delivery and COVID- 19 - Update from the Immunisation Section, Department for Health and Wellbeing.

12.5 Opportunity for councils to obtain municipal-wide greenhouse gas emissions profiles

Several South Australian councils are interested in a Greenhouse Gas Emissions Snapshot being developed for their municipality. As a result, a proposal has been prepared by Ironbark Sustainability at the request of some interested councils. The proposal includes options to develop Snapshots for a grouping of councils or for all South Australian councils. Please indicate your council's interest in obtaining a Snapshot by 1 April 2020.

12.6 LGA Training - Important notification

Upcoming Training

13.1 Power Line Undergrounding Projects - Registrations of Interest sought

The Power Line Environment Committee is seeking registrations of interest from councils for proposals to underground power lines from councils in locations such as historic areas, major shopping precincts and other areas of community benefit in metropolitan and regional South Australia.

13.2 Emergency Amendments to the Local Government Act

The SA Parliament today has passed urgent legislation that will support local government to operate safely and effectively during the COVID-19 public health emergency.

13.3 GAROC casual vacancy election - deadline extended to 14 May 2020

The deadline for member councils of GAROC to return ballot papers for the GAROC Vacancy Election has been extended to 14 May 2020.

13.4 Embracing Change - LGA Training have you covered with their "Webinar" training

How to get the most out of Webinar Training

13.5 Grant Opportunity - Local Government Information Linkages and Capacity Building (LGILC) Program – DUE DATE EXTENDED to 9 APRIL 2020

The due date for the grant applications for the Local Government Information Linkages and Capacity Building Program (LGILC) has now been extended to 4pm on Thursday 9 April 2020. The LGILC grant is open to South Australian councils and regional LGA's for projects that supports South Australians with disabilities to live more connected lives. It aims to increase of the needs of people living with a disability in rural, regional or remote South Australia.



Local Government Association of South Australia

14.1 Electronic Participation in Council Meetings Notice (No 1) 2020 -- First Local Government Act emergency variations now made

The Electronic Participation in Council Meetings Notice (No 1) 2020 is the first Notice made by Minister for Transport, Infrastructure and Local Government in exercise of his new emergency power under section 302B of the Local Government Act 1999. The Notice allows for council members to participate in council meetings by electronic means.

14.2 Reminder: Nominations sought for the Adelaide Cemeteries Authority Board (closing 6 April)

The LGA is seeking nominations for a local government representative on the Adelaide Cemeteries Authority Board for a term commencing upon appointment. Nominations must be forwarded to the Nominations Coordinator at the LGA by COB 6 April 2020.

14.3 Reminder: Nominations sought for the SA Local Government Grants Commission (closes 6 April)

The LGA is seeking nominations for a local government representative on the South Australian Local Government Grants Commission for a term commencing on 23 May 2020. Nominations must be forwarded to the LGA by COB 6 April 2020

14.4 Electronic Council Meetings – template provisions, model codes, and draft resolutions available

Councils need to take certain actions at their next council meeting in order to facilitate electronic council meetings, following the making of the Electronic Participation in Council Meetings Notices (No 1) by the Minister for Transport, Infrastructure and Local Government on 31 March. This circular provides links to a range of template provisions, updated model codes and policies, and draft resolutions to assist councils take the necessary actions.

14.5 LGA Training brings you 'Webinar sessions' - Embracing Change

How to get the most out of Webinar Training



Local Government Association of South Australia

15.1 Draft Landscapes Regulations and Transitional Scheme

The State Government has released draft Regulations, which flesh out the details of how the Landscapes (South Australia) Act will operate. They have also released the proposed 'Transitional Scheme' which will govern operation of the Act (including council collection of Landscapes Levies) for the first three years. This Circular provides links to the documents and how submissions can be made in very tight timelines.

15.2 Magistrates Court new criminal lodgement procedures via email & credit card payments only

The Magistrates Court has introduced new rules for prosecuting agencies to file criminal lodgements by email and for Court fees and charges to be paid via credit card.

15.3 LGA Procurement COVID-19 Update

LGA Procurement is working with Norman Waterhouse Lawyers to update the suite of Template Documents and will continue providing regular COVID-19 updates via our e-news.

15.4 Public Access and Public Consultation Notice (No 2) 2020 –Local Government Act emergency variations

The Public Access and Public Consultation Notice (No 2) 2020 is the second Notice made by the Minister for Transport, Infrastructure and Local Government in exercise of his new emergency powers under section 302B of the Local Government Act 1999. The Notice deals with operation hours of the principal office, public consultation, and public access to documents.

15.5 Webinar courses on offer with LGA Training

Check out these great training opportunities

15.6 Zoom Security Update

Important information

15.7 LGA's new website to be launched after Easter

Member councils can expect to see the new LGA website, "go live" in the week after Easter.

19 MEMBER'S BOOKSHELF

Nil

20 CORRESPONDENCE**20.1 Federal Government Royal Commission Reform into Gambling**

Correspondence has been received from the Mayor of Frankston City Council, Cr Sandra Mayer, requesting Council join the call for a Federal Government Royal Commission reform into gambling harm (**Attachment 1**).

20.2 Foreign Affairs Office of Weifang Government - Letter of Sympathy Covid-19

Correspondence has been received from the Director of Foreign Affairs Office of Weifang Municipal Government, GE Yingyu, extending their support and understanding to Council and the City of West Torrens community with regards to the Covid-19 pandemic (**Attachment 2**).

20.3 Novar Gardens Bowling and Petanque Club - Letter of Thanks

Correspondence has been received from the Club President of the Novar Gardens Bowling & Petanque Club, Jonathan Giddings, regarding Council support of the Easter Carnival of Petanque at Novar Gardens and to advise the event has been suspended for this year (**Attachment 3**).

20.4 Regional Landscape Levy Contribution for 2020/2021

Correspondence has been received from the Acting Director of the Green Adelaide Board, Louisa Halliday, regarding Council contribution to the Regional Landscape Levy for 2020/2021 (**Attachment 4**).

RECOMMENDATION

That the correspondence be received.

Attachments

- 20.1 Federal Government Royal Commission Reform into Gambling**
- 20.2 Foreign Affairs Office of Weifang Government - Letter of Sympathy Covid-19**
- 20.3 Novar Gardens Bowling and Petanque Club - Letter of Thanks**
- 20.4 Regional Landscape Levy Contribution for 2020/2021**



Office of the Mayor

Frankston City Council
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 Telephone: +613 8773 9529 Mobile: 0400 236 107
 PO Box 490, Frankston VIC 3199
 Website: frankston.vic.gov.au

Reference: A4157559
 Enquiries: Kathryn Renwick
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6 March 2020

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

Dear Mayor Coxon

JOIN THE CALL FOR THE FEDERAL GOVERNMENT ROYAL COMMISSION REFORM

As the Mayor of Frankston City Council, I am writing to you in conjunction with the Alliance for Gambling Reform, asking your Council to join the call for a Federal Royal Commission into Gambling Harm.

Council at its meeting on 28 January 2020 adopted the following Notice of Motion:

That Council:

1. *Affirms the Australian Local Government Association commitment to support the City of Yarra Notice of Motion in calling on the Federal Government to:*
 1. *Establish a Royal Commission into the gambling industry and the \$24 billion in annual gambling losses nationally, the highest in the world in per capita terms.*
 2. *Embrace national harm minimisation policies to reduce gambling harm in Australia such as:*
 - a) *Following the lead of the UK Labour Party in supporting a ban on credit card usage with Australian licensed online gambling companies;*
 - b) *Introducing further restrictions on gambling advertising, emulating the approach taken with the tobacco industry;*
 - c) *Establishing a national ombudsman scheme to process consumer complaints and resolve customer disputes with online gambling companies;*
 - d) *Introducing a ban on federally registered political parties from owning gambling licences issued by Australian governments, including for the operation of poker machine venues.*
2. *Calls on the Federal Government, through support of the Australian Local Government Association, to investigate the gambling industry's influence on the democratic process, including political donations and third party campaigning;*
3. *Notes the letter of support from the Alliance for Gambling Reform in relation to this Notice of Motion;*

Seaford » Frankston » Langwarrin » Karingal » Skye » Frankston South » Frankston North » Carrum Downs » Langwarrin South » Sandhurst

4. *Prepares a joint letter with the Alliance for Gambling Reform to all Mayors in Australia calling on similar council resolutions (including a generic Notice of Motion template); and*
5. *Resolves to not accept any corporate sponsorship for council based activities from gambling/gaming entities, without exception.*

Frankston City Council is part of the Alliance for Gambling Reform's group of Leadership Councils because we are concerned about gambling harm and the damage it is doing in local communities. The latest data shows that across Australia, almost \$25 Billion dollars was lost in 2017/18 on gambling, an increase of 5 per cent from the year before. Given the scale of the damage done by gambling, and the costs to our communities, the Federal Government should establish a Royal Commission into the industry.

The last serious investigation of the gambling industry was by the federal Productivity Commission that concluded in 2011. This report found that significant changes to harm minimisation strategies were required such as reducing the maximum bet limit per button push to \$1 and limiting the amount of cash that can be inserted into a machine at one time. Since then, whistleblowers have come forward detailing a string of appalling behaviours. These are likely to be the tip of the iceberg that a Royal Commission could fully investigate.

There are known links between gambling harm and issues that plague our communities such as mental-ill health, family violence, poverty, homelessness and chronic illnesses.

Carolyn Crawford, a resident from Frankston City and an advocate with lived experience of gambling harm, said: "In 2016 at the age of 64, I was sentenced to 18 months in prison for taking money from my place of employment to gamble on the pokies. I went to the pokies every day after work and weekends. Many a time I would be driving home after losing all my money thinking to myself that I should just drive my car into a tree to stop the loneliness and pain I was feeling in myself."

"The only thing that stopped me was the guilt I felt about causing pain and sadness to my family and friends. A gambling addiction is not something that you can see like alcohol or drugs but is just as mentally unhealthy."

Research since the Productivity Commission report has revealed that harm to health caused by 'low' and 'moderate' risk gambling is greater than that experienced by 'problem' gambling. This change in our understanding of gambling harm warrants a re-assessment of the industry and its societal costs. Our understanding of gambling harm as a public health issue requires a wider scope than the Productivity Commission, and requires the Federal Government to fully investigate the problems within the gambling industry and take action to address these.

A Royal Commission into gambling will help address the social, political and industry regulation concerns arising from the continuous escalation of money lost and harms caused by gambling in communities across Australia. Given the extent of influence exerted by the gambling industry in Australia, nothing short of a nation-wide Royal Commission will achieve the degree of strengthened regulation and bolster the case for reform to reduce the gambling industry's impacts on our communities.

Please join us in calling for a Federal Royal Commission into Gambling and for the Federal Government to embrace national harm minimisation policies. Together we can tackle harm from gambling in your community and call for reforms to give your residents the protections they deserve.

Attached is our Notice of Motion that you can use as a template for a motion at your Council. If you have any questions or would like further information please contact Kathryn Renwick, Social and Community

Yours faithfully

T. Call

Rev. Tim Costello
ALLIANCE FOR GAMBLING REFORM



**ALLIANCE FOR
GAMBLING REFORM**

Template Notice of Motion:

1. Affirms the Australian Local Government Association commitment to support the City of Yarra Notice of Motion in calling on the Federal Government to:
 1. *Establish a Royal Commission into the gambling industry and the \$24 billion in annual gambling losses nationally, the highest in the world in per capita terms.*
 2. *Embrace national harm minimisation policies to reduce gambling harm in Australia such as:*
 - a) *Following the lead of the UK Labour Party in supporting a ban on credit card usage with Australian licensed online gambling companies;*
 - b) *Introducing further restrictions on gambling advertising, emulating the approach taken with the tobacco industry;*
 - c) *Establishing a national ombudsman scheme to process consumer complaints and resolve customer disputes with online gambling companies;*
 - d) *Introducing a ban on federally registered political parties from owning gambling licences issued by Australian governments, including for the operation of poker machine venues.*
2. Calls on the Federal Government, through support of the Australian Local Government Association, to investigate the gambling industry's influence on the democratic process, including political donations and third party campaigning;
3. Resolves to not accept any corporate sponsorship for council based activities from gambling/gaming entities, without exception.

ⁱ "Expenditure on Gambling in Victoria and Australia" <https://responsiblegambling.vic.gov.au/resources/gambling-victoria/expenditure-on-gambling-victoria-and-australia/>

ⁱⁱ Browne, M et al., "Assessing Gambling-Related Harm in Victoria: a public health perspective", Victorian Responsible Gambling Foundation (July 2016) <https://responsiblegambling.vic.gov.au/resources/publications/assessing-gambling-related-harm-in-victoria-a-public-health-perspective-69/>

(Translated Version)

20th March, 2020

Dear Mr. Michael Coxon,

First of all, on behalf of Foreign Affairs Office of Weifang Municipal Government, I would like to extend nice greetings and high consideration to you.

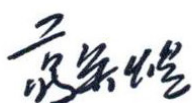
As I get to know lately, the COVID-19 epidemic is spreading rapidly among Oceanian countries. Its spread in Australia has caused a great deal of inconveniences to the work and living ways of Australian people. Please believe that we share your feelings. As a city with friendly cooperation of West Torrens, the city of Weifang feels the challenges you are facing and would like to extend our understanding and supports.

The epidemic is the enemy to all countries and all people throughout the world. My friend, hereby I, on behalf of Foreign Affairs Office of Weifang Municipal Government, wish you and the whole community of West Torrens good health, and I also wish the victory of Australia over the epidemic, together with the other parts of the world. You are not alone in this fight. We would feel happy if we could be a helping hand, sharing some useful experience and information with you or providing any other assistance within our power. At this difficult time, let us join hands and do what we can for the community of shared future for mankind.

I look forward to the whole world's victory over the epidemic. I also look forward to meeting you as soon as possible.

Yours sincerely,

GE Yingyu



Director of Foreign Affairs Office of Weifang Municipal Government

**Novar Gardens Bowling & Pétanque Club****A:** 489 Anzac Highway, Novar Gardens. SA 5040**P:** (08) 8295 4803**E:** admin@novargardensbowlingclub.com**President:** Jonathan Giddings **Mob:** 0418 831 446**E:** jon@hpsafety.com.au

Attention: City of West Torrens Management Team

24/03/2020

Re: Novar Gardens Bowling & Petanque Club – **Easter Carnival of Petanque**

Dear Team,

On behalf of the **Novar Gardens Bowling & Pétanque Club** I would sincerely like to express our gratitude to the City of West Torrens management for their positive material support through a community grant & the ongoing encouragement in helping us prepare for the 2020 Easter National Championships of Pétanque. In particular I'd like to mention Mayor - Michael Coxon, Manager of City Property - Dean Ottanelli, Senior Property Assets Advisor - Steve Watson & General Manager of Urban Services – Angelo Catinari who were all instrumental in providing permission, advice & support to get our facility up to standard & ready for Australia's biggest annual Pétanque event.

Unfortunately, due to the current COVID19 crisis the Pétanque Federation Australia (PFA) has had no alternative but to suspend the event for this year. As a club we have no choice but to accept this in a pragmatic way. It is out of our control & accept that it is the wise decision considering the circumstances.

However, on the upside the PFA has confirmed in writing that when things return to some type of normality our club will indeed host the event for a minimum of 3 consecutive years & possibly with the option of a 4th as some type of compensation for what didn't eventuate 2020. This is some consolation to our core team who have put in countless hours of work & planning for this year. It hasn't all gone to waste & we will be much better prepared for next year & without the rush.

It has been heartening to receive much correspondence from interstate & even overseas expressing disappointment that the event is not on & sending condolences to the team at our club for the effort that know has been put in. There are at least 5 groups I am aware of that have already booked accommodation for Easter 2021; this is a very good sign.

So, on behalf of the club, thank you. Your support is not taken for granted & is truly appreciated.

*Jonathan Giddings**Club President***Novar Gardens Bowling & Petanque Club**



Government of South Australia
Green Adelaide Board

Green Adelaide Board

GPO Box 1047
Adelaide SA 5001
Tel 08 8463 3855

DLDEWGreenAdelaide
@sa.gov.au
landscape.sa.gov.au

Mr Terry Buss
Chief Executive Officer
City of West Torrens

csu@wtcc.sa.gov.au

Dear Mr Buss

2020-21 - Regional landscape levy arrangements for the Green Adelaide Region

From 1 July, the new *Landscape South Australia Act 2019* (the Act) will replace the *Natural Resources Management Act 2004* as the new framework for managing the state's land, water, pest animals and plants and biodiversity. Green Adelaide has been specifically created in this new legislation, in recognition of the unique environmental challenges faced in urban areas.

The Act creates nine landscape management regions with NRM boards being replaced by eight new regional landscape boards and a metropolitan landscape board, Green Adelaide. Local Government will continue to play a key role in collection of the regional landscape levy (formerly 'NRM levy').

The landscape levy collection process will remain largely the same as previous arrangements under the *Natural Resources Management Act 2004*. Councils will continue to contribute to the landscape region and then collect a levy to reimburse themselves through the collection of a regional landscape levy on the basis set in the landscape board's Business Plan. Councils will also continue to recover levy establishment and ongoing collection costs from regional landscape boards.

The Act imposes a cap on increases in the landscape levy to CPI (Adelaide Sept quarter), unless the Minister approves a higher increase, which will only be under exceptional circumstances.

The Act also introduces a number of improvements, which will help to streamline the levy collection process. The Minister for Environment and Water is no longer required to gazette the Council contributions. The landscape boards will set out council contributions the board business plans and the landscape boards will be responsible for notifying each constituent council of their contributions. In this way councils will be notified of their contributions normally no later than March in each financial year, alleviating time pressures in council budget, consultation and levy declaration processes. Councils will continue to set the levy rates under the *Local Government Act 1999*.

The Act also proposes new levy debt recovery arrangements which are currently being developed through regulations and will allow councils to be reimbursed for any new unpaid regional landscape levy amounts that have been written off as a debt. The Department for Environment and Water will consult Local government on the draft regulations shortly.

For all councils there are two minor changes to the 2020/21 levy collection process. These changes include:

- the current 'NRM Levy' wording on Council rates notices is to be replaced with the 'Regional landscape levy'. The appropriate wording to communicate this change across the state will be made available via the LGA Rate Notice template for 2020/21, and
- the money raised through the imposition of the levy will no longer be paid directly to landscape boards. Quarterly invoices will now be payable to the Landscape Administration Fund for distribution to the landscape boards.

Levy transition scheme for regions with boundary changes

The effect of the formation of new regions and boundary changes on landscape levies is being managed through a levy transition scheme. The intent is to mitigate any impact on land levies to ensure people do not pay higher levies as a result of boundary changes.

For 2020/21 levy arrangements, it is proposed that the transition scheme provide for council contributions to be set consistently with 2019/20 and adjusted by CPI. The levies raised for 2020/21 will be based on the existing NRM boundaries, so there is no adjustment to the Councils' rating system for raising a levy from the previous year, aside from the name change as discussed above to the NRM levy. This will provide for consistency in the levy rates paid by rate payers, noting that changes in land value and the number of rateable properties also influence council contributions and levy rates. While councils will be liable to pay levy contributions to the new landscape boards, these contributions are based on current NRM boundaries.

Contributions and raising a levy in 2020/21

There are no proposed changes to the basis of the regional landscape levy in 2020/21, and the levy income increase is capped to CPI of 1.9%. The Green Adelaide Board's draft business plan specifies \$28,633,166 as the amount to be contributed by the constituent councils in the Green Adelaide Region. The indicative share for each Council of this contribution is listed at Attachment A.

Councils may also collect a fee from the regional landscape boards for the administrative costs of collecting a landscape levy. For 2020/21 the fee has been

calculated using a fixed fee of \$2,532 plus \$0.25 per rateable assessment. The proposed ongoing collection fee for each Council is also provided in Attachment A.

If you have any queries please do not hesitate to contact Wendy Telfer, Manager Planning and Evaluation on 0418 672 790. I look forward to meeting with you to continue our partnership in the ongoing management of the Green Adelaide Region that will create a cool, green and climate resilient metropolitan region.

Yours sincerely



Louisa Halliday

A/Director, Green Adelaide

Department for Environment and Water

**Attachment A Council Contributions to the Green Adelaide Board and
Collection Fees for 2020/21**

Council	Council contribution 2020/21 (\$)	Proposed collection fee based on standard rates (\$)
City of Playford	1,118,116	13,227
City of Salisbury	2,046,405	18,066
City of Tea Tree Gully	1,789,838	13,440
City of Port Adelaide Enfield	2,752,818	18,692
Campbelltown City Council	1,203,092	8,679
City of Charles Sturt	3,025,932	17,514
City of Prospect	598,843	5,083
Corporation of the Town of Walkerville	329,339	3,555
City of Norwood, Payneham and St Peters	1,365,201	7,625
City of West Torrens	1,566,570	10,345
Adelaide City Council	1,808,837	8,806
City of Burnside	1,715,850	7,848
Corporation of the City of Unley	1,413,533	7,300
Holdfast Bay City Council	1,286,635	7,811
Corporation of the City of Marion	1,995,868	13,639
City of Mitcham	1,719,241	9,950
City of Onkaparinga	2,897,046	21,568
Total	28,633,166	193,147

21 CONFIDENTIAL

Nil

22 MEETING CLOSE

CITY OF WEST TORRENS



ATTACHMENT

UNDER SEPARATE COVER

Council

TUESDAY, 21 APRIL 2020

Information Only Council and Committee Reports

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17.6 INFORMATION ONLY COUNCIL AND COMMITTEE REPORTS

17.6.1 Covid-19 Update

Brief

This report provide a status update on the measures implemented across Council in response to the Covid-19 pandemic and the associated Public Health Emergency Declaration and subsequent Major Emergency Declaration.

Introduction

During February 2020, the Executive reviewed its workforce capacity risk with regard to the upcoming colds and flu season, which anticipated a workforce reduction in the region of 25-30%. In addition, Covid-19 was an additional factor that was acknowledged as having the potential to reduce Council's workforce in the region of 75% depending on the progression of Covid-19.

As such, the Executive deployed the organisation's Business Continuity Plan (BCP) along with the Emergency Management Plan and Incident Management Plan (IMP) and the Incident Management Team (IMT). The BCP acts as a guide for the IMT to use when assessing, activating and managing the preparedness, response and recovery activities in a business disruption event. It also contains those 12 functions and critical business objectives that are integral to the ongoing continuity of Council's business regardless of the magnitude of a business interruption event. The IMP details those specific actions necessary for a specific incident, in this instance, a pandemic.

This report presents an overview of the measures implemented across Council with regard to Covid-19 that:

- protect the health and well-being of the community, Elected Members and staff alike;
- support residents, ratepayers, the business sector and Council lessees;
- implement the relevant directions of the State Coordinator (Commissioner of Police) which enact those decisions of the National Cabinet, as announced by the Prime Minister, that are considered necessary in South Australia.

Discussion

In response Covid-19 the following is a brief summary of measures that have been implemented, further information on Covid-19 related activities and impacts can be found in the departmental activities reports (provided under separate cover of this Agenda).

Covid-19 Taskforce

There are two Incident Management groups that are working collaboratively with regard to Covid-19 being; the Incident Management Team (IMT) and the Executive Incident Management Team (EIMT). The IMT comprises the following functions and primary leads:

- CEO
- Council Commander - General Manager Business and Community Services
- LGFSG Liaison - Executive Assistant
- Public Health - Team Leader Environmental Services
- Workforce Planning - Manager People and Culture
- Communications - Team Leader Creative Services
- Operations and Facilities - Manager City Operations
- Logistics - Property and Facilities Maintenance Officer
- ICT Services - Manager Information Services
- Administration - Executive Coordinator
- Emergency Planning - Executive Assistant

All managers are required to attend, as observers, the IMT meetings to minimise the need to duplication of information. IMT meetings are held remotely via Zoom.

The IMT provides for regular situational updates with regard to Covid-10 and the status of identified actions. All managers are required to provide daily situational reports (SITREPS) which are provided to IMT members and used to collate the SITREP provided to the LGA Functional Support Group (FSG). The SITREPS include details relating to those staff working at home, those who are self-isolating, those on duty, the number of staff diagnosed with Covid-19 etc. along with strategies put in place to accommodate workforce reduction if that was to occur.

IMT meetings were initially held daily but as the case numbers within the State have reduced and stabilised and many of the incident management strategies implemented, these were reduced to three times per week and from 15 April, two times per week however, the IMT has the capacity to return to daily meetings if required.

The EIMT initially met once or twice weekly to make decisions with regard to the management of Covid-19 across the organisation however, as the majority of the required decisions have been made it is now held on an as needs basis. The EIMT (via the CEO) also conducts regular meetings with the Mayor. As is the case with the IMT, if the situation worsens, the EIMT has the capacity to increase its meetings.

Local Government Functional Support Group

Council is a participant in the FSG which is recognised in the *State Emergency Management Plan* and associated emergency management arrangements as the lead agency for local government in the event of an emergency. It works closely with the control agency and all other State Government departments and agencies during an emergency. Its role is to coordinate local government resources and responses and support the State during an emergency.

The FSG places representatives in the State Control Centre and in Zone Emergency Support Teams during an emergency who pass on requests and information from State Agencies to local government and vice versa.

Since the public health emergency declaration, the FSG has met with Council Commanders, Council Liaisons and Environmental Health Officers via Zoom three times per week and Council's Liaison is required to provide situational reports (SITREPS) to the FSG which are subsequently provided to the State Government and/or SAPOL.

Council's Resilience Officer has been 'loaned' to the FSG to act as a Local Government Liaison in the SA Health Command Centre in the City for a four week deployment.

Local Government Association Briefings

The LGA has facilitated a number of briefings for Mayors, CEOs and Council Commanders. This has included briefings by the Premier and/or Minister for Local Government along with updates from the Office for Local Government and Norman Waterhouse (who are acting as the LGA's legal advisors during the current emergency). Mayor Coxon, the Acting CEO and Council Commander have participated in those briefings to ensure that the information being used to inform the activities of Council during the emergency are contemporary and relevant. The LGA has also established a hotline for CEOs and Council Commanders to have direct access to Covid-19 specific advice along with a dedicated Covid-19 email address.

Closure of Community Facilities

Pursuant to the State Directions, the Hamra Centre and library along with Thebarton Community Centre, Plympton Community Centre, Mellor Park Centre and Cowandilla Community Hall were all closed to the public on 26 March 2020 until further notice. However, Community Services staff have been very responsive to the importance of maintain community well-being and connectedness and have been very innovative in the way they have continued to provide services to the community, especially to socially disadvantaged, vulnerable and/or isolated residents without the need for person to person/face to face contact. These are provided in more detail within the *Community Services Activities* report contained in this agenda. These services have been very positively received by both the West Torrens community and those members of the community outside of the West Torrens alike.

Playgrounds

While the Prime Minister announced closures to all playgrounds and adult outdoor gym equipment, this was not enacted by the State Coordinator. So while these facilities were closed in other states there was no requirement to do so in South Australia. However, along with the majority of other councils in the State, playgrounds and adult outdoor gym equipment were closed given the level of risk associated with their continued use of them by the public. Social media feeds indicated that this action was well received by the community.

Outdoor Fitness Class

As a result of gym closures resulting from State Directions, a small number of fitness instructors have approached Council for a permit to hold outdoor fitness classes on Council reserves. These permits have been issued and are conditional to no more than 9 participants and the instructor and social distancing measures being adhered to.

Civic Centre

Unlike some other councils, the Civic Centre (principal office) has remained open albeit members of the public are restricted to the new service centre area. Following a risk assessment of continuing to provide front counter services, a series of measures were put in place to protect the staff and customers while providing an important service to customers who are not able to transact business on line, direct debit or via credit/debit cards. Some of these controls include:

- Relocation of the front desk to the western side of the foyer area, behind the stairs, by the Finance Area
- Small cut out of the glass window to allow for documents and payments etc. to be provided
- Signage advising customers to leave the building if they have any Covid-19 symptoms
- Signage reminding customers of social distancing requirements
- Compostable bags located at the entry for pick up rather than at the front desk
- 1.5 metre distance markers on the floor leading to the front counter window
- Use of gloves by staff when dealing with cash (and disposal at the end of each transaction)
- Provision of hand sanitiser
- Upgraded cleaning regime in place
- Promotion and boosting of ability to pay invoices and expiations on-line, lodge development applications on-line etc.

Workforce

All staff that can work from home are now working from home, over half the workforce, with the exception of one member from each department who will remain working from the office for continuity and customer contact purposes. The 'Working from Home Guidelines' are required to be followed by both the staff and their supervisors/team leaders/managers. This includes at home workplace WHS inspections, work planning and regular reporting by staff and associated monitoring.

All meetings are held remotely, via Zoom, and staff numbers in Council vehicles have been restricted to one person (where possible). Cleaning regimes have been upgraded with sanitiser and cleaning products being sourced from SA Health via the FSG.

An Interim Covid-19 Staff Leave policy has been implemented for those staff who are diagnosed with Covid-19, are required to self-isolate or have carer's obligations as a result of Covid-19.

Those staff that are required to work on-site e.g. depot staff and compliance officers have been split into two teams and distributed to other facilities including 6 Somerset Street, 173 Sir Donald Bradman Drive, Thebarton Community Centre, Plympton Community Centre, Depot, Hamra Centre and Civic Centre. This is a strategy to maintain service levels in the event a member of one team is tested positive for Covid-19 with subsequent self-isolation and building shutdown requirements.

A twelve week program of webinars for staff has been introduced with regard to resilience, anxiety arising from Covid-19 and health and well-being.

All decisions relating to the workforce as a result of Covid-19 are risk assessed by the relevant manager and reviewed by both the WHS team and the Council Commander to ensure all decisions are defensible into the future.

All Elected Members and staff will be provided with free flu vaccinations commencing 21 April 2020.

The intranet page for staff is filled with relevant information with regard to Covid-19 including FAQs.

Compliance Monitoring

The *South Australian Public Health Act 2011* (Act) identifies each council as a local public health authority for its area. The Act confers the following functions on each council in South Australia:

- a) to take action to preserve, protect and promote public health within its area;
- b) to cooperate with other authorities involved in the administration of this Act;
- c) to ensure that adequate sanitation measures are in place in its area;
- d) insofar as is reasonably practicable, to have adequate measures in place within its area to ensure that activities do not adversely affect public health;
- e) to identify risks to public health within its area;
- f) as necessary, to ensure that remedial action is taken to reduce or eliminate adverse impacts or risks to public health;
- g) to assess activities and development, or proposed activities or development, within its area in order to determine and respond to public health impacts (or potential public health impacts);
- h) to provide, or support the provision of, educational information about public health and to provide or support activities within its area to preserve, protect or promote public health;
- i) such other functions assigned to the council by this Act.

Pursuant to these conferred functions, and to assist SAPOL with the compliance monitoring of State Directions, the State Coordinator via the FSG has called on all councils to prepare compliance monitoring plan, with associated real time, on-line reporting. These plans identify how a council will undertake compliance monitoring i.e. when where, how and which staff will be deployed to that activity.

Council's Compliance Plan has been submitted to the FSG and SAPOL and monitoring is being undertaken in line with the Plan. This includes monitoring of key areas for groups of more than 10 people, food outlets, massage parlours and the like. Reports of non-compliance are in real time using mobile technology with daily reports provided to the FSG by the Public Health lead.

Business Support

The Administration has been developing a program of support for business located within West Torrens. This includes:

- Assisting businesses within West Torrens, especially those within the food and hospitality industry, that plan to remain open and do not currently have a web presence to create virtual visibility to help new customers to find them.
- The development of a business support landing page on the West Torrens website to promote links to the Adelaide Business Hub and particularly to the Calendar of Business Support Webinars and the Business Helpline which Council has part funded along with the other councils involved in the Western Business Alliance.
- Boosting Facebook advertising to promote business assistance resources to the businesses within West Torrens.

- Assisting those West Torrens business owners and staff who have been detrimentally impacted by Covid-19 restrictions by investigating and promoting free TAFE courses that may assist those business owners and staff to upskill or reskill to improve the capability of their workforce into the future. This information will be posted on the business webpage
- Investigating and supporting local businesses that may be able to pivot towards developing hand sanitiser and manufacturers who might pivot to mask-making.

In addition, at its 31 March 2020 Special Meeting, Council resolved to suspend inspection fees and charges associated with food businesses for a 6 month period commencing 1 April 2020.

Ratepayers and Residents Support

At its 31 March 2020 Special Meeting, Council resolved to:

- Not impose quarterly fines and monthly interest penalties on overdue rates for a 6 month period commencing 1 April 2020.
- Suspend debt recovery action on unpaid rates for 6 months commencing 1 April 2020.
- Not take action to sell any properties in the area for non-payment of rates under Section 184 of the *Local Government Act 1999*.
- Undertake a review of Council's *Rate Rebates, Remission and Postponement Policy*, especially provisions involving hardship, in order to ensure a robust, efficient and effective process is in place to manage ratepayer applications for Council support.
- Suspend parking permit fees for residents and businesses within the Council area for a 6 month period commencing 1 April 2020.

Community and Commercial Lessee Support

At its 31 March 2020 Special Meeting, Council resolved:

- To waive fees, charges and outgoings associated with the leasing of Council buildings by sporting, arts and community organisations for a 6 month period commencing 1 March 2020.
- Postpone any recovery action, including that underway, for those lessees that are experiencing financial hardship for a period of 6 months, to 30 September 2020.
- Defer fees and charges associated with the commercial leasing on Council land and buildings without interest penalty for up to 6 months commencing 1 April 2020
- Advise all lessees of Council's preparedness to consider waiving the deferred fees and charges, including penalty interest, on financial hardship grounds.

Communication

A communication plan has been developed to inform, educate and provide support to the public, Elected Members and staff. This includes the key messages along with the use of Council's social media pages and website, signage, banners and posters in facilities and around the City, staff briefings, Elected Member briefings, special Covid-19 edition of Talking Points along with a range of other communication strategies.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact resulting from this report.

Conclusion

This report presents an overview of some of the measures that have been or are being put into place in response to the Covid-19 pandemic.

Attachments

Nil

17.6.2 Grant Funding Submission Update

Brief

This report provides an update to Council on the various grant programs that Administration have applied for during March and April 2020.

Introduction

Recently there have been a number of major funding announcements by both the Federal and State Governments that have been targeted to help stimulate the economy. These announcements have initiated a number of grant programs and the Administration have prepared a number of applications seeking funding for local projects.

While there is no guarantee that any of this funding could find its way into our community, it is important in the current economic climate that the Council pursue as many grant programs as possible.

The following is a summary of the grant programs on offer:

The Infrastructure Investment Program, offered by the Australian Government seeks to assist local governments to upgrade local roads, bridges and intersections. These investments, (including through the Roads to Recovery Program) are critical to improving the safety and efficiency of local roads, and contributes to the prosperity and wellbeing of local economies.

The Hon Michael McCormack MP, wrote to councils on 6 March 2020 seeking assistance in the identification of any Australian Government land transport infrastructure projects for which construction could commence or be brought forward in the next three to six months.

Council was advised on the 17 March 2020 of the Federal Government's Department of Infrastructure, Transport, Regional Development and Communications, Bridge Renewal Program, which forms part of the Local and State Government Road Safety Package announced in the 2019-20 Budget.

The Marshall Government has also implemented a \$350 million stimulus package aimed at safeguarding South Australia's economy and to protect local jobs from the impacts of the Coronavirus Pandemic and of the recent devastating bushfire season. As part of this stimulus package, the Minister for Planning has doubled the Planning and Development Fund available this year to \$50 million, when matched with the local government contribution on a 50:50 basis.

To be considered for this additional funding, the government is looking for projects that are shovel-ready and able to commence within the coming weeks and months.

Discussion

Further to the call by the Australian Government for the identification of any land transport infrastructure projects, the application submitted for this program includes the remaining road upgrade projects from the 2019/20 transport programme budget (i.e. Bagot Avenue, section: Sir Donald Bradman Drive to Hounslow Avenue; Marleston Avenue, section South Road to Alexander Avenue and Holland Street, section Phillips Street to Anderson Street,) and the full transport programme for 2020/21 budget. This totals \$16,569,036, with \$8,284,000 being sought from this grant program.

The Administration are also currently completing the submission for upgrades of two road bridges under the Federal Government's Department of Infrastructure, Transport, Regional Development and Communications, Bridge Renewal Program, which forms part of the Local and State Government Road Safety Package announced in the 2019-20 Budget. This grant is open until 29 May 2020.

The two projects identified for submission include Daly Street and Beare Avenue Bridge Upgrades, which total \$1,900,000, and form part of the Brown Hill Creek channel widening upgrade works.

In addition, the Administration have also submitted an application for the reconstruction of Bagot Avenue, Hilton (section: Sir Donald Bradman Drive to Hounslow Avenue) under the 2021 Special Local Roads Grant Program.

The table below summarises the submission of grant applications pertaining to land transport infrastructure projects.

	Total Project Cost	CWT Contribution	Grant Funding Sought
2020/21 Reseal Program (City wide road resurfacing totalling 50,337 square metres)	\$1,964,849	\$982,424	\$982,424
2020/21 Kerb & Gutter Program (City wide kerb and gutter replacement totalling 6,738 lineal metres)	\$1,779,871	\$889,935	\$889,935
2020/21 Rejuvenation Program (City wide road seal rejuvenation totalling 13,721 square metres)	\$109,894	\$54,947	\$54,947
2020/21 Footpath Program (City wide footpath replacement totalling 2,176.94 square metres)	\$563,776	\$281,888	\$281,888
2020/21 Bridge Upgrade - Beare Avenue, Netley and Daly Street, Kurralta Park (Replacement of 2 road bridges)	\$1,900,000	\$500,000	\$1,400,000
Road Reconstruction Program	\$10,250,646	\$5,125,323	\$5,125,323
20/21 Special Local Road Program - Bagot Avenue, Hilton	\$1,550,000	\$775,000	\$775,000
Total	\$18,119,036	\$8,609,517	\$9,509,517

The Administration have also submitted a number of projects as noted in the table below under the "Open Spaces and Places for People Grants" programs.

	Total	CWT Contribution	Grant Funding Sought
Breakout Creek Stage 3	\$12,000,000	\$2,000,000	\$2,000,000
Apex Park	\$3,290,000	\$1,645,000	\$1,645,000
Mellor Park	\$450,000	\$225,000	\$225,000
Camden Oval	\$1,356,875	\$678,438	\$678,437
Richmond Oval	\$140,000	\$70,000	\$70,000
Admella Street Pocket Park	\$410,000	\$240,000	\$170,000
Lockleys Oval	\$1,135,000	\$567,500	\$567,500
Peake Gardens Tennis Club	\$2,000,000	\$1,000,000	\$1,000,000
Junction Australia - West Side Bikeway	\$165,000	\$82,500	\$82,500
Total	\$20,946,875	\$6,508,438	\$6,438,437

Breakout Creek Stage 3

Breakout Creek has been going through a staged approach of redevelopment to improve biodiversity values as well as to create more opportunities for community use/enjoyment. Stage 3 of this redevelopment is being considered which extends from Tapleys Hill Road to the coast. Redevelopment of Breakout Creek Stage 3 offers an historic opportunity to create quality green spaces and deliver the long term vision of improving this iconic waterway on behalf of our communities. It links to areas along the linear path and other open spaces such as Apex Park, enabling and encouraging people to visit these places. The project is also an example of how councils and agencies can collaborate together and bring this significant project to fruition, and one that will last well into the future.

In accordance with a previous resolution of this Council, \$2 million has been sought from DPTI's 2019-20 Open Space and Places for People Grant Program, linking with a similar (but separate application) by the City of Charles Sturt.

Currently Council does not have funds committed to this project, however should both the City of West Torrens and City of Charles Sturt applications for Open Space funding be successful, then West Torrens Council would need to consider the formal allocation of funds to the project to match the funding.

Apex Park

A funding application has been made to help fund Apex Park which is a well visited park in the City of West Torrens and one that supports active and passive recreation. It contains playgrounds, tennis courts BBQ areas, community building including Scout and Girl Guide facilities, a horse areas and a wetland. Stage 1 of the redevelopment was constructed in 2018-19 and Council has now applied for Stage 2 to complete the reserve with emphasis to address safety concerns with the park area particularly the extent of vegetation growth which creates many dead ends.

Mellor Park

An application has been made to help fund the construction of a new junior and senior play space for this site including nature play elements and also for the development of an appropriate memorial honouring the Lockleys RSL Sub branch.

Camden Oval

An application has been made to help fund the stage two upgrade of Camden Oval. This includes the construction of four netball courts with lighting and a shelter. Cricket practise nets, football oval lighting upgrades and playground re development.

Richmond Oval

An application has been made to fund the detail design stage of the improvement plan for this venue. This improvement plan includes the provision of female friendly facilities and re-development of the greater area.

Admella Place Project

An application has been made to help fund this project which looks at the potential of upgrading and revitalising the small pocket park located at the intersection of Admella Street and Chapel Street Thebarton. This project provides a range of unstructured recreation opportunities which are compatible with the surrounding environment such as native plantings and nature play, informal footpath access to edge of building, art screen to car park and industrial edge, modified surface treatments to promote shared use and provide cycle lane, rain garden as well as a half court and activity wall.

Lockleys Oval

An application for funding has been made to fund Stage 2 of this project, this included the upgrade of oval lighting, installation of baseball nets and batting cages. The design and installation of a playground and adult fitness area as well as additional park furniture.

West Side Bikeway

An application for funding for this project seeks to improve an existing underutilised area of public open space which incorporates a portion of the Westside Bikeway located at Creslin Terrace, Camden Park. The locality adjacent to the Westside Bikeway at Creslin Terrace Camden Park is envisaged to undergo significant transformation and renewal, particularly fronting Anzac Highway. In order to support this transformation, improvement of the existing public open space area is necessary so that it can meet the increase in demand. The amenity and function of the existing linear open space asset (Westside Bikeway) will be significantly improved and presents a key opportunity to respond to the immediate and future public open space needs of the community.

This project supports council's aim of maximising quality green open spaces for the community, continually improving this major shared use path, while providing infrastructure that supports community connectivity, walking, cycling, and physical and mental well-being.

This project provides an historic opportunity to create quality green open spaces and deliver the long-term vision of improving this major pathway on behalf of our community.

Peake Gardens Tennis Club Upgrade

The grant application will seek to fund the construction of a new club room building featuring canteen commercial kitchen and function area as well as the re development of the car park

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

The variety of projects submitted for funding will assist Council in improving its resilience in climate change.

Conclusion

The Administration have identified and submitted various funding application for projects that are eligible for consideration under various Australian and State Government funding programs.

Attachments

Nil

17.6.3 Admella Street Upgrade

Brief

To provide an update on the Admella Street and pocket park upgrade project.

Introduction

Council previously considered a report on the Admella Street Upgrade and resolved the following:

- "1. The project and concept design developed for the upgrade of Admella Street and associated public space be endorsed.*
- 2. The project is advanced within the current financial year through the allocation of funds for the development of detailed design and documentation of the project works. These funds to come from within existing City Assets operational budget.*
- 3. A further report be presented to a future Council meeting once the detail design is completed."*

This existing pocket park was created in the mid-1990s through the closure of the intersection of Admella Street and Chapel Street to through traffic and the utilisation of the road reserve to the establishment of a public reserve space.

Following an approach from an adjacent business, acting as the figurehead for the greater local community (both residential and businesses), a cross disciplinary Council Administration team worked with engaged consultants to facilitate an active community led concept design development to provide an improved public place.

The greater local community felt that the park, which has had little attention or improvement since when it was originally established, provides little benefit to the community and was an underutilised and often avoided space.

Known as 'Admella Place' the project seeks to deliver a space to meet the current and future needs, interests and demands of the local community. The project was also seen as an opportunity to develop and demonstrate new principles for 'high performing small spaces', with consideration of how small public spaces can provide high community value, particularly in corridor growth areas.

Discussion

The unique and community led approach to the development of the project concept for 'Admella Place' resulted in the project being recognised at the South Australian Planning Institute of Australia, Awards for Planning Excellence 2019, with a Commendation in the Public Engagement and Community Planning category.

WAX Design, who were the consultants working with Council on the community engagement and concept development, were further engaged to develop the detail design and documentation.

The detail design and documentation process is complete, with the final design strongly reflecting the key features of the concept design which was developed with the community. Attached to this report is an updated architectural plan for the project.

Council has allocated, within the current financial year, the full funding anticipated to be necessary to undertake all elements of this project. Having said this, Council Administration consider that the unique and best practice approaches being considered within the project should align the project well for consideration of partial funding under the State Government, Opens Space and People for Places Grant Program. An application for grant funding for the project through this programme has subsequently been prepared and submitted.

Key milestone dates for the project going forward include;

- | | |
|--|----------------------|
| • Development of Request for Tender documents | - Start of May 2020 |
| • Present Final Design and Update to Community | - Early May 2020 |
| • Tender for Construction | - May 2020 |
| • Award Construction | - Start of June 2020 |
| • Commence Construction | - End of June 2020 |
| • Completion of Construction | - October 2020 |

It was always intended in association with this project to undertake an open information session for the community to showcase the ultimate project design and provide information on the project implementation time framing. With the current restrictions associated with Covid-19, Council Administration is currently considering alternate options in relation to how to present this new and updated information back to the local community.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

The Admella Street and pocket park upgrade project will assist Council in improving its resilience in climate change by enhancing the greening of open space of the area.

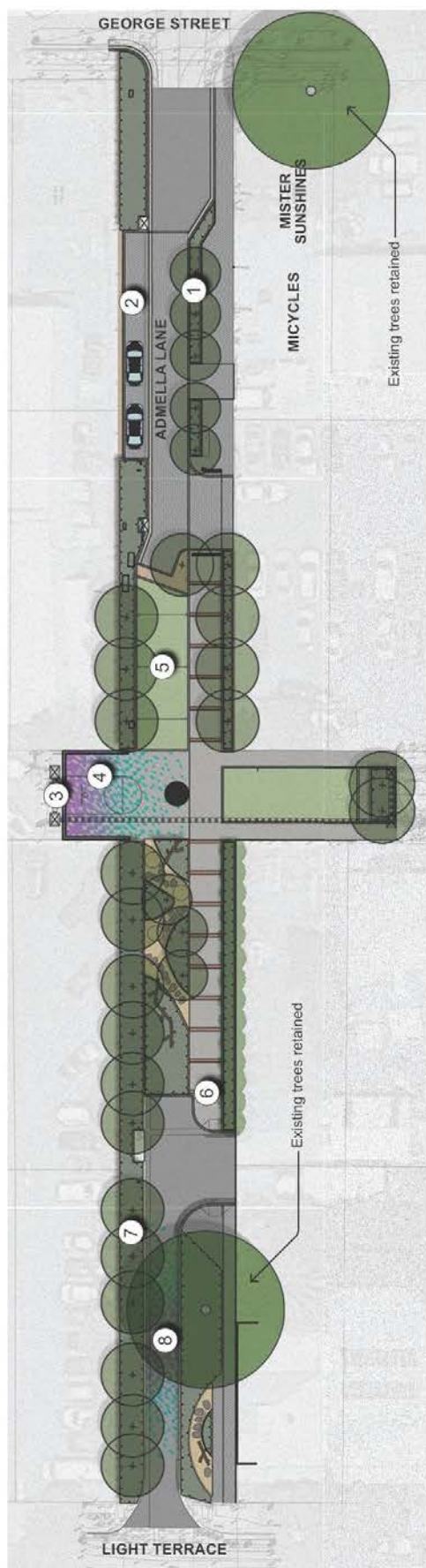
Conclusion

The project has advanced to a detail design which strongly aligns with the key elements and principles developed through the active community engagement and project concept. The project also has been submitted for 50/50 funding under the State Government, Opens Space and People for Places Grant Program.

Attachments

1. Concept Design - Admella Lane Redevelopment

ADMELLA LANE REDEVELOPMENT



Legend



Key

1. Narrowing of roadway to increase public realm to support outdoor dining to edge. New planting areas to road edge to create screening and support WSUD principles.
2. Vehicular parking bays (short term parking)
3. Improved drainage to improve overland flow path and manage stormwater run off from adjacent catchment.
4. Multi-use court including low-noise ball wall.
5. Open lawn with overhead catenary lighting.
6. Improved access links to support pedestrian and cycling movements.
7. Improved landscape edge treatment to support future development site.
8. Existing road pavement retained with applied road supergraphic.



Mood Board



17.6.4 Lockleys Oval, Apex Park, Mellor Park - Facilities Development Update

Brief

This report advises of the current status of the Lockleys Oval, Apex Park and Mellor Park projects.

Introduction

At its meeting of 26 November 2019 the City Facilities and Waste Recovery General Committee (the Committee) was advised of the following updates to Lockleys Oval, Apex Park and Mellor Park projects, which are part funded by the Commonwealth Government:

Apex Park

The Apex Park civil and building works (including demolition of the log cabin) had been completed although the landscaping contractors were still undertaking irrigation and other associated works.

The official opening of the redeveloped Park by Senator the Hon Simon Birmingham Minister for Trade, Tourism and Investment, Deputy Leader of the Government in the Senate, and Senator for South Australia, was programmed to occur on Saturday 7 December 2019.

The Guides and Scouts were anticipated to commence to move into the building, and the Lockleys Riding Club to move into their new facilities in the week following the opening.

Lockleys Oval

There had continued to be considerable progress in regard to the building and civil works. Specifically, in regard to the building interior:

- all wall tiling and a significant proportion of floor tiling has been completed;
- laying of vinyl flooring has commenced;
- all sanitary ware has been installed;
- a substantial proportion of the joinery works (approximately 80%) have been completed;
- the lift has been installed (but not commissioned as yet);
- painting of internal walls is approximately 50% complete;
- fit out works to the kitchen and canteens are progressing; and
- other second fix/fit out works are proceeding

Externally, kerbing to the majority of the site had been completed and preliminary works at the northern end of the site for the tennis court base had commenced. Further, a design for the baseball backstop and other required baseball netting had also been finalised.

Discussions with the clubs had also occurred regarding proposed usage, particularly of the shared facilities (i.e. upstairs function space, kitchen and bars and the downstairs change rooms and canteens.) An agreed protocol and times of use had been confirmed.

The Committee was also advised that:

- There are insufficient funds within the project budget to allow new oval floodlights. Given this, and that the new floodlights are proposed to be positioned in different locations to the existing in recognition of the proposed realignment of the football oval (to a true north south orientation), until such time as a decision is made regarding new floodlights the existing oval configuration and orientation will be maintained to allow the floodlighting to match the existing oval set out; and
- Given that the handover of the facility was unlikely to occur prior to mid-late March 2020, and that the baseball season ends on 8 March 2020 (with finals thereafter), it was suggested that the baseball club be advised that the oval will unlikely be available for senior matches during the 19/20 season.

Mellor Park

The Administration had met on a number of occasions with the consultant architects to progress this aspect of the overall project.

As previously advised, there had been concerns relating to the proposed demolition of the former Soldiers Memorial Hall/theatre, and as a result of this, the proposed works were separated into two discrete components, namely:

- The balance of the land (other than the former theatre); and
- The former theatre

The principal issue related to the manner in which the former hall should be recognised in the redevelopment. Whilst Council's planning section sought the retention of the eastern and western wall blades, their retention would significantly impact the functionality and flexibility of the site. The Administration and its consultants proposed that the building footprint be "embedded" within the proposed car parking zone at the southern end of the site. There was also ongoing consideration regarding the manner in which a number of the film posters may be able to be integrated into the new development.

A tender/procurement package had been developed for the landscaping component of the project and the demolition of the improvements (excluding the former Senior Citizens building and the former CAFHS building) and it was anticipated that the tender call would commence in early December with a view to award the works early in the new calendar year.

Discussion

Apex Park

The official opening of the redeveloped park occurred on 7 December 2019. Unfortunately, Senator the Hon Simon Birmingham Minister for Trade, Tourism and Investment, Deputy Leader of the Government in the Senate, and Senator for South Australia was unable to attend the opening. Matt Cowdrey OAM MP, Member for Colton, and Mayor Coxon declared the building open in the Senator's absence.

The opening was well attended and a number of positive comments regarding the upgrade were received on the day. The park and the playground have been well utilised since the Park reopening, particularly during the school holiday period.

The handover to the user groups (Guides, Scouts and the Lockleys Riding Club) occurred in early January 2020. In addition to use by the Guides and Scouts there are also two separate Probus groups that are regular hirers of the new building.

The Administration as the result of the Covid-19 pandemic and in discussions with the various user groups has suspended the use of the facility and acknowledges that restrictions relating to the use of this, and other Council owned and leased or licensed, premise(s) may be impacted as a result of the advice of, or legislation enacted by, the Federal or State Government and any relevant Council decisions or policy directives. A report detailing the closure of this facility (and others) was provided to the Council Meeting of 31 March 2020.

Lockleys Oval

Handover of the building to Council occurred late February 2020, albeit there are a number of matters (predominantly of a minor nature) that have been notified as building defects. Whilst it was previously intended to handover the building to the user clubs in the week beginning Monday 23 March 2020, the events surrounding the Covid-19 pandemic have resulted in delaying this timeframe. Handover will now not occur until advice from the relevant authorities indicates that the envisaged activities associated with the facility are deemed appropriate and safe. Given this requirement, the proposed 12 month licence agreements with the Clubs will not commence until such time as it is deemed that the facility is able to be used.

Draft licence documents were provided to the clubs at a meeting attended by Club representatives on 21 February 2020. Given the complexity of the arrangements, and as anticipated, there are a number of amendments that were required to be made (e.g. the West Beach Soccer Club has now changed its name to the West Beach Football Club and there are minor adjustments to days/times of use). In addition to these minor amendments, there have been some concerns expressed from the Lockleys Football Club, principally in regard to matters associated with the use of the upstairs function room and the operation and desired definition of the Club's liquor licence area.

Contrary to previous advice received from the Club it is now seeking to also utilise the upstairs bar, kitchen and function space on Sundays. Discussions have been held with the West Beach Football Club who have indicated that they are willing to permit this arrangement to occur. (Amendments have now been made to the licensed areas of both parties to acknowledge and recognise this change).

The Lockleys Football Club is also seeking to allow alcohol to be sold upstairs and consumed downstairs in front (i.e. on the eastern side) of the building and also within the change rooms. This raises a number of concerns for the Administration including:

- The likelihood/possibility of damage to the building, particularly in the change room area as a result of over exuberant behaviour following a victory, or as a result of disappointment and/or frustration following an unexpected or close loss;
- The desire to maintain a clear pathway in front of the building at ground level to permit easier player access to and from the change rooms and first aid rooms and patron/spectator access to the ground floor toilets;
- The possibility of injury to person or damage to property whilst carrying drinks downstairs;
- The desire to restrict the use of glass to the function space and upstairs balcony only. (The Administration also notes that the Council passed a resolution at its meeting of 10 December 2019 which seeks to restrict the use of single-use plastic products in Council owned, managed and leased premises - assistance to be provided to leaseholders to facilitate this initiative.); and
- The desire to restrict alcohol consumption from the undercover ground level area, particularly in front of the canteen (which is likely to be frequented by children purchasing snacks, etc.)

Whilst the Administration's preference is to, at least for the duration of the initial 12 month period, restrict and segregate alcohol consumption to the function area and balcony, it acknowledges that this requirement could be reviewed during this initial period (or when negotiating any future, longer term arrangements with the user club(s)) should there be significant financial (negative) implications for the Club. Such hardship should still nevertheless be balanced against the concerns expressed above and should also be cognisant of the fact that the Clubs are only required to pay an amount of \$1,250 pa plus GST (inclusive of all outgoings and costs) during the initial 12 month period.

The Administration will seek the Council's input and advice in regard to this matter although, as indicated, expresses its preference to restrict the sale and consumption of alcohol to the upstairs function space and balcony.

In a similar vein the Mellor Park Tennis Club has sought to have the (portion of the) area behind and on the southern side of the courts licensed. The Administration is reluctant to agree to this proposal, particularly as concerns regarding alcohol use had/has been expressed by residents living on the northern side of the complex.

The matters discussed above relating to the consumption of alcohol on the premises will be required to be considered by Council/the relevant Committee of Council at a future Council/Committee meeting.

Committee members may also recall that as part of the Masterplan process a commitment was provided to nearby residents that prior to the grant of any leases the residents would have the opportunity to provide input and comment. Given the current state of the project, the Administration has received some comment and concern from two parties to date but has advised those parties that it intends to use the initial 12 month club use as the surrogate public consultation period. It has adopted this position to enable reasoned and informed comment to be provided arising from the actual use, rather than perceived or possible concerns which may otherwise be raised (and which may or may not arise). It should also be noted that some of the concerns that were expressed during the public consultation period a number of years ago have been addressed within the 12 month agreements and/or within the development approval conditions. Further, the short term agreements allow for the amendment of existing, or the inclusion of, additional rules during this period. It is believed that this strategy should deliver a better outcome for all parties.

There are also a number of other matters that the Administration is continuing to work through with specific Clubs relating to other issues, e.g.

- the need to (re)supply batting tunnels for the baseball club;
- the need to supply secure (non-building) storage for a cricket roller;
- provision of two small standalone shelters between courts 2 and 3 and courts 4 and 5 on the tennis courts and a shelter adjacent to, and on the southern side of the tennis courts, for the use of the Mellor Park Tennis Club; and
- the manner in which public use of the tennis courts can be delivered. (The use of the "Book a Court" system and infrastructure has been suggested.)

Mellor Park

Following the submission of additional information by the Administration and Council's consultants, at its meeting of 11 February 2020 the Council Assessment Panel further considered the development application for the demolition of the Lockleys Soldiers Memorial Hall (former Windsor Theatre).

Subsequent to its deliberations the Council Assessment Panel provided development approval for the demolition of the Hall, subject to a reserve matter and two specific (non-generic) conditions. These are listed hereunder:

Reserve Matter

A full architectural survey of the Local Heritage Place to be demolished shall be undertaken by a suitably qualified architect and/or heritage expert with the following information provided:

- A scaled drawing of the building
- A survey that identifies sequential development of the building and the physical evidence that can be reused as interpretive or entry statement material; and
- Details of landscaping that is to be provided following the demolition of the building

Conditions

- During the course of the demolition and following completion of the demolition works, the existing building fabric shall be retained and safely stored as required for reuse for the construction of the masonry walls that are approved herein.
- The masonry walls shall be constructed in a 'Flemish Bond' brickwork pattern to the satisfaction of Council

As indicated by the above there will be a number of elements of the former Memorial Hall that will be incorporated into the upgraded facility. These include the retention/reconstruction of blade walls (including the building flagstone). Further, bricks from the Hall will be reused/laid within the carpark/reserve to define/delineate the former building footprint of the Hall.

Further, the Administration has engaged consultants to undertake the necessary survey as stipulated and required by the Reserve Matter(s).

The tender/procurement for the Mellor Park Reserve works was advertised/opened on 6 January 2020 and closed on 14 February 2020. At the time of preparation of this report a tender evaluation and recommendation report is been drafted to deliver on the project. There has been some delays in the evaluation as result of the pandemic but it is expected the project is to commence in the next month.

Budget Status

The following information is an update for the 2019/2020 financial year, to the end of March 2020:

	Budget 2019/2020	Expenditure
Lockleys Oval/Apex Park/Mellor Park - Facilities	\$6,202,210	\$5,598,675.

Conclusion

A number of matters relating to these combined projects have been referred to the Council / Committee (related to the current project and other proposed initiatives at Lockleys Oval, Apex Park and Mellor Park) for its information. The buildings/facilities at Apex Park have been closed to the various user groups (other than for any administrative type activities) and the facility at Lockleys Oval has not been handed over to the Clubs until such time as the pandemic situation has sufficiently improved to allow their non-restricted use.

Attachments

Nil

17.6.5 Weigall Oval, North Plympton - Facilities Development Update

Brief

This report provides an update on the Weigall Oval facilities development upgrade project.

Introduction

At its meeting of 25 November 2019, the City Facilities and Waste Recovery General Committee was advised that:

- the grease trap had been installed;
- the structural steel framework had been erected to the southern (baseball) wing and it was anticipated that the northern and central wing would be erected prior to the meeting.

At the time of preparation of the report the demolition of the former clubroom building was scheduled to commence on 26 November 2019

Whilst the above had been completed/were due to be undertaken a number of matters had conspired to cause some project delays, most notably:

- There was a need to relocate some of the site drainage (stormwater) pits and revise the stormwater design following confirmation that the nominated external connection points needed to be relocated to address site and adjacent topography issues.
- On site determined water flows indicated that there would be insufficient water pressure to sprinkler the building. This resulted in a need to revise the building drawings to compartmentalise the building "wings". (The revised drawings were provided to both the building certifier and Metropolitan Fire Service (MFS) to ensure that all necessary building and fire safety conditions have been addressed.)
- The lack of pressure also resulted in the need to consider the installation of a header/storage tank to supplement/increase the water supply pressure to the building generally (and to the showers in particular).
- The discovery of a buried water pipe of asbestos containing material which ran some 160 lineal metres underground on the eastern side of the site resulted in the need for its removal.
- The baseball club confirmed that the junior diamond would be inadequate for other than the lowest/youngest playing cohort. It thus sought to modify the design at the southern end of the complex to shift the senior diamond slightly to the east (which would necessitate shifting the bore shed slightly - but **not** the bore infrastructure) and to "flip" the junior diamond along a north-south plane and shift it to the west to accommodate U/15 junior baseball. These works would require the relocation of a number of drainage sumps and the junior pitch lighting on the western side of the junior field. (These modifications will not impact on the junior soccer field.)

Further, the initial concept for the new clubroom building envisaged that a solar system would be installed on the roof, however this was subsequently removed from the project's scope of works due to budget constraints. Clearly, the lack of provision of a solar system does not meet Council's sustainability objectives. Although there is no direct funding available a moderate system could be installed following the building's completion. (Alternatively, funding may be able to be sourced via other means.)

Discussion

Considerable progress has been made since the previous meeting of this City Facilities and Waste Recovery General Committee in November 2019.

The following summary reflects the current status of the project:

- The former shared clubroom building at the southern end of the complex has been demolished and temporary site facilities have been delivered.
- Perimeter stud framing has been completed.
- The majority of the masonry brickwork is completed.
- The roof has been erected; and
- Mechanical, electrical and hydraulic services are underway.

Further, with the exception of the solar system (the scale and acquisition of which is still undergoing the procurement process) the issues identified earlier in the report have all been addressed. Budget funding for the solar initiative was provided from the December 2019/2020 Budget Review process.

Given the Covid-19 pandemic, and the possibility of a State lockdown being declared, it has been deemed advisable to delay the installation of the grass turf to the soccer and baseball fields at Weigall Oval. The Administration is seeking further information and clarification from the contractor and relevant subcontractor(s) regarding this matter in an endeavour to fully understand and appreciate how this will impact final project delivery and handover.

At this time it is apparent that the above action will result in the delay in delivery of the landscaping / turf components (and the subsequent usage of the turf areas by the public / playing sport) of the project. The building and civil works continues to progress in accordance with the project plan.

Budget Status

The following information is an update for the 2019/2020 financial year, to the end of March 2020:

	Budget 2019/2020	Expenditure
Weigall Oval - Sports Facility Project	\$7,030,260	\$3,496,150

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

The sports facilities project has been developed utilising best practises in considering both climate / environmental impact and delivering these initiatives within the project budget.

Conclusion

Work on the Weigall Oval project continues to progress. Nevertheless, and unfortunately, at this time it is anticipated that handover of the completed project will be delayed as a result of the need to delay turf installation on the playing fields.

Attachments

Nil

17.6.6 Audit General Committee Open Actions Update

Brief

This report presents an update on the current status of open actions from previous meetings of the Audit General Committee.

Introduction

A report is presented to each ordinary meeting of the Audit General Committee (Committee) detailing the status of open actions from previous Committee meetings. However, given the April 2020 meeting of the Audit Committee has been cancelled, the update is presented directly to Council instead.

Discussion

One (1) action which arose from the 11 February 2020 meeting has now been complete as per below:

		Target date	RO	Status		Meeting/s where item originally raised
				Actions taken	Status	
1	The Chief Executive Officer agreed to report on the progress of the identified high risks arising from the Procurement Internal Audit at the next Audit General Committee meeting on 14 April 2020.	April 2020	PLSR	A status report on the high risk actions from the Procurement Internal Audit has been included in the agenda for this meeting.	Completed	February 2020

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

This report advises that the open action relating to the February 2020 meeting of the Audit Committee has been completed and, as a result, there are no open actions.

Attachments

Nil

17.6.7 Audit General Committee Financial Reporting - Update

Brief

This report lists those finance related reports which were considered by Council between 1 February 2020 and 7 April 2020.

Introduction

The Audit General Committee (Committee) is presented with a list, at each of its ordinary meetings, of those finance related reports considered by Council since the Committee's last ordinary meeting. These reports and associated minutes, which are detailed below, are available on Council's website at www.westtorrens.sa.gov.au.

Discussion

4 February 2020 - Council and Standing Committees

- Mendelson Foundation Scholarship Scheme
- Fees and Charges 2020-21

18 February 2020 - Council and Standing Committees

- Creditor Payments
- Credit Card Purchases - October to December 2019
- Register of Allowances and Benefits - 6 Months to 31 December 2019
- Council Budget Report - SEVEN Months to 31 January 2020
- Budget Review - December 2019

25 February 2020 - City Advancement and Prosperity General Committee

- Nil

3 March 2020 - Council and Standing Committees

- Nil

17 March 2020 - Council and Standing Committees

- Creditor Payments
- Council Budget Report - Eight Months to 29 February 2020

24 March 2020 - City Facilities and Waste Recovery General Committee

- Nil

31 March 2020 - Special Council Meeting

- Interim Covid-19 Support Measures for West Torrens Residents and its Sporting, Arts and Business Community
- Interim Covid-19 Support Measures for Commercial Leases and Licences (Confidential)

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

This report lists finance related reports which were considered by Council between 1 February 2020 and 7 April 2020.

Attachments

Nil

17.6.8 2019-2020 Internal Audit Plan Update

Brief

This report presents the 2019-2020 Internal Audit Program Update.

Introduction

An update report is provided to each ordinary meeting of Committee on the status of the current Internal Audit Program. However, given the April 2020 meeting of the Audit Committee has been cancelled, the update is presented directly to Council instead.

Discussion

Below is a summary of the current status of all planned audits contained in the 2019-2020 *Internal Audit Program* (Program), as at 23 March 2020. However, the full internal audit program update is attached for further information (**Attachment 1**). The audits that have not yet commenced are the Vic Roads audit and the Planning, Design and Infrastructure legislative compliance audit.

The Vic Roads audit is a desktop audit is required by Vic Roads with regard to the maintenance of confidentiality when the Administration undertake vehicle searches across the Vic Roads database. Vic Roads commence this in late May/early June and is completed by the end of June.

The Planning, Design and Infrastructure Act legislative compliance audit has been put on hold until the 2020/2021 financial year given that Phase 3 Planning Code implementation has been deferred until September 2020 and the relative legislation has not yet been 'switched on'.

Audit Status	Number
In Progress	3
Completed	2
Not Started	1
Total Audits Programmed (excluding staged audits)	6
Audit Status (Staged Audits)	Number
Staged Audits Complete	1
Staged Audits in Progress or Next Stage Not Started	1
Not yet commenced	1
Total Staged Audits	3
Total Audits	9

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

Overall seven (7) of the nine (9) remaining planned audits (78%) are in progress or completed.

Attachments

1. 2019-20 Internal Audit Plan

2019/20 Internal Audit Program

Report as at 23 March 2020

Audit No.	Internal Audit	Audit Objectives	Due Date	Status	Comments
Status of 2018/19 Internal Audits (Carry Overs)					
Assurance Audits					
1	Fulham Community Centre and Western Youth Centre	This audit seeks to provide assurance to Council that the financial positions of these two Centres are strong and sustainable as partnership agreement re-negotiations commence.	November 2019	Completed	<ul style="list-style-type: none"> • Scope drafted and presented to the August 2019 Committee meeting. • Fulham Community Centre Audit completed and report presented to the February 2020 Committee meeting. • Western Youth Centre Audit completed and report presented to the February 2020 Committee meeting. •
Facilitative Audits (Long term duration).					
2	Maintenance Plant and Equipment - Operational Sites	Stage 1 - Develop Solution Action Plan <ul style="list-style-type: none"> • Completed in 2016 Stage 2 - Assurance Audit	March 2020	In Progress	<ul style="list-style-type: none"> • Opening meeting (Final Stage - Stage 2) held on 28 November 2019. • Closing meeting held 13 February 2020 • Audit initially scheduled to be presented to April 2020 Committee meeting following Executive review. Due to the impacts of Covid 19 and the focus on associated planning/implementation of actions required by those at Executive level this review has been delayed.
3	Procurement Roadmap (Stage 5)	This Stage of the Audit seeks to review implementation of the previous audit recommendations as well as focus on the effectiveness of procurement processes throughout organisation.	February 2020	Completed	<ul style="list-style-type: none"> • Scope drafted and presented to the April 2019 Committee meeting. • Opening meeting was held in April 2019. • Closing meeting held 30 July 2019 • Final report presented to the February 2020 Committee meeting.

	Not Started	In Progress	Complete	Deferred	Cancelled
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2019/20 Internal Audit Program

Report as at 23 March 2020

Audit No.	Internal Audit	Audit Objectives	Due Date	Status	Comments
Status of 2019/20 Internal Audits					
Staged Audits					
1	PDI Act and Regulations Implementation	This audit will review the legislative compliance of the CWT development processes as well as provide an assurance audit on the supporting frameworks in place such as delegations, authorisation, policies, procedures and plans.	June 2020	Not Started	<ul style="list-style-type: none"> Delay in the implementation of the PDI Act and associated regulations and documents means the timing of this audit will need to be reviewed to ensure maximum value. At this stage it is still programmed to commence in the 2019-2020 year. No change in status of legislative implementation since last Committee meeting.
Assurance Audits					
2	Complaints Processes	This audit seeks to review the current complaints management systems and processes. The audit will also allow for continuous improvement identification and initiatives for implementation.	April 2020	In Progress	<ul style="list-style-type: none"> Scope drafted and presented to the February 2020 Committee meeting. Opening meeting held in March 2020 Audit currently on hold due to Covid 19 impacts (planning/implementation of actions required etc) restricting ability of key staff to attend further meetings.
Spot Audits					
3	Work Zone Traffic Management	A spot audit to assess whether City Operations work zone traffic management activities occur in line with legislation to ensure the safe movement of people throughout the city.	April 2020	In Progress	<ul style="list-style-type: none"> Audit Scope drafted and presented to the October 2019 Committee meeting. Opening meeting held 11 February 2020 Initial Draft of report completed Audit currently on hold due to Covid 19 impacts (planning/implementation of actions required etc) restricting ability of key staff to review draft or attend further/closing meetings.

Not Started	In Progress	Complete	Deferred	Cancelled
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2019/20 Internal Audit Program

Report as at 23 March 2020

Audit No.	Internal Audit	Audit Objectives	Due Date	Status	Comments
Third Party Audits (External)					
4	Vic Roads Annual Audit	An annual Internal Audit which is mandated as part of the agreement with Vic Roads.	July 2020	Not Started	<ul style="list-style-type: none"> CWT will only be advised of this Audit in June of each year. Conclusion is generally 31 July of each year.
5	WHS/IM KPI Audit against PSSI	An annual audit mandated by the Scheme.	November 2019	In Progress	<ul style="list-style-type: none"> Currently underway with Scheme
Facilitative Audits					
6	Volunteers Program	This audit will review the program procedures and infrastructures in place for ongoing, direct service volunteer programs across the CWT including compliance with relevant processes, procedures, documentation and human resources systems.	February 2020	Completed	<ul style="list-style-type: none"> Scope drafted and presented to the August 2019 Committee meeting. Opening meeting held for 24 September 2019 Closing meeting held 19 December 2019 Final report presented to the February 2020 Committee meeting.

	Not Started	In Progress	Complete	Deferred	Cancelled
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17.6.9 Procurement Internal Audit High Risk Recommendations and Actions Progress Report

Brief

This report presents progress against the Procurement Internal Audit High Risk Recommendations that have been approved for actioning, as at 23 March 2020.

Introduction

At its 11 February 2020, the Audit General Committee (Committee) resolved that a report regarding the High Risk Recommendations and Actions from the Procurement Internal Audit completed in 2020 be provided to each meeting of the Committee. However, given the April 2020 meeting of the Audit Committee has been cancelled, the update is presented directly to Council instead.

Discussion

The Procurement Roadmap (Stage 5) Internal Audit (Audit) completed in early 2020 highlighted five (5) High Risk findings. One (1) of these was resolved and corrective actions implemented prior to the Audit being approved by the Committee in February 2020.

The summary table below provides the current status of the remaining four (4) High Risk recommendations.

Findings	Due Date	Status	Update
Guidance about Variation spending	31 July 2020	In progress	On track. Policy undergoing review.
Governance/oversight over cumulative spend with suppliers	31 July 2020	In progress	On track. Policy undergoing review.
Breaches of policy requirements occurred	31 July 2020	In progress	On track. Policy undergoing review.
Contingency amounts included in total contract value	31 July 2020	In progress	On track. Policy undergoing review.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

The *Procurement Internal Audit High Risk Recommendations and Actions Progress Report* details the status of those four (4) internal audit recommendations that were approved for actioning of which 100% are either complete or in progress.

Attachments

Nil

17.6.10 Creditor Payments

Brief

This report tables a schedule of creditor payments for March 2020.

Discussion

A schedule of creditor payments totalling \$4,476,374.26 (\$4,293,532.24 in February 2020) is attached for the information of Elected Members. Notable items include:

- Payments to Romaldi Constructions Pty Ltd totalling \$1,316,036.21 for the redevelopment of both Lockleys and Weigall Ovals (refer ref. nos. 375 and 376);
- A payment to the Department of Environment, Water and Natural Resources of \$385,627.50 for the quarterly NRM Levy (refer ref. no. 154);
- A payment to Downer EDI Works Pty Ltd of \$257,833.93 for various road treatments (refer ref. no. 164);
- A payment to Camco SA Pty Ltd of \$200,321.71 for Rutland Avenue road upgrade (refer ref. no. 95);
- A payment to CMI Hino of \$176,910.06 for the purchase of a truck (refer ref. no. 125);
- Payments to Belair Turf Management Pty Ltd totalling \$106,188.00 for the maintenance and development of various ovals (refer ref. nos. 59 to 62).

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

The report includes creditor payments on projects and initiatives that aim to mitigate Council's impact on the climate.

Conclusion

A schedule of creditor payments for March 2020 is provided for Elected Members' information and review.

Attachments

1. Creditor payments for the month of March 2020

ACCOUNTS DUE AND SUBMITTED TO THE COUNCIL MEETING
21 APRIL 2020

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
1	EFT61351	A Noble & Son Ltd	Depot Supplies	106.79
2	EFT61183	Ace Rent a Car	Vehicle Hire	1,650.00
3	EFT61410	Ace Rent a Car	Vehicle Hire	264.00
4	EFT61265	Adam Sadler	Refund Overpaid Rates	255.30
5	EFT61182	Adami's Sand & Metal	Depot Supplies	2,212.59
6	EFT61097	Adelaide Airport Limited	Depot Rent / Utilities	63,278.63
7	EFT61404	Adelaide Airport Limited	Depot Rent	47,945.56
8	EFT61096	Adelaide Baseball Club	Facility Hire	770.00
9	EFT61270	Adelaide Belt & Hose Dist Pty Ltd	Vehicle Maintenance	190.48
10	EFT61100	Adelaide Chainwire & Fencing	Fencing	15,664.00
11	EFT61272	Adelaide EWP Inc SA Diesel & Hydraulics	Depot Supplies	1,491.82
12	EFT61283	Adelaide Safety Supplies Pty Ltd	First Aid Supplies	29.70
13	EFT61277	Adelaide Signs Group Pty Ltd	Depot Supplies	1,691.80
14	EFT61281	Adelaide Waste & Recycling Centre	Rubbish Disposal	10,245.57
15	EFT61407	Adtrade Industrial Supplies	Depot Supplies	1,365.00
16	EFT61181	Adtrade Industrial Supplies	Depot Supplies	88.00
17	EFT61176	Advam Pty Ltd	Transaction Fees	204.86
18	EFT61409	Advanced Plastic Recycling	Depot Supplies	773.41
19	EFT61278	AE Mechanics	Vehicle Maintenance	24.95
20	061433	AGL South Australia Pty Ltd	Power	1,466.36
21	EFT61271	Air Filter Cleaners	Vehicle Maintenance	604.14
22	EFT61177	Aish Solutions Pty Ltd	Stationery	363.88
23	EFT61405	Aish Solutions Pty Ltd	Stationery	666.05
24	EFT61140	AJ & CA Mackintosh	Weed Spraying	5,279.45
25	EFT61227	AJ & CA Mackintosh	Weed Spraying	15,327.40
26	EFT61344	AJ & CA Mackintosh	Weed Spraying	4,582.05
27	EFT61482	AJ & CA Mackintosh	Weed Spraying	2,359.50
28	EFT61563	Akaash Dhami	Refund Thebarton Community Centre Hire Fee	1,900.00
29	EFT61273	Allen Press Pty Ltd	Printing	264.00
30	061448	Allen Wade	Refund Overpayment	20.00
31	EFT61274	Alsco Pty Ltd	Dry Cleaning	91.54
32	EFT61099	Altus Traffic	Traffic Control	2,113.86
33	EFT61185	AMC Commercial Cleaning	Cleaning	1,382.75
34	EFT61178	Animal Management Services Pty Ltd	Doggy Bags	957.00
35	EFT61406	Animal Management Services Pty Ltd	Doggy Bags	2,634.72
36	EFT61269	Animal Welfare League SA	Impound Dogs	2,905.00
37	EFT61118	Ann Catford	Reimburse Volunteer Expenses	12.92
38	EFT61184	Aquarium Aid	Library Aquarium Maintenance	109.00
39	EFT61408	Arboregreen Landscape Products	Depot Supplies	1,985.63
40	EFT61403	ARRB Group Ltd	Road Pavement Testing	15,400.00
41	EFT61175	Asghar Muzafari	Thebarton Community Centre Bond Return	710.00
42	061440	Ashdown Ingram Thebarton	Depot Supplies	970.98
43	EFT61098	Asset Engineering Pty Ltd	Professional Fees	9,570.00
44	EFT61180	ATF Services Pty Ltd	Camera Hire	1,707.75
45	EFT61402	Australia Post	Postage	5,437.75
46	EFT61187	Australia Post	Agency Collection Fees	6,564.59
47	EFT61276	Australia Post	Postage	5,054.14
48	EFT61280	Australian Green Clean	Cleaning	5,844.63
49	EFT61411	Australian Green Clean	Cleaning	446.88
50	EFT61179	Australian Motors	Vehicle Maintenance	223.15
51	EFT61186	Australian Portable Toilets Pty Ltd	Portable Toilets Hire	3,272.50
52	EFT61150	BA & KA Paterson	Building Maintenance	4,783.90
53	EFT61509	BA & KA Paterson	Building Maintenance	6,089.10
54	EFT61188	Badge A Minit	Name Badges	46.20
55	EFT61107	Bakjac Consulting	Professional Fees	2,530.00

**ACCOUNTS DUE AND SUBMITTED TO THE COUNCIL MEETING
21 APRIL 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
56	EFT61194	Baseball SA	Library Holiday Program	527.40
57	EFT61290	Battery World Hilton	Batteries	399.00
58	EFT61292	BCE & CJ Electrical	Electrical	3,463.50
59	EFT61103	Belair Turf Management Pty Ltd	Oval Maintenance	38,295.40
60	EFT61190	Belair Turf Management Pty Ltd	Oval Maintenance	686.40
61	EFT61287	Belair Turf Management Pty Ltd	Oval Maintenance	32,606.20
62	EFT61413	Belair Turf Management Pty Ltd	Oval Maintenance	34,600.00
63	EFT61173	Belle Property Commercial Adelaide	Refund Overpaid Rates	878.95
64	EFT61195	Bells Pure Ice	Depot Supplies	61.78
65	EFT61101	Best Signs	Signage	1,584.00
66	EFT61412	Best Signs	Signage	286.00
67	EFT61289	Bianco Hiring Service Pty Ltd	Hire Portable Changerooms	2,303.18
68	EFT61295	Bianco Walling Pty Ltd	Depot Supplies	6,259.00
69	061456	Big Heart Adventures	Refund Thebarton Community Centre Hire Fee	220.00
70	EFT61105	Binforce	Cleaning	77.00
71	EFT61415	Binforce	Cleaning	77.00
72	EFT61418	Binks Marine	Depot Supplies	1,646.80
73	EFT61255	BJ Thompson	Reimburse Volunteer Expenses	32.64
74	EFT61371	BL Shipway & Co Pty Ltd	Depot Supplies	188.06
75	EFT61294	Blind Golf South Australia Inc	Community Grant	2,500.00
76	EFT61285	Bob Baker	Reimburse Volunteer Expenses	47.60
77	EFT61293	Bob Jane T Mart - Brooklyn Park	Tyres	1,432.00
78	EFT61284	BOC Limited	Depot Supplies	472.70
79	EFT61192	Body Corporate Physiotherapy Pty Ltd	Professional Fees	2,120.30
80	EFT61291	BR Construction Supplies	Depot Supplies	612.44
81	061432	Bradley Mills	Refund Parking Expiation	390.00
82	EFT61267	Brendan Fewster Planning and Development	Professional Fees	3,910.50
83	EFT61417	Brendan Fewster Planning and Development	Professional Fees	3,168.00
84	EFT61322	Brenton Gill	Reimburse Volunteer Expenses	42.16
85	EFT61483	Bucher Municipal Pty Ltd	Vehicle Maintenance	8,410.61
86	EFT61104	Bundaleer Apiaries	Wasp Removal	360.00
87	EFT61288	Bundaleer Apiaries	Wasp Removal	615.00
88	EFT61414	Bundaleer Apiaries	Wasp Removal	692.00
89	EFT61286	Burson Automotive Pty Ltd	Depot Supplies	280.88
90	EFT61102	Business SA	Staff Training	2,200.00
91	EFT61189	Business SA	Staff Training	3,847.80
92	EFT61297	Cabcharge Australia Pty Ltd	Cab Fares	125.21
93	EFT61114	Calypso Tree Co Pty Ltd	Tree Maintenance	1,430.00
94	EFT61202	Cam Blokland Music	Summer Festival Performance	1,000.00
95	EFT61419	Camco SA Pty Ltd	Roadworks	200,321.71
96	EFT61298	Camden Community Centre	Partnership Agreement	14,437.50
97	EFT61115	Cameron Irrigation Consulting Pty Ltd	Irrigation	2,750.00
98	EFT61431	Cameron Irrigation Consulting Pty Ltd	Irrigation	2,750.00
99	EFT61432	Canon Australia Pty Ltd	Copier Charges	85.86
100	EFT61112	Carvosso Constructions & Building Services	Building Maintenance	10,054.00
101	EFT61199	Carvosso Constructions & Building Services	Building Maintenance	37,004.00
102	EFT61302	Carvosso Constructions & Building Services	Building Maintenance	660.00
103	EFT61424	Carvosso Constructions & Building Services	Building Maintenance	5,302.00
104	EFT61110	Cash Security Services Pty Ltd	Banking	605.00
105	EFT61308	Charlie Cutillo	Reimburse Volunteer Expenses	68.00
106	EFT61304	Charmans Spray & Powder Equipment	Plant Maintenance	209.00
107	EFT61113	Chris Sale Consulting Pty Ltd	Professional Fees	2,750.00
108	EFT61425	Chris Sale Consulting Pty Ltd	Professional Fees	3,025.00
109	EFT61116	Chubb Fire & Security Ltd	Security	3,304.72
110	EFT61305	Chubb Fire & Security Ltd	Security	7,012.83

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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
111	EFT61434	Chubb Fire & Security Ltd	Security	5,092.80
112	EFT61111	City Circle Newsagents	Library Magazines	19.14
113	EFT61301	City Circle Newsagents	Library Magazines	73.25
114	061428	City of Port Adelaide Enfield	Transfer Leave Entitlements	448.89
115	061451	City of Port Adelaide Enfield	E-Scooter Footpath Decals Contribution	572.00
116	061434	City of West Torrens Petty Cash	Petty Cash	3,375.55
117	EFT61438	Civil Train SA	Staff Training	1,175.00
118	EFT61437	Cleanaway Daniels Services Pty Ltd	Sharps Containers	101.49
119	EFT61429	Cleanaway Pty Ltd	Rubbish Disposal	716.87
120	EFT61430	Cleanaway Pty Ltd	Rubbish Disposal	762.30
121	EFT61427	Cleanaway Pty Ltd	Rubbish Disposal	669.77
122	EFT61428	Cleanaway Pty Ltd	Rubbish Disposal	1,113.88
123	EFT61120	Click Promos	Promotional Products	2,068.00
124	EFT61203	Click Promos	Promotional Products	588.50
125	EFT61108	CMI Hino	Purchase Truck	176,910.06
126	EFT61420	CMI Hino	Vehicle Maintenance	479.88
127	EFT61299	CMI Toyota	Vehicle Maintenance	511.20
128	EFT61426	CMI Toyota	Vehicle Maintenance	107.10
129	EFT61296	Coca-Cola Amatil (SA) Pty Ltd	Refreshments	158.88
130	EFT61109	Combo Industries	Vehicle Maintenance	353.95
131	EFT61300	Combo Industries	Vehicle Modifications	44,930.34
132	EFT61421	Combo Industries	Vehicle Maintenance	392.98
133	EFT61197	Commercial Food Equipment	Kitchen Supplies	78.00
134	EFT61307	Comwide Radio Services	Vehicle Maintenance	2,733.41
135	EFT61436	Comwide Radio Services	Vehicle Maintenance	1,335.51
136	EFT61309	Connex Solutions Pty Ltd	Electrical	2,867.96
137	EFT61196	Construction Industry Training Board	Levy Fees	2,700.00
138	EFT61433	Continuum Care Australia Pty Ltd	Home Support Services	1,008.15
139	EFT61423	Comes Toyota	Vehicle Maintenance	434.24
140	EFT61306	Corporate Health Group Pty Ltd	Medical	544.60
141	EFT61117	Corporate Platters	Catering	219.20
142	EFT61201	Corporate Platters	Catering	201.00
143	061426	Country Fire Service	Staff Casual Day Donations	610.75
144	EFT61354	Cr Cindy O'Rielly	Reimburse Expenses	60.00
145	EFT61119	Credit Clear Credit Solutions	Debt Collection	18,936.62
146	EFT61198	Crestware Industries	Cat Traps	545.16
147	EFT61435	Cyndan Chemicals	Depot Supplies	528.00
148	EFT61560	Cynthia McPherson	Refund Overpaid Rates	366.10
149	EFT61205	Dallas Equipment	Contractor	2,618.00
150	EFT61312	Dallas Equipment	Contractor	4,246.00
151	EFT61445	Dallas Equipment	Contractor	2,970.00
152	EFT61454	David Giersch	Reimburse Volunteer Expenses	21.76
153	061445	Dementia Training Institute of Aust	Refund Overpayment	40.00
154	EFT61122	Department of Environ, Water & Natural Resources	NRM Levy	385,627.50
155	EFT61254	Department of Planning, Transport and Infrastructure	Street Lighting	20,443.37
156	EFT61388	Department of Planning, Transport and Infrastructure	Vehicle Searches	3,340.00
157	EFT61542	Department of Planning, Transport and Infrastructure	Street Lighting	20,498.37
158	EFT61442	Dial Before You Dig SA/NT Inc	Monthly Referral Fee	520.40
159	EFT61444	Direct Comms Pty Limited	TXT2U Messages	340.36
160	EFT61441	Direct Mix Concrete Sales	Concrete	16,747.49
161	EFT61311	Diverseco Pty Ltd	Truck Weighing System	6,935.50
162	EFT61443	Diverseco Pty Ltd	Truck Weighing System	6,935.50
163	EFT61440	dormakaba Australia Pty Ltd	Building Maintenance	3,027.41
164	EFT61555	Downer EDI Works Pty Ltd	Roadworks	257,833.93
165	061431	Dr Duncan Walter	Refund Permit Fee	98.00

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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
166	EFT61310	Drakes Supermarket	Active Ageing Program Supplies	430.80
167	EFT61439	Dulux Australia	Paint	1,223.45
168	EFT61275	E & S Athanasiadis	Depot Supplies	411.40
169	EFT61447	Eco Bin (Aust) Pty Ltd	Bins	554.40
170	EFT61126	EDS Construction Group Pty Ltd	Footpath Works	12,841.24
171	061449	Enerven	Refund Overpayment	200.00
172	EFT61123	Esar Home Care	Home Support Services	400.20
173	EFT61206	Esar Home Care	Home Support Services	436.82
174	EFT61125	Exclusive Illuminations	Library Workshop	650.00
175	EFT61314	Express Signlab	Signage	880.00
176	061457	Faruque Ahamed	Refund Thebarton Community Centre Hire Fee	450.00
177	EFT61207	Feriwalla	Library Books	66.00
178	EFT61127	Fine Choice Distribution Pty Ltd	Coffee	414.00
179	EFT61450	Fleet Complete Australia Pty Ltd	Support	1,091.86
180	EFT61449	Flick Anticimex Pty Ltd	Pest Control	726.00
181	EFT61448	Flightpath Architects Pty Ltd	Heritage Advisory Services	1,116.50
182	EFT61128	Fragglerocc Pty Ltd	Roadworks	2,705.45
183	EFT61316	Fragglerocc Pty Ltd	Roadworks	11,125.95
184	EFT61451	Fragglerocc Pty Ltd	Roadworks	13,973.30
185	EFT61315	Frank Siow Management Pty Ltd	Traffic Management Consultants	7,623.00
186	EFT61453	Freshwater Systems Australia Pty Ltd	Filters	234.30
187	EFT61318	Frontier Software Pty Ltd	Software	2,098.80
188	EFT61211	Galpins	Auditors	10,560.00
189	EFT61324	Genpower Australia Pty Ltd	Generator Service	1,829.58
190	EFT61129	GGC Earthmovers Pty Ltd	Concrete Removal	9,846.32
191	061453	Gleam Team Domestic Services	Refund Overpayment	120.00
192	EFT61214	Gleam Team Domestic Services	Home Support Services	158.17
193	EFT61131	Glow Heating Cooling Electrical	Electrical	1,674.86
194	EFT61213	Glow Heating Cooling Electrical	Electrical	954.80
195	EFT61531	Gordon J Tregoning Pty Ltd	Depot Supplies	317.00
196	EFT61327	Grace Records Management (Aust) Pty Ltd	Records Storage	3,184.17
197	EFT61325	Green Steel Supplies Pty Ltd	Depot Supplies	240.61
198	EFT61320	Greene Eden Watering Systems Pty Ltd	Irrigation	14,840.10
199	EFT61457	Greenfingers Indoor Plant Hire	Indoor Plant Hire	325.60
200	EFT61319	Greenhill Engineers Pty Ltd	Professional Fees	1,834.20
201	EFT61215	Greening Australia Limited	Landscaping	9,443.50
202	EFT61130	Greenway Turf Solutions	Depot Supplies	528.00
203	EFT61212	Greenway Turf Solutions	Depot Supplies	236.50
204	EFT61456	GRH Supplies	Depot Supplies	4,457.07
205	EFT61210	GS Civil	Footpath Works	11,449.90
206	EFT61323	GS Civil	Footpath Works	7,169.25
207	EFT61455	GS Civil	Footpath Works	46,086.70
208	061437	Hannah E Bradshaw	Refund Permit Fee	31.00
209	EFT61333	Haughton Power Equipment	Depot Supplies	40.00
210	EFT61332	Hi-Line Hardware Distributors Pty Ltd	Home Support Services	1,014.00
211	EFT61329	Hilton Hemz	Clothing Alterations	120.00
212	EFT61132	Hoban Recruitment	Temp Staff	143.35
213	EFT61216	Hoban Recruitment	Temp Staff	143.35
214	EFT61331	Hoban Recruitment	Temp Staff	143.35
215	EFT61458	Hoban Recruitment	Temp Staff	143.35
216	EFT61460	Hood Sweeney Technology Pty Ltd	Computer Equipment	10,031.18
217	EFT61133	Hypernet Computer Distribution	Computer Equipment	205.00
218	EFT61459	Hypernet Computer Distribution	Computer Equipment	4,541.00
219	EFT61218	IJ Fry Nominees Pty Ltd	Vehicle Maintenance	385.00
220	EFT61335	Independent Fuels Australia Pty Ltd	Fuel	13,292.26

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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
221	EFT61337	Industrial Brushware	Sweeper Brooms	1,997.29
222	EFT61217	Infigen Energy Markets Pty Ltd	Power	75,293.87
223	EFT61464	Infigen Energy Markets Pty Ltd	Power	89,364.53
224	EFT61209	Infor Global Solutions (ANZ) Pty Ltd	Software	4,653.00
225	EFT61463	Inside Edge Sport and Leisure Planning	Professional Fees	1,955.00
226	EFT61462	Inspirations Paints Seaton	Paint	4,026.00
227	EFT61134	Institute of Public Works Engineering Aust SA Div Inc	Staff Training	1,430.00
228	061444	Integrity Estates	Refund Overpayment	60.00
229	EFT61336	Internode Pty Ltd	Internet Connection	703.15
230	EFT61461	iSentia Pty Ltd	Media Monitoring	951.50
231	EFT61330	James Hay	Reimburse Expenses	60.00
232	EFT61376	Jane Strange	CAP Member Allowance	1,637.50
233	EFT61467	Jasol Australia	Cleaning Chemicals	2,021.03
234	EFT61191	Jason Bury	Reimburse Expenses	60.00
235	EFT61172	Jason Gulliver	Refund Overpaid Rates	334.55
236	EFT61338	Jeffries Garden Soils	Mulch	2,491.83
237	EFT61135	Jet Couriers (Adelaide) Pty Ltd	Couriers	220.37
238	EFT61468	Jet Couriers (Adelaide) Pty Ltd	Couriers	97.83
239	EFT61466	JF Mobile Catering	Catering	528.00
240	EFT61334	Joe Ielasi	Reimburse Expenses	60.00
241	EFT61559	Joel Evans	Refund Overpaid Rates	342.25
242	061429	John Pagonis	Thebarton Community Centre Bond Return	1,000.00
243	EFT61219	JPE Design Studio Pty Ltd	Professional Fees	10,395.00
244	EFT61339	JPE Design Studio Pty Ltd	Professional Fees	1,357.95
245	EFT61465	JPE Design Studio Pty Ltd	Professional Fees	4,526.50
246	061427	Kangaroo Island Wildlife Park	Staff Fundraising Donation	671.30
247	EFT61472	Kanopy	Library Services	214.00
248	EFT61221	Kelley Jones Lawyers	Legal Fees	650.10
249	EFT61469	Kelley Jones Lawyers	Legal Fees	5,090.80
250	EFT61471	Kellogg Brown & Root Pty Ltd	Professional Fees	60,987.96
251	EFT61384	Kerry Taylor	Reimburse Volunteer Expenses	213.67
252	EFT61470	Knox Constructions Pty Ltd	Roadworks	69,580.73
253	EFT61341	Kone Elevators	Lift Maintenance	2,566.41
254	EFT61106	Kym Strelan	Home Advantage Program	745.75
255	EFT61193	Kym Strelan	Home Advantage Program	483.75
256	EFT61416	Kym Strelan	Home Advantage Program	546.75
257	EFT61225	Lakeside Building Solutions	Roadworks	15,719.00
258	EFT61478	Lakeside Building Solutions	Roadworks	14,715.25
259	EFT61480	Land Services Group	Searches	1,354.70
260	EFT61137	Lane Communications	Printing	520.30
261	EFT61479	Lane Communications	Printing	1,083.10
262	EFT61343	Laura Primary School	Library Supplies	1,200.00
263	EFT61223	LCS Landscapes	Landscaping	4,091.26
264	EFT61473	LCS Landscapes	Landscaping	792.00
265	EFT61477	Learning Discovery Pty Ltd	Library Books	340.00
266	EFT61139	Level 5 Design Pty Ltd	Professional Fees	2,805.00
267	EFT61224	LGA Asset Mutual Fund	Insurance Excess	1,000.00
268	EFT61474	LGA Asset Mutual Fund	Insurance Premium	3,086.57
269	EFT61475	LGA Asset Mutual Fund	Insurance Excess	500.00
270	EFT61226	LGA Procurement	Procurement Services	1,182.50
271	EFT61481	LGA Procurement	Procurement Services	935.00
272	EFT61138	Lisa Bondarenko	Professional Fees	140.00
273	EFT61476	Living Turf	Depot Supplies	11,907.72
274	EFT61136	Local Government Association of SA	Staff Training	1,045.00
275	EFT61342	Local Government Professionals SA Inc	Staff Training	9,532.60

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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
276	EFT61222	LOTE Libraries Direct Pty Ltd	Library Books	615.44
277	EFT61486	M & B Civil Engineering Pty Ltd	Roadworks	31,571.32
278	EFT61348	Major Carpet & Tile	Carpet Cleaning	255.20
279	EFT61487	Major Carpet & Tile	Carpet Cleaning	1,190.75
280	EFT61422	Mario Ciardiello	Reimburse Volunteer Expenses	19.72
281	EFT61347	Mario's Industrial Rags	Depot Supplies	1,188.00
282	061438	Mark Brake	Refund Permit Fee	58.00
283	EFT61484	Maughan Thiem	Vehicle Maintenance	436.20
284	EFT61228	Maxima Group Training	Temp Staff	3,843.71
285	EFT61346	Maxima Group Training	Temp Staff	3,373.41
286	EFT61168	Maxima Tempskill	Temp Staff	28,516.23
287	EFT61386	Maxima Tempskill	Temp Staff	29,571.29
288	EFT61539	Maxima Tempskill	Temp Staff	21,299.44
289	EFT61200	Mayor Michael Coxon	Mayoral Allowance	7,132.00
290	EFT61485	Mechanical Vegetation Solutions Pty Ltd	Tree Maintenance	1,697.85
291	EFT61229	Message4U Pty Ltd	Software	981.79
292	061447	Messinian Assoc of SA Inc	Refund Thebarton Community Centre Hire Fee	527.40
293	EFT61282	Michael Arman	CAP Member Allowance	1,637.50
294	EFT61488	Misato Morita	Reimburse Volunteer Expenses	32.83
295	EFT61397	Webb Constructions SA Pty Ltd	Refund Development Fees	73.00
296	EFT61398	Jessy Paul	Refund Overpaid Rates	593.30
297	EFT61399	Logi-Tech Pty Ltd	Refund Overpaid Rates	1,723.60
298	EFT61400	South Australian Hazara Behsood Assoc	Refund Thebarton Community Centre Hire Fee	1,900.00
299	EFT61401	Mehdi Parsa	Refund Thebarton Community Centre Hire Fee	1,900.00
300	EFT61148	MLEI Consulting Engineers	Professional Fees	2,464.00
301	EFT61345	Morestel Powder Coaters	Depot Supplies	495.00
302	061443	Mr H Holds	Refund Development Fees	301.00
303	EFT61349	Murray Street Metro Pty Ltd	Street Sweeping Dumping	2,189.15
304	EFT61551	Music Adelaide	Summer Festival Advertising	2,100.00
305	EFT61491	Nature Education Centre	Library Program	115.00
306	EFT61490	NCH Australia Pty Ltd	Depot Supplies	942.63
307	EFT61489	Nelson Locksmiths Pty Ltd	Locks	4,637.55
308	EFT61303	Nemelita I Christensen	Reimburse Volunteer Expenses	92.48
309	EFT61141	Nerissa Nicholson	Reimburse Expenses	568.65
310	EFT61142	Neverfail Springwater Ltd	Spring Water	515.75
311	EFT61492	News Limited	Advertising	5,836.32
312	EFT61231	Newstyle Printing	Printing	2,587.20
313	EFT61493	Noble Business Systems Consulting	Professional Fees	1,540.00
314	EFT61230	Nora Robinson	Reimburse Volunteer Expenses	40.80
315	EFT61494	Norman Waterhouse Lawyers	Legal Fees	3,214.20
316	EFT61352	Nova Group Services Pty Ltd	Roadworks	5,370.20
317	EFT61146	Oaklands Mower Centre	Mower Repairs / Purchases	1,590.00
318	EFT61501	Oaklands Mower Centre	Mower Repairs / Purchases	1,142.50
319	EFT61143	Officeworks Superstores Pty Ltd	Stationery	284.42
320	EFT61499	Online Path Pty Ltd	Advertising	990.22
321	EFT61500	oOh!media Street Furniture Pty Ltd	Bus Shelter Maintenance	4,020.50
322	EFT61145	Openbook Howden Print and Design	Printing	1,518.00
323	EFT61232	Orana Australia Ltd	Home Advantage Program	2,253.65
324	EFT61353	Orana Australia Ltd	Home Advantage Program	2,234.00
325	EFT61495	Orana Australia Ltd	Home Advantage Program	1,028.30
326	EFT61144	Order-In Pty Ltd	Milk	47.64
327	EFT61235	Order-In Pty Ltd	Milk	47.64
328	EFT61355	Order-In Pty Ltd	Milk	47.64
329	EFT61498	Order-In Pty Ltd	Milk	49.46
330	EFT61234	Origin Energy Electricity Limited	Power	967.10

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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
331	EFT61497	Origin Energy Electricity Limited	Power	16,142.12
332	EFT61233	Our Earth Pest Control	Pest Control	242.00
333	EFT61496	Our Earth Pest Control	Pest Control	192.50
334	EFT61236	Ovato Residential Distribution	Distribution	1,335.16
335	EFT61149	P & J Sons Building Maintenance	Home Support Services	612.95
336	EFT61357	Packwise	Depot Supplies	1,171.30
337	EFT61363	Page1 Glass	Glazing	563.00
338	EFT61238	Paragon Work Health Safety Pty Ltd	Staff Training	2,530.00
339	EFT61362	Paragon Work Health Safety Pty Ltd	Staff Training	1,540.00
340	EFT61350	PayTec Technology That Counts	Support	444.40
341	EFT61564	Peaceful Purpose Training	Refund Thebarton Community Centre Hire Fee	81.25
342	EFT61360	PelicanCorp (AU) Pty Ltd	Software Licence	7,364.50
343	EFT61241	Pinz Pty Ltd	Depot Supplies	900.35
344	EFT61503	Pipeline Technology Services	Drainage	1,925.00
345	EFT61239	PJ & Sons Building Maintenance	Home Support Services	602.74
346	EFT61508	PJ & Sons Building Maintenance	Home Support Services	797.33
347	EFT61237	Planning Institute of Australia	Staff Training	370.00
348	EFT61242	Platters Plus Catering Pty Ltd	Catering	263.55
349	EFT61506	Plumbing & Pipeline Solutions SA Pty Ltd	Plumbing	21,538.00
350	EFT61504	Polar Displays & Print	Poster Stands	1,095.60
351	061441	Powerdirect Pty Ltd	Power	148.81
352	EFT61240	Pro Bitumen Pty Ltd	Roadworks	25,234.00
353	EFT61364	Pro Bitumen Pty Ltd	Roadworks	20,416.00
354	EFT61511	Pro Bitumen Pty Ltd	Roadworks	14,784.00
355	EFT61147	Professional Linemarking Pty Ltd	Linemarking	25,469.40
356	EFT61356	Professional Linemarking Pty Ltd	Linemarking	40,702.20
357	EFT61502	Professional Linemarking Pty Ltd	Linemarking	4,885.10
358	EFT61507	Proludic Pty Ltd	Playground Equipment	1,023.66
359	EFT61358	Property & Advisory Pty Ltd	Professional Fees	1,980.00
360	EFT61361	PSN Events Pty Ltd	Staff Training	209.00
361	EFT61153	Rate It Australia Pty Ltd	Service Hire	594.00
362	EFT61151	Rawsons Electrical Pty Ltd	Electrical Supplies	737.00
363	EFT61365	Reece Pty Ltd	Irrigation	777.96
364	EFT61516	Rentokil Initial Pty Ltd	Pest Control	643.50
365	EFT61518	Rentokil Tropical Plants	Indoor Plant Hire	92.52
366	EFT61517	Rentokil Tropical Plants	Indoor Plant Hire	227.70
367	EFT61512	Resource Furniture	Office Furniture	10,345.95
368	EFT61369	Richard N Read	Professional Fees	480.00
369	EFT61368	Ricoh Australia Ltd	Copy Charges	3,712.94
370	EFT61243	Rider Levett Bucknall SA Pty Ltd	Professional Fees	3,575.00
371	EFT61513	Rider Levett Bucknall SA Pty Ltd	Professional Fees	3,575.00
372	EFT61154	Rio Coffee Pty Ltd	Coffee Supplies	307.15
373	061455	Robin G Parkes	Refund Parking Permit	15.50
374	061435	Robins Conveyancing	Refund Overpaid Rates	328.25
375	EFT61370	Romaldi Constructions Pty Ltd	Weigall Oval Redevelopment	1,211,195.90
376	EFT61515	Romaldi Constructions Pty Ltd	Lockleys Oval Redevelopment	104,840.31
377	EFT61366	Royal Wolf Trading Australia Pty Ltd	Hire Storage Containers	787.65
378	EFT61152	Rundle Mall Plaza Newsagency	Library Magazines	243.50
379	EFT61244	Rundle Mall Plaza Newsagency	Library Magazines	263.67
380	EFT61367	Rundle Mall Plaza Newsagency	Library Magazines	216.33
381	EFT61514	Rundle Mall Plaza Newsagency	Library Magazines	312.99
382	EFT61377	S & P Graphics	Stationery	445.50
383	EFT61159	SA Irrigation & Landscaping Pty Ltd	Irrigation	638.00
384	EFT61379	SA Irrigation & Landscaping Pty Ltd	Irrigation	3,971.00
385	EFT61156	SA Metropolitan Fire Service	Alarm Response Callout	621.00

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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
386	EFT61374	SA Power Networks	Power	24,084.85
387	EFT61524	SA Power Networks	Power	33,272.40
388	061452	SA Water	Water	242.38
389	EFT61530	SA Window Cleaning Pty Ltd	Window Cleaning	643.50
390	EFT61522	Sabre Security Services	Security	4,303.15
391	EFT61557	Safe Work Practice	Staff Training	1,276.00
392	EFT61158	Saggese Transport & Crane Services Pty Ltd	Plant Maintenance	393.25
393	EFT61245	Saggese Transport & Crane Services Pty Ltd	Plant Maintenance	2,200.00
394	EFT61561	Sameer Ameseegadda	Refund Thebarton Community Centre Hire Fee	640.00
395	EFT61387	Samia Tawadros	Reimburse Volunteer Expenses	65.28
396	EFT61394	Samir Wasif	Reimburse Volunteer Expenses	65.28
397	EFT61553	Samir Wasif	Reimburse Volunteer Expenses	65.28
398	EFT61372	Sassafras Agencies Pty Ltd	Depot Supplies	516.85
399	EFT61164	Seek Limited	Advertising	313.50
400	EFT61163	Sfeer Pty Ltd	Building Maintenance	1,496.00
401	EFT61528	Sfeer Pty Ltd	Building Maintenance	1,870.00
402	EFT61247	Shred-X Pty Ltd	Paper Recycling	174.15
403	EFT61382	Shutters 'n' Shades	Blind Repairs	2,039.40
404	061439	Simone Nicholson	Refund Permit Fee	47.00
405	061454	Smyth's Confectionary	Refund Overpayment	19.00
406	EFT61525	Snap Hilton	Printing	721.60
407	EFT61521	Solitaire Automotive	Vehicle Maintenance	2,410.80
408	EFT61155	Solo Resource Recovery	Rubbish Removal	645.70
409	EFT61326	Sonia Gallarello	Reimburse Expenses	150.00
410	EFT61523	Source Separation Systems Pty Ltd	Bins	547.97
411	EFT61529	South Australia Zimbabwe Assoc	Sponsorship Grant	5,000.00
412	EFT61246	Southern Cross Protection	Patrol Service	6,926.92
413	EFT61380	Southern Cross Protection	Patrol Service	147.19
414	EFT61248	Spray Shop	Depot Supplies	87.55
415	EFT61520	St John Ambulance Australia SA Inc	First Aid Training	2,324.00
416	EFT61526	Streamline Plumbing SA Pty Ltd	Plumbing	12,741.26
417	EFT61171	Studiosity Pty Ltd	Subscription	5,445.00
418	EFT61162	Stumpy Stumps	Grind Stumps	500.00
419	EFT61381	Stumpy Stumps	Grind Stumps	850.00
420	EFT61527	Stumpy Stumps	Grind Stumps	550.00
421	EFT61378	Suburban Transport Services	Taxi Fares	893.45
422	EFT61375	SUEZ Recycling & Recovery Pty Ltd	Rubbish Removal	11.01
423	EFT61161	Supawash Mile End	Linen	76.45
424	EFT61160	SuperChoice Services Pty Ltd	Software Maintenance	930.60
425	EFT61157	Sure Search Locations	Service Location	275.00
426	EFT61373	Surfacing Contractors Australia Pty Ltd	Rubber Surfacing Repairs	1,859.00
427	EFT61208	Susan Ainslee Frazer	Reimburse Volunteer Expenses	32.65
428	EFT61537	Taking Care of Trees	Tree Maintenance	1,050.00
429	EFT61256	Technology One Ltd	Software	2,156.00
430	EFT61167	Telelink Business Systems Pty Ltd	Communications	5,167.08
431	061442	Telstra	Telephone	9,419.80
432	EFT61266	Tersus Properties Pty Ltd	Refund Overpaid Rates	1,762.75
433	EFT61279	The Adelaide Review	Advertising	1,045.00
434	EFT61121	The Defib Shop Pty Ltd	Defibulator	2,379.95
435	EFT61204	The Department for Correctional Services	Litter Collection	1,122.00
436	061450	The Epilepsy Centre	Staff Casual Day Donations	180.75
437	EFT61124	The Ergo Centre	Office Furniture	839.00
438	EFT61313	The Ergo Centre	Office Furniture	170.00
439	EFT61317	The Fruit Box Group Pty Ltd	Milk	130.60
440	EFT61452	The Fruit Box Group Pty Ltd	Milk	126.65

ACCOUNTS DUE AND SUBMITTED TO THE COUNCIL MEETING
21 APRIL 2020

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
441	EFT61268	The Good Guys	Televisions	3,775.00
442	061446	The Mandala Property Group	Refund Overpayment	19.00
443	EFT61510	The Paper Bahn	Stationery	4,821.78
444	EFT61505	The Personnel Risk Management Group	Security Checks	48.40
445	EFT61536	The Table & Chair Co	Furniture	54,972.50
446	EFT61389	The Tar Guys Pty Ltd	Roadworks	2,264.90
447	EFT61543	The Tar Guys Pty Ltd	Roadworks	1,601.60
448	061430	Thomas Guttridge	Refund Parking Expiation	75.00
449	EFT61252	Thomson Geer	Legal Fees	749.65
450	EFT61541	TMK Consulting Engineers	Engineering Services	4,295.50
451	EFT61534	TNPK Staff Pty Ltd	Temp Compliance Staff	2,194.50
452	EFT61328	Tom Howard's Crash Repair Service	Vehicle Maintenance	1,405.80
453	EFT61250	Tom's Car Wash	Vehicle Maintenance	2,253.80
454	EFT61249	Tonkin Consulting	Professional Fees	6,762.25
455	EFT61383	Tonkin Consulting	Professional Fees	5,049.00
456	EFT61533	Tonkin Consulting	Professional Fees	20,396.89
457	EFT61538	Torrens Safety	Depot Supplies	2,202.64
458	EFT61165	Total Construction Surveys Pty Ltd	Surveys	396.00
459	EFT61532	Total Construction Surveys Pty Ltd	Surveys	9,785.88
460	EFT61535	Total Tools Thebarton	Depot Supplies	443.65
461	EFT61321	Totally Workwear Richmond	Clothing	2,425.60
462	EFT61540	TPG Telecom	Internet Connection	2,827.76
463	EFT61220	Tracey Beaumont	Catering	756.00
464	EFT61340	Tracey Beaumont	Catering	756.00
465	EFT61385	Tradies Workwear	Safety Clothing	1,105.83
466	EFT61253	Tree Care Machinery	Depot Supplies	625.60
467	EFT61251	Tripstop Pty Ltd	Depot Supplies	5,957.88
468	EFT61166	Truck & Car Brake Service	Vehicle Maintenance	935.00
469	EFT61264	Trudy Booth	Refund Overpaid Rates	178.00
470	EFT61545	Unicard Systems Pty Ltd	Cards	101.20
471	EFT61258	United Fasteners SA Pty Ltd	Depot Supplies	23.23
472	EFT61257	UrbanVirons Group Pty Ltd	Tree Maintenance	1,425.60
473	EFT61390	UrbanVirons Group Pty Ltd	Tree Maintenance	1,463.00
474	EFT61544	UrbanVirons Group Pty Ltd	Tree Maintenance	20,214.43
475	EFT61548	Vac Group Operations Pty Ltd	Boring	1,067.00
476	EFT61546	Valvoline (Australia) Pty Ltd	Depot Supplies	366.30
477	EFT61547	Veri Fire	Fire Safety	3,111.89
478	EFT61519	VicRoads	Vehicle Searches	271.60
479	EFT61562	Vikas Gupta	Refund Thebarton Community Centre Hire Fee	520.00
480	EFT61169	Vocus Pty Ltd	Pit Adjustment	8,796.48
481	EFT61552	Wallbridge Gilbert Aztec	Professional Fees	1,375.00
482	EFT61446	Walls That Talk	Signage	605.00
483	EFT61554	Waterpro	Irrigation	4,488.32
484	EFT61263	WC Convenience Management Pty Ltd	Cleaning	5,354.73
485	EFT61396	WC Convenience Management Pty Ltd	Cleaning	12,325.31
486	EFT61556	WC Convenience Management Pty Ltd	Cleaning	11,977.53
487	EFT61549	Web Safety Pty Ltd	Clothing	1,131.42
488	EFT61261	Well Done International	After Hours Contact Centre	812.57
489	061436	Westside Housing Co Ltd	Thebarton Community Centre Bond Return	120.00
490	EFT61550	Westside Services (SA) Pty Ltd	Airconditioner Maintenance	6,188.30
491	EFT61259	Wholesale Plants and Products Pty Ltd	Plants	2,079.75
492	EFT61393	Winc Australia Pty Limited	Stationery	831.45
493	EFT61391	Worcomp Pty Ltd	Recruitment	291.50
494	EFT61170	Workzone Traffic Control Pty Ltd	Traffic Control	1,265.83
495	EFT61262	Workzone Traffic Control Pty Ltd	Traffic Control	2,873.75

ACCOUNTS DUE AND SUBMITTED TO THE COUNCIL MEETING
21 APRIL 2020

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
496	EFT61395	Workzone Traffic Control Pty Ltd	Traffic Control	5,995.56
497	EFT61260	Worlds Best Specialised Cleaning	Graffiti Removal	13,717.00
498	EFT61392	Wurth Australia	Depot Supplies	866.13
499	EFT61174	Yaqub Zaidi	Thebarton Community Centre Bond Return	797.50
500	EFT61558	Yard Skincare	Depot Supplies	911.55
501	EFT61359	Zagarine Paxinos	Reimburse Volunteer Expenses	76.16
				<u>\$ 4,476,374.26</u>

17.6.11 Property Leases

Brief

This report provides information on overdue property lease payments that are greater than \$2,000.

Introduction

This report provides information on the property lease payments that are overdue, pursuant to the requirements of a Council resolution of 21 June 2016.

Discussion

The following lease amounts have been invoiced and were overdue as at 31 March 2020. A comparison is provided with the situation as at 31 December 2019 and 30 September 2019.

Debtor	As at 30 Sep 2019	As at 31 Dec 2019	As at 31 Mar 2020	Variance
Aged Care Housing Group	0.00	3,324.78	3,355.84	31.06
S.A.A.F.L	4,460.25	0.00	0.00	0.00
SA Badminton Association	2,093.24	10,591.80	7,601.76	-2,990.04
Weslo Holdings	50,105.65	79,456.15	11,419.75	-68,036.40
West Torrens Birkalla Soccer Club	3,082.93	3,939.89	3,939.89	0.00
Total	\$59,742.07	\$97,312.62	\$26,317.24	-\$70,995.38

Aged Care Housing Group

The balance is comprised of two outstanding lease instalments for the use of a portion of James Congdon Drive.

SA Badminton Association

Two lease instalments, a SA Water reimbursement, an electricity and an emergency services levy reimbursement make up the overdue balance.

Weslo Holdings

The outstanding amount represents one lease instalment for the premises at 164-166 South Road.

West Torrens Birkalla Soccer Club

The balance outstanding includes two SA Water reimbursements, the lease fees for 2018/19, an emergency services levy reimbursement and late payment penalties.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact consideration in relation to this report.

Conclusion

The report provides information on the property lease payments that are overdue, in response to a Council resolution on 21 June 2016.

Attachments

Nil

17.6.12 Mendelson Financial Report March 2020**Brief**

This report provides information on the financial performance of the Mendelson Foundation as at 31 March 2020.

Discussion

The following financial reports as at 31 March 2020 are attached for Elected Member information:

- Financial Position (**Attachment 1**);
- FMD Financial Pty Ltd Investment Portfolio Report (**Attachment 2**);
- Cash Movement Report (**Attachment 3**)

For the nine month period ended 31 March 2020, FMD Financial Pty Ltd is reporting a net loss on investments of 3.7 per cent, as follows:

	Mar 2020	Jun 2019
	9 Months To 31 Mar 2020	12 Months To 30 Jun 2019
Market Movement on Equities	-\$ 99,517.10	\$ 115,444.75
Add Dividends	\$ 49,892.14	\$ 68,411.15
Add Interest	\$ 1,625.92	\$ 3,396.94
	<hr/>	<hr/>
	-\$ 47,999.04	\$ 187,252.84
Less Trustee Charges	\$ 10,752.78	\$ 12,866.21
	<hr/>	<hr/>
Net Return	-\$ 58,751.82	\$ 174,386.63
	<hr/>	<hr/>
Fund Balance @ 1 July	\$ 1,587,308.02	\$ 1,453,975.35
Net Return on Investments	-3.7%	12.0%

Attachment 2 shows defensive (or income) assets and growth assets separately, to highlight the weighting between the two as a way of monitoring compliance with investment policy targets. The weighting at 31 March 2020 is 35.0 per cent for income assets and 65.0 per cent for growth assets and our policy targets as shown below:

	Target Weightings	Actual Weightings
Income Assets	No Less Than 25%	35.0%
Growth Assets	No Greater Than 75%	65.0%

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact consideration in relation to this report

Conclusion

Information is provided in this report on the financial performance of the Mendelson Foundation as at 31 March 2020.

Attachments

- 1. Mendelson Foundation Financial Position as at 31 March 2020**
- 2. Mendelson Foundation Financial Portfolio Report as at 31 March 2020**
- 3. Mendelson Foundation Bank Reconciliation as at 31 March 2020**

**CITY OF WEST TORRENS
MAX AND BETTE MENDELSON FOUNDATION
FINANCIAL POSITION AS AT 31 MAR 2020**

	\$ Final at 30/06/19	\$ Current at 31/03/20	\$ Variance
CURRENT ASSETS			
Cash held at Council	34,188	(5,761)	(39,949)
Investments - FMD Financial Pty Ltd	1,413,515	1,435,708	22,193
Cash & Term Deposit	117,899	35,818	(82,080)
GST Refunds/Imputation Credits Due	339	367	28
Dividend Income due not yet received	21,368	21,368	0
Total Current Assets	1,587,308	1,487,500	(99,808)
Non-Current Assets	0	0	0
TOTAL ASSETS	1,587,308	1,487,500	(99,808)
Less Liabilities	0	0	0
NET ASSETS	1,587,308	1,487,500	(99,808)
FOUNDATION WEALTH			
Accumulated Funds **	1,587,308	1,487,500	(99,808)
TOTAL FOUNDATION WEALTH	1,587,308	1,487,500	(99,808)
** Accumulated Funds - Opening		1,587,308	
Plus Revenue		(27,999)	
Less YTD Expenditure		71,809	
Accumulated Funds - Closing		1,487,500	

**CITY OF WEST TORRENS
MAX AND BETTE MENDELSON FOUNDATION
FMD FINANCIAL PTY LTD PORTFOLIO REPORT AS AT 31/03/2020**

	Balance at 30/06/2019 \$	Weight at 30/06/2019 %	Balance at 31/03/2020 \$	Weight at 31/03/2020 %	Variance \$	Variance %
ANZ Convertible Pref Cap Note2	35,122	2.3%	32,892	2.2%	(2,230)	-6.4%
ANZ Banking Grp Ltd (ANZPG)	31,938	2.1%	29,364	2.0%	(2,575)	-8.1%
CBAPD PERSP VII	30,225	1.9%	28,545	1.9%	(1,680)	-5.6%
NAB Income Securities	45,215	2.9%	40,125	2.7%	(5,090)	-11.3%
Westpac Non-Cum Converting Perp Cap Note II	59,495	3.8%	55,554	3.7%	(3,941)	-6.6%
BetaShares Aus High Interest Cash ETF	0	0.0%	44,940	3.0%	44,940	0.0%
BetaShares Legg Mason Aus Bond Fund	0	0.0%	76,636	5.1%	76,636	0.0%
Mcp Master Income	79,334	5.1%	98,584	6.6%	19,251	24.3%
PIMCO Diversified Fixed Interest Fund	0	0.0%	58,098	3.9%	58,098	0.0%
Term Deposit	76,050	4.9%	0	0.0%	(76,050)	-100.0%
Cash	41,849	2.7%	35,818	2.4%	(6,030)	-14.4%
Dividends due not yet received	21,368	1.4%	21,368	1.4%	0	0.0%
Total for Defensive Assets:	420,596	27.1%	521,924	35.0%	101,328	-128.0%
Argo	28,258	1.8%	23,281	1.6%	(4,976)	-17.6%
BHP Billiton	59,476	3.8%	41,876	2.8%	(17,600)	-29.6%
CSL	60,200	3.9%	74,170	5.0%	13,970	23.2%
MFG	43,911	2.8%	28,375	1.9%	(15,536)	-35.4%
CBA	38,741	2.5%	28,932	1.9%	(9,809)	-25.3%
NAB	24,689	1.6%	13,244	0.9%	(11,445)	-46.4%
Origin Energy Limited	23,282	1.5%	13,950	0.9%	(9,332)	-40.1%
Qube Holdings Ltd	38,629	2.5%	21,107	1.4%	(17,523)	-45.4%
Ramsay Health Care	32,364	2.1%	25,661	1.7%	(6,702)	-20.7%
ResMed Inc	41,242	2.7%	45,035	3.0%	3,792	9.2%
Rio Tinto	52,503	3.4%	42,792	2.9%	(9,710)	-18.5%
Sydney Airport	40,650	2.6%	21,740	1.5%	(18,911)	-46.5%
Westpac Corporation Deferred Ex St George	36,783	2.4%	21,401	1.4%	(15,382)	-41.8%
Woodside Petroleum Ltd Ord	39,418	2.5%	19,612	1.3%	(19,806)	-50.2%
Woolworths	16,249	1.0%	17,129	1.1%	879	5.4%
Magellan Global Fund	124,693	8.0%	127,912	8.6%	3,219	2.6%
Walter Scott Global Equity Fund	113,243	7.3%	110,372	7.4%	(2,871)	-2.5%
RARE Infrastructure Ltd	75,951	4.9%	69,928	4.7%	(6,023)	-7.9%
Antipodes Partners - Antipodes Global Fund	109,442	7.0%	101,615	6.8%	(7,827)	-7.2%
Bennelong ex-20 Australian Equities Fund	62,455	4.0%	52,840	3.5%	(9,615)	-15.4%
INVESCO Wholesale Global Targeted Returns Fund	70,007	4.5%	70,000	4.7%	(7)	0.0%
Total for Growth Assets:	1,132,186	72.9%	970,970	65.0%	-161,215	-410.1%
Total Investments	1,552,781	100.0%	1,492,894	100.0%	(59,887)	-3.9%

**MENDELSON RECONCILIATION
CASH HELD BY FMD FINANCIAL PTY LTD
AS AT 31/03/2020**

	\$	\$
Balance at 30/06/2019		117,898.67
Macquarie Cash Management Account - opening balance		41,848.77
Term Deposit - opening balance		76,049.90
Add		
<u>Sales Equities</u>		
CSL Limited (CSL)	9,877.00	
Sydney Airport (SYD)	9,979.53	
ResMed Inc. (RMD)	14,942.70	
Magellan Finance Group Ltd (MFG)	14,907.43	
Qube Holdings Ltd (QUB)	10,044.15	
Members Equity Term Deposit	75,629.16	
		135,379.97
Less		
<u>Equities - Purchases</u>		
BetaShares Aus High Interest Cash ETF (AAA)	44,971.17	
BetaShares Legg Mason Aus Bond Fund (BNDS)	76,069.09	
PIMCO Diversified Fixed Interest Fund - Whole (ETL0016AU)	60,000.00	
		181,040.26
Add		
<u>Dividends/Interest/Income</u>		
Dividend Income Received in July 2019	21,860.89	
Interest Received in August 2019	75.80	
Dividend Income Received in August 2019	2,609.26	
Interest Received in September 2019	40.11	
Dividend Income Received in September 2019	8,585.45	
Interest Received in October 2019	438.78	
Dividend Income Received in October 2019	2,214.14	
Interest Received in November 2019	1,027.72	
Dividend Income Received in November 2019	646.05	
Interest Received in December 2019	10.59	
Dividend Income Due Received in December 2019	3,099.63	
Interest Received in January 2020	11.39	
Dividend Income Due Received in January 2020	1,946.45	
Interest Received in February 2020	13.63	
Dividend Income Received in February 2020	2,368.26	
Interest Received in March 2020	7.88	
Dividend Income Received in March 2020	6,562.01	
		51,518.04
Less		
<u>Fees</u>		
FMD Financial Pty Ltd Administration Fee inc. GST (June)	1,275.90	
FMD Financial Pty Ltd Administration Fee inc. GST (July)	1,308.68	
FMD Financial Pty Ltd Administration Fee inc. GST (August)	1,288.91	
FMD Financial Pty Ltd Administration Fee inc. GST (September)	1,302.01	
FMD Financial Pty Ltd Administration Fee inc. GST (October)	1,294.87	
FMD Financial Pty Ltd Administration Fee inc. GST (November)	1,308.70	
MQG Bank Audit Letter Fee	60.00	
FMD Financial Pty Ltd Administration Fee inc. GST (December)	1,342.03	
FMD Financial Pty Ltd Administration Fee inc. GST (January)	1,393.38	
FMD Financial Pty Ltd Administration Fee inc. GST (February)	1,313.56	
		11,888.04
Macquarie Cash Management Account - closing balance		35,818.48
Term Deposit - closing balance		-
Less Macquarie Cash Mgt Acct and Term Deposit		35,818.48
Imbalance		0.00

17.6.13 Urban Services Activities Report

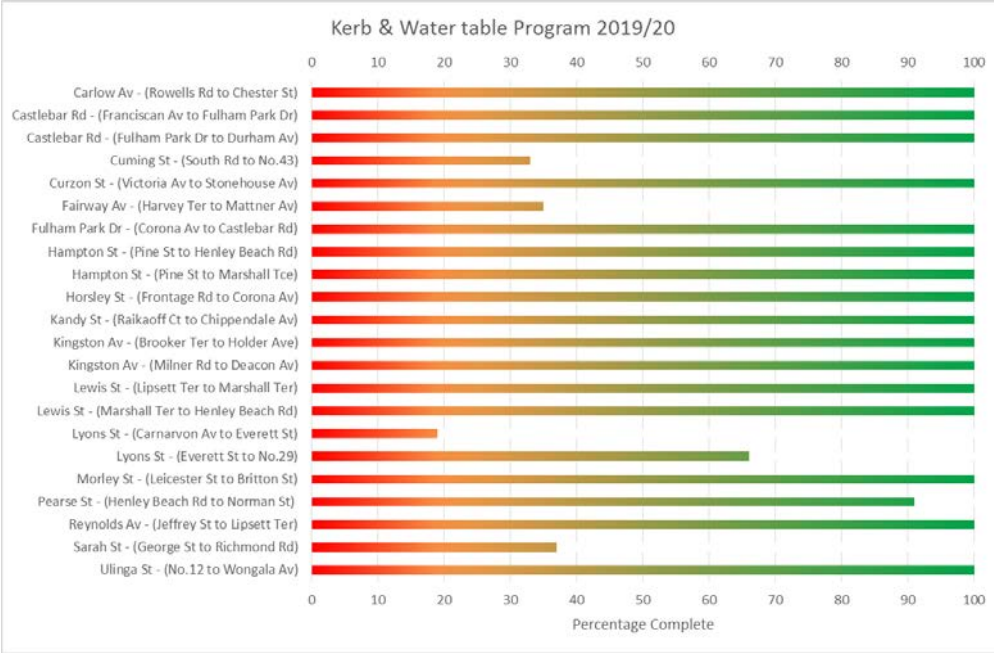
Brief

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

Discussion

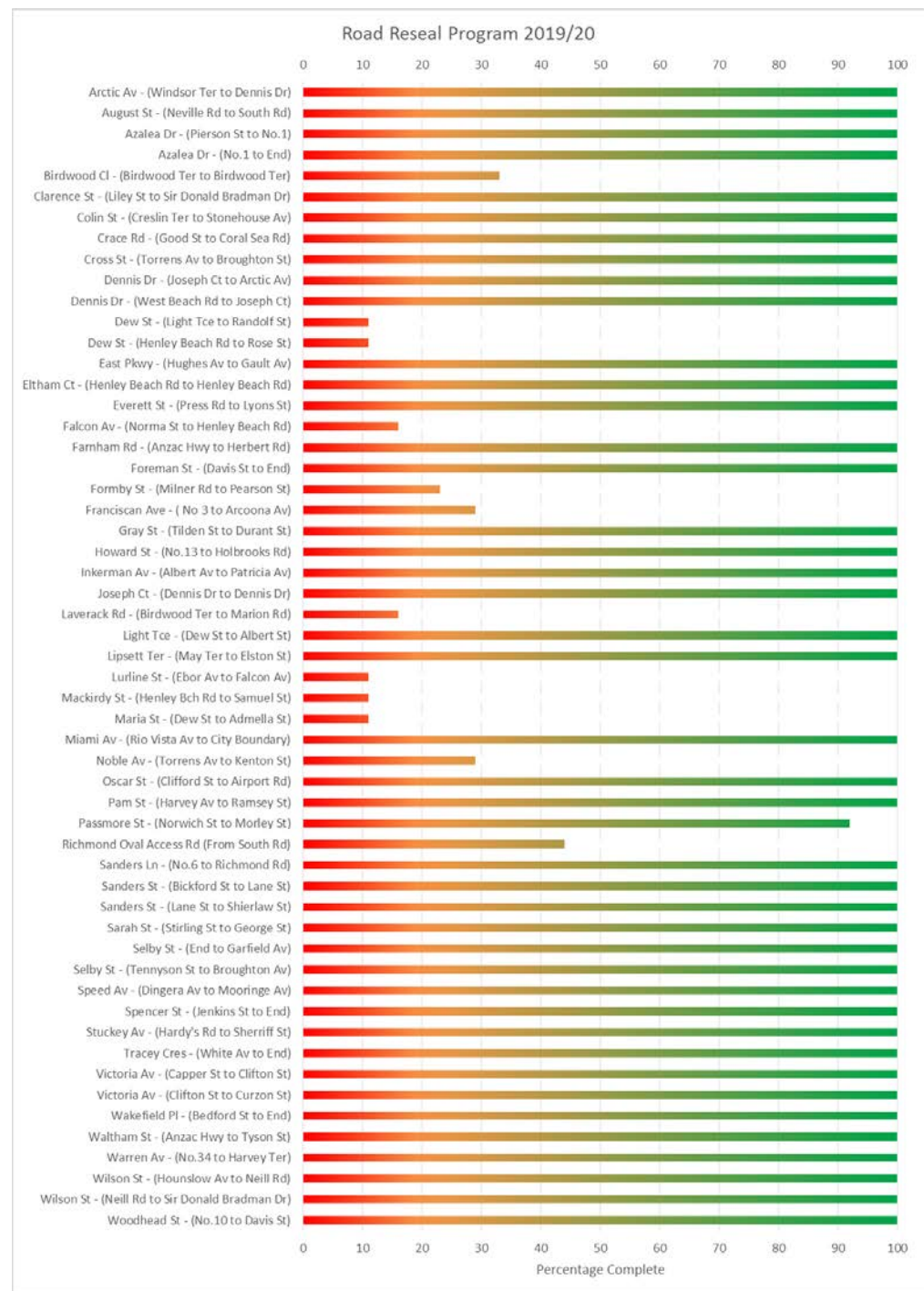
This report details the key activities of the City Assets, City Development, City Operations and City Property departments.

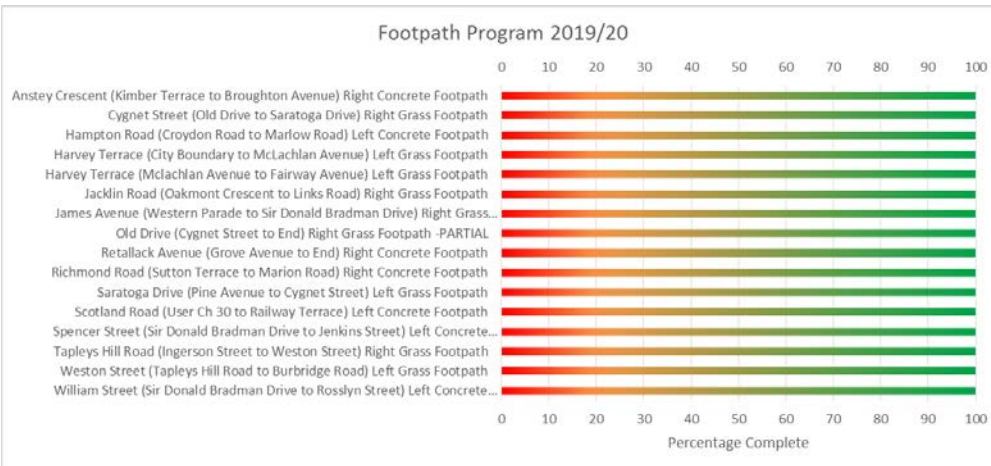
Special Project Work	
Rutland Avenue, Lockleys secondary drainage upgrade	Construction works were completed in March 2020. Planting of the rain gardens is anticipated to be undertaken in May 2020.
River Torrens Bank Repair Works - SA Water	<p>All works on the current stage of the upgrade of the River Torrens Pathway and Safety Fencing have been completed and the section of pathway reopened for unrestricted use.</p> <p>Further stages of progressive upgrade works along the section of linear pathway between Hardy's Road and Jervois Street are being considered and investigated, with potential further works to be undertaken in the coming financial years.</p>
Stirling Street Stormwater Drainage Upgrade, Thebarton	<p>Design and documentation works for this project are completed. The open tender request for construction works closed on 24 January 2020 and the post tender review process has been completed and works contract awarded.</p> <p>Construction works are anticipated to commence in May 2020.</p>
Admella Street and Reserve Upgrade	Refer to separate report in this Agenda.
Sherriff Street Stormwater Drainage Upgrade, Underdale	Design and documentation works for this project are ongoing. The tendering process for construction works is scheduled to undertaken in April 2020.
Transition to LED Street Lighting	SAPN have begun works to transition lighting to LED starting with nominated locations around West Beach. The Administration have been distributing notification letters to residents within the identified upgrade streets to advise of the upcoming works.

Capital Works																																															
<p>Road Reconstruction Works</p>	<p>The following is an update on the road reconstruction projects occurring in our City:</p> <p>Engineering surveys and underground service identifications have been completed for the 2019/20 program.</p> <p>Detailed design works are in progress for the following road reconstructions:</p> <ul style="list-style-type: none"> – Bagot Avenue, Cowandilla (Sir Donald Bradman Drive to Hounslow Avenue) – Marleston Avenue, Ashford (South Road to Alexander Avenue) – Holland Street, Thebarton (Phillips Street to Anderson Street) <p>Construction works for the following road reconstruction projects are currently in progress:</p> <ul style="list-style-type: none"> – Surrey Road, Keswick (Richmond Road to Everard Avenue) – Weetunga Street, Fulham (Samuel Street to Murray Street) – Starr Avenue, North Plympton (Morphett Road to Deeds Road) – Halsey Road, Fulham (Coral Sea Road to Dewey Street) <p>The following road reconstructions are completed:</p> <ul style="list-style-type: none"> – Norma Street, Mile End (South Road to Falcon Avenue) 																																														
<p>Kerb and Gutter Program 2019/20</p>	<p>The works associated with Kerb and Gutter Program 2019/20 have been awarded to two separate contractors.</p> <p>Concurrently, survey and designs works for the program are progressing.</p> <p>Construction works are ongoing.</p>  <table border="1"> <caption>Kerb & Water table Program 2019/20 - Percentage Complete</caption> <thead> <tr> <th>Project</th> <th>Percentage Complete</th> </tr> </thead> <tbody> <tr><td>Carlow Av - (Rowells Rd to Chester St)</td><td>100</td></tr> <tr><td>Castlebar Rd - (Franciscan Av to Fulham Park Dr)</td><td>100</td></tr> <tr><td>Castlebar Rd - (Fulham Park Dr to Durham Av)</td><td>100</td></tr> <tr><td>Cuming St - (South Rd to No.43)</td><td>35</td></tr> <tr><td>Curzon St - (Victoria Av to Stonehouse Av)</td><td>100</td></tr> <tr><td>Fairway Av - (Harvey Ter to Mattner Av)</td><td>35</td></tr> <tr><td>Fulham Park Dr - (Corona Av to Castlebar Rd)</td><td>100</td></tr> <tr><td>Hampton St - (Pine St to Henley Beach Rd)</td><td>100</td></tr> <tr><td>Hampton St - (Pine St to Marshall Tce)</td><td>100</td></tr> <tr><td>Horsley St - (Frontage Rd to Corona Av)</td><td>100</td></tr> <tr><td>Kandy St - (Raikaoft Ct to Chippendale Av)</td><td>100</td></tr> <tr><td>Kingston Av - (Brooker Ter to Holder Ave)</td><td>100</td></tr> <tr><td>Kingston Av - (Milner Rd to Deacon Av)</td><td>100</td></tr> <tr><td>Lewis St - (Lipsett Ter to Marshall Ter)</td><td>100</td></tr> <tr><td>Lewis St - (Marshall Ter to Henley Beach Rd)</td><td>100</td></tr> <tr><td>Lyons St - (Carnarvon Av to Everett St)</td><td>20</td></tr> <tr><td>Lyons St - (Everett St to No.29)</td><td>65</td></tr> <tr><td>Morley St - (Leicester St to Britton St)</td><td>100</td></tr> <tr><td>Pearse St - (Henley Beach Rd to Norman St)</td><td>90</td></tr> <tr><td>Reynolds Av - (Jeffrey St to Lipsett Ter)</td><td>100</td></tr> <tr><td>Sarah St - (George St to Richmond Rd)</td><td>35</td></tr> <tr><td>Ulinga St - (No.12 to Wongala Av)</td><td>100</td></tr> </tbody> </table>	Project	Percentage Complete	Carlow Av - (Rowells Rd to Chester St)	100	Castlebar Rd - (Franciscan Av to Fulham Park Dr)	100	Castlebar Rd - (Fulham Park Dr to Durham Av)	100	Cuming St - (South Rd to No.43)	35	Curzon St - (Victoria Av to Stonehouse Av)	100	Fairway Av - (Harvey Ter to Mattner Av)	35	Fulham Park Dr - (Corona Av to Castlebar Rd)	100	Hampton St - (Pine St to Henley Beach Rd)	100	Hampton St - (Pine St to Marshall Tce)	100	Horsley St - (Frontage Rd to Corona Av)	100	Kandy St - (Raikaoft Ct to Chippendale Av)	100	Kingston Av - (Brooker Ter to Holder Ave)	100	Kingston Av - (Milner Rd to Deacon Av)	100	Lewis St - (Lipsett Ter to Marshall Ter)	100	Lewis St - (Marshall Ter to Henley Beach Rd)	100	Lyons St - (Carnarvon Av to Everett St)	20	Lyons St - (Everett St to No.29)	65	Morley St - (Leicester St to Britton St)	100	Pearse St - (Henley Beach Rd to Norman St)	90	Reynolds Av - (Jeffrey St to Lipsett Ter)	100	Sarah St - (George St to Richmond Rd)	35	Ulinga St - (No.12 to Wongala Av)	100
Project	Percentage Complete																																														
Carlow Av - (Rowells Rd to Chester St)	100																																														
Castlebar Rd - (Franciscan Av to Fulham Park Dr)	100																																														
Castlebar Rd - (Fulham Park Dr to Durham Av)	100																																														
Cuming St - (South Rd to No.43)	35																																														
Curzon St - (Victoria Av to Stonehouse Av)	100																																														
Fairway Av - (Harvey Ter to Mattner Av)	35																																														
Fulham Park Dr - (Corona Av to Castlebar Rd)	100																																														
Hampton St - (Pine St to Henley Beach Rd)	100																																														
Hampton St - (Pine St to Marshall Tce)	100																																														
Horsley St - (Frontage Rd to Corona Av)	100																																														
Kandy St - (Raikaoft Ct to Chippendale Av)	100																																														
Kingston Av - (Brooker Ter to Holder Ave)	100																																														
Kingston Av - (Milner Rd to Deacon Av)	100																																														
Lewis St - (Lipsett Ter to Marshall Ter)	100																																														
Lewis St - (Marshall Ter to Henley Beach Rd)	100																																														
Lyons St - (Carnarvon Av to Everett St)	20																																														
Lyons St - (Everett St to No.29)	65																																														
Morley St - (Leicester St to Britton St)	100																																														
Pearse St - (Henley Beach Rd to Norman St)	90																																														
Reynolds Av - (Jeffrey St to Lipsett Ter)	100																																														
Sarah St - (George St to Richmond Rd)	35																																														
Ulinga St - (No.12 to Wongala Av)	100																																														

Surface Reseal Program 2019/20

The 2019/20 Surface Reseal Program commenced onsite in September 2019 and is progressing.



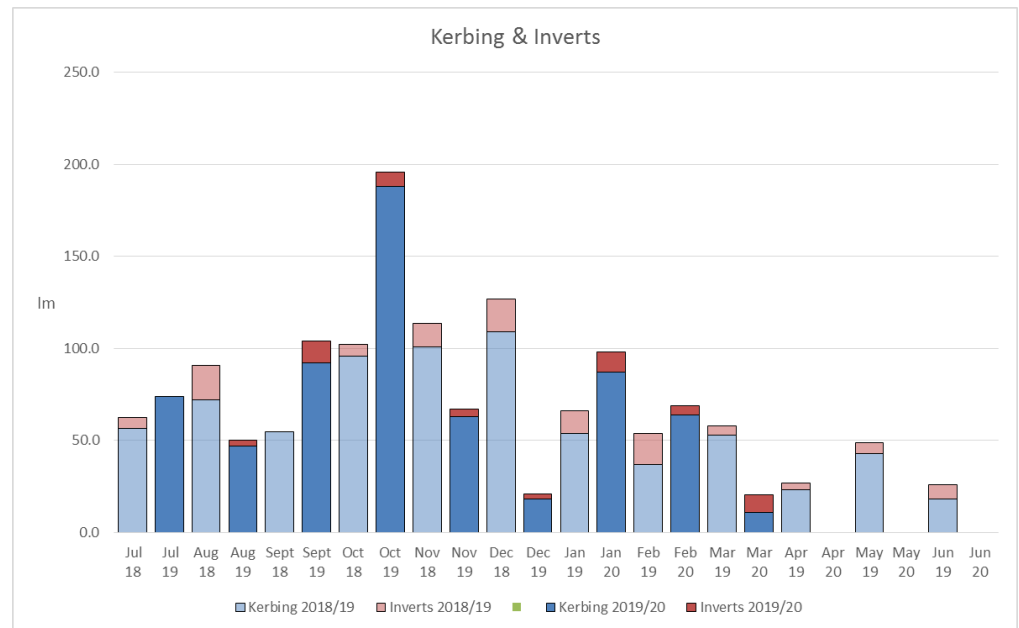
<p>Footpath Program 2019/20</p>	<p>The works associated with Footpath Program 2019/20 have been awarded. Works commenced in October 2019 have now been completed.</p>  <p>Footpath Program 2019/20</p> <p>0 10 20 30 40 50 60 70 80 90 100</p> <p>Anstey Crescent (Kimber Terrace to Broughton Avenue) Right Concrete Footpath Cygnet Street (Old Drive to Saratoga Drive) Right Grass Footpath Hampton Road (Croydon Road to Marlow Road) Left Concrete Footpath Harvey Terrace (City Boundary to McLachlan Avenue) Left Grass Footpath Harvey Terrace (McLachlan Avenue to Fairway Avenue) Left Grass Footpath Jacklin Road (Oakmont Crescent to Links Road) Right Grass Footpath James Avenue (Western Parade to Sir Donald Bradman Drive) Right Grass... Old Drive (Cygnet Street to End) Right Grass Footpath - PARTIAL Retallack Avenue (Grove Avenue to End) Right Concrete Footpath Richmond Road (Sutton Terrace to Marion Road) Right Concrete Footpath Saratoga Drive (Pine Avenue to Cygnet Street) Left Grass Footpath Scotland Road (User Ch 30 to Railway Terrace) Left Concrete Footpath Spencer Street (Sir Donald Bradman Drive to Jenkins Street) Left Concrete... Tapleys Hill Road (Ingerson Street to Weston Street) Right Grass Footpath Weston Street (Tapleys Hill Road to Burbridge Road) Left Grass Footpath William Street (Sir Donald Bradman Drive to Rosslyn Street) Left Concrete...</p> <p>0 10 20 30 40 50 60 70 80 90 100</p> <p>Percentage Complete</p>
<p>Playground Upgrade 2019/2020</p>	<p>The following is an update on the 2019/2020 replacement program for playgrounds at:</p> <ul style="list-style-type: none"> • Mellor Park Reserve, Lockleys - The project will be implemented as part of the Reserve Upgrade later this financial year - design has been completed; • Swan Ave Reserve, West Beach - The procurement process is currently underway. Expecting delivery by end of May. • Lockleys Oval, Lockleys - The project will be implemented as part of the upgrade works, after completion of the building project/oval works; • Camden Oval, Novar Gardens - The project will be implemented as part of the upgrade works to the Oval.
<p>Reserve Irrigation Upgrades 2019/2020</p>	<p>The following is an update on the 2019/2020 irrigation upgrade program for reserves at:</p> <ul style="list-style-type: none"> • Westside Bikeway, Marlestone / Plympton, (staged project, selected areas within the linear park - Design has been completed and work is scheduled to commence in the next month; • Lockleys Oval and surrounds - Project is included as part of the Lockleys Oval Redevelopment, and is scheduled for May 2020; • Lindfield Reserve, Novar Gardens - Design and scheduling of the project is underway; • Pine Ave verge area, Novar Gardens - Design and scheduling of the project is underway. • Swan Ave Reserve, West Beach - Project will be scheduled after completion of the playground upgrade. • Coast Watchers Reserve, Fulham, (selected areas by Airport Over 50's Building) -The project is completed.

Traffic Projects and Parking Management	
Torrensvile/ Thebarton LATM	<p>Following the decision at the 4 February 2020 Council meeting, notification letters were distributed on the 25 February 2020 advising the residents of Council's decision to proceed with the removal of the "Bus Excepted" traffic control in Ashley Street west of West Street and the construction of a Driveway Link in Hayward Avenue at its junction with Ashley Street.</p> <p>Final design of the Driveway Link and associated underground stormwater upgrade is being undertaken. The "Buses Excepted" traffic control and associated roadworks is scheduled in the coming weeks.</p>
Novar Gardens/Camden Park LATM	<p>The Final Report was endorsed on the 5 November by Council. City of Holdfast Bay have presented the report to their Council meeting on the 26 November 2019 where they endorsed the two recommended treatments on the Council boundary.</p> <p>The project will be prioritised and budget allocation will be submitted for the 2020/21 financial year. A notification letter of the endorsed final report will be posted to all properties in the area in April 2020.</p>
Richmond/Mile End LATM	<p>Concept designs were completed and presented to the working party meeting which was conducted on the 15 October 2019. Consultation material for the subsequent round of consultation is to be prepared.</p> <p>Given the current situation regarding COVID-19, second round consultation has not yet occurred.</p>
Marleston / Keswick / Kurralta Park / North Plympton / Ashford	<p>Full data collection has been completed in mid-October. Crash data analysis for the area has been completed.</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>The broad community engagement concluded on Friday 20 March 2020. The feedback is being reviewed to support identification of key issues in the community.</p>
Traffic and Parking Review	<p>Parking Review:</p> <ul style="list-style-type: none"> • Miranda Avenue, Lockleys - Consultation found most respondents were not in favour of removing the restrictions. No further action required. • Waltham Street, Ashford - Consultation found most respondents were in favour of implementing a 2P controls on both sides. Works have been completed to install these parking controls. • Brian Street, Lockleys - Consultation found most respondents were in favour of removing the existing 1P controls. Works to remove the parking controls have been completed. • Clifford Street, Brooklyn Park - to consult with residents to install area parking controls in streets adjacent to airport. Consultation to be postponed until after the COVID-19 time period. • Michel Avenue, Plympton - Analysis of the street geometry and site investigations have been completed. Consultation found most respondents were in favour of a staggered parking restriction approach. Works will be undertaken in the coming weeks to implement the staggered "no standing" controls.

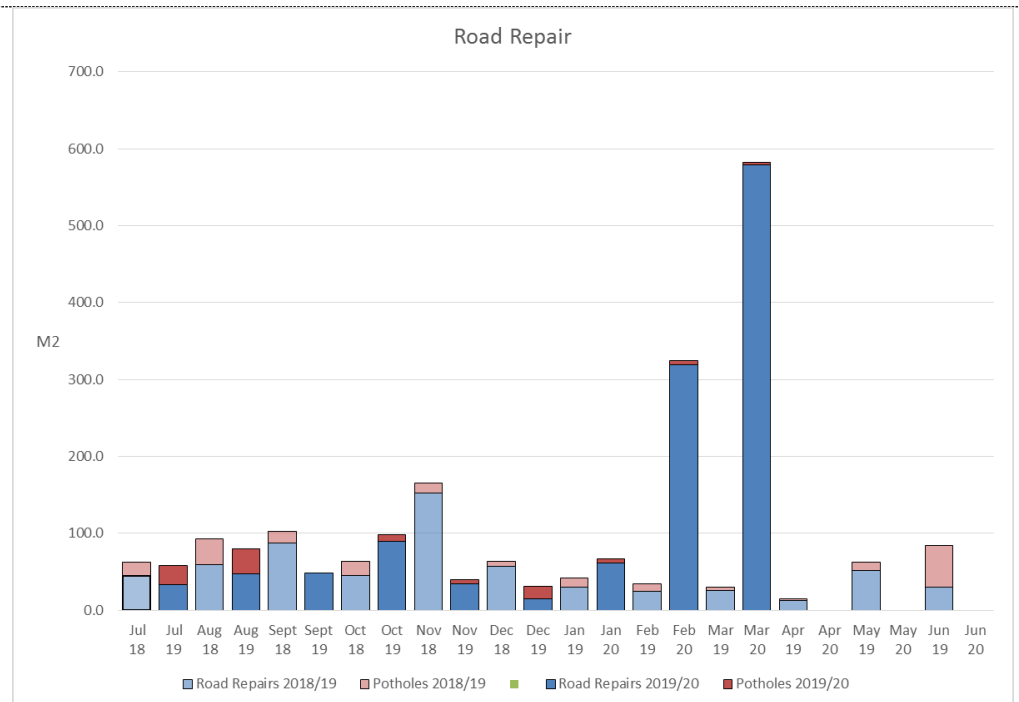
	<ul style="list-style-type: none"> • Cross Street, Lockleys - Consultation found most respondents were in favour of a new 2P zone between Douglas and Main Street. Works have been completed to install these new timed parking controls. • Bakers Road, Marlestone - Consultation found most respondents supported new 2P zone between Anstey and Richmond Road. Works to implement the changes will be completed in coming weeks. • Ballara Street, Mile End - Consultation has been completed with a majority of responses seeking to keep the existing timed parking controls. • Elston Street, Brooklyn Park - Consultation for new parking restrictions due to the narrowness of the street has been completed and responses are currently being reviewed. <p>Traffic Review:</p> <ul style="list-style-type: none"> • Everard Avenue, Ashford/Keswick - Road line marking works have been partly completed for the bike lane extension. Remaining works will be completed by contractors in line with the Surrey Road Reconstruction Project. • Hamra Library Car Park - Line marking and signage works have been completed to improve the parking arrangement and bring the arrangement to be in accordance with current standards. Additional temporary works are being undertaken to support the modified Library operations during the COVID-19 period of time. • Crace Road, Fulham - A line marking plan is being developed to improve the safety along the S-bend on Crace Road. Resident consultation is currently being prepared. • Marlestone Avenue, Ashford - Road pavement markings for the segment near Anzac Highway has been redesigned to make the disabled parking bays compliant with current standards. Upgrade were completed during week ending 12 April 2020.
E-Scooter Trial	The e-scooter coastal trial has been suspended temporarily due to the COVID-19.
Property and Facilities	
Apex Park, Lockleys Oval & Mellor Park Reserves Facility Developments	Please refer to the separate update report included within this Agenda.
Weigall Oval Facility Development	Please refer to the separate update report included within this Agenda.
Camden Oval Facility Development	<p>The oval drainage, turf and irrigation project has now been completed and handover to Council occurred on 17 March 2020. The oval is available for public recreational (i.e. excluding organised sporting) use on proviso that social distancing and other requirements are adhered to.</p> <p>Council received notification from the Office for Recreation, Sport and Racing on 8 April 2020 advising that its grant application under the Grassroots Round 2 program had been unsuccessful. Further grant applications are to be submitted (seeking funding for upgrade of the football oval floodlighting, and upgrade of the courts and playground on the northern side of the oval) with relevant State/Federal Government agencies.</p>

Covid-19 Actions	Correspondence was forwarded to all occupiers of Council owned facilities advising of the need to adopt safe distancing and other protocols as required by the Federal and/or State Governments. Subsequent to this, notification all occupiers were advised on 25 March 2020 of the additional requirements and restrictions that the Federal Government had imposed in regard to the required closure of Council sporting, community and other facilities.
City Operations	
Covid-19 Public Realm Sanitisation Program	<ul style="list-style-type: none"> • Community centre - Long Street, Plympton • Kmart and Medical Centre, Kurralta Park • ECH James Martin Aged Care, Glandore • Tennyson Medical Centre South Road, Kurralta Park • Ashford Hospital & surrounds, Ashford • Regis Aged Care - Cudmore Terrace, Marlestone • Netley Grove Retirement Village and surrounding streets, Netley • SCC The Pines aged care and surrounding streets, North Plympton • Stuart Grove Retirement - Bristol Ave, Camden Park • SCC West Beach Aged Care, West Beach • St Hilarion Aged Care, Fulham • Aveo Fulham / Airport Senior Citizens, Fulham • ECH Inc. - Acacia Aged Care, Lockleys • Serene Residential Care Aged Care, Lockleys • Estia Lockleys and surrounding shops, Lockleys • Flora McDonald Lodge Aged Care, Cowandilla • Civic centre, Library, Memorial Gardens, Compliance building
Footpath Reinstatement	<p style="text-align: center;">Footpath Reinstatement</p> <p>The chart displays monthly footpath reinstatement work in square meters (M2) from July 2018 to June 2020. The Y-axis ranges from 0.0 to 1400.0 M2. The X-axis shows months from Jul 18 to Jun 20. The data is categorized by material and year: Concrete footpath 2018/19 (light blue), Brick paving 2018/19 (red), Bitumen footpath / Rubber 2018/19 (green), Crossovers 2018/19 (purple), Concrete footpath 2019/20 (dark blue), Brick/TriHex paving 2019/20 (dark red), Bitumen footpath / Rubber 2019/20 (light green), and Crossovers 2019/20 (dark purple). A major peak is observed in February 2020, reaching approximately 1250 M2, primarily due to Bitumen footpath / Rubber 2019/20 work.</p>

Kerb and Watertable / Invert Reinstatement

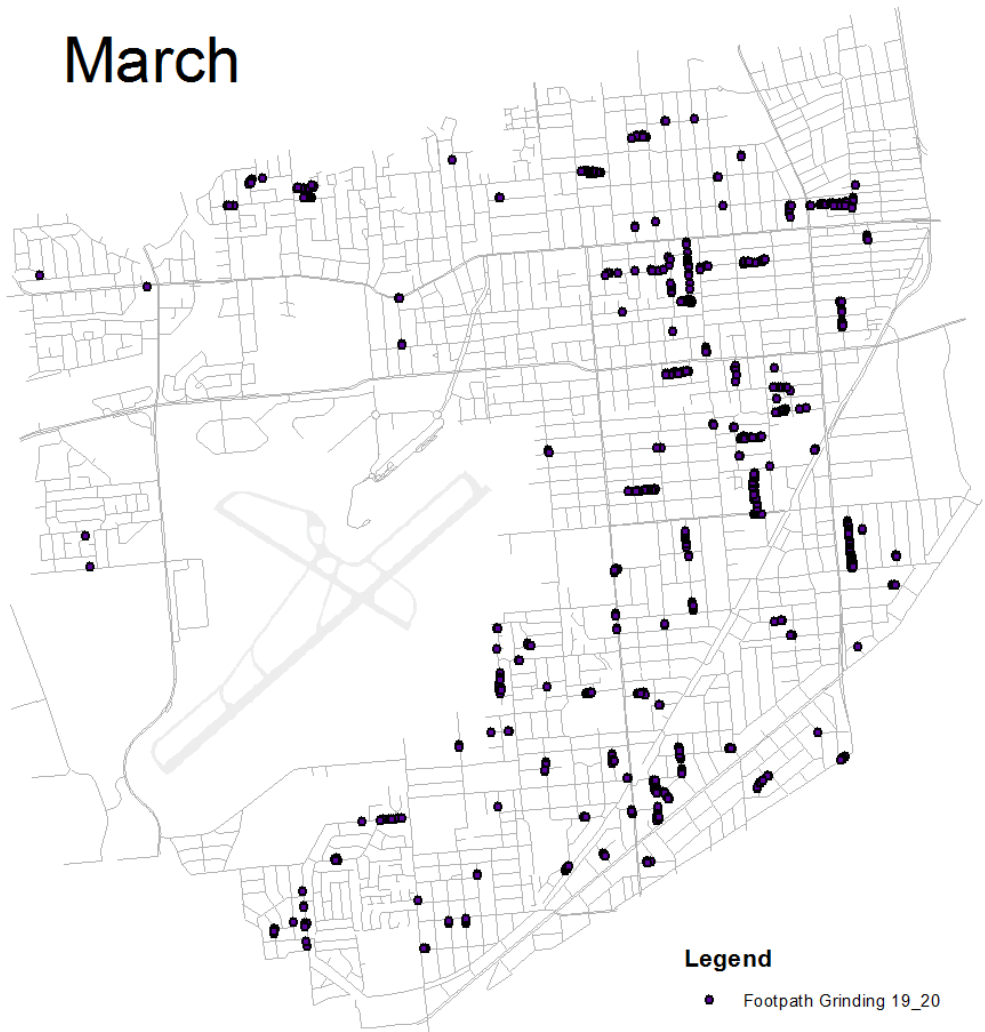


Road Repair and Potholes

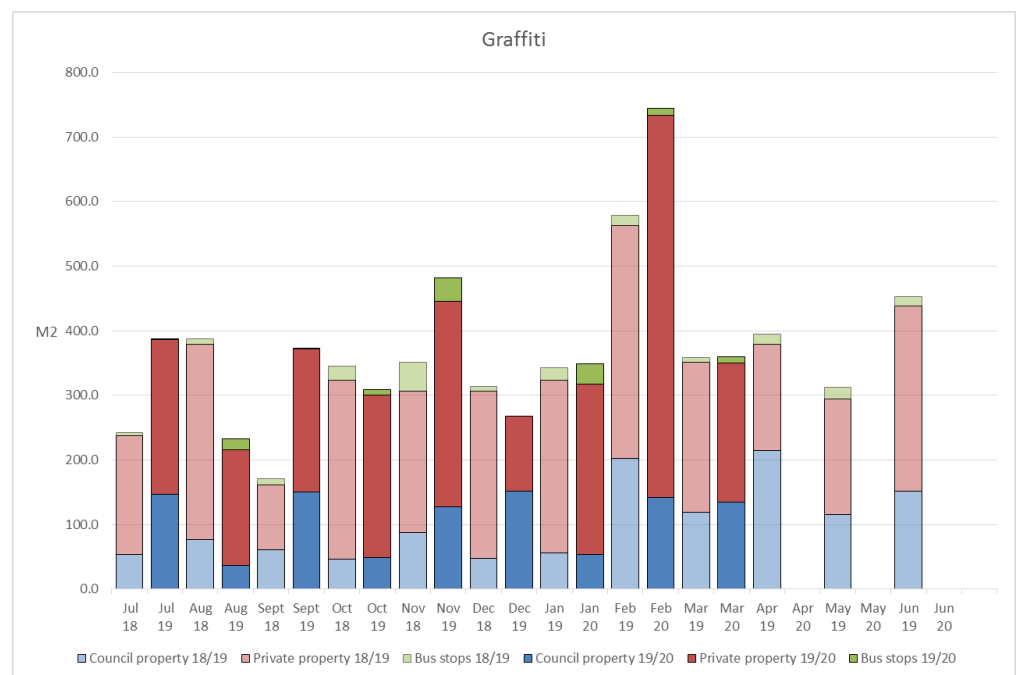


Footpath Grinding Program

March

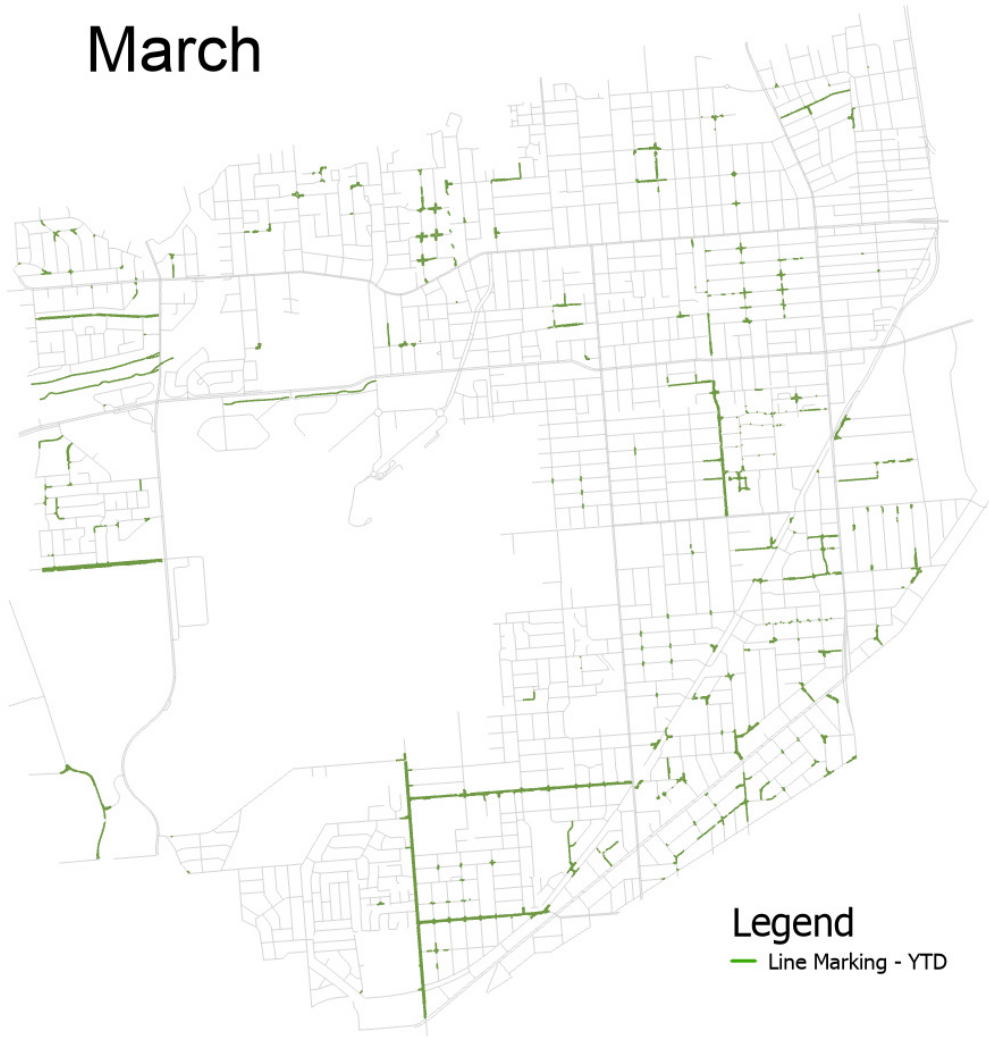


Graffiti Removal



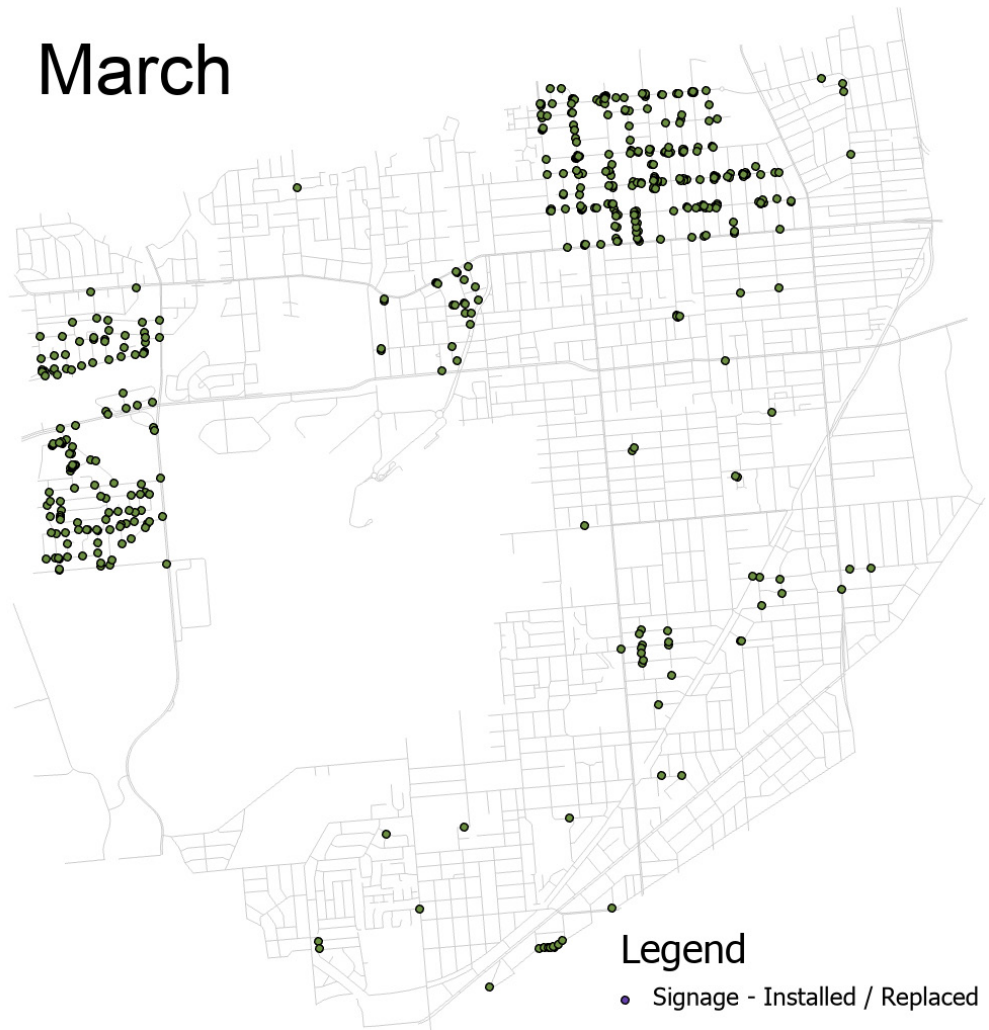
Line Marking

March

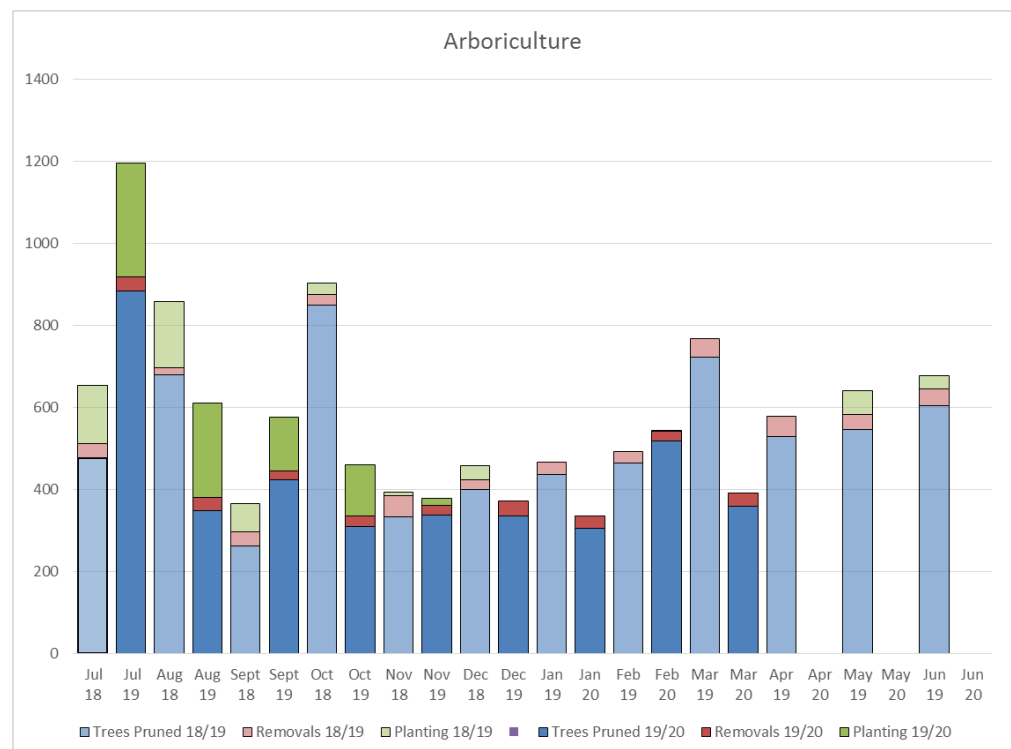


Signage

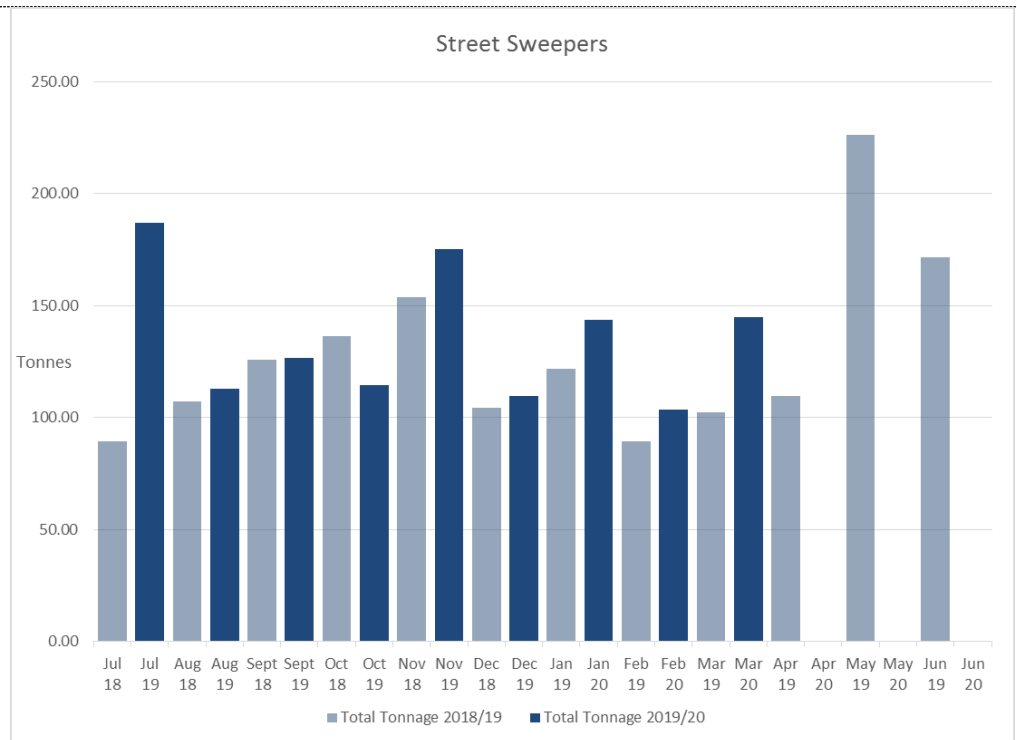
March



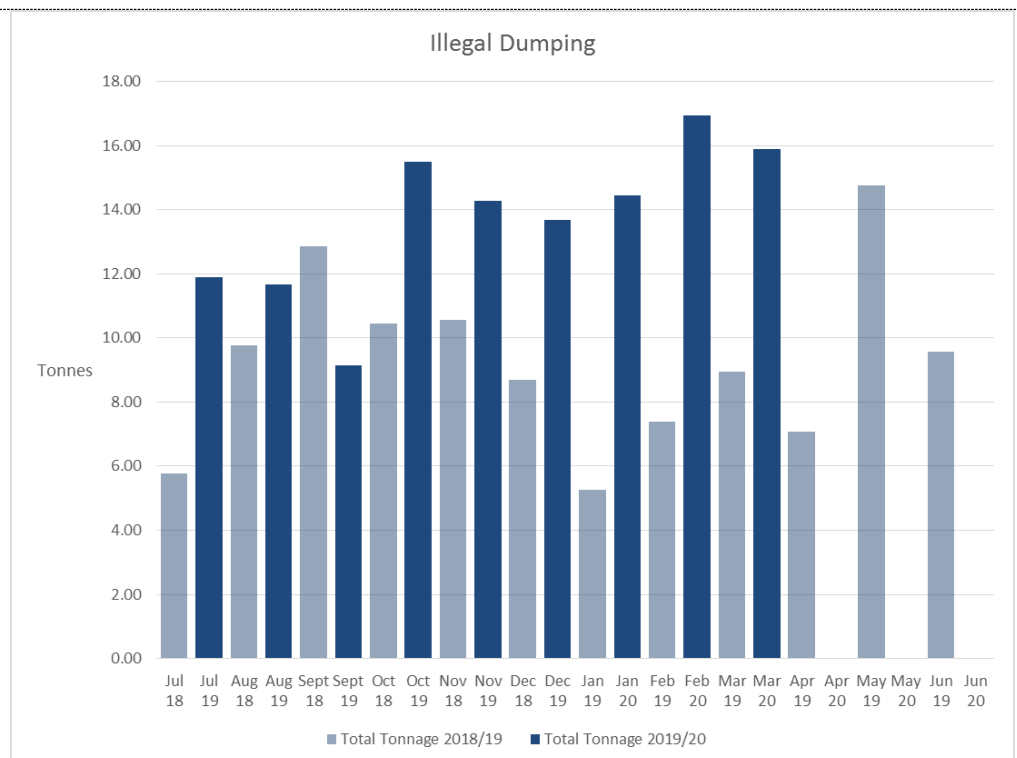
Arboriculture



Street Sweeper

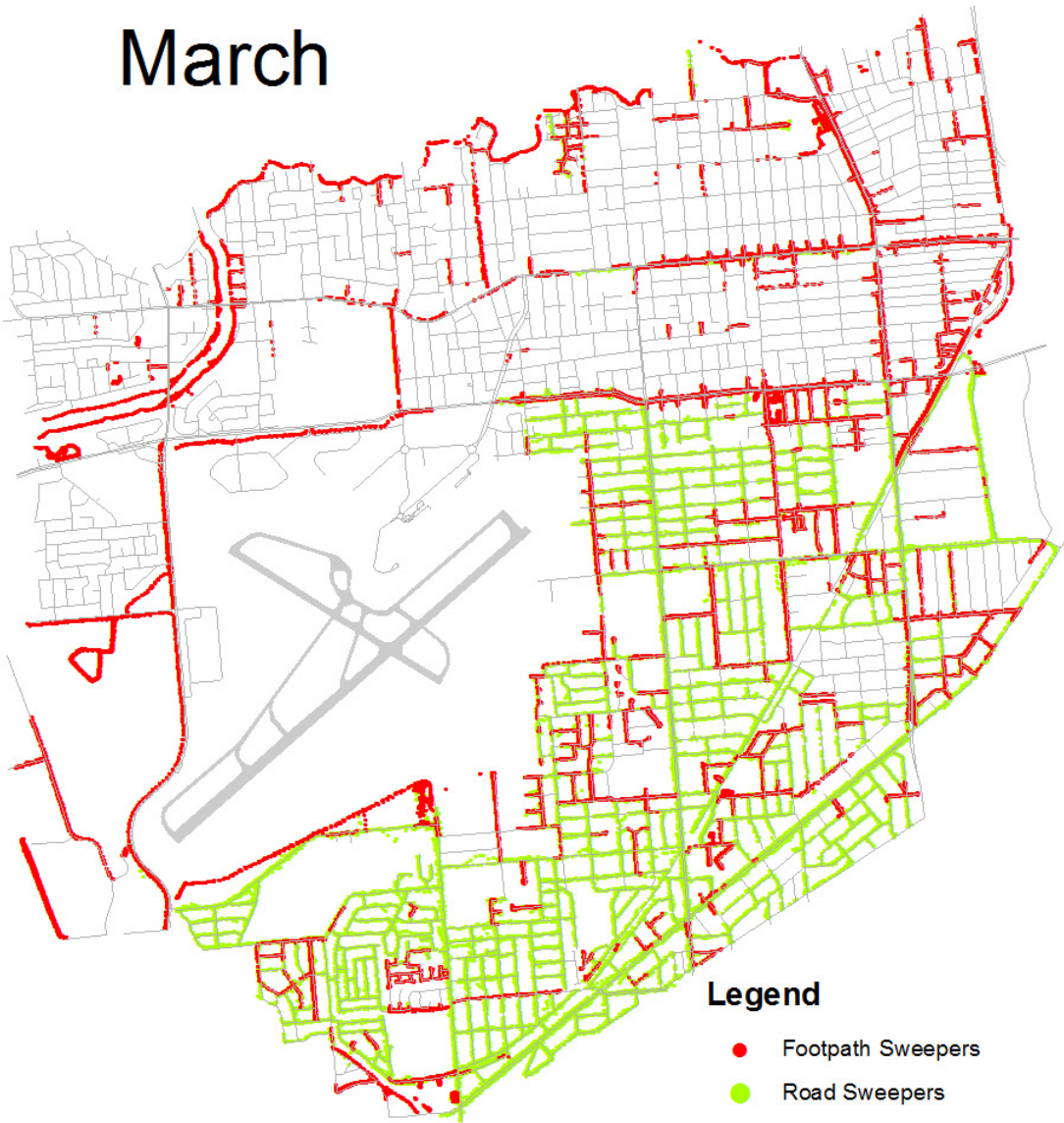


Illegal Rubbish Collection



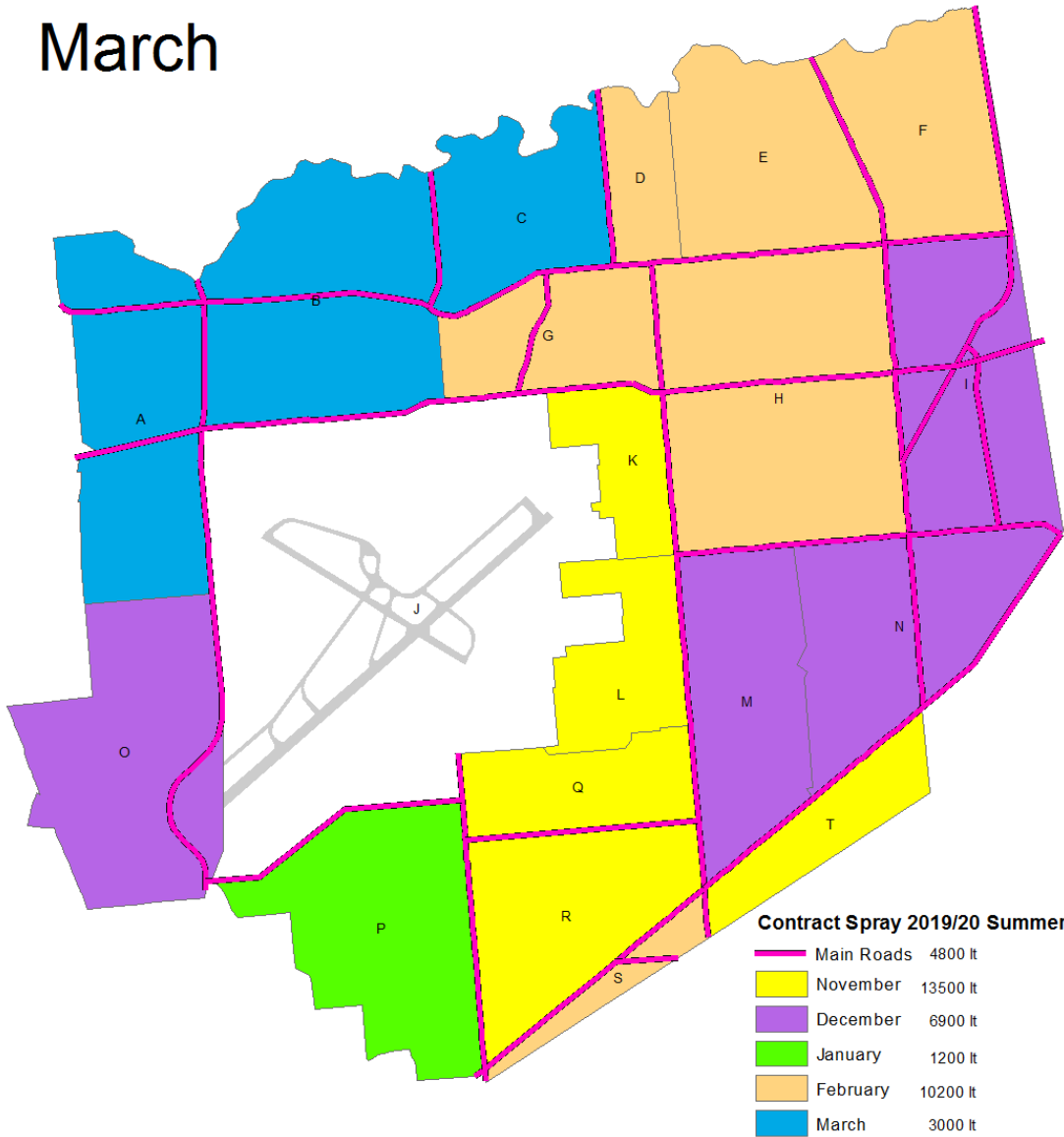
Road and
Footpath
Sweeping

March



Contract
Weed
Spraying
(1st Cycle)

March



Development Assessment

Development Applications

COVID-19 State Emergency

City Development staff are currently working remotely to provide development assessment and compliance services to the City of West Torrens community. Transitioning City Development staff to working remotely is a key strategy to ensure ongoing service delivery and continuity during the COVID-19 State Emergency. Council continues to receive new development applications and staff are regularly liaising with applicants on existing applications.

All development assessment functions from pre-lodgement advice, lodgement, requests for information, public notification, referrals, assessment and through to the issuing of decisions can be undertaken by staff electronically remotely. City Development staff are continuing to undertake site visits and building inspections in person during this time. Category 2 and 3 public notification notices and plans will now be posted on Council's website.

The Council Assessment Panel has amended their meeting procedures to facilitate future CAP meetings to be held via online platforms during the COVID-19 State Emergency. The first CAP meeting to be held via online platform will be held on Tuesday 14 April 2020.

The Development Desk located at the Service Centre Front Counter is currently operating on a 'by prior appointment' basis. Demand for face-to-face services has significantly reduced in recent weeks with many customers preferring to interact with City Development staff via email, phone or other online platforms (i.e. Zoom, etc.)

The Senior Land Use Policy Planner continues to be seconded to the Department of Planning, Transport and Infrastructure two days a week working closely with the Planning and Design Code team on a remote basis.

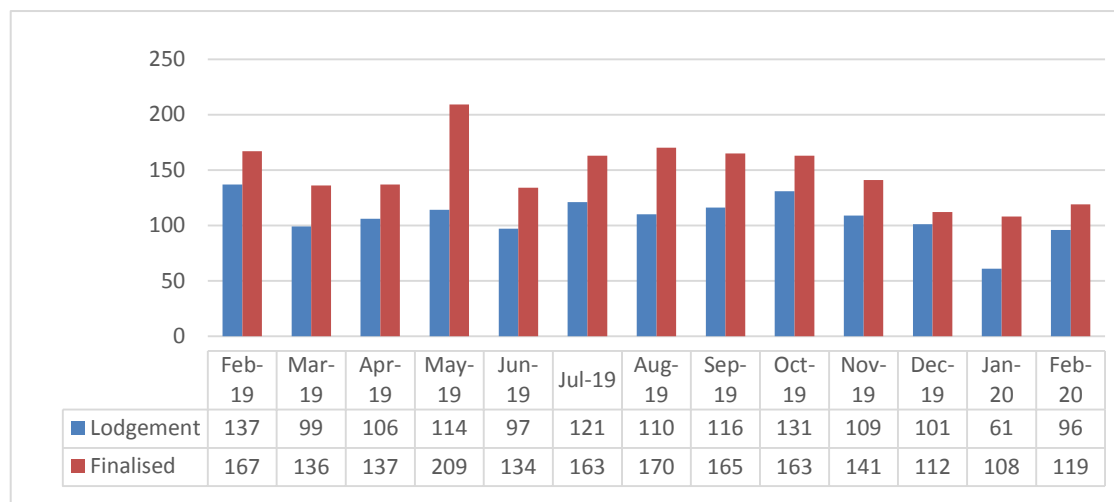
The *Development (Public Health Emergency) Variation Regulations 2020* were gazetted on 9 April 2020 to amend the *Development Regulations 2008* to facilitate the continued operation of the state statutory land use planning and development system during the COVID-19 State Emergency.

At this stage, DPTI have advised CWT staff that the timeframe for implementation of the Planning Reforms under the *Planning, Development and Infrastructure Act 2016* will continue as scheduled in September 2020 for Phase 3 Metropolitan Adelaide councils. However it has also been suggested by State Government that this may be reviewed for some aspects of the reform if other stakeholders' capacity are impacted by COVID-19.

Development Applications

Lodgements and Decisions

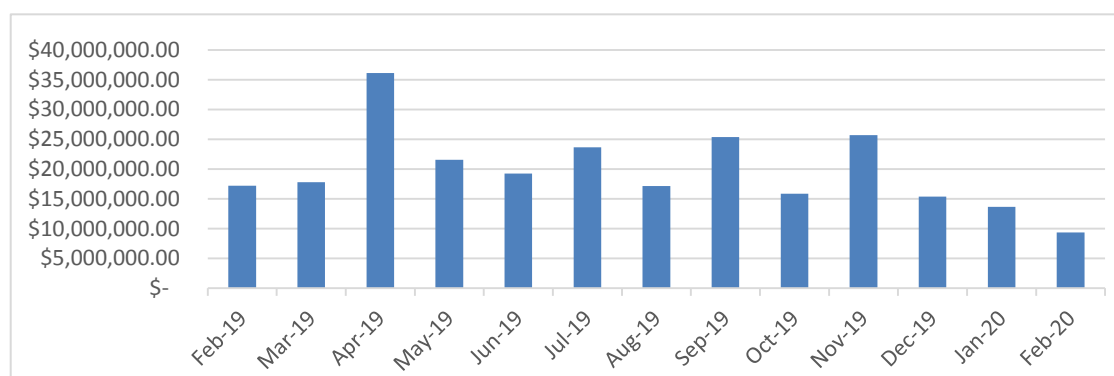
Ninety-six (96) applications were lodged and one hundred and nineteen (119) applications were finalised in February 2020.



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 \$9,393,923 were lodged in February 2020.



Planning Assessment

Assessment Timeframes (Staff Decisions)		2018		2019							
		Dec	Qtr. 4	Mar	Qtr. 1	June	Qtr. 2	Sep	Qtr. 3	Dec	Qtr. 4
	BUILDING CODE ONLY										
	Total applications	90		73		73		53		59	
	Median timeframe	3 days		1 day		2 days		2 days		2 days	
	COMPLYING										
	Total applications	42		24		47		56		49	
	Median timeframe	6 days		5 days		6 days		2 days		2 days	
	CAT 1 MERIT										
	Total applications	203		183		211		206		192	
Median timeframe	22 days		21 days		15 days		12 days		12 days		
CAT 2 MERIT											
Total applications	18		14		8		15		12		
Median timeframe	64 days		71 days		37.5 days		46 days		34 days		
CAT 3 MERIT											
Total applications	8		4		4		6		4		
Median timeframe	39 days		34.5 days		42 days		57 days		65.5 days		
CAT 1 NON-COMPLYING											
Total applications	0		2		3		5		1		
Median timeframe	-		122 days		87 days		95 days		58 days		
CAT 3 NON-COMPLYING											
Total applications	3		0		2		0		1		
Median timeframe	109 days		-		112 days		-		211 days		
Assessment Timeframes (CAP Decisions)		2018		2019							
		Dec	Qtr. 4	Mar	Qtr. 1	June	Qtr. 2	Sep	Qtr. 3	Dec	Qtr. 4
	CAT 1 MERIT										
	Total applications	4		0		3		0		2	
	Median timeframe	43.5 days		-		67 days		-		29 days	
	CAT 2 MERIT										
	Total applications	1		5		4		2		0	
	Median timeframe	87 days		64 days		83 days		42 days		-	
	CAT 3 MERIT										
	Total applications	0		1		0		0		1	
	Median timeframe	-		50 days		-		-		126 days	
	CAT 1 NON-COMPLYING										
	Total applications	1		0		3		1		1	
	Median timeframe	33 days		-		93 days		18 days		58 days	
CAT 3 NON-COMPLYING											
Total applications	0		0		2		0		2		
Median timeframe	-		-		159.5 days		-		105.5 days		
<p><i>Note: This data does not include withdrawn applications, refused applications, 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>											

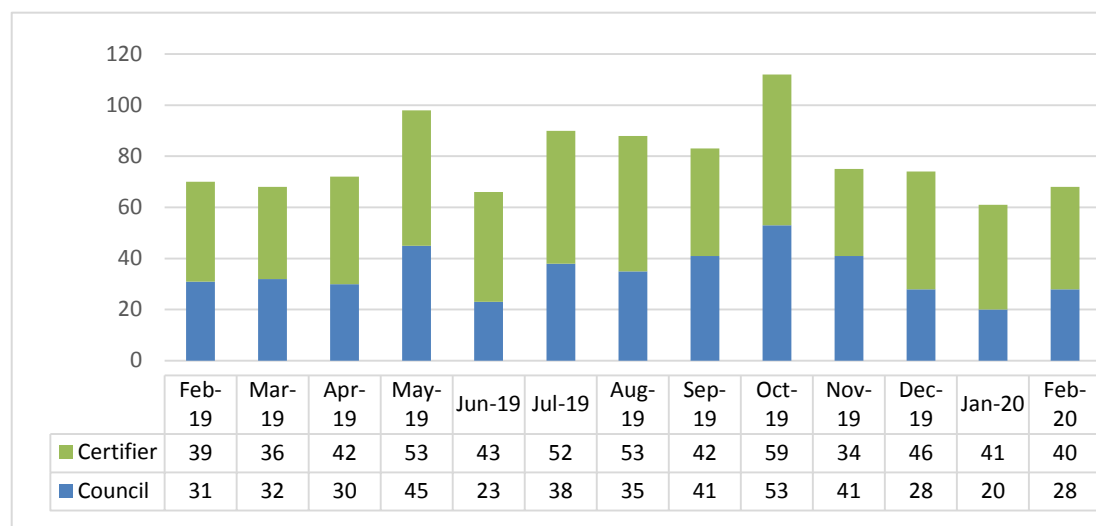
Assessment Appeals

There are no new, ongoing or finalised appeals against Council's development assessment decisions as at 17 February 2020.

Building Rules Assessment

Building Rules Consent issued By Relevant Authority

Council issued twenty-eight (28) building rules consents and private certifiers issued forty (40) building rules consents in February 2020.



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

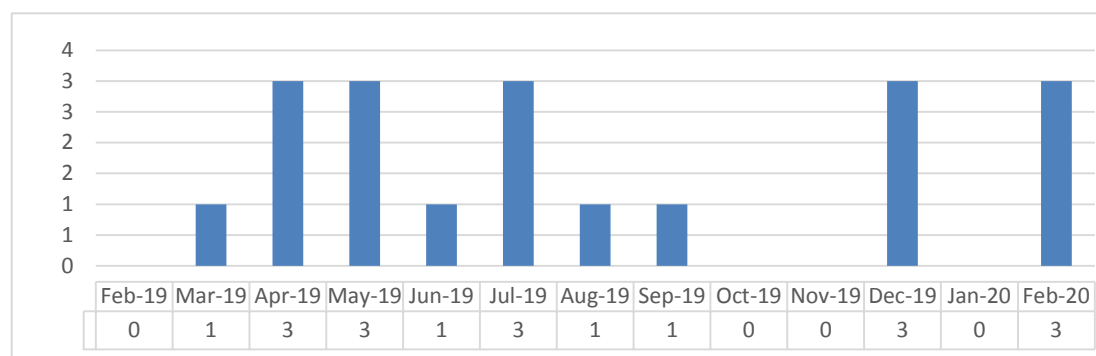
Pre-lodgement advice

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.

Category 3 Public notification

Three Category 3 applications were notified in February 2020.



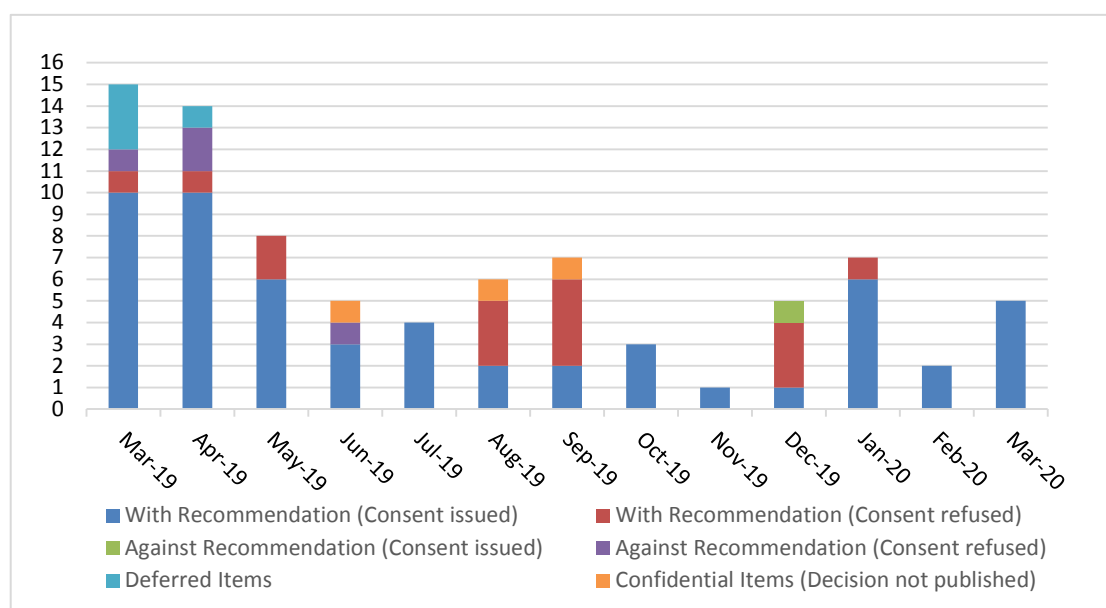
Council Assessment Panel

The Council Assessment Panel (CAP) held a meeting on 10 March 2020.

The Council Assessment Panel held a Special Meeting on 2 April 2020 to adopt revised meeting procedures to facilitate holding CAP meetings via online platforms.

The next CAP meeting will be held on 14 April 2020 via an online platform.

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:

- Make a number of process changes in preparation for COVID-19 including:
 - Review lodgement process
 - Establish working remotely processes
 - Draft amended Council Assessment Panel Meeting Procedures
 - Amend site visit and inspections process
 - Other processes as required
 - Implement new Development Regulations relating to supermarket operating hours compliance
- Review process to streamline building rules applications lodgement process
- City Development staff are contributing to internal Planning Reform working parties on planning policy, accredited professionals, communications and the ePlanning Portal.

Development compliance

Twenty-one (21) new development compliance requests were received in January 2020. Sixteen (16) development compliance requests were resolved within the month and eight (8) requests were resolved from a previous month in January 2020. At the end of January there were thirty-eight (38) ongoing development compliance requests.

Compliance Requests

Month/Year	No of Requests Received	Requests resolved within the month	Requests resolved from previous months	Total Ongoing Actions
Feb 2019	22	19	1	52
Mar 2019	18	10	12	38
April 2019	11	5	3	43
May 2019	23	13	7	46
Jun 2019	11	4	6	52
Jul 2019	16	13	11	47
Aug 2019	24	21	7	41
Sep 2019	20	17	4	43
Oct 2019	16	11	5	37
Nov 2019	22	16	2	36
Dec 2019	13	8	4	46
Jan 2020	21	16	8	38
Feb 2020	18	16	5	35

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

No Section 84 enforcement notice were issued in February 2020.

There was no new or ongoing court matter as at 27 March 2020.

There was one (1) finalised court matter as at 27 March 2020.

- 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 at 519 Henley Beach Road. The breach relates to the failure to develop driveways, parking and manoeuvring areas and landscaping to all three front yards

The appellant withdrew their appeal prior to the directions hearing set down for 16 March 2020.

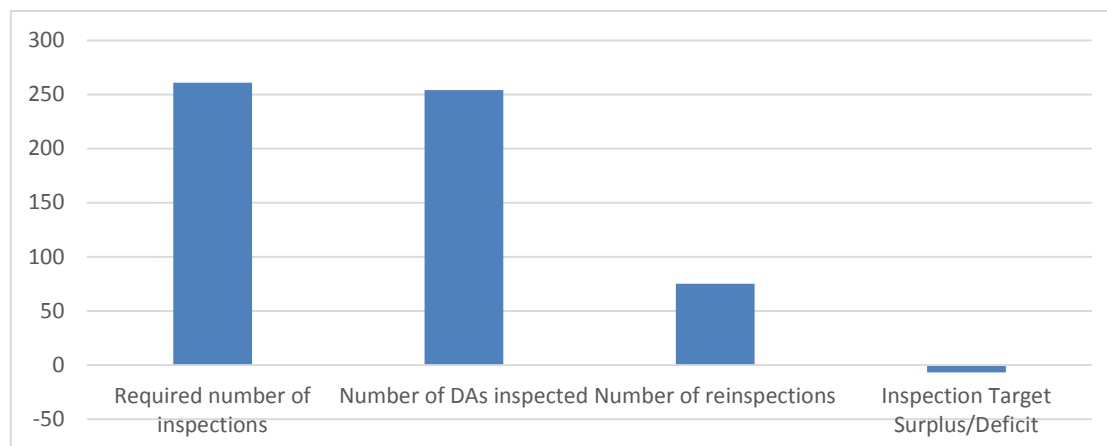
Month/Year	Section 84 Issued	Section 69 Issued	New Actions with ERD Court	Resolved Actions with ERD Court	Total ongoing Actions with ERD Court
Jan 2019	1	-	-	1	1
Feb 2019	-	-	-	-	1
Mar 2019	1	-	-	-	1
April 2019	-	-	-	-	1
May 2019	1	-	-	-	1
Jun 2019	1	1	-	-	1
Jul 2019	3	-	1	-	2
Aug 2019	-	-	-	-	2
Sep 2019	-	-	-	-	2
Oct 2019	-	-	-	1	1
Nov 2019	-	-	-	1	1
Dec 2019	1	-	-	-	1
Jan 2020	1	2	-	-	1
Feb 2020	-	-	-	1	0

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.

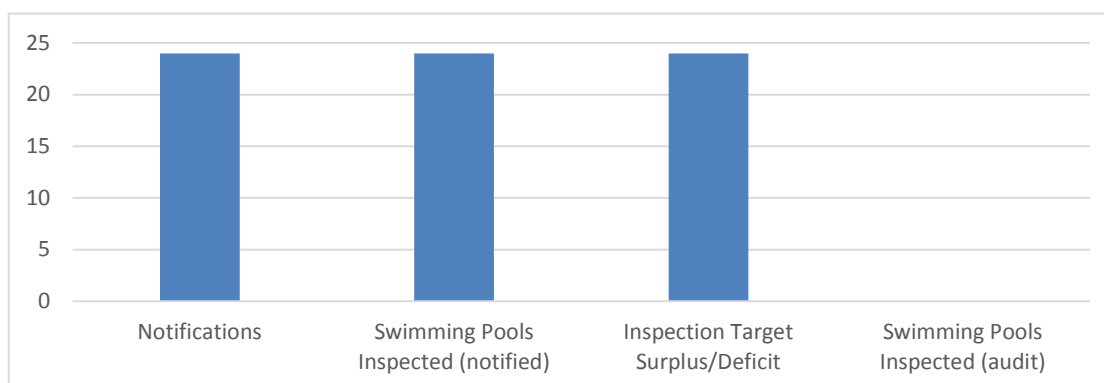
Building compliance inspections

Building Inspections (July 2019 - February 2020)

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



Swimming Pool Inspections (July 2019 - February 2020)



Note: The Development Act and Council's Building and Swimming Pool Inspection Policy requires that a minimum number of approved buildings and notified swimming pools are inspected for compliance with their associated Development Approval documentation. 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. The inspection target is based on the first inspection of a building or swimming pool and re-inspections are not included in the target.

City of West Torrens Building Fire Safety Committee

Meetings

A meeting of the Building Fire Safety Committee was held on 3 March 2020.

The next Building Fire Safety Committee meeting will be held on 2 June 2020.

ACP Cladding Audit

The Building Fire Safety Committee has completed 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).

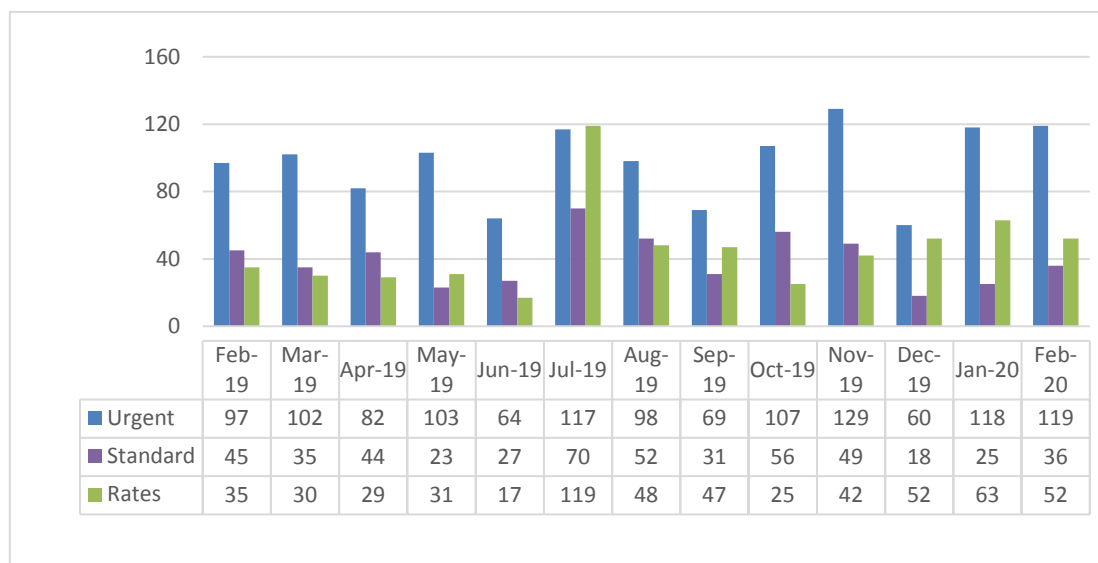
The State Government has released a Summary of the South Australian Building Cladding Audit Interim Report which can be located on the SA Planning Portal.

The State Government have appointed Wendy Campana to coordinate the response to the ACP Cladding Audit. Staff have attended forums regarding the state-wide approach to the ACP Cladding Audit.

Property and land information requests

Property Searches

One-hundred and nineteen (119) urgent search requests, thirty-six (36) standard search requests and fifty-two (52) rates search requests were received in February 2020.



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).

Planning Reform Implementation

Planning, Development and Infrastructure Act 1916 (PDI) Implementation

- Planning Reform Implementation Workshops were held with the Management Team and City Development staff during March, on process redesign, training requirements, governance and customer experience. City Development are actively working to ensure the City of West Torrens is prepared for the imminent implementation of the reform.
- The State Planning Commission released the *What We Heard Paper* for Phase 2 of the Planning and Design Code on 24 March 2020, a number of submissions addressed matters that also have relevance to policies affecting Phase Three areas which will be considered as part of the draft Phase Three Code consultation summary. A link is available here:
https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0018/651501/Planning_and_Design_Code_Phase_Two_Rural_Areas_-_What_We_Have_Heard_Report.pdf
- Practice Direction 9: Council Inspections 2020, was released by the State Planning Commission on 12 March 2020. The final Practice Direction implements the overall inspection scheme proposed in the Draft Practice Direction that Council made a submission on. Changes from the draft includes some practical changes to clarify matters and facilitate implementation of the policy. A link to the Practice Direction is available here:
https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0004/647761/Practice_Direction_9_-_Council_Inspections_2020.pdf
- CWT's Senior Land Use Policy Planner continues to undertake a 2 day a week secondment with DPTI, working with the Planning and Design Code Team to advocate for the City of West Torrens on matters related to transitioning the Development Plan into the Planning and Design Code and strengthening general policy to mitigate unintended consequences.
- Parliament approved a Bill to extend the implementation date contained within the PDI Act on 5 March 2020. DPTI's most recent advice is that implementation of Phase Two is to occur in July 2020 and Phase Three in September 2020. The Bill, however, removes the deadline of 1 July 2020 for full implementation of the Code, enabling the timeframe to be set by proclamation in the South Australian Gazette.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact consideration in relation to this report.

Attachments

Nil

17.6.14 Waste Management Activities Report

Brief

This report provides information on waste management activities undertaken between November 2019 and February 2020.

Introduction

Information is provided in this report on waste management activities undertaken between November 2019 and February 2020.

Discussion

- **Lebanese Festival, 10 November 2019**

Council staff attended the Lebanese Festival at Kings Reserve to audit waste practices. A report was provided to the event organisers proposing future improvements.

- **KESAB Breakfast with the Minister for Environment and Water, 13 November 2019**

Mayor Coxon, General Manager Corporate and Regulatory, Manager Regulatory Services, Senior Strategic Procurement Officer and Team Leader Waste Management attended KESAB's "Breakfast with the Minister" seminar. Keynote from the Minister for Environment and Water and presentations from the CEO NAWMA, Managing Director Peats Soil & Garden Supplies, Director Bio-bag World Australia and Group General Manager Marketing and Innovation, Detmold Group. Presentations discussed the new circular economy for Australia and South Australia, improved resource recovery and labelling standards for packing and products.

- **National Recycling Week, 11 to 18 November**

Workshop: Feed your belly, not your bin, 12 November 2019

Presentation from 'Healthier Habits' that provided practical steps to minimise food waste, held in the Cowandilla Room. The first workshop of CWT's National Recycling Week program, it was an insightful and in-depth presentation that the Waste Team would consider running again.

Workshop: Rag Weaving, 13 and 14 November 2019

A practical experience workshop by A Bit More Green showcased 'upcycling' opportunities with unwanted fabric and linen, held in the Sunroom at Hamra Library. The initial workshop was fully booked within 24 hours of being advertised, resulting in a second workshop being offered.

Recycling Hub at Dimitria Festival, 17 November 2019

The centrepiece for National Recycling Week by CWT, a recycling hub was installed at Dimitria Festival in Kings Reserve to engage residents and visitors to West Torrens to discuss waste and recycling directly with service providers to dispel myths around recycling.

- **Dimitria Festival, 17 and 18 November 2019**

Council staff attended the Dimitria Festival at Kings Reserve to audit waste practices. A report was provided to the event organisers proposing future improvements.

- **Meeting with the City of Charles Sturt, 20 November 2019**

Council's waste team leader met with Charles Sturt staff to discuss opportunities collaborate on a weekly green waste collection trial and future partnerships for National Recycling Week.

- **Meeting with Solo, 22 November 2019**
The waste team leader met with the Branch Manager, Solo Resource Recovery to discuss future program development and polystyrene recycling.
- **Meeting with Eco Party Box, 26 November 2019**
The waste team leader met with Eco Party Box to discuss future opportunities to support the removal of single-use plastic consumables from Council land and buildings.
- **Final meeting for polystyrene recycling solution, 28 November 2019**
Council's waste team leader facilitated a meeting with Solo Resource Recovery and Electronics Recycling Australia (ERA) to finalise plans for polystyrene recycling for West Torrens.
- **Meeting with Star of the Sea School, 3 December 2019**
Council staff met with the Sustainability Officer from Star of the Sea to tour and discuss their future waste and recycling programs at the school.
- **Meeting with Bin Shift, 4 December 2019**
Creative Services and Waste Management met with Bin Shift to develop recycling programs for 2020/21.
- **WMRR Waste Educators Network Tour, 4 December 2019**
Council staff attended a tour of recycling and manufacturing facilities with Waste Management and Resource Recovery Association of Australia (WMRR) for waste educators. Waste educators visited Orora Glass (Kingsford), Ecocycle (Gillman) and YCA (Wingfield).
- **WMRR SA Committee Meeting, 5 December 2019**
Council's waste team leader attended WMRR Committee meeting. Discussed upcoming Waste SA conference and improving food waste diversion for SA.
- **Opening of Apex Park, 7 December 2019**
The waste team attended the launch / opening of Apex Park to engage residents and attendees.
- **Meeting with Cities of Charles Sturt, Holdfast Bay and Port Adelaide Enfield Council, 9 December 2019**
Council's waste team leader met with neighbouring Councils to discuss options for trialling a weekly green waste service.
- **Meeting with Horticulture, 12 December 2019**
The waste team met with Horticultural staff to discuss options for a compostable dog bag trial and provided recommendations regarding product and disposal solutions.
- **2020 Household Waste and Recycling Calendars, December 2019**
2020 waste calendars were designed, printed and distributed to Council facilities.
- **Meeting with BioBag Australia, 16 December 2019**
Council staff met with the Director BioBag Australia to discuss manufacture of compostable dog waste bags.

- **Meeting with Fleurieu Regional Waste Authority, 17 December 2019**

The Executive Officer of Fleurieu Regional Waste Authority (FRWA) met with staff of West Torrens, Charles Sturt, Holdfast Bay and Port Adelaide Enfield councils to share outcomes and learnings from FRWA's transition to weekly green waste collection for its member councils.
- **Summer Festival 2020**

The waste team attended the following events to provide waste education, games and discuss waste for West Torrens:

 - Open air cinema in Memorial Gardens, 4 January 2020
 - Open air cinema in Kesmond Reserve, 25 January 2020
 - The Kings Fork in Kings Reserve, 8 February 2020
- **Meeting with Green Industries SA, 14 January 2020**

Council's waste team leader met with Green Industries SA (GISA) to discuss upcoming project opportunities and GISA's Council Modernisation Grant Program.
- **Project development - tactile markers for bins, 15 January 2020**

The waste team met with Menzel Plastics and engaged the Royal Society for the Blind to develop a tactile marker system to assist people with vision impairment to identify bins.
- **Meeting with ERA and Airport Over 50s Club, 15 January 2020**

Council staff facilitated a meeting on-site with Airport Over 50s and ERA to discuss challenges with an Unplug N' Drop cage and possible alternative locations.
- **Meeting with Charles Sturt, Holdfast Bay and Port Adelaide Enfield Councils, 20 January 2020**

Council's waste team leader met with neighbouring councils to conclude discussions for trialling a weekly green waste service.
- **Food waste education support, 3 February**

Council staff delivered kitchen caddies and bags following education campaigns to:

 - Emmaus Christian College
 - Immanuel Collect
 - Cowandilla Primary School
- **Meeting with City of Unley, 3 February**

Team Leader Waste Management met with City of Unley to discuss weekly green waste collection trial and possible future partnerships.
- **Green Industries SA Council Modernisation Grant submitted, 7 February**

Green Industries SA announced a Council Modernisation Grants Program in December 2019 that would consider projects involving improving efficiencies to kerbside collection. The administration submitted an application to support a trial of weekly green waste collection for 750 households over 12 months. The application was recently approved, but the project is under review as a result of Covid-19.
- **Circular Economy presentation to Procurement Steering Committee, 18 February**

Team Leader Waste Management presented to Procurement Steering Committee on circular economy and sustainable procurement strategies.

- **Meetings with schools, February**

Council staff met with schools in West Torrens to discuss waste education and food waste promotions for 2020.

- **Bin audit at Lockleys North Primary School, 19 February**

Council staff delivered a Wipe-out Waste program in partnership with KESAB to Lockleys North Primary School.

- **Waste Presentation to Brooklyn Park Probus Club, 24 February**

Council staff delivered a one hour presentation to 37 Probus Club members regarding waste separation and reduction techniques.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact consideration in relation to this report.

Conclusion

This report provides information on waste management activities between November 2019 and February 2020.

Attachments

1. **Waste Management Activity Report - February 2020**



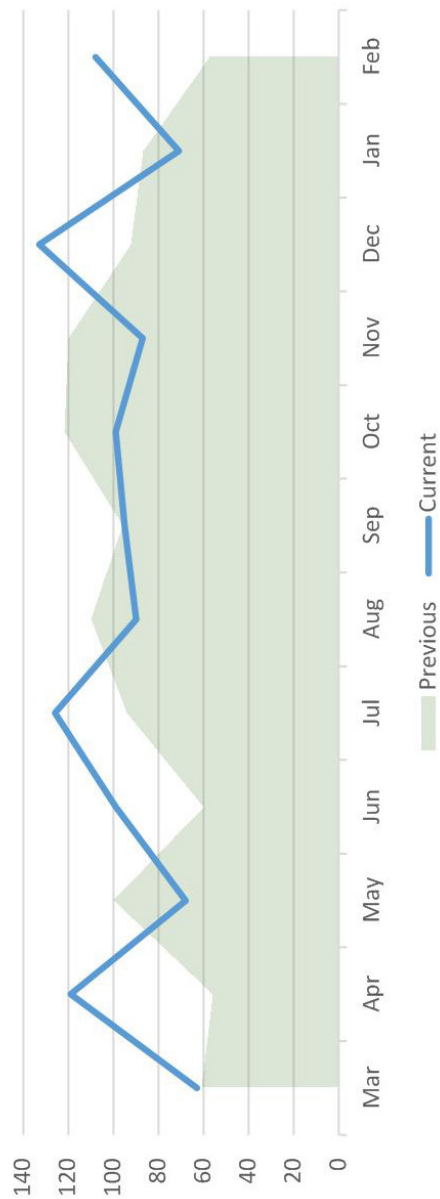
February 2020

Waste Management Activity Report

New Services

YTD 2019/20
809

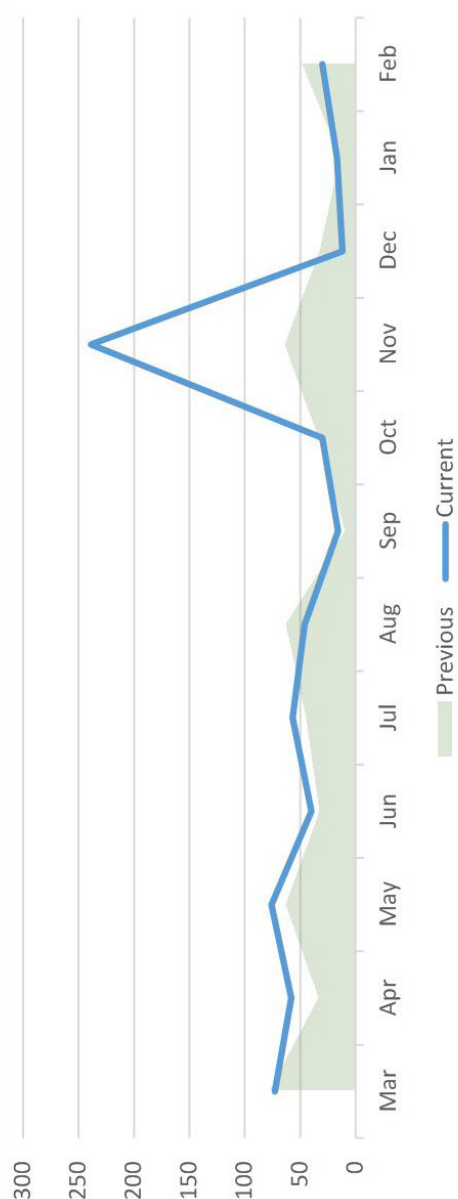
YTD 2018/19
778



Cancelled Services

YTD 2019/20
447

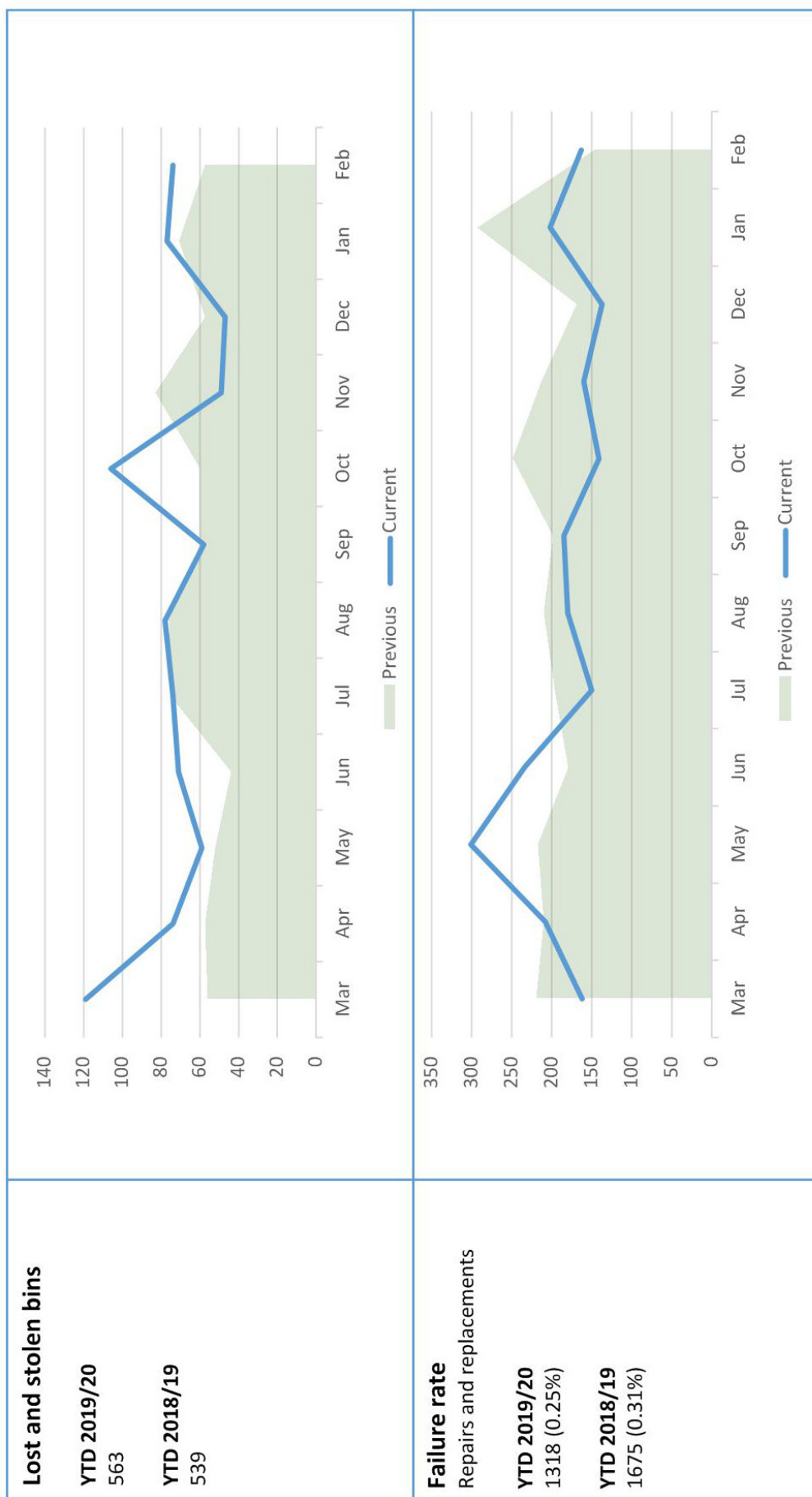
YTD 2018/19
309





February 2020

Waste Management Activity Report





February 2020

Waste Management Activity Report

Bins missed for collection

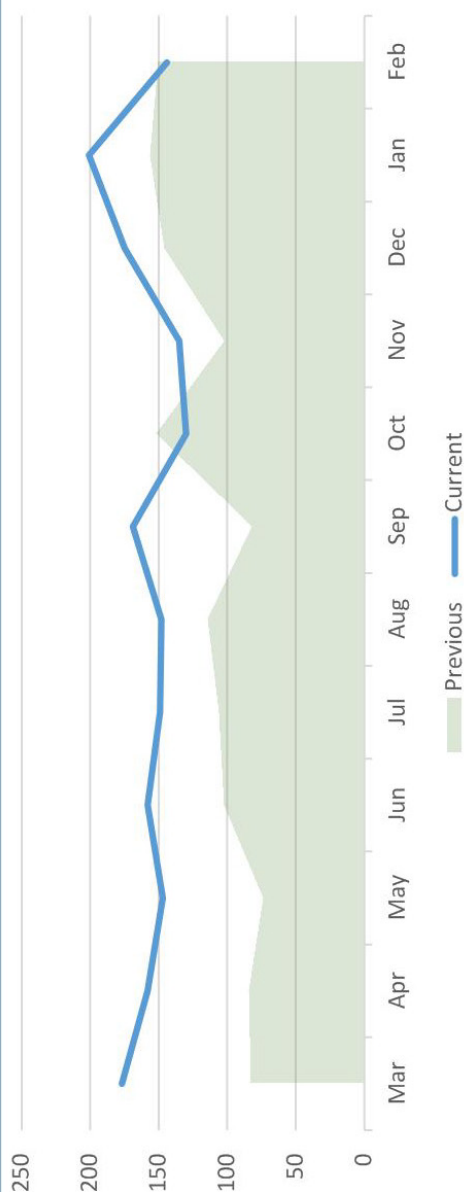
Missed and half emptied bins

YTD 2019/20

1251

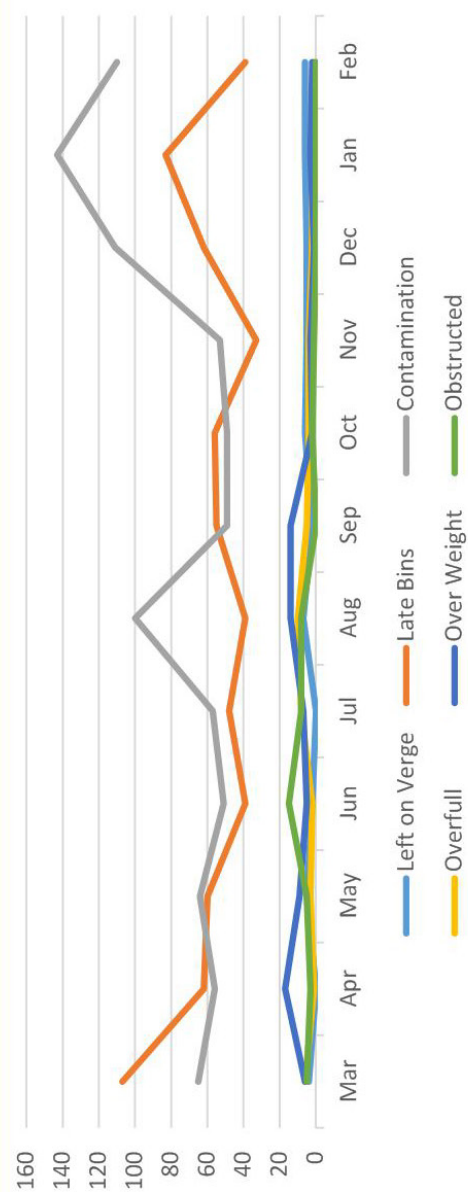
YTD 2018/19

1008



Presentation issues

Bins left of verge, late put-out, contaminated, overfull/overweight and obstructed bins



Waste Management Activity Report

February 2020

**Tonnages collected kerbside****YTD 2019/20**

General waste = 7,934.21 t

Recycling = 2,949.12 t

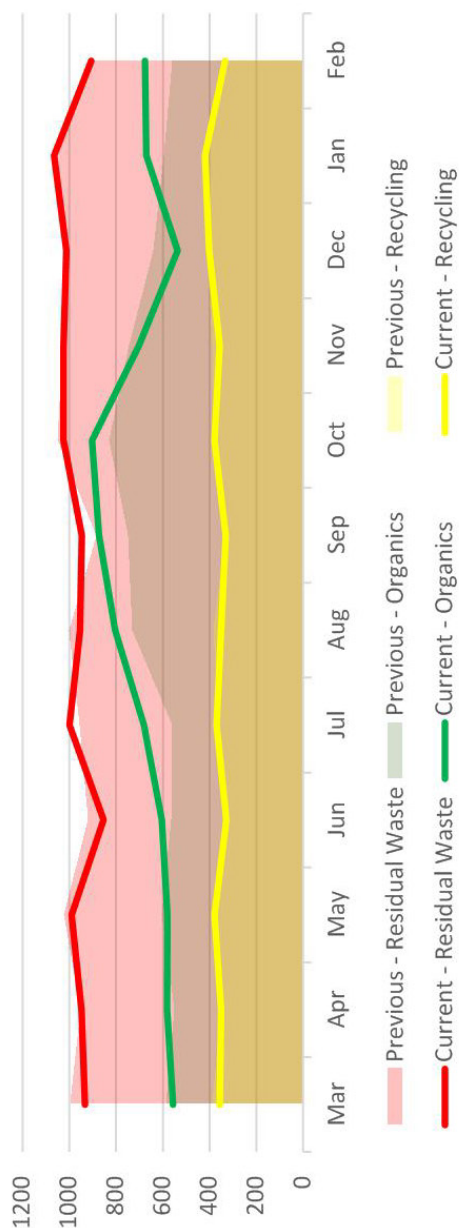
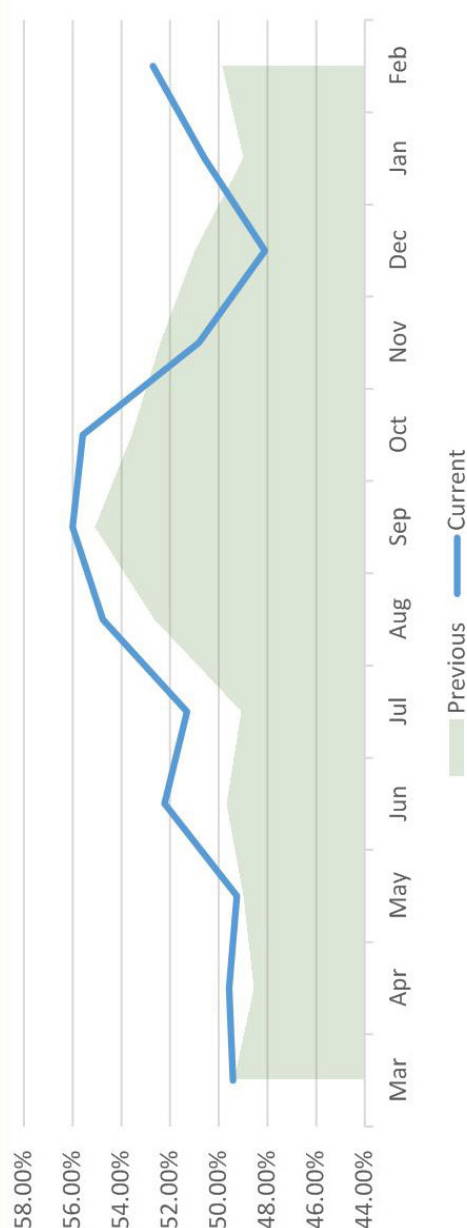
Organics = 5,848.99 t

YTD 2018/19

General waste = 7,893.92 t

Recycling = 3,030.18 t

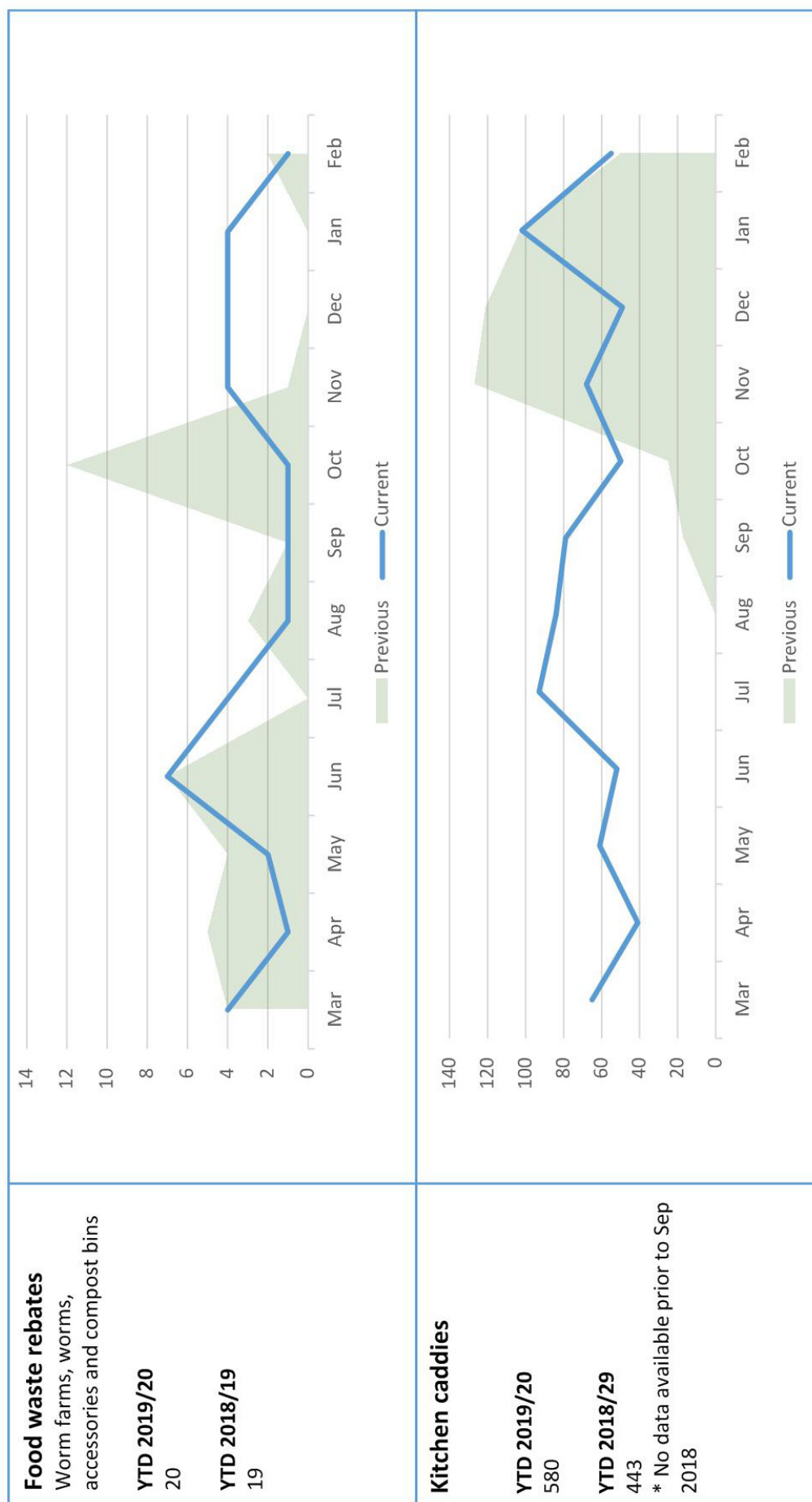
Organics = 5,403.49 t

**Diversion from landfill**



February 2020

Waste Management Activity Report



17.6.15 Community Services Activities Report - March/April 2020

Brief

This report details the activities of the Community Services Department for March - April 2020.

Introduction

The Community Services Department (Department) usually provides a report to each City Services and Amenity Committee meeting detailing the status of key projects and activities for the preceding month. However, due to cancellation of the Committee, the report is provided to Council.

Discussion

Over the months of March and April the Community Services Department's usual activities have been impacted by the Government enforced restrictions. Due to these restrictions, the Community Centres, the Hamra Centre Library and Auditorium and all group activities have been closed and suspended. The Department has worked hard to find innovative new ways to keep the West Torrens community connected during this time.


Library Services

The Hamra Centre was closed to the public in early March. Almost all services have continued in a different format and the Hamra Centre is providing the most service hours and services compared to other libraries across the State:

Borrowing Books

The *Click, Call and Collect* service is very popular with our customers and the phone is ringing frequently throughout the day. The holds on the hold shelf have increased from an average of 400 to now being over 800, and from statistics being collected about phone calls, this is the main reason customers are calling. The drive-thru service through the mobile garage serves many happy customers, all giving enthusiastic positive feedback, while ensuring staff safety. An average of 60 people collect items using this service each day. All books being returned and going out are sanitised by staff.

There is increasing demand for staff to select items for our customers and create 'book-packs' and select items from our shelves using our knowledge. Themed packs of books can include crime, romance, Australian authors, and mysteries. As home schooling and holidays begin, this now includes children's packs of readers, themed non-fiction, and popular picture books. The team are also busy removing old or not heavily borrowed books and boxing them up for a big book sale when we reopen.




**West Torrens
Library Service**
click, call and collect

*The external chute is
available 24/7 for your returns.*



1. Place items on hold at
westtorrens.sa.gov.au/onecard
or using the Libraries SA app.




2. Wait for notification.



3. Call 8416 6228 to confirm that
you will pick up your holds.



4. Walk or park in the library
garage or the library car park.



5. Call us when you are here and
we will bring the items to your
car or you can collect them from
the trolley.

Digital Literacy Program - Rewire

In April the *Rewire @ Home* program begins on Fridays and Saturdays during dedicated times. A team member is available to help customers via phone with all library technology related questions - e-books, online databases, placing holds etc.

Story-Time, Toddler-Time and Baby-Time

The very popular weekly Story-Time, Toddler-Time and Baby-Time sessions have continued at their usual times via Facebook and YouTube. The sessions are gaining popularity each week, with families and children posting short videos of themselves joining in. The sessions have also been included on the Libraries SA YouTube channel.



Home Library Services

The Home Library Service has expanded to include a Drop and Wave service to isolated people who may have trouble leaving their homes, this includes families along with vulnerable residents. This service is expanding each week and includes many of the Library Truck regular customers.

Community Centres

The Community Centres were ordered to be closed at the beginning of March. Since that time, the Community Centres Team have been working with the small businesses and community groups that regularly use the Centres to keep them up-to-date and to assist them in locating information that may assist with their businesses. The team have also been assisting the homeless people in the West Torrens area by linking them into shelter and welfare services.

Community Development

School Holiday Program

The School Holiday Program could not go ahead as usual so the Department pulled together a *Happy at Home Program* packed with activities for children to do at home. This includes links to Apps and videos related to literacy, fitness, wellbeing, art and craft, culture, science and more. It also includes some online connection opportunities such as Minecraft sessions for children moderated by our staff. The Department have also pulled together craft kits and activity sheets that are available at the *Click, Call and Collect* service or can be delivered to families at their homes.

This is especially to assist those families with no access to digital technology or internet at home. The *Happy at Home Program* was promoted to families by schools in the area and the feedback has been very positive. The program and activity sheets are available on the council website: https://www.westtorrens.sa.gov.au/CWT/news_and_events/Council_news_and_events/Council_News/Happy_at_Home_school_holiday_program_2020



Active Ageing

The Department developed a list of vulnerable and isolated people to support through regular welfare checks over the phone. With support, initially from Drakes in Torrensville and then via Coles Kurralt Park, staff put together 'essential packs' including non-perishable foods, toilet paper and other items to deliver to those in need. Twelve of these packs have been delivered so far. During the welfare checks it became apparent that many of the people on the vulnerable list were feeling very lonely and isolated. In response to this the team made up activity packs (including crosswords, quizzes, puzzles, mini cross-stitch kits, letter writing kits, playing cards, hot-cross buns and Easter eggs). Twenty five of these packs were delivered and the team will continue regular contact with the people. The team is also linking people up who may want to write to each other or have phone chats with each other. A package of menus from local food places who take phone orders and deliver was also distributed for people who do not have digital access. For those with digital access the regular Tai Chi and Active Ageing classes have been filmed and put on YouTube.



Commonwealth Home Support Program (CHSP)

The CHSP program has continued to be very busy during March and April. All contractors have stayed open for business and therefore services have continued. Extra safety measures were put in place such as a phone-call to residents before services to ensure they are not unwell and extra precautions (gloves, hand sanitisers etc.) for staff. All staff also undertook extra web training on infection control. There was an increase in demand for shopping support services.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

All Community Services programs have, when relevant, implemented climate adaptation strategies.

Conclusion

The Community Services Department will continue to work on new initiatives focussed on keeping the residents of West Torrens connected and supported. The feedback from the community has been overwhelmingly positive and grateful.

Attachments

Nil

17.6.16 Legislative Progress Report - April 2020

Brief

This report provides an update on the status of proposed legislative changes affecting local government either dealt with in Parliament, by the Local Government Association or contained in the Government Gazette during the preceding month.

Introduction

This report provides a monthly update on the progress of Bills through Parliament, using Parliament's defined stages, as well as items contained within the Government Gazette that relate to the City of West Torrens. It also contains information provided by the Local Government Association (LGA) relating to proposed amendments to legislation or other relevant matters.

Information on the status of all Bills and Acts is available on the South Australian Legislative Tracking and the Federal Register of Legislation websites at:

<https://www.parliament.sa.gov.au/Legislation/SALT> and/or <https://www.legislation.gov.au/>

Discussion

Notices under Section 302B of the *Local Government Act 1999*

Electronic Participation in Council Meetings Notice (No 1) 2020

On 24 March 2020, Parliament passed urgent amendments to the *Local Government Act 1999* (Act) through the *Local Government (Public Health Emergency) Bill 2020* (Amendment Bill) to assist councils during the current major emergency/public health emergency.

One of the new sections included in that Act, as a result of the Amendment Bill, is s302B, which empowers the Minister for Transport, Infrastructure and Local Government (Minister), by way of a Notice published in the Government Gazette, to vary or suspend operation of provisions of the Act where it is reasonably necessary during a public health emergency i.e. when relevant declarations have been made.

Consequently, on 31 March 2020, the Minister issued an *Electronic Participation in Council Meetings Notice (No1) 2020* which amended provisions within the *Local Government Act 1999* and *Local Government (Procedures at Meetings) Regulations 2013* to enable electronic participation in Council meetings by Elected Members and the public..

Subsequently, on 8 April 2020, the Minister issued a *Public Health Emergency: Public Access and Public Consultation Notice (No2) 2020* which made further amendments to the Act with regard to public access and public consultation requirements.

A summary of those changes is detailed below:

Section 74 - Dealing with material conflict of interest

The changes to this section allow for somebody to comply with "leaving the meeting" for the purposes of a material conflict of interest by way of disconnecting from a live stream.

The section also provides that members **must not** view any live stream of the meeting while they have "left the meeting" by way of disconnecting from an electronic platform.

Members with a material conflict of interest are also precluded from watching any recording of the meeting at a later time.

Importantly, connected means being able to hear and/or see the meeting.

Section 81 - Frequency and timing of ordinary meetings

This section has been amended to allow the Chief Executive Officer to move the location of a meeting due to a public health emergency. In this section, place also means an electronic location.

Section 83 - Notice of ordinary or special meetings

The Chief Executive Officer is now able to sign a notice of meeting electronically and the notice may provide that the meeting will be held electronically.

Section 84 - Public notice of council meetings

The requirement to publish notices of meeting procedures on public display in the Council office has been suspended. This means that the requirement now is only to publish notices on the website.

It also allows the Chief Executive Officer to nominate a secondary person to ensure that the documents are properly provided for on the website.

Again, in this section, place also means an electronic location.

Section 85 - Quorum

This section provides that a member who is participating in a meeting electronically, are taken to be present at the meeting provided they can:

1. Hear all other members present at the meeting;
2. Be heard by all other members present at the meeting; and
3. Be heard by the person taking the minutes.

A quorum is present even if 1 or more Elected Members constituting the quorum is accessing the meeting electronically.

This is reflected throughout the rest of the amendments that require a member to be present.

Section 86 - Procedure at meetings

This section allows a Council to meet electronically to amend the meeting procedures, even if the existing meeting procedures do not allow for electronic access.

Section 90 - Meetings to be held in public except in special circumstances

This amendment provides that a meeting will be taken to be "in a place open to the public" where there are online measures being taken when:

1. It is held in the ordinary manner in person; or
2. If one or more Members are accessing the meeting by electronic means; then
3. The Chief Executive Officer makes a public live stream of the meeting;
4. Where a live stream is unavailable, the Chief Executive Officer makes a public recording of the meeting available;
5. When a live stream or recording is unavailable, the Chief Executive Officer has published on the Council website the steps taken to attempt to comply with the above.

If a meeting moves into confidence, any live stream or recording of the meeting must cease.

Section 91 - Minutes and release of documents

This amendment removes the requirement that the minutes must be displayed in the principal office however, they must be displayed on Council's website.

Section 92 - Access to meetings and documents

A council is not required to adopt any provision in an existing Code of Practice which would prevent or inhibit participation at meetings via electronic means.

Council members may meet by electronic means to amend the Code of Practice.

The amendments have suspended the public consultation requirements for the Code of Practice.

Local Government (Procedures at Meetings) Regulations 2013**Regulation 3 - Interpretation**

This amendment allows people to seek leave of the meeting, and vote via a verbal indication of affirmative or negative if they have connected via electronic means.

It also states that any reference in the regulations to "appear personally" also includes accessing via electronic means, provided that they can hear all other members, all other members can hear them and the minute taker can hear them.

Regulation 6 - Discretionary Procedures

This amendment allows members to vote by resolution to allow members to access the meeting via electronic means.

Regulation 7 - Commencement of meetings and quorums

This amendment removes the requirement for notices to be put on display in the Council offices, instead allowing them to be displayed on the Council website.

Regulation 8 - Minutes

This amendment allows the Presiding Member to initial or sign the minutes electronically.

The minutes must also record the method by which members are attending the meeting.

Regulation 10 - Petitions

This amendment allows the Chief Executive Officer to amend the way in which Council receives petitions.

Regulation 11 - Deputations

This amendment removes the requirement for a request for a deputation to be "delivered to the principle office of the Council".

Regulation 16 - Voting

This amendment varies the requirement that members must be in their seat to vote when they are accessing the meeting electronically.

However, a member is taken to be "not in their seat" if their electronic access disconnects.

Regulation 17 - Divisions

When a division is called and people are accessing the meeting by electronic means, members must provide a verbal indication of voting in the affirmative or negative.

Public Access and Public Consultation Notice (No 2) 2020

Summary of Changes to the *Local Government Act 1999*.

Section 45 - Principal office

The amendments to this section are large, and the most significant part of this notice. The changes are as follows:

- Removes the requirement that a Council's principal office must be open to the public for the transaction of business;
- Removes the requirement to consult with the public should the office location/opening hours etc. change;
- Allows Council to either close the principal office, or vary the hours of operation at the principal office should the council believe it is reasonably necessary as the result of a public health emergency;
- If Council closes the principal office, they must take reasonable steps to make alternative arrangements so the community can continue to access services, and must inform the community of those alternative arrangements;
- Any obligation to make a document available for inspection can now be satisfied in a number of ways:
 - Available on a website;
 - Made available for inspection at an alternative place or by alternative means;
 - A hard copy of electronic copy is made available on request (without a charge or payment of a fee);
- If the Chief Executive Officer makes a document available via alternative means, they must notify the community of these changes;
- If the Chief Executive Officer determines to make registers of interests available through alternative arrangements, the residential addresses must be suppressed.

Section 50 - Public consultation policies

The amendment to this section allows Council to amend the current public consultation policy or substitute a new policy without undergoing public consultation.

Section 72 - Application of Division to members of committees and subsidiaries

This amendment allows a regional subsidiary to make the Register of Interests available to the public on request (provided they do so without charge).

Section 88 - Public notice of committee meetings

This amendment suspends the requirement for notices and agendas to be on display in each office of the Council, meaning it must only be displayed on the website.

Section 123 - Annual Business Plans and budgets

The amendment to this section suspends the requirement that interested persons must be able to attend the meeting of Council, instead only allowing for written submissions.

It also references the amendments to section 45, which allow the Annual Business Plan to be displayed "online" rather than in the offices of Council.

Section 151 - Basis of rating

The amendment to this section removes the right of the public to attend a meeting discussing the basis of rating, simply leaving them with the right to make a written submission. Again this amendment references section 45, and the ability to publish online rather than place in the office of the Council.

Section 156 - Basis of differential rates

The amendments to this section mirror those changes to section 151.

Section 174 - Inspection of Assessment record

This amendment suspends the right of an individual to inspect the assessment record at the principal office of the Council. Members of the public are still entitled to receive a copy on payment of a fee.

Schedule 2 - Clause 10 - Subsidiary subject to direction by Council

This amendment allows for any direction made under that clause 10 to be made available by sending a copy (without charge) on request.

Recent Amendments to Legislation**COVID-19 Emergency Response Bill 2020****Government Bill**

This Act makes various temporary modifications to the law of the State in response to the COVID-19 pandemic including amendments to the *Emergency Management Act 2004*, the *Payroll Tax Act 2009* and the *South Australian Public Health Act 2011*.

In broad terms this comprehensive Act seeks to ensure the safe and efficient functioning of Government and help mitigate the economic impacts on the State throughout the COVID-19 pandemic. The Act also promotes general community safety by adopting measures that will support social distancing and other community restrictions in line with health advice. In particular, the Bill legislates protections for tenants and commercial tenancies.

The Bill was introduced in the House of Assembly on 7 April 2020, passed in the Legislative Council with amendments on 8 April 2020, and assented in the Executive Council on 9 April 2020.

Further information can be found on the South Australian Legislative Tracking website.

Summary of Proposed Amendments to Legislation

Nil

Bills previously reported on where the status has changed
Nil
Bills previously reported on where the status remains unchanged
<p>Automated External Defibrillators (Public Access) Bill 2019</p> <p>Private Members Bill</p> <p>The <i>Automated External Defibrillators (Public Access) Bill 2019</i> was introduced to the Legislative Council on 16 October 2019 by Hon F Pangallo (MLC).</p> <p>An Automated External Defibrillator is a portable device able to treat cardiac arrest by applying an electric shock to restore normal heart rhythm.</p> <p>If passed by State Parliament, Automated External Defibrillators will be mandatory in all public buildings (including schools and universities, libraries, sporting facilities, local council offices and swimming pools) which the public have access to.</p> <p>Privately owned buildings including shopping centres, aged care and retirement villages, commercial properties over 600 square metres in size, and certain residential apartments will also be required to install the device.</p> <p>It will also be mandatory for the devices to be installed in all emergency services vehicles, including SAPOL, the Metropolitan Fire Service, Country Fire Service and State Emergency Service.</p> <p>A maximum fine of up to \$20,000 would be imposed on those who failed to abide by the new laws.</p> <p>The Bill has been adjourned at second reading on 16 October 2019.</p> <p>Council has installed defibrillators in the Civic Centre, Hamra Centre, Thebarton Community Centre and Plympton Community Centre. It has also installed defibrillators in a number of its leased facilities including the Hilton RSL, Western Youth Centre, Fulham Community Centre, Airport Over 50s Club etc. In addition, it has provided community grants to other community groups such as the Glenelg Baseball Club. As such, if this Bill is passed then it will not result in any major impost on Council.</p> <p>Further information can be found on the South Australian Legislative Tracking website.</p>
Development (Site Contamination) Variation Regulations 2018 Government Regulations
<p>The Department of Planning, Transport and Infrastructure (DPTI) has released the draft <i>Development (Site Contamination) Variation Regulations 2018</i>, along with an explanatory statement. These draft regulations are designed to ensure site contamination is considered in an appropriate way, commensurate with the nature of the development, the potential risk and stage in the planning process. They also aim to facilitate timely and appropriate consideration of contamination issues and will encourage clarity of evaluation by planning authorities.</p> <p>Planning authorities, developers and other stakeholders have an important role in managing site contamination by ensuring good planning and development does not exacerbate risk.</p>

Stakeholders were encouraged to make submissions relating to the draft regulations to the Environmental Protection Agency and/or DPTI on 15 May 2019. No feedback on the on the draft has yet been released by DPTI.

Further Information can be found in LGA Circular 9.7

Freedom of Information (Miscellaneous) Amendment Bill 2018

Private Members Bill

This Bill seeks to change the definition of public interest, amend the processes for determining that a document does not exist and changes definitions relating to the nature and scope of an application. It also changes the processes for determination of an application.

The Bill passed the Legislative Council with amendments on 18 October 2018. It was adjourned a second time in the House of Assembly on 7 November 2018.

Further information can be found on the South Australian Legislative Tracking website.

Independent Commissioner Against Corruption (Investigation Powers) No 2 Amendment Bill 2018

Government Bill

This Bill was restored in the House of Assembly for discussion on 6 February 2020.

This is a Bill to amend the Independent Commissioner Against Corruption Act 2012 (Act). It is the second Bill introduced in this parliamentary session which intends to amend the Act.

The Bill seeks to amend the functions of the Independent Commissioner Against Corruption (ICAC) with broad sweeping reforms, including allowing the Commissioner to conduct a public inquiry, investigators being able to arrest individuals without warrants in certain circumstances and other broad changes.

The Bill was introduced to the Legislative Council, read a first time, and adjourned at second reading on 15 November 2018. The Bill passed the Legislative Council with amendments on 21 March 2019 and has been adjourned at second reading in the House of Assembly on 19 June 2019.

Further information can be found on the South Australian Legislative Tracking website.

Labour Hire Licensing Repeal Bill 2018

Government Bill

This is a Bill to repeal the *Labour Hire Licensing Act 2017*.

It was introduced and read on 28 November 2018. It was debated frequently throughout February, and referred to Committee on 14 February 2019. A third reading was called on 27 February 2019, and was adjourned in the Legislative Council on 28 February 2019. The Bill was debated further in the Legislative Council on 16 May 2019, and has again been adjourned.

Further information can be found on the South Australian Legislative Tracking website.

Landscape South Australia Bill 2019

Government Bill

The *Landscape South Australia Bill 2019* (Bill) is a Bill to repeal and replace the *Natural Resources Management Act 2004* (NRM Act). The Bill in essence aims to decentralise decision making relating to the environment, and recognise the impact of climate change and other factors not recognised in the NRM Act.

The Bill establishes a new framework for how the state's natural resources are managed, and intends to create a simpler and more accessible system.

The key elements of the reform are:

- Replacing regional natural resource management boards with new arms-length regional landscape boards and giving communities and landholders a greater voice in how natural resources are managed;
- A new Green Adelaide board focused on seven priorities that will help Adelaide become the most ecologically vibrant city in the world. These are:
 - Coastal management
 - Urban rivers and wetlands;
 - Water-sensitive urban design;
 - Green streets and flourishing parklands;
 - Fauna and flora in the urban environment;
 - Controlling pests, animals and plants; and
 - Nature education.
- A cap on increases to land and water levies to reduce cost of living pressures for all South Australians; and
- More action on ground, with a focus on partnerships, a simpler approach to planning and creating opportunities for natural resources management focused on programs and initiatives in regional communities.

Boards

Section 12 of the Bill provides that, "Green Adelaide" or the "Green Adelaide Board" (GAB) will be established as a landscape management region covering metropolitan Adelaide. The GAB will be able to raise levies to support residents to live more sustainably and invest in community development.

Section 13(5) of the Bill establishes the GAB to make Adelaide the "most ecologically vibrant city in the world".

The GAB will have between 6 and 10 members, all of whom will be appointed by the Minister. The only current guidelines for eligibility to sit on the GAB is under section 17 of the Bill which states that a person must be on the relevant Council electoral roll to be considered. There is no specific consideration allowing for elected members to sit on the GAB. Section 16 of the Bill directs the selection criteria to be more focused on environmental expertise vs representatives (i.e. Elected Members).

Section 67 of the Bill outlines that land levies will be collected in the same manner as the NRM levies, by Councils. These levies will be to reimburse Council for their contributions to the scheme. It will be known as the ***regional landscape levy***.

Amendments to this Bill continue to be discussed in Parliament, with most recent amendments made on 24 September 2019.

The Bill has passed the House of Assembly and is now in committee in the Legislative Council.

Further information can be found on the South Australian Legislative Tracking website.

Liquor Licensing (Miscellaneous) Amendment Bill 2019

Government Bill

This Bill amends the Liquor Licensing Act 1997 (Act). The proposed amendments are in support of the review into the Act, conducted by the Hon. Mr Tim Anderson QC in 2016, which led to the passage of the Liquor Licensing (Liquor Review) Amendment Act 2017 (the Liquor Review Act).

The Liquor Review Act has been commenced in stages and the final stage is proposed to commence on 18 November 2019. This will predominantly relate to the provisions that create new licence classes that transition the current licence classes to those new classes.

Drafting of regulations is being undertaken in the Attorney-General's Department to prepare for the new licensing regime.

The Bill was passed in the House of Assembly and is now in committee in the Legislative Council.

Adjourned at Second Reading on the 12 September 2019.

Further information can be found on the South Australian Legislative Tracking website.

Local Government (Fixed Charges) Amendment Bill 2018

Government Bill

This Bill seeks to amend s152 of the Local Government Act 1999.

The amendment seeks to include each residence in a retirement village (within the meaning of the *Retirement Villages Act 1987*) as a type of allotment to which a fixed charge for rates cannot be applied.

The Bill was introduced to the Legislative Council and read a first time on 17 October 2018. It has been adjourned at second reading.

Further information can be found on the South Australian Legislative Tracking website

Planning, Development and Infrastructure (Carparking Requirements) Amendment Bill 2019

Private Members Bill

This Bill, introduced by Hon T Piccolo, amends the *Planning, Development and Infrastructure Act 2016* providing minimum carpark requirements on all dwellings.

Amendment of section 108 - categorisation:

In the case of a 1 bedroom dwelling, the requirement to provide for at least 1 carpark, and 2 carparks for a dwelling with 2 or more bedrooms. Carparks are required to be on site or on a site within 100 metres of the dwelling. If the development does not meet these requirements it will be classified as restricted development.

Amendment of section 110 - restricted development:

If the Commission makes an assessment under s110 of the Act in relation to restricted development, the Commission must take into account the relevant provisions of the Planning and Design Code, but is not bound by those provisions.

The Bill was introduced to the House of Assembly on 13 November 2019 and adjourned at second reading on 13 November 2019.

Further information can be found on the South Australian Legislative Tracking website.

Planning, Development and Infrastructure (Code Amendments) Amendment Bill 2019
Private Members Bill

This Bill was introduced to the Legislative Council on 27 February 2019. The Bill affects the heritage places provisions of the PDI Act and intends to remove the requirement for 51% of relevant owners to approve of a property or area being designated as a heritage character for preservation zone or subzone.

The Bill has been received in the House of Assembly on 4 July 2019, and has been adjourned at first reading.

Further information can be found on the South Australian Legislative Tracking website

Planning, Development and Infrastructure (Commencement of Code) Amendment Bill 2019
Government Bill

The Bill was first introduced in the Legislative Council, and after passing was transmitted to the House of Assembly on 5 December 2019.

The Bill was restored in the House of Assembly on 5 March 2020, and is now awaiting assent. The Bill removes any reference in the *Planning, Development and Infrastructure Act 2016* to "1 July 2020" and replaces it with "the designated day". This gives the Minister the power to delay the implementation of the Code to a day of his choosing. The Minister flagged that the designated day will be in September, but this has not yet been confirmed.

The Bill is now awaiting assent.

Further information can be found on the South Australian Legislative Tracking website.

Planning, Development and Infrastructure (Reserves) Amendment
Private Members Bill

This Bill, introduced by Hon M C Parnell (MLC), amends the *Planning, Development and Infrastructure Act 2016* to include reference to the *National Parks and Wildlife Act 1972*, and to ensure that developments within a reserve are classified as a restricted development.

The Bill was introduced to the Legislative Council on 31 July 2019. It was passed in the Legislative Council on 16 October 2019 and has been received in the House of Assembly and adjourned at first reading on 17 October 2019.

Further information can be found on the South Australian Legislative Tracking website.

<p><i>Single Use and Other Plastics (Waste Avoidance) Bill 2018</i></p> <p>Private Members Bill</p>
<p>This Bill seeks to regulate the sale and supply of single use and other plastics.</p> <p>The Bill provides that retailers must provide alternatives to prohibited plastics before 1 July 2023 and creates an offence for releasing helium-filled balloons into the open. It also creates a requirement to provide disposal instructions for fishing tackle and personal hygiene products.</p> <p>The Bill was introduced to the Legislative Council and read a first time on 25 July 2018. The Bill has been adjourned at second reading.</p> <p>Further information can be found on the South Australian Legislative Tracking website.</p>
<p><i>Valuation of Land (Separate Valuations) Amendment Bill 2018</i></p> <p>Government Bill</p>
<p>This Bill was introduced to the Legislative Council and proposes amendments to clarify that separate assessments should only be made in circumstances where it is required by law or when a property has been separately occupied since 1967 or under a shack site lease and is situated on land where formal subdivision is prohibited.</p> <p>The Bill was introduced to the Legislative Council and read a first time on 17 October 2018. It has been adjourned at second reading.</p> <p>Further information can be found on the South Australian Legislative Tracking website</p>
<p>Acts Assented</p>
<p>Nil</p>
<p>Regulations Amended</p>
<p>Nil</p>
<p>Relevant Common Law</p>
<p>Nil</p>

Parliamentary Inquiries

Overabundant and Pest Species Inquiry

The Natural Resources Committee resolved to inquire into the management of overabundant and pest species in South Australia with particular reference to:

1. Efficacy of existing or novel regulatory, policy and partnering frameworks used to manage overabundant and pest species
2. Costs of managing overabundant and pest species
3. Impacts of overabundant and pest species on agricultural outputs, environmental values, tourism, road safety, and amenity
4. Any other related matters.

The Committee continues to meet, and issued a third report to be noted by the Parliament on the floor.

Further Information can be found in LGA Circular 39.1 and on the South Australian Legislative Tracking Website.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct environmental impact in relation to this report.

Conclusion

This report on legislative amendments is current as at 9 April 2020.

Attachments

Nil