

CITY OF WEST TORRENS



## Notice of Council & Committee Meetings

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

### Council

and

- **City Finance and Governance Standing Committee**

of the

**CITY OF WEST TORRENS**

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

on

**TUESDAY, 20 OCTOBER 2020  
at 7.00pm**

Public access to the meeting will be livestreamed audio only at the following internet address: <https://www.westtorrens.sa.gov.au/livestream>

**Terry Buss PSM  
Chief Executive Officer**

#### **City of West Torrens Disclaimer**

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

## INDEX

<b>1</b>	<b>Meeting Opened.....</b>	<b>1</b>
1.1	Acknowledgement of Country	
1.2	Evacuation Procedures	
1.3	Electronic Platform Meeting	
<b>2</b>	<b>Present .....</b>	<b>1</b>
<b>3</b>	<b>Apologies .....</b>	<b>1</b>
<b>4</b>	<b>Disclosure Statements .....</b>	<b>1</b>
<b>5</b>	<b>Confirmation of Minutes.....</b>	<b>1</b>
<b>6</b>	<b>Mayors Report.....</b>	<b>2</b>
<b>7</b>	<b>Elected Members Reports .....</b>	<b>3</b>
<b>8</b>	<b>Petitions .....</b>	<b>3</b>
<b>9</b>	<b>Deputations .....</b>	<b>3</b>
<b>10</b>	<b>Adjourn to Standing Committees .....</b>	<b>3</b>
<b>11</b>	<b>Adoption of Standing Committee Recommendations.....</b>	<b>3</b>
11.1	City Finance and Governance Committee Meeting .....	3
<b>12</b>	<b>Adoption of General Committee Recommendations.....</b>	<b>3</b>
12.1	Audit General Committee Meeting.....	3
<b>13</b>	<b>Questions with Notice .....</b>	<b>3</b>
<b>14</b>	<b>Questions without Notice.....</b>	<b>3</b>
<b>15</b>	<b>Motions with Notice .....</b>	<b>3</b>
<b>16</b>	<b>Motions without Notice.....</b>	<b>3</b>
<b>17</b>	<b>Reports of the Chief Executive Officer.....</b>	<b>4</b>
17.1	Audit General Committee Resignation .....	4
17.2	New Carparking Permit Agreements - Aged Care and Housing Group (ACH) and Temple Christian College .....	6
17.3	Summer Fundays 2020/21 .....	11
17.4	Nominations sought for the Native Vegetation Council .....	17
17.5	SA Waste and Resource Recovery Conference 2020 .....	24
<b>18</b>	<b>Local Government Business.....</b>	<b>30</b>
<b>19</b>	<b>Member's Bookshelf .....</b>	<b>30</b>
<b>20</b>	<b>Correspondence .....</b>	<b>30</b>
20.1	Conservation SA's 'What's happening to Adelaide's trees?' .....	30
20.2	Closure of Australian Refugee Association Underdale office .....	30
20.3	Moratorium on the taking of Groundwater for Domestic Purposes in the Adelaide Metropolitan Area .....	30
20.4	Open letter to The Hon. Vickie Chapman MP concerning the loss of tree canopy across the Adelaide Metropolitan Area.....	30
<b>21</b>	<b>Confidential .....</b>	<b>38</b>



---

21.1	Weslo Holdings - Update.....	38
<b>22</b>	<b>Meeting Close .....</b>	<b>38</b>

**1 MEETING OPENED****1.1 Acknowledgement of Country****1.2 Evacuation Procedures****1.3 Electronic Platform Meeting****2 PRESENT****3 APOLOGIES**

**Council Member:**

Cr Surender Pal

**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 6 October 2020 be confirmed as a true and correct record.

## **6 MAYORS REPORT**

### **(Preliminary report for the agenda to be distributed Friday, 16 October 2020)**

In the two weeks since the last Council Meeting of 6 October 2020 functions and meetings involving the Mayor have included:

#### **8 October**

- Attended the official opening by His Excellency the Hon Hieu Van Le AC, Governor of South Australia, of Novita's new Novitatech assistive technology hub at 1 South Road, Thebarton.

#### **10 October**

- Participated in the virtual global launch of Countdown as a member of the Global Covenant of Mayors via videoconference.
- Attended the official opening of the 2020/21 Sailing Season at the Adelaide Sailing Club.
- Attended the official launch of the Multicultural Men's Group of SA at the Apex Park Community Facility.

#### **12 October**

- Attended the Australia Day Council of South Australia Australian of the Year Awards Presentation hosted by His Excellency the Hon Hieu Van Le AC, Governor of South Australia and the Hon Steven Marshall MP, Premier of South Australia, at Adelaide Oval.

#### **13 October**

- Met with the Premier's Advocate for Suicide Prevention, Dan Cregan MP, to discuss the State Government measures that councils can consider implementing in order to provide support for residents, ratepayers and staff that may be experiencing difficulty due to the impact of COVID-19.

#### **20 October**

- Participating via Zoom in the counting of votes for the election of GAROC Committee members.
- Meeting with the CEO of Novita.
- Council and City Finance and Governance Standing Committee meeting.

## **RECOMMENDATION**

That the Mayor's Report be noted.

**7 ELECTED MEMBERS REPORTS****8 PETITIONS**

Nil

**9 DEPUTATIONS**

Nil

**10 ADJOURN TO STANDING COMMITTEES****RECOMMENDATION**

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

**11 ADOPTION OF STANDING COMMITTEE RECOMMENDATIONS****11.1 City Finance and Governance Committee Meeting****RECOMMENDATION**

That the recommendations of the City Finance and Governance Committee held on 20 October 2020 be adopted.

**12 ADOPTION OF GENERAL COMMITTEE RECOMMENDATIONS****12.1 Audit General Committee Meeting****RECOMMENDATION**

That the Minutes of the Audit General Committee held on 13 October 2020 be noted and the recommendations adopted.

**13 QUESTIONS WITH NOTICE**

Nil

**14 QUESTIONS WITHOUT NOTICE****15 MOTIONS WITH NOTICE**

Nil

**16 MOTIONS WITHOUT NOTICE**

## 17 REPORTS OF THE CHIEF EXECUTIVE OFFICER

### 17.1 Audit General Committee Resignation

#### Brief

This report advises of Cr Jassmine Wood's resignation from the Audit General Committee.

#### RECOMMENDATION(S)

It is recommended to Council that it:

1. Acknowledges the acceptance by the Chief Executive Officer of Cr Jassmine Wood's resignation from Council's Audit General Committee.
2. Defers its consideration of the replacement of Cr Jassmine Wood on the Audit General Committee to the 19 January 2021 meeting of Council in light of the impending enactment of the *Statutes Amendment (Local Government Review) Bill 2020* which will likely require significant amendments to the composition, scheduling and roles and responsibilities of the Committee.

---

#### Introduction

Pursuant to clause 3.5 of the Audit General Committee Terms of Reference (ToRs), the Chief Executive Officer has accepted the resignation of Cr Jassmine Wood from Council's Audit General Committee (Committee).

#### Discussion

Clauses 3.5 and 2.6 of the ToRs provides:

- 3.5 Members of the Committee may resign their position at any time by giving notice of their intention in writing to the Chief Executive Officer.
- 3.6 If a vacancy occurs on the Committee, in accordance with clauses 3.5 or 3.6, then Council may appoint a replacement Member to the Committee.

However, the *Statutes Amendment (Local Government Review) Bill 2020* (Reform Bill) is before Parliament and seeks to amend not only the role and responsibilities of an audit committee but also its meeting schedule and membership.

#### Membership

The current membership of the Committee comprises three (3) Elected Members and two (2) independent members as follows:

1. Cr John Woodward (Presiding Member until 30 November 2020)
2. Cr Daniel Huggett
3. Cr Jassmine Wood
4. Ms Elizabeth Moran
5. Mr Alan Rushbrook

The Reform Bill requires a council's Audit and Risk Committee to comprise a majority of persons who are not members of **any** council and all members, when considered as a whole, must have skills, knowledge and experience relevant to the functions of the committee, including in financial management, risk management, governance and any other prescribed matter.

Consequently, the current composition of the Committee would not meet the legislative requirements in the event the Reform Bill is enacted and commenced prior to 9 February 2021 being the next meeting of the Committee.

If this is the case, Council will need to determine whether to decrease the number of Elected Members or increase the number of independent members to the Committee.

#### *Meeting Schedule*

In addition to the proposed membership changes, the Reform Bill proposes that there must be at least 1 meeting of a council audit and risk committee in each quarter. Currently the Committee meets bi-monthly between February and October each year (February, April, June, August and October). Comparing quarterly meetings against Council's current Audit Committee meeting schedule, results in two (2) meetings in the April to June quarter and only one (1) meeting in each of the other three quarters, which appears anomalous as follows:

- 1 January to 31 March quarter = 1 meeting
- 1 April to 30 June quarter = 2 meetings
- 1 July to 30 September quarter = 1 meeting
- 1 October to 31 December quarter = 1 meeting

#### *Role of the Committee*

The Reform Bill also seeks to significantly expand the role and scope of an audit committee. This includes changing the name of the Committee from Audit General Committee to Audit and Risk Committee.

#### *Terms of Reference*

In the event that the Reform Bill is enacted, the Terms of Reference will need to be substantially amended, particularly with regard to the membership, meeting schedule and role and responsibilities of the Committee.

#### *Reform Bill Impact on Committee*

Given it is now expected that the Reform Bill will progress, unfettered, through both the lower and upper houses of Parliament prior to the end of October, and the proposed amendments will require Council to re-establish its Committee, it is proposed that the consideration of Cr Jassmine Wood's replacement on the Committee be deferred until Council's 19 January 2021 meeting when the outcome of the Reform Bill's passage through both houses should be known.

### **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 advises of Cr Jassmine Wood's resignation from the Audit Committee. However, given the proposed amendments to the Committee's role, membership and meeting schedule as part of the Reform Bill, which is expected to be passed by both the upper and lower houses during October 2020, the Administration recommends that consideration of Cr Jassmine Wood's replacement on the Committee be deferred to January 2021.

### **Attachments**

Nil

## 17.2 New Carparking Permit Agreements - Aged Care and Housing Group (ACH) and Temple Christian College

### Brief

This report advises Members that the existing agreements which provide off-street carparking for employees and visitors for Aged Care and Housing Group (ACH) and Temple Christian College expire shortly. New permits have been requested to allow the existing arrangements to continue.

### RECOMMENDATION(S)

It is recommended to Council that:

1. A new permit for a term of 5 years be granted to Temple Christian College commencing on 1 January 2021 and expiring on 31 December 2025. The permit fee to be determined following release of the September quarter Adelaide All Groups CPI (on 28 October 2020) and to escalate on each anniversary of the commencing date during the term by Adelaide All Groups or similar index (should that index cease to exist).
2. A new permit for a term of 5 years, with an option by the permit holder to terminate the permit after the first 12 months, be granted to Aged Care and Housing Group Inc (ACH) commencing on 1 November 2020 and expiring on 31 October 2025. The permit fee to be determined following release of the September quarter Adelaide All Groups CPI (on 28 October 2020) and escalate on each anniversary of the commencing date during the term by Adelaide All Groups or similar index (should that index cease to exist).
3. The Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation to give effect to the grant of resolution.

---

### Introduction

The two agreements that are discussed within this report (Aged Care and Housing Group (ACH) and Temple Christian College) expire shortly and are essentially adjacent to each other in the off-road carpark that is located on the eastern side of James Congdon Drive, (immediately north of Henley Beach Road), Mile End (**Attachment 1**).

As such it is considered appropriate to deal with both matters within the one report.

Both permits have a maximum term of 5 years under the relevant provisions of the Local Government Act.

#### *Temple Christian College*

The College has a long standing arrangement with Council which currently permits the use of 50 carparks at the southern end, and within, the off-road carpark that is located on the eastern side of James Congdon Drive, 43 of which are nominated staff carparks and 7, two hour (visitor carparks).

The current permit to the College commenced on 1 January 2016 and expires on 31 December 2020 and the current permit fee is \$34,953.40 pa plus GST (i.e. \$699.07 pa plus GST per carpark).

#### *Aged Care and Housing Group (ACH)*

The arrangement allowing ACH to use (24) carparks within this area commenced at the beginning of the current permit agreement.

The current permit to the College commenced on 1 November 2015 and expires on 31 October 2020 and the current permit fee is \$18,473.95 pa plus GST (i.e. \$769.75 pa plus GST per carpark).

A request has been received from Temple Christian College (**Attachment 2**), and confirmation has been sought and received from ACH (**Attachment 3**), that they desire new permits to allow the existing arrangements to continue.

ACH has also requested provision to terminate the permit after the first 12 months of the new term.

### Discussion

Given the request from each party for a further permit term, valuation advice has been sought from Council's property consultant regarding the commencing permit fee under the proposed new agreements. That advice suggests that the commencing fee should be determined by escalating the previous fee by CPI. The commencing fee for each permit will be determined following release of the September quarter CPI, which is anticipated to occur on 28 October 2020.

In line with the previous permits it is suggested that the permit fee for both parties escalate on each anniversary of the commencing date during the term, by Adelaide All Groups CPI or similar index (should that index cease to exist).

As is indicated above, the maximum term permitted under the relevant provisions of the Local Government Act is 5 years. Given the desire of the College and ACH to seek this duration it is suggested that the permits

- commence on 1 January 2021 and expire on 31 December 2025 (Temple Christian College); and
- commence on 1 November 2020 and expire on 31 October 2025 (ACH).

In addition to the permitted areas, please also note that there are 10, 4 hour non-permit (i.e. public) carparks and a bus drop off area at the northern end of the carpark area.

### 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 in relation to this report.

### Conclusion

New 5 year permit agreements to Aged Care and Housing Group (ACH) and Temple Christian College are recommended for use of portion of the off-road carpark which is provided on the eastern side of James Congdon Drive (north of Henley Beach Road).

### Attachments

1. **Carpark - Aerial**
2. **Request for New Permit - Temple Christian College**
3. **Request for New Permit - Aged Care and Housing (ACH (Group))**







# Temple Christian College

*Pursuing excellence for the glory of God*

Mr Steve Watson  
Senior Property Assets Advisor  
City of West Torrens  
Civic Centre  
165 Sir Donald Bradman Dr  
Hilton, SA 5033

18 September 2020

**MILE END CAMPUS**  
2 Henley Beach Road, Mile End, SA, 5031  
Phone: (08) 8405 0900

**PARALOWIE CAMPUS**  
17 Countess Street, Paralowie, SA, 5108  
Phone: (08) 8256 9600

Email: [admin@tcc.sa.edu.au](mailto:admin@tcc.sa.edu.au)  
[www.tcc.sa.edu.au](http://www.tcc.sa.edu.au)

A Member of Adelaide Christian Schools

CRICOS PN: 01179J ABN: 55 979 193 909

*Re: Car Park Permit – James Congdon Drive, Mile End*

Dear Mr Watson,

I refer to the Permit we hold currently to use the car park along James Congdon Drive, Mile End as our staff car park. The current permit expires on 31/12/20.

As you are aware, this has been an ongoing arrangement between the school and the Council for many years as our requirement for car park is an ongoing one.

In this regard, we would ask the Council to consider the extension of the Permit for further 5 years.

I thank you for considering this request and look forward to your advice in due course.

Yours sincerely

Toshi Umehara  
Business Manager

**From:** Sue Knuckey < > **On Behalf Of** Stephen Dawes  
**Sent:** Monday, 12 October 2020 2:52 PM  
**To:** Steve Watson  
**Cc:** Stephen Dawes ; Sue Knuckey; Ben Ward  
**Subject:** RE: Carpark Permit - eastern side of James Congdon Drive

Hi Steve,

I can confirm ACH Group wish to enter into a new permit for the use of the car parks.  
Can you please provide an option for a 12 month renewal time also.

Regards Stephen



**Stephen Dawes**

Chief Financial Officer, FCA

GM People & Culture, GM Service Delivery - Residential

22 Henley Beach Road Mile End SA 5031

PO Box 646 Torrensville Plaza, Torrensville SA 5031

[www.ach.org.au](http://www.ach.org.au)

### **17.3 Summer Fundays 2020/21**

#### **Brief**

This report presents an amended Summer Festival 2020/21 program.

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

It is recommended to Council that:

1. In light of the restrictions imposed by COVID-19, it approves Option 3, as detailed within this report, as its preferred approach to Council's Summer Festival 2020/21 being:
  - a. a mix of free and subsidised activities being offered with ticket prices capped at \$10 per ticket and a maximum of two subsidised tickets per household;
  - b. 25% of subsidised tickets to be made available at no cost to Centrelink recipients, capped at two tickets per household.
2. It approves the rebadging of its Summer Festival 2020/21 to 'Summer Fundays 2020/21'.
3. It approves a budget of \$67,500 for Summer Fundays to be funded either from Council's COVID-19 Relief fund or from any funding that becomes available as a result of the September 2020 budget review.

---

#### **Introduction**

Council has funded and supported an annual 'Summer Festival' program, in various forms, over the past thirteen years. Overall festival attendance in 2020 was 13,500+ which was consistent with attendance in 2019.

However, with uncertainties around changing restrictions during the COVID-19 pandemic, and on the advice of the Administration, Council did not fund the Summer Festival as part of its 2020/21 budget but rather, preferred to monitor the restrictions and, if they eased, for an amended program to be presented to it for consideration at a later date.

Those restrictions have since eased somewhat, however, the State remains under a Major Emergency Declaration and on high alert and, as has been experienced in this and other jurisdictions, the state of COVID restrictions can change in a short period of time.

Large public events, such as Council's Summer Festival events, pose a number of risks including the requirement for a COVID Management Plan which can take more than 12 weeks to approve and may not be received in time, higher than usual resourcing to ensure the current COVID requirements are met and the risks associated with a COVID outbreak at a Council event. This is coupled with the necessity for Council to lock in contractors requiring deposits that would be forfeited in the event of cancellation. Cancellation of such events would also leave CWT residents with no summer program.

As a result of these risks and resourcing issues, the Administration is proposing a significant change to its summer program for 2020-21 only which minimises risk to Council and provides the best opportunity for a summer program to proceed.

The alternative approach proposed for the Summer Festival 2020/21 not only acts as a COVID-19 community recovery activity but also acts as an economic stimulus activity that builds on the 'Think, Buy, Be Local' and the 'Business Resilience Grants' programs.

## Discussion

### *Summer Fundays*

It is proposed that the amended program be badged as 'Summer Fundays 2020/21' and that this be delivered over a six week period from 14 December 2020 to 31 January 2021 in order for families to maximise the school holiday period.

A range of activities are programmed to provide recreational and entertainment opportunities for the local community while providing economic stimulus to those participating recreational businesses and sporting groups located within West Torrens.

Summer Fundays incorporates a majority of the activities being delivered by local clubs and businesses at their premises which are supported by those successful elements of the SA Health COVIDSafe Award winning 'Happy at Home' program, delivered by Community Services during the initial phase of the COVID-19 Pandemic.

Summer Fundays will target different age groups, from toddlers to seniors, with a mix of online and physical activities being offered. Over 20 West Torrens businesses have been identified as potential service providers and it is estimated that over 50% of the Summer Fundays program attendances will be free entry activities.

### *Events and Activities*

Events and activities have been divided into two distinct categories; those which are of low cost and can be offered to residents for free and which are at a minimal cost to CWT and those which have a higher cost and will contribute a significant proportion of the overall cost of the program.

### *Options*

There are three options available to Council that aim to reach as many people as possible while maximising the economic benefit to local businesses. All three options present a different cost outcome for CWT and are presented below.

Regardless of the preferred option, every activity will be ticketed. A limited number of tickets will be available and they will be allocated on a first come, first serve basis. However, in all cases, the number of tickets available will be limited to 4 per household to ensure an equitable distribution to as many residents as possible. In addition, tickets for all activities will be limited to children under 18.

In addition to the budget required for the ticketed options, presented below, the following is required.

Marketing and promotion	\$5,000
Live music events subsidised by Council	\$11,000
Program distribution/postage of tickets	\$5,000

<b>TOTAL</b>	<b>\$21,000</b>
--------------	-----------------

### Option 1

Option 1 combines a mix of free activities and those which require a contribution from the participant. Those activities which attract a cost of \$15 to \$40 will be available for a subsidised cost of \$10 per ticket. Each household will be able to choose a combination of free and subsidised tickets to a maximum of four tickets, with a maximum of two \$10 tickets.

The suggested ticket budget for this option would be \$25,000 providing approximately 1000 tickets, however, this option provides an income stream which can be used to provide additional tickets which is estimated to be in the order of \$10,000. This would provide an additional 400 tickets to be available for \$10 each, resulting in more residents being able to access those activities.

However, some residents may not be able to afford the \$10 ticket price, particularly if they have a number of children but there are still a large number of free activities that will be available to this group of residents. The budget required specifically for the free activities is \$19,000.

The total budget for Option 1 is:

Subsidised ticketed activities	\$25,000
Free ticketed activities	\$19,000
Marketing and promotion	\$5,000
Live music events subsidised by Council	\$11,000
Program distribution/postage of tickets	\$5,000
<b>TOTAL COST</b>	<b>\$65,000</b>

### Option 2

All tickets to be provided free of charge for residents with each household being eligible for up to four tickets, two of which can be tickets otherwise subsidised. This would require an additional budget of \$10,000 to offset the lost revenue when compared to Option 1 to provide the same number of tickets.

This option recognises the hardship faced by many families at this time and seeks to provide some relief. While this will result in struggling families being able to access the more expensive activities, thus promoting equity, it also means that families able to afford a contribution will be subsidised by Council at an increased cost to Council. As such, this option is not recommended

The total budget for this option would be:

Subsidised ticketed activities	\$35,000
Free ticketed activities	\$19,000
Marketing and promotion	\$5,000
Live music events subsidised by Council	\$11,000
Program distribution/postage of tickets	\$5,000
<b>TOTAL COST</b>	<b>\$75,000</b>

### Option 3

Option 3 is a hybrid of the first two options whereby those receiving Centrelink benefits will be eligible to receive two subsidised \$10 tickets for free. All other residents will be required to pay the \$10 ticket price and will be able to access up to four tickets.

The maximum subsidised \$10 tickets for Centrelink recipients will be set at 250 tickets or 25% of the total tickets available. These tickets will be, again, on a first come, first served basis.

While this option provides relief for those families on Centrelink benefits, it does not assist other families who are struggling financially but are not eligible for Centrelink benefits. There is no mechanism to consider those on a case by case basis without investing considerable time and resources which could otherwise be spent on the provision of additional tickets.



That said, the Think, Buy, Be Local campaign offered free vouchers for Centrelink recipients and therefore there has already been some support of this group by Council.

The total cost of this option would be:

Subsidised ticketed activities	\$27,500
Free ticketed activities	\$19,000
Marketing and promotion	\$5,000
Live music events subsidised by Council	\$11,000
Program distribution/postage of tickets	\$5,000
<b>TOTAL COST</b>	<b>\$67,500</b>

### *Budget*

Given Summer Fundays is a community recovery activity as well as a business stimulus incentive, it is proposed that the cost of Summer Fundays be funded from Council's COVID-19 relief fund which currently has approximately \$1.5m available for disbursement on projects such as this, unless alternative funding becomes available as a result of the September 2020 budget review.

### **Project Overview:**

- A printed program will be distributed to households in West Torrens at the beginning of December 2020. City of West Torrens' website promotion and a paid social media campaign will support the distribution of the printed program.
- Over 20 West Torrens business will participate in the Summer Fundays 2020/21 program.
- It is expected that more than 1000 subsidised tickets will be made available to West Torrens residents through an online platform. Tickets will be valid between 14 December 2020 and 31 January 2021.
- Subsidised activities will be priced at \$10 per individual ticket.
- Funding for free COVID Safe live music events will be offered to a number of hotels located in West Torrens. Additional acoustic performances will be presented in the Hamra Centre Library as a 'Sunday Sessions' program.
- Sporting organisation and clubs will deliver a mix of free COVID Safe come and try sessions and subsidised sporting opportunities.
- The Hamra Centre Library will act as Council's Summer Fundays activity hub.
- 500 activity packs will be made available through the Hamra Centre Library. The themes of the packs are: 'Fun in the Sun', 'Sustainability', 'Mindfulness', 'It's not Garbage', and 'Summer Reads'.
- The reach of the Summer Fundays program is expected to exceed 5,000 residents.

### **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**

The report seeks Council of the Summer Fundays 2020/21 program including \$67,500 from the COVID-19 Recovery Fund.

**Attachments**

1. **Summer Fundays logo**





Summer Fundays 2020/21 logo

## 17.4 Nominations sought for the Native Vegetation Council

### Brief

This report seeks nominations to the Native Vegetation Council.

### RECOMMENDATION

It is recommended to Council that:

1. Cr..... be nominated for the Native Vegetation Council.

Or

2. This report be received.

---

### Introduction

The Native Vegetation Council (Council) is a statutory corporation to which the provisions of the *Native Vegetation Act 1991* apply. The Council's primary functions are to protect and enhance the natural environment of South Australia, to contribute to a healthy economy by being a place where people want to visit, live and enjoy; and to honour the legacy of the traditional custodians of the land.

The LGA is seeking nominations for one (1) local government representative and one (1) deputy on the Native Vegetation Council for terms commencing on 1 March 2021 (**Attachment 1**).

### Discussion

The Council monitors the overall condition of the state's vegetation and makes decisions on a wide range of matters concerning native vegetation in South Australia.

The Council's responsibilities include:

- Encouraging the re-establishment of native vegetation on over-cleared land;
- Managing the Heritage Agreement Scheme, which encourages the protection of native bushland;
- Funding and encouraging on-ground works that produce a significant environmental benefit;
- Funding and encouraging native vegetation management research;
- Monitoring changes to the state's native vegetation landscape through the Change Detection Program;
- Assessing applications and establishing conditions for the clearance of native vegetation.
- Producing an annual report;
- Adhering to Service Standards which aim to provide clarity around the Council's decision making processes.

### *Term and Appointment*

Appointments to the Council are for a period of two years commencing February 2021. The current local government representative is Cr John Neal of Regional Council of Goyder. Cr Neal's term expires on 28 February 2021, and he is eligible for re-appointment. There is currently no deputy local government representative.

### *Remuneration and meeting frequency*

Members of the Council receive a sitting fee of \$206 per 4 hour session, plus an out of session allowance of \$51.50 per hour. Mileage plus travel time are claimable (over 47 kms and after 2 hours of travel), as are all meals and incidentals. Six meetings are held per year in Adelaide.

### *Nomination Process*

The Native Vegetation Act requires the LGA to provide a panel of three nominees from which the Minister will select the appointee. In accordance with section 36A of the *Acts Interpretation Act 1915* the panel of nominees must include at least one male and one female.

The Call for Nominations Information Sheet (Part A) (**Attachment 2**) provides further information regarding the role, as well as any selection criteria to be addressed by the nominee. LGA nominations on outside bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or employees of a council or other local government entity.

Only nominations submitted by a council, following a resolution of council, will be considered. Nominations are required to be submitted to the LGA by **5pm, Monday 23 November 2020**, and must include:

- a completed nomination form (**Attachment 3**),
- a response to the selection criteria (no more than 2 pages); and
- a current Curriculum Vitae.

### **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 with regard to the LGA's call for nominations to the South Native Vegetation Council.

### **Attachments**

1. **Circular - Nominations sought for the Native Vegetation Council**
2. **Call for Nominations (Part A) - Native Vegetation Council**
3. **Nomination Form (Part B) - Native Vegetation Council**



**Local Government Association  
of South Australia**

## Nominations sought for the Native Vegetation Council

**1st October 2020**

The LGA is seeking nominations for one (1) local government representative and one (1) deputy on the Native Vegetation Council for terms commencing on 1 March 2021.

### **Native Vegetation Council**

The Native Vegetation Council is a statutory corporation to which the provisions of the *Native Vegetation Act* apply.

The Native Vegetation Council's primary functions are to protect and enhance the natural environment of South Australia, to contribute to a healthy economy by being a place where people want to visit, live and enjoy; and to honour the legacy of the traditional custodians of the land.

Appointments to the Council are for a period of two years commencing February 2021. Sitting fees are \$206 per 4 hour session, plus an out of session allowance of \$51.50 per hour. Mileage plus travel time are claimable (over 47 kms and after 2 hours of travel), and all meals and incidentals.

Six meeting are held per year in Adelaide.

The current local government representative is Cr John Neal of Regional Council of Goyder. Cr Neal's term expires on 28 February 2021, and he is eligible for re-appointment. There is currently no deputy local government representative.

The Native Vegetation Act requires the LGA to provide a panel of three nominees from which the Minister will select the appointee. In accordance with section 36A of the Acts Interpretation Act 1915 the panel of nominees must include at least one male and one female.

The LGA Appointments and Nominations to Outside Bodies Policy (Policy), establishes Nominations Committee of the LGA Board of Directors, which may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors

The Policy also enables the LGA Secretariat to maintain a Nominees Database, which will record the details of nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee's preferences. The Nomination Form (Part B below) asks nominees whether they want to be listed on the database and their areas of interest.

LGA nominations on Outside Bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or employees of a council or other local government entity. Only nominations submitted following a resolution of council, will be considered.

## How to nominate

The Call for Nominations Information Sheet (Part A) provides further information regarding the role, as well as any selection criteria to be addressed by the nominee.

The nominee and council are required to complete the Nomination Form (Part B) and forward to [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au) by **COB Monday 23 November 2020**.

An up-to-date Curriculum Vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the Nomination Form or forwarded separately by COB 23 November 2020.

For further information, please contact the Nominations Coordinator, Alicia Stewart, at [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au) or 8224 2037.

**PART A**

## LGA Appointments and Nominations to Outside Bodies —

### Call for Nominations

Native Vegetation Council	
<b>Governing Statute (if applicable)</b>	Section 8(1)(e) Native Vegetation Act 1991
<b>Purpose/Objective</b>	To protect and enhance the natural environment of South Australia, to contribute to a healthy economy by being a place where people want to visit, live and enjoy; and to honour the legacy of the traditional custodians of the land.
<b>Administrative Details</b>	<p>Six meetings held per year</p> <p>Session fee is \$206. Out of session allowance of \$51.50 per hour.</p> <p>Term is up to 2 years.</p> <p>Certain travel expenses, as well as meals and incidentals, are reimbursed.</p>
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>Local government knowledge and experience</li> <li>some knowledge of, and experience in the preservation and management of native vegetation (8(2)).</li> <li><b>Must</b> be persons who <ul style="list-style-type: none"> <li>(a) carry on a business of primary production (whether as owner or manager of the business), and</li> <li>(b) live on, or in close proximity, to the land on which the business is carried on, and</li> <li>(c) managed the business on a daily basis. (8(3))</li> </ul> </li> </ul>
<b>Liability and indemnity cover</b> <i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i>	
<b>For more information contact:</b> LGA Nominations Coordinator at <a href="mailto:nominationscoordinator@lga.sa.gov.au">nominationscoordinator@lga.sa.gov.au</a> or 8224 2000	



**PART B**

## LGA Appointments and Nominations to Outside Bodies — Nomination Form

**Instructions**

*This form:*

- *Must be submitted by a council*
- *Must be emailed in PDF format to [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au)*
- *Receipt of nomination will be acknowledged by return email*
- *CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially*

*This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).*

**SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.**

Please refer to the **Call for Nominations** information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

### SECTION 1: COUNCIL to complete

Native Vegetation Council	
Council Details	
<b>Name of Council submitting the nomination</b>	
<b>Contact details of council officer submitting this form</b>	<b>Name:</b> <b>Position:</b> <b>Email:</b> <b>Phone:</b>
<b>Council meeting minute reference and date</b>	
<b>Nominee Full Name</b>	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	

**PART B****SECTION 2: NOMINEE to complete**

Native Vegetation Council			
Nominee Details			
Full Name			Gender
Home / Postal Address			
Phone		Mobile	
Email			
Why are you interested in this role?			
CV	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Response to selection criteria (if applicable)</b>  <i>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</i>	<i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i>  attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies?</b>  Yes <input type="checkbox"/> OR No <input type="checkbox"/>  If Yes, please list any fields of interest or Outside Bodies of interest:  • _____			
<b>Undertaking:</b>  <i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</i>  Yes <input type="checkbox"/> No <input type="checkbox"/>  Signature of Nominee: _____			



## 17.5 SA Waste and Resource Recovery Conference 2020

### Brief

This report provides notice that the Waste Management and Resource Recovery Association of Australia (WMRR) will be hosting the 2020 SA Waste and Resource Recovery Conference from the 28-29 October 2020 at the Adelaide Convention Centre.

### RECOMMENDATION(S)

It is recommended to Council that:

1. Subject to their confirmation, Council approves the attendance of Cr/s..... at the 2020 SA Waste and Resource Recovery Conference to be held from the 28-29 October 2020 at the Adelaide Convention Centre.
2. Expenses be reimbursed in accordance with Council policy.

OR

The report be received.

---

### Introduction

The Waste Management and Resource Recovery Association of Australia (WMRR) will be hosting the 2020 SA Waste and Resource Recovery Conference from the 28-29 October 2020 at the Adelaide Convention Centre, Adelaide SA.

### Discussion

The 2020 SA Waste and Resource Recovery Conference theme is '**outside the square, inside the circle**' which is in line with the need to transition to a sustainable circular economy and manage finite natural resources.

The conference will include sessions on the following topics:

- Circular economy
- Food + garden organic waste management
- Market + infrastructure development
- Product stewardship/EPR
- Innovation in waste infrastructure
- Natural disaster management + recovery
- Decarbonising of WARR
- Education + behaviour change

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

The full conference registration package is \$1,250 which includes access to sessions, catering (morning tea, lunch and afternoon tea), speaker presentations (post conference) and entry to the official conference dinner at Adelaide Zoo.

Summary of the registration fees for the conference are listed in the table below:

Type of Registration	Inclusions	Fees
Full registration (2-Day + Dinner)	Access to sessions, catering (morning tea, lunch and afternoon tea), speaker presentations (post conference) and entry to the official conference dinner on Wednesday 28 October 2020	\$1,150
2-Day Conference	Access to sessions, catering (morning tea, lunch and afternoon tea) and speaker presentations (post conference)	\$1,050
1-Day Conference	Access to sessions, catering (morning tea, lunch and afternoon tea) and speaker presentations (post conference)	\$650
Conference Dinner	Entry to the official conference dinner at Adelaide Zoo	\$160
Welcome Drinks	Entry to the Welcome Drinks reception	\$70

### 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 notice that the 2020 SA Waste and Resource Recovery Conference from the 28-29 October 2020 at the Adelaide Convention Centre, Adelaide SA.

### Attachments

#### 1. SA Waste and Resource Recovery Conference 2020 Preliminary Program



# PROGRAM



## DAY ONE: WEDNESDAY, 28 OCTOBER 2020

### OPENING PLENARY

- 9:15 am **Welcome and introduction**  
John Phillips, WMRR SA Branch President
- Welcome to country**  
[Major Moogy Sumner](#)
- 9:30 am **Official opening**  
[Hon David Speirs MP](#), Minister for Environment and Water
- 9:40 am **Keynote**  
[Vaughan Levitzke PSM](#) - Chief Executive, Green Industries SA
- 10:15 am **Keynote**  
[Mark Barthel](#) - Special Adviser, Fight Food Waste CRC
- 10:45 am Morning tea

### SECOND PLENARY

- 11:10 am **Keynote**  
[John Gertsakis](#) - Director - Communications, Equilibrium
- 11:40 am **Keynote**  
Paul Donaghy - Resource Recovery Manager, Woolworths
- 12:10 pm **Panel | Bringing about a big-step change**  
[Vaughan Levitzke](#) - Chief Executive, Green Industries SA  
[Mark Barthel](#) - Special Adviser, Fight Food Waste CRC  
Paul Donaghy - Resource Recovery Manager, Woolworths  
Pete Wadewitz - Managing Director, Peats Soil
- 1:00 pm Lunch

SESSION 1: Circular Economy		SESSION 2: Food + Garden Organic Waste Mngt	
1:50 pm	<b>LGA Circular Procurement Pilot Project</b> <a href="#">Naomi Doolette</a> - Sustainability Officer, City of Norwood, Payneham and St Peters + <a href="#">Loren Mercier</a> , City of Charles Sturt	1:50 pm	<b>2030 Vision: Australia's World Leading Organics Recycling Industry of 2030 and How to Get There</b> <a href="#">Peter Olah</a> - National Executive Officer, AORA
2:10 pm	<b>Strategies for transitioning to the new plastics economy</b> <a href="#">Paul Luckman</a> - Industry Relationship Development Manager + <a href="#">Meagan Wheeler-Rogers</a> - Program Coordinator, QLD Uni	2:10 pm	<b>Weekly FOGO fortnightly residual waste pilot in Holdfast Bay – Initial findings</b> <a href="#">Matt Allan</a> - Senior Consultant, Rawtec + <a href="#">Shani Wood</a> - Environmental Officer, City of Holdfast Bay
2:30 pm	<b>The WISPA guiding progress toward a circular economy</b> <a href="#">Brian Johnston</a> - Environmental Services Officer, KESAB + <a href="#">Diarmaid O'Mordha</a> - Quality & Sustainability Manager, Endeavour Drinks Group	2:30 pm	<b>Fortnightly collection of waste and recycling the foundation for increasing FOGO diversion.</b> <a href="#">Simon Grenfell</a> - Executive Officer, Fleurieu Regional Waste Authority
2:50 pm	<b>Building regional circular economies in SA</b> <a href="#">Andrew Hutcheon</a> - Principal Advisor, Industry Sustainability & Circular, Green Industries SA	2:50 pm	<b>WWW (What, Where and Why) of Household Food Waste Behaviour</b> <a href="#">Rob Gregory</a> - General Manager, East Waste + <a href="#">Sarah Wheeler</a> - Associate Director, Research, Adelaide University
3:10 pm	Afternoon Tea		

SESSION 3: Market + Infrastructure Development		SESSION 4: Product Stewardship / EPR	
3:40 pm	<b>Topcoat Asphalt</b> , presentation title to be confirmed <a href="#">Kelly Manning</a> - General Manager, Topcoat Asphalt	3:40 pm	<b>Engaging the Supply Chain: The Perfect Mix for Community Engagement</b> <a href="#">Dominique Doyle</a> - General Manager, Agsafe Limited
4:00 pm	<b>Visy</b> , presentation title to be confirmed <a href="#">Richard Macchiesi</a> - General Manager Insights and Innovation, Visy	4:00 pm	<b>Battery stewardship scheme</b> <a href="#">Libby Chaplin</a> - CEO, Australian Battery Recycling Initiative (ABRI)
4:20 pm	<b>Cleanaway</b> , presentation title to be confirmed <a href="#">Frank Lintvelt</a> - Executive General Manager, Strategy, Mergers & Acquisitions, Cleanaway	4:20 pm	<b>CDS Review</b> <a href="#">Kathryn Bellette</a> - Director, Strategy and Assessment, EPA SA
4:40 pm	Speaker to be confirmed	4:40 pm	Speaker to be confirmed
5:00 pm	Day one close		

### CONFERENCE DINNER

6:30 - 10:30 pm  
Adelaide Zoo

## DAY TWO: THURSDAY, 29 OCTOBER 2020

## OPENING PLENARY

- 9:30 am **Welcome and introduction**
- 9:40 am **Day 2 opening**  
Video presentation from the [Hon Trevor Evans MP](#) , Assistant Minister for Waste Reduction and Environmental Management
- 9:50 am **Keynote**  
[Tony Circelli](#) - Chief Executive, EPA SA
- 10:20 am Morning tea

## SECOND PLENARY

- 10:50 am **Keynote**  
Ian Overton - Deputy Chief Executive, Green Industries SA
- 11:10 am **Keynote**  
[Dr Heinz Schandl](#) - Research Group Leader Urban and Industrial Transformations, CSIRO Land and Water  
*Strategies for Sustainable Materials Management to align Waste and Emission Reduction Outcomes*
- 11:40 am **Panel | Building resilience + working towards a national approach**  
[Tony Circelli](#) - Chief Executive, EPA SA  
Ian Overton - Deputy Chief Executive, Green Industries SA  
[Dr Heinz Schandl](#) - Research Group Leader Urban and Industrial Transformations, CSIRO Land and Water
- 12:30 pm Lunch

## SESSION 5: Innovation in Waste Infrastructure

## SESSION 6: Natural Disaster Mngt + Recovery

- |  |   |
|--|---|
| <p>1:30 pm <b>What it takes to establish a Waste to Energy project in Australia</b><br/><a href="#">Jason Pugh</a> , GM - East Rockingham Waste to Energy, John Laing</p> <p>1:50 pm <b>ANZRP Mobile E Waste Factory (MEWF) Insights and Experiences</b><br/><a href="#">Anthony Spiteri</a> - Recycling Projects Manager, Australia &amp; New Zealand Recycling Platform Ltd</p> <p>2:10 pm <b>Give plastic a second life</b><br/><a href="#">Kai Hau</a> - General Manger, YCA Recycling</p> <p>2:30 pm <b>End-of-life OTR mine-site tyres</b><br/><a href="#">Jim Fairweather</a> - CEO, ResourceCo</p> | <p>1:30 pm <b>The first 6 weeks</b><br/><a href="#">Mike Haywood</a> - Mike Haywood Sustainable Resource Solutions</p> <p>1:50 pm <b>Out of the Ashes - Lessons from South Australia's Black Summer Bushfire Clean-up</b><br/><a href="#">Angus Mitchell</a> - Project Manager, SA Bushfire Debris Clean-up, Green Industries SA</p> <p>2:10 pm <b>Building Disaster Risk Reduction in the Regulated Community</b><br/><a href="#">Tania Kiley</a> - Principal Adviser Waste Compliance, EPA SA</p> <p>2:30 pm <b>reGrowth Garden Recovery – helping gardens and communities on Kangaroo Island recover from bushfire from the ground up</b><br/><a href="#">Sophie Thomson</a> - Owner, Sophie's Patch</p> |
| <p>2:50 pm Afternoon tea</p>   |   |



SESSION 7: Decarbonising of WARR		SESSION 8: Education + Behaviour Change	
3:20 pm	<b>Decarbonising WARR</b> <a href="#">Julien Gastaldi</a> - Strategic Development & Origination, Corporate Carbon	3:20 pm	<b>What's next for education?</b> <a href="#">Shane Raymond</a> - Manager, Corporate Services + <a href="#">Megan Bekesi</a> , Education & Promotions Coordinator - East Waste
3:40 pm	<b>Energy from Waste - Landfill Bioenergy</b> <a href="#">James McLeay</a> - Chief Commercial Officer + <a href="#">Tiana Nairn</a> , LMS Energy	3:40 pm	<b>Waste reduction in supermarkets – maximising diversion from landfill with emphasis on staff behaviour change</b> <a href="#">Ali Roush</a> - Resource Recovery Education Officer, KESAB + <a href="#">Cam Wilson</a> - Store Services Manager, Frewville Foodland
4:00 pm	<b>Carbon abatement from organics diversion</b> <a href="#">Robin Gonzalez</a> - Environmental Consultant, MRA Consulting	4:00 pm	<b>The magic elixir: research meets recycling, and branding meets bins in the Which Bin campaign</b> <a href="#">Matt Scales</a> - Manager Communications, Media & Digital, Green Industries SA + <a href="#">Anne Sharp</a> - Associate Professor, Ehrenberg-Bass Institute, University of South Australia
4:20 pm	Conference wrap-up and close		

## **18 LOCAL GOVERNMENT BUSINESS**

Nil

## **19 MEMBER'S BOOKSHELF**

- Power Line Environment Committee Annual Report 2019-2020
- Conservation Council SA's 'What's happening to Adelaide's trees?'

### **RECOMMENDATION**

That the additions to Members' bookshelf be noted.

## **20 CORRESPONDENCE**

### **20.1 Conservation SA's 'What's happening to Adelaide's trees?'**

Correspondence has been received from the Chief Executive of Conservation SA, Craig Wilkins, regarding the release of Conservation SA's 'What's happening to Adelaide's trees?' publication **(Attachment 1)**.

A copy of the 'What's happening to Adelaide's trees?' publication can be found in Member's Bookshelf.

### **20.2 Closure of Australian Refugee Association Underdale office**

Correspondence has been received from the Chief Executive Officer of the Australian Refugee Association, Deb Stringer, regarding Closure of the Australian Refugee Association's Underdale office **(Attachment 2)**.

### **20.3 Moratorium on the taking of Groundwater for Domestic Purposes in the Adelaide Metropolitan Area**

Correspondence has been received from the General Manager Water Licensing of the Water and River Murray Division, Department for Environment and Water, Mike Fuller, regarding the lifting of the Moratorium on the taking of Groundwater for Domestic Purposes in the Adelaide Metropolitan Area **(Attachment 3)**.

### **20.4 Open letter to The Hon. Vickie Chapman MP concerning the loss of tree canopy across the Adelaide Metropolitan Area**

Correspondence has been received from the Mayor of the City of Mitcham, Dr Heather Holmes-Ross, regarding an open letter addressed to the Hon. Vickie Chapman concerning the loss of tree canopy across the Adelaide Metropolitan Area **(Attachment 4)**.

### **RECOMMENDATION**

That the correspondence be received.

#### **Attachments**

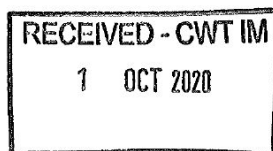
#### **20.1 Conservation SA's 'What's happening to Adelaide's trees?'**

#### **20.2 Closure of Australian Refugee Association Underdale office**

#### **20.3 Moratorium on the taking of Groundwater for Domestic Purposes in the Adelaide Metropolitan Area**

#### **20.4 Open letter to The Hon. Vickie Chapman MP concerning the loss of tree canopy across the Adelaide Metropolitan Area**

21 September 2020



Conservation  
Council SA

The Joinery  
Level 1, 111 Franklin Street  
Adelaide, SA, 5000

(08) 8223 5155

[general@conservationsa.org.au](mailto:general@conservationsa.org.au)  
[www.conservationsa.org.au](http://www.conservationsa.org.au)

ABN: 22 020 026 644

Mayor Michael Coxon

City of West Torrens

165 Sir Donald Bradman Drive

Hilton SA 5033

Dear Mayor Coxon

There is increasing public concern at the loss of significant, regulated and mature trees across Adelaide.

In response, the Conservation Council of SA, in partnership with the Australian Institute of Landscape Architects, the Environmental Defenders Office, National Trust South Australia, the Nature Conservation Society of SA, Treenet and Trees for Life, has prepared a report that captures the latest data on the level of urban tree cover in metropolitan Adelaide, explains why trees are so valuable, and explores how we can turn around canopy decline.

The evidence is clear: big trees improve our health and wellbeing, increase property values, reduce our power bills and cool our air. They mark our crossroads, home our wildlife and shade our children. In a warming climate, they are the single best investment we can make in keeping our cities cool, beautiful and liveable.

Despite all that our trees give and do for us, we are cutting down more across Adelaide's suburbs than we are replacing. We must turn this around – and quickly.

We have great pleasure in providing you with a copy of *What's Happening to Adelaide's Trees?* and hope you will find it a useful resource.

Please contact me on 0417 879 439 or [craig.wilkins@conservationsa.org.au](mailto:craig.wilkins@conservationsa.org.au) if you would like us to come and speak to you about this report to discuss what can be done.

Yours faithfully

A handwritten signature in black ink, appearing to read "Craig", followed by a long horizontal stroke.

Craig Wilkins  
Chief Executive

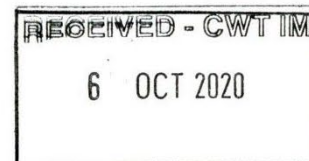




**AUSTRALIANREFUGEE.ORG**  
EMPOWERING COURAGEOUS PEOPLE

28 September 2020

Mayor Michael Coxton  
City of West Torrens  
165 Sir Donald Bradman Drive Hilton SA 5033



Dear Mayor Coxton,

**A new era – farewell Underdale**

I write to you on behalf of the Australian Refugee Association (ARA) to share both exciting and sad news regarding our organisation.

With more than 65% of our clients based in the northern suburbs, ARA is merging its Underdale and Salisbury offices into one northern location during the first half of October.

Our move reflects the gradual shift in the locations in which new arrivals are settling. The majority of whom are settling in the northern suburbs around Salisbury, whilst smaller numbers are settling in the western and southern suburbs.

We are very sad to farewell our Henley Beach Road office of more than 20 years. This building has witnessed so much of ARA's rich history. If the walls could talk, they would tell you about the ARA family - the many people who first walked through those doors as clients and returned as community leaders, volunteers, staff, advisers, board members and donors.

Our sadness is tapered by the exciting opportunities that the move brings: increased access to services for northern clients; greater connection with other service providers in the area, finally having the majority of staff in the one location, and new collaborations with some of the dynamic local organisations and services operating out of Salisbury.

Our phone number for all enquiries will remain as 08 8354 2951. The Parabanks office will be open from Monday 12th October and operate every weekday from 9am to 5pm. To provide a holistic and accessible service across Adelaide, we are opening a part-time Western Outreach office to complement our part-time Southern Outreach office.

Our locations include:

Parabanks Shopping Centre  
Shop 94, 68 John St  
Salisbury SA 5018

ARA Western Outreach office at CareWorks  
114 Henley Beach Road, Torrensville  
Tuesdays 9am to 5pm  
Friday 9am to 5pm



Australian Refugee Association

**AUSTRALIANREFUGEE.ORG**  
EMPOWERING COURAGEOUS PEOPLE

ARA Southern Outreach office at MarionLIFE Community Centre  
887 Marion Rd, Mitchell Park  
Wednesdays 9am to 4:30pm

We're also excited that our great friends at the African Women's Foundation will taking up residence at the Brown Terrace office in Salisbury from late October.

Thank you for your ongoing support of ARA. It has been a privilege to be in the City of West Torrens supporting members of its culturally and linguistically diverse community. We look forward to ongoing collaborations in the future.

Best wishes

A handwritten signature in black ink, appearing to read 'Deb Stringer', with a stylized flourish at the end.

**Deb Stringer**  
Chief Executive Officer



Government of South Australia  
Department for Environment  
and Water

Document Reference Number: DEW-D0010028

Terry Buss PSM  
City of West Torrens  
165 Sir Donald Bradman Drive  
Hilton SA 5033

81-95 Waymouth Street  
Adelaide  
GPO Box 1047  
Adelaide SA 5001  
Australia  
Ph: +61 8204 9000  
[www.environment.sa.gov.au](http://www.environment.sa.gov.au)

Dear Terry Buss PSM

I am pleased to inform you that David Speirs, Minister for Environment and Water, has lifted the moratorium on the taking of groundwater for domestic purposes in the Adelaide metropolitan area. The moratorium was imposed in December 2007 to ensure that groundwater levels in the shallow aquifer weren't depleted during the Millennium drought. The lifting of the moratorium allows all water users to drill new wells for the taking of water for stock and domestic purposes, subject to relevant assessments.

Since the moratorium was imposed there has been ongoing monitoring of the shallow groundwater levels in the region, which have recovered in above average rainfall years since the drought. The Department will closely monitor groundwater resources in the Central Adelaide Prescribed Wells Area, and may introduce new controls if trends indicate a decline in groundwater levels in the future.

Note that water users who are exempt from requiring a water licence (to take water from the Central Adelaide Prescribed Wells Area) must still obtain a permit to construct a well in accordance with section 104(3) of the *Landscape South Australia Act 2019*. All well permits will be assessed equitably and are subject to a risk assessment that has regard to local conditions and impacts. The well permit application form is available online at: <http://www.environment.sa.gov.au/licences-and-permits/water-licence-and-permit-forms/statewide>.

However, prospective new domestic well owners will be made aware that like all industrialised cities, Adelaide has groundwater contamination as a direct result of past practices of manufacturing, industry, agriculture and burial of waste products.

If a permit is granted for a new well in CAPWA for domestic purposes, it will be mandated as a condition of well construction permit that the landholder, following the drilling of a well, arrange for a water sample to be collected and tested by suitably qualified professionals, prior to use to ensure that the water is fit for purpose for domestic use. Further to this, a note will be included on all permits recommending testing every two years, which is the current standing public health recommendation from SA Health.

Fitness for purpose will be determined by the landowner based on appropriate Australian or International guidelines along with advice from SA Health. Results will need to be submitted by new well owners as directed on their permit and compliance with this will be monitored and followed up by DEW where necessary.



All testing of the water samples from a private and commercial or community-based bore should be conducted by trained personnel and the analysis done by a National Association of Testing Authorities (NATA) accredited analytical laboratory. Contact details for the laboratories can be found on the SA Health website on the topic of drinking water quality testing laboratories. For assistance to interpret these results from a public health perspective help can be provided by the Water Quality Unit of SA Health on (08) 8226 7100 or via email [waterquality@sa.gov.au](mailto:waterquality@sa.gov.au).

Customers will also be reminded that should they discover the groundwater they're accessing is contaminated, it is their duty to notify the Environment Protection Authority as soon as reasonably practicable after becoming aware of this. The EPA keeps a register of properties where there is an environmental interest and notification of known or suspected site contamination is flagged on certificates of title to ensure any future landowners are aware.

It is important to note that some applications to construct new stock or domestic wells will need to be refused by DEW in the interest of public health and safety. This would occur where the department's assessment process finds that the well is to be drilled where the EPA are aware of site contamination (e.g. an EPA Assessment Area) or where use of groundwater for any purpose is already prohibited under the *Environment Protection Act 1993* (i.e. falls in a Groundwater Prohibition Area).

Further information is available on DEW and EPA websites. Potential applicants for new domestic well permits should be directed to DEW's *Lifting the Moratorium FAQs* website ([www.environment.sa.gov.au/topics/water/water-licences-and-permits/central-adelaide/lifting-the-moratorium](http://www.environment.sa.gov.au/topics/water/water-licences-and-permits/central-adelaide/lifting-the-moratorium)) or to contact the Department to identify if their application would be automatically refused under these circumstances, to avoid unnecessary payment of an application fee.

For further information on this matter, please visit the above website or contact the Department on 08 8735 1134.

Yours sincerely



**MIKE FULLER**

General Manager Water Licensing,  
Water and River Murray Division, Department for Environment and Water

08/10/2020

**From:** Heather Holmes-Ross

**Sent:** Tuesday, 6 October 2020 12:59 PM

**To:** Cr Erin Thompson; Amanda Wilson; Michael Coxon; Mayor Michael Hewitson;  
Cr Anne Monceaux; Cr David OLoughlin; Cr Elizabeth Fricker; Cr Gillian Aldridge;  
Cr Glenn Docherty; Cr Kevin Knight; Cr Jill Whittaker; Cr Kris Hanna; Cr Jan-Claire Wisdom;  
Sandy Verschoor; Cr Angela Evans; Cr Claire Boan; Cr Karen Redman

**Subject:** Seeking Mayors input re: letter to Vickie Chapman concerning tree canopy

Hi Mayors

I am concerned by the ongoing removal of trees to accommodate urban infill and the resulting expectation that councils will increase their planting regimes to make up the canopy loss.

As the new Minister has postponed implementation of the Planning & Design Code, I believe there is a window of opportunity to push for greater protection of the existing canopy in the Code.

If you are of the same thinking, I think adding your name and (council logo?) to the attached open letter sends a powerful message. I'm interested in your thoughts.

Cheers  
Heather

**Dr Heather Holmes-Ross | Mayor | The City of Mitcham**

131 Belair Road | TORRENS PARK SA 5062 | **P:** 08 8372 8867 **F:** 08 8372 8101 | **W:** [www.mitchamcouncil.sa.gov.au](http://www.mitchamcouncil.sa.gov.au)

To: The Hon Vickie Chapman, Planning Minister, and The State Planning Commission

We, as Mayors of major metropolitan councils, are increasingly concerned about the loss of tree canopy across Adelaide.

We know that trees, especially mature trees, improve our health and wellbeing, increase property values, encourage walking and community connection, provide essential habitat, food and shelter for native fauna, regulate stormwater capture and storage and play a vital role in reducing urban heat build up.

We also know that we are losing our significant, regulated and mature trees at an alarming rate.

There is increasing community awareness of this problem and we welcome the push by the Planning Commission for stronger requirements for new trees on private land.

While our Councils have strong tree canopy targets and are actively engaging our communities in planting more trees on public and private land:

- There is not enough available space on public land to replace what we are losing from people's backyards.
- Replacing an existing mature tree with one or even several young trees does not account for the many years of inadequate canopy cover as the trees grow
- Climate change is adversely affecting the ability of trees to establish and mature

Planting new trees is not enough.

We must stop the loss of mature trees across our suburbs if we have any chance of meeting 30 Year Plan for Greater Adelaide canopy targets.

We therefore urge you to review the regulations that govern the protection of regulated and significant trees as well as shifting the priority in Phase 3 of the Planning & Design Code towards retention of trees when development decisions are being made.

## **21 CONFIDENTIAL**

### **21.1 Weslo Holdings - Update**

#### **Reason for Confidentiality**

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

- (b)(i) information the disclosure of which - could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.

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

It is recommended to Council that:

1. Pursuant to Section 90(2) of the *Local Government Act 1999*, Council orders, that the public, with the exception of the Chief Executive Officer, members of the Executive and Management Teams in attendance at the meeting, and meeting secretariat staff, be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 21.1 Weslo Holdings - Update, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Section 90(3)(b)(i) because it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible outcome to the lease dispute with Weslo Holdings Pty Ltd. In addition, Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of Council's commercial position may severely prejudice Council's ability to satisfactorily resolve the lease dispute with Weslo Holdings Pty Ltd and consequently, Council considers the disclosure of this information would, on balance, be contrary to the public interest.
2. At the completion of the confidential session the meeting be re-opened to the public.

## **22 MEETING CLOSE**

**INDEX**

<b>1</b>	<b>Meeting Opened .....</b>	<b>1</b>
<b>2</b>	<b>Present .....</b>	<b>1</b>
<b>3</b>	<b>Apologies .....</b>	<b>1</b>
<b>4</b>	<b>Disclosure Statements .....</b>	<b>1</b>
<b>5</b>	<b>Confirmation of Minutes.....</b>	<b>1</b>
<b>6</b>	<b>Communications by the Chairperson.....</b>	<b>1</b>
<b>7</b>	<b>Questions with Notice .....</b>	<b>1</b>
<b>8</b>	<b>Questions without Notice.....</b>	<b>1</b>
<b>9</b>	<b>Motions with Notice .....</b>	<b>1</b>
<b>10</b>	<b>Motions without Notice.....</b>	<b>1</b>
<b>11</b>	<b>City Finance &amp; Governance Report .....</b>	<b>2</b>
11.1	Creditor Payments .....	2
11.2	Property Leases .....	11
11.3	Mendelson Financial Report September 2020.....	12
11.4	Council Budget Report - THREE Months to 30 September 2020.....	17
11.5	Annual Report 2019-2020 .....	25
11.6	Legislative Progress Report - October 2020.....	154
<b>12</b>	<b>Meeting Close .....</b>	<b>160</b>



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

Committee Members are required to:

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

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

That the Minutes of the meeting of the City Finance and Governance Committee held on 15 September 2020 be confirmed as a true and correct record.

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

Nil

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

Nil

**10 MOTIONS WITHOUT NOTICE**

## **11 CITY FINANCE & GOVERNANCE REPORT**

### **11.1 Creditor Payments**

#### **Brief**

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

#### **RECOMMENDATION**

The Committee recommends to Council that the schedule of creditor payments for September 2020 be received.

---

#### **Discussion**

A schedule of creditor payments totalling \$4,203,549.16 (\$3,787,572.32 in August 2020) is attached for the information of Elected Members. Notable items include:

- A payment to Solo Resource Recovery of \$535,248.67 for both waste collection and disposal for August 2020 (refer ref. no. 403);
- A payment to the Department of Environment, Water and Natural Resources of \$391,642.50 for the quarterly Green Adelaide Landscape Levy (refer ref. no. 137);
- A payment to Romaldi Constructions Pty Ltd of \$376,630.22 for the redevelopment of Weigall Oval (refer ref. no. 370);
- A payment to Camco SA Pty Ltd of \$306,548.28 for Lockleys Oval drainage upgrade and other works (refer ref. no. 84);
- A payment to Metro & Country Civil Pty Ltd of \$210,947.76 for the stormwater upgrade in Sherriff Street (refer ref. no. 293);
- A payment to Knox Constructions Pty Ltd of \$170,777.09 for various road treatments (refer ref. no. 258);
- A payment to Kompan Playscape Pty Ltd of \$121,914.65 for Kings Reserve playground equipment (refer ref. no. 260);
- A payment to M & B Civil Engineering Pty Ltd of \$103,621.31 for various road treatments (refer ref. no. 282).

#### **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 September 2020 is provided for Elected Members' information and review.

#### **Attachments**

##### **1. Creditor payments for the month of September 2020**

**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING  
20 OCTOBER 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
1	EFT63800	101 Electrical	Lighting Installation	28,891.50
2	EFT64000	A Chau Commerce Pty Ltd - Cheap Pots	Depot Supplies	450.00
3	EFT63987	Accredited Window Tinting	Window Tinting	303.60
4	EFT63873	Ace Rent a Car	Vehicle Hire	2,040.50
5	EFT63984	Ace Rent a Car	Vehicle Hire	654.50
6	EFT63872	Adami's Sand & Metal	Depot Supplies	2,716.26
7	EFT64098	Adbri Masonry Pty Ltd	Pavers	2,963.75
8	EFT63781	Adelaide Baseball Club	Facility Hire	580.00
9	EFT63876	Adelaide Chainwire & Fencing	Fencing	3,058.00
10	EFT64103	Adelaide Chainwire & Fencing	Fencing	649.00
11	EFT63780	Adelaide EWP Inc SA Diesel & Hydraulics	Depot Supplies	1,513.12
12	061498	Adelaide Plains Council	Transfer Long Service Leave	1,570.53
13	EFT63877	Adelaide Property Styling	Small Business Resilience Grant	5,500.00
14	EFT63982	Adelaide Signs Group Pty Ltd	Depot Supplies	616.88
15	061510	Adelaide University Dental Students Society	Thebarton Community Centre Bond Return	1,000.00
16	EFT63713	Adelaide Waste & Recycling Centre	Rubbish Disposal	21,232.20
17	EFT64101	Adelaide Waste & Recycling Centre	Rubbish Disposal	22,705.31
18	EFT63776	Adnan Cucak	Refund Overpaid Rates	1,058.58
19	EFT63976	Adrian Siderius	Worm Farm Rebate	50.00
20	EFT63867	Adtrade - Industrial Supplies	Depot Supplies	143.00
21	EFT63782	Advam Pty Ltd	Transaction Fees	480.99
22	EFT63981	AGL South Australia Pty Ltd	Power	1,895.97
23	EFT64095	Air Filter Cleaners	Vehicle Maintenance	202.28
24	EFT64099	Ali Rinaldi	Professional Fees	178.00
25	EFT63913	Alison Holdstock	Reimburse Expenses	150.00
26	EFT63870	All4cycling Pty Ltd	Repairs	158.40
27	EFT64096	Allen Press Pty Ltd	Business Cards	275.00
28	EFT63979	Alsco Pty Ltd	Dry Cleaning	22.65
29	EFT63834	Alysha Vuong	Mendelson Scholarship	4,000.00
30	061501	Alzheimers Australia SA Inc	Thebarton Community Centre Bond Return	120.00
31	061509	Alzheimers SA	Thebarton Community Centre Bond Return	120.00
32	EFT64102	AMC Commercial Cleaning	Cleaning	3,095.60
33	EFT64097	Animal Management Services Pty Ltd	Doggy Bags	2,154.24
34	EFT64094	Animal Welfare League SA	Impound Dogs	5,383.00
35	EFT63986	Aquarium Aid	Library Aquarium Maintenance	140.90
36	EFT63868	Arboregreen Landscape Products	Depot Supplies	3,742.95
37	EFT63983	Ashdown Ingram Thebarton	Depot Supplies	1,021.47
38	EFT63860	Aster Gomes	Thebarton Community Centre Bond Return	515.00
39	061511	Asthma Australia	Thebarton Community Centre Bond Return	120.00
40	EFT63980	ATF Services Pty Ltd	Camera Hire	1,707.75
41	EFT63783	Attorney-General's Department	Expiation Lodgement Fees	2,842.40
42	EFT63785	Aussie Digging	Roadworks	3,759.36
43	EFT63866	Aussie Telecom Pty Ltd	Software	630.00
44	EFT64093	Australia Post	Postage	4,470.07
45	EFT63869	Australia Post	Postage	24,994.53
46	EFT63874	Australian Green Clean	Cleaning	6,745.32
47	EFT63985	Australian Green Clean	Cleaning	4,027.72
48	EFT64100	Australian Green Clean	Cleaning	5,973.21
49	EFT63714	Australian Institute of Health & Safety	Membership	220.00
50	EFT63759	BA & KA Paterson	Building Maintenance	2,662.00
51	EFT63940	BA & KA Paterson	Building Maintenance	2,047.10
52	EFT64157	BA & KA Paterson	Building Maintenance	3,608.55
53	EFT63789	Bakers Delight	Catering	150.00
54	EFT63885	Bakers Delight	Catering	215.00
55	EFT63989	Barcode Direct	Library Supplies	770.00
56	EFT63788	BCE & CJ Electrical	Electrical	272.34
57	EFT64109	BCE & CJ Electrical	Electrical	6,581.12
58	EFT63717	Bedford Phoenix Inc	Street Tree Planting	14,744.40
59	EFT63993	Bedford Phoenix Inc	Street Tree Planting	26,540.91
60	EFT63880	Belair Turf Management Pty Ltd	Lockleys Oval Turf	99,463.00
61	EFT63988	Belair Turf Management Pty Ltd	Lay Turf	21,450.00

**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING**  
**20 OCTOBER 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
62	EFT63946	Benjamin Alexander Russ	CAP Member Allowance	1,604.75
63	EFT63716	Best Doors	Roller Shutter	10,617.20
64	EFT64106	Bianco Hiring Service Pty Ltd	Hire Portable Changerooms	477.40
65	EFT64071	BJ Thompson	Reimburse Volunteer Expenses	32.64
66	EFT64110	Bob Jane T Mart - Brooklyn Park	Tyres	334.00
67	EFT63878	BOC Limited	Depot Supplies	525.51
68	EFT63881	Body Corporate Physiotherapy Pty Ltd	Professional Fees	355.50
69	EFT63992	Bolinda Publishing Pty Ltd	Library Supplies	866.87
70	EFT63879	BPF Equipment	Depot Supplies	685.87
71	EFT63883	BR Construction Supplies	Depot Supplies	707.52
72	EFT63882	Brendan Fewster Planning and Development	Professional Fees	15,840.00
73	EFT64108	Brendan Fewster Planning and Development	Professional Fees	7,920.00
74	EFT63972	Brett Hicks	Rainwater Tank Rebate	300.00
75	EFT63826	Brooke Chapman	Mendelson Scholarship	4,000.00
76	EFT64144	Bucher Municipal Pty Ltd	Vehicle Maintenance	7,868.65
77	EFT63715	Bundaleer Apiaries	Wasp Removal	180.00
78	EFT63990	Bundaleer Apiaries	Wasp Removal	567.00
79	EFT64105	Bundaleer Apiaries	Wasp Removal	186.00
80	EFT63719	BundyPlus	Software	3,058.00
81	EFT63994	Butterfield Fencing	Fencing	509.30
82	EFT63884	Buzz ER Pty Ltd	Subscription	15,367.00
83	EFT63998	Calypso Tree Co Pty Ltd	Planning Advice	2,640.00
84	EFT64111	Camco SA Pty Ltd	Roadworks	306,548.28
85	EFT63887	Camden Park Childcare Centre	Environment Grant	1,500.00
86	061499	Cancelled		
87	EFT63777	Cancelled		
88	EFT64145	Cancelled		
89	EFT63722	Canon Australia Pty Ltd	Copier Charges	78.66
90	061502	CARA Inc	Thebarton Community Centre Bond Return	3,460.00
91	EFT63894	Care Distributors Pty Ltd	Depot Supplies	2,591.75
92	061503	Carers SA - Western Care Aust	Thebarton Community Centre Bond Return	120.00
93	EFT63997	Carvosso Constructions & Building Services	Building Maintenance	7,669.20
94	EFT63886	Cash Security Services Pty Ltd	Banking	665.50
95	EFT64121	Chahat Restaurant	Think Buy Be Local Voucher Reimbursement	200.00
96	EFT63970	Chris Giersch	Rainwater Tank Rebate	300.00
97	EFT63792	Chris Sale Consulting Pty Ltd	Professional Fees	2,750.00
98	EFT64114	Chris Sale Consulting Pty Ltd	Professional Fees	2,750.00
99	EFT63723	Chubb Fire & Security Ltd	Security	8,629.09
100	EFT63794	Chubb Fire & Security Ltd	Security	1,026.81
101	EFT63889	Chubb Fire & Security Ltd	Security	4,348.61
102	EFT63791	City Circle Newsagents	Library Magazines	28.44
103	EFT63996	City Circle Newsagents	Library Magazines	37.80
104	EFT64120	City Mazda	Vehicle Maintenance	276.50
105	061500	City of Port Adelaide Enfield	Transfer Long Service Leave	6,433.39
106	EFT63893	Civil Contractors Federation South Aust Ltd	Staff Training	735.00
107	EFT64001	Civil Contractors Federation South Aust Ltd	Staff Training	309.00
108	EFT64117	Cleanaway Pty Ltd	Rubbish Disposal	866.14
109	EFT64118	Cleanaway Pty Ltd	Rubbish Disposal	807.29
110	EFT64115	Cleanaway Pty Ltd	Rubbish Disposal	753.90
111	EFT64116	Cleanaway Pty Ltd	Rubbish Disposal	1,117.93
112	EFT64002	CMG Adelaide	Vehicle Maintenance	270.55
113	EFT64112	CMI Hino	Vehicle Maintenance	591.37
114	EFT64085	Colette Ellis-Paterson	Refund Overpaid Rates	200.00
115	EFT63720	Combo Industries	Vehicle Maintenance	8,603.44
116	EFT63995	Commercial Food Equipment	Kitchen Equipment	8,888.00
117	EFT63793	Computers Now Pty Ltd	Computer Equipment	621.10
118	EFT63790	Construction Industry Training Board	Levy Fee	912.00
119	EFT63888	Continuum Care Australia Pty Ltd	Home Support Services	816.75
120	EFT63892	Coptic Orthodox Church SA Aust Inc	Community Grant	5,000.00
121	EFT64113	Cornes Toyota	Vehicle Maintenance	551.70
122	EFT63890	Corporate Health Group Pty Ltd	Medical	381.36

**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING  
20 OCTOBER 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
123	EFT64119	Corporate Health Group Pty Ltd	Medical	2,072.10
124	EFT64154	Cr Cindy O'Rielly	Reimburse Expenses	120.00
125	EFT64076	Cr George Vlahos	Reimburse Expenses	360.00
126	EFT63746	Cr Kym McKay	Reimburse Expenses	60.00
127	EFT64141	Cr Kym McKay	Reimburse Expenses	60.00
128	EFT64003	Daimler Trucks Adelaide	Vehicle Maintenance	2,420.00
129	EFT63725	Dallas Equipment	Contractor	2,541.00
130	EFT63895	Dallas Equipment	Contractor	2,904.00
131	EFT64124	Dallas Equipment	Contractor	2,541.00
132	EFT63831	Daniel Bigirimana	Mendelson Scholarship	4,000.00
133	EFT63810	Darren Isgar	Reimburse Expenses	12.00
134	EFT63796	Datacom Systems (AU) Pty Ltd - SA Division	Computer Equipment	2,252.44
135	EFT63732	David Giersch	Reimburse Volunteer Expenses	13.60
136	EFT63861	Deanna Alberton	Refund Overpaid Rates	187.20
137	EFT64004	Department of Environ, Water & Natural Resources	Green Adelaide Landscape Levy	391,642.50
138	EFT63799	Department of Human Services	Screening Checks	535.15
139	EFT63959	Department of Planning, Transport and Infrastructure	Street Lighting / Vehicle Searches	22,840.30
140	EFT63797	Dial Before You Dig SA/NT Inc	Monthly Referral Fee	897.82
141	EFT63724	Direct Comms Pty Limited	TXT2U Messages	462.33
142	EFT64123	Direct Mix Concrete Sales	Concrete	17,865.05
143	061504	Disability Employment SA	Thebarton Community Centre Bond Return	120.00
144	EFT64082	Downer EDI Works Pty Ltd	Roadworks	598.40
145	EFT63798	Drakes Supermarket	Active Ageing Program Supplies	240.10
146	EFT63955	DWS Advanced Business Solutions	DBA Support	1,650.00
147	EFT63784	E & S Athanasiadis	Depot Supplies	1,969.97
148	EFT64008	Eco Stone Australia Pty Ltd	Depot Supplies	3,954.10
149	EFT63752	Elizabeth Moran	Audit Committee Allowance	882.00
150	EFT63898	EMA Legal (Lawyers)	Legal Fees	779.90
151	EFT63899	Esar Home Care	Home Support Services	335.01
152	EFT64007	Esar Home Care	Home Support Services	492.36
153	EFT63862	Estate of Murray Campbell Grant	Refund Overpaid Rates	744.80
154	EFT64005	Evright.Com Pty Ltd	Awards	573.71
155	EFT63727	Exact Cleaning & Maintenance Services Pty Ltd	Cleaning	4,033.34
156	EFT64006	Exact Cleaning & Maintenance Services Pty Ltd	Cleaning	858.00
157	EFT64126	Exact Cleaning & Maintenance Services Pty Ltd	Cleaning	5,815.34
158	EFT63897	Express Signlab	Signage	1,375.00
159	061505	Festival of Hellenika	Thebarton Community Centre Bond Return	120.00
160	EFT63729	Fine Choice Distribution Pty Ltd	Coffee Supplies	273.10
161	EFT64127	Fine Choice Distribution Pty Ltd	Coffee Supplies	375.00
162	EFT63801	Finsbury Green	Printing	2,768.00
163	EFT64010	Fleet Complete Australia Pty Ltd	Support	545.93
164	EFT64009	Flightpath Architects Pty Ltd	Heritage Advisory Services	4,191.00
165	EFT64013	Flightpath Heritage Pty Ltd	Heritage Advisory Services	435.88
166	EFT63802	Fragglerocc Pty Ltd	Roadworks	12,049.73
167	EFT63901	Fragglerocc Pty Ltd	Roadworks	6,329.90
168	EFT64011	Fragglerocc Pty Ltd	Roadworks	1,994.85
169	EFT64128	Fragglerocc Pty Ltd	Roadworks	9,159.93
170	EFT63865	Frank Annese	Reimburse Expenses	270.00
171	EFT63900	Frank Siow Management Pty Ltd	Professional Fees	26,111.25
172	EFT63728	Fry Library & School Supplies	Library Supplies	605.00
173	EFT63969	Fui Yap	Compost Bin Rebate	50.00
174	EFT63904	Garden City Plastics	Depot Supplies	452.15
175	EFT63804	Genpower Australia Pty Ltd	Generator Service	1,829.58
176	EFT63974	George Kounnas	Rainwater Tank Rebate	300.00
177	EFT63803	GGC Earthmovers Pty Ltd	Waste Removal	4,355.78
178	EFT64015	GGC Earthmovers Pty Ltd	Waste Removal	5,102.24
179	EFT63736	Gleam Team Domestic Services	Home Support Services	123.69
180	EFT63908	Gleam Team Domestic Services	Home Support Services	649.97
181	EFT64130	Gleam Team Domestic Services	Home Support Services	545.51
182	EFT63906	Glenelg Contract Bridge Club	Equipment Grant	914.00
183	EFT63905	Globe Australia Pty Ltd	Depot Supplies	305.80

**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING  
20 OCTOBER 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
184	EFT63805	Glow Heating Cooling Electrical	Airconditioning	1,155.00
185	EFT64068	Gordon J Tregoning Pty Ltd	Depot Supplies	30,620.90
186	EFT63907	Grace Records Management (Aust) Pty Ltd	Records Storage	3,335.93
187	EFT63903	Greek Orthodox Comm & Parish Of St George Thebarton	Equipment Grant	3,000.00
188	EFT64018	Green Steel Supplies Pty Ltd	Depot Supplies	57.98
189	EFT64132	Greenfingers Indoor Plant Hire	Indoor Plant Hire	325.60
190	EFT64014	Greenhill Engineers Pty Ltd	Professional Fees	4,937.90
191	EFT63806	Greening Australia Limited	Landscaping	11,182.05
192	EFT64131	Greening Australia Limited	Landscaping	1,019.04
193	EFT63735	Greenplay Australia Pty Ltd	Oval Maintenance	1,204.50
194	EFT63734	Greg's Grader Hire	Roadworks	8,778.00
195	EFT64019	GRH Supplies	Depot Supplies	3,870.55
196	EFT63733	GS Civil	Footpath Works	6,490.00
197	EFT63902	GS Civil	Footpath Works	10,439.00
198	EFT64017	GS Civil	Footpath Works	4,290.00
199	EFT64129	GS Civil	Footpath Works	23,450.42
200	EFT63910	Hancock & Just Wheel Alignment	Vehicle Maintenance	695.30
201	EFT63827	Hayley Chapman	Mendelson Scholarship	4,000.00
202	EFT64134	Health & Immunisation Management Services	Immunisation Clinics	5,547.11
203	EFT63912	Hi-Line Hardware Distributors Pty Ltd	Home Support Services	6,448.90
204	EFT64133	Hilton Hemz	Face Masks	1,860.00
205	EFT63739	HOBAN Recruitment Pty Ltd	Temp Staff	143.35
206	EFT63808	HOBAN Recruitment Pty Ltd	Temp Staff	143.35
207	EFT63915	HOBAN Recruitment Pty Ltd	Temp Staff	143.35
208	EFT64020	HOBAN Recruitment Pty Ltd	Temp Staff	143.35
209	EFT64136	HOBAN Recruitment Pty Ltd	Temp Staff	143.35
210	EFT63863	Hunt & Hunt Property Pty Ltd	Refund Overpaid Rates	241.40
211	EFT63737	Hurn McEwen Human Resource Consultants	Professional Fees	1,925.00
212	EFT63809	Hypernet Computer Distribution	Computer Equipment	3,895.00
213	EFT63930	Ian McDonald	Professional Fees	330.00
214	EFT64025	ID Consulting Pty Ltd	Subscription	15,290.00
215	EFT63742	Ikonic Kitchen	Catering	175.50
216	EFT63917	Ikonic Kitchen	Catering	156.00
217	EFT64023	Ikonic Kitchen	Catering	160.00
218	EFT63741	Independent Fuels Australia Pty Ltd	Fuel	11,704.90
219	EFT64021	Independent Fuels Australia Pty Ltd	Fuel	10,344.70
220	EFT64024	Industrial Brushware	Sweeper Brooms	2,695.88
221	EFT63811	Infigen Energy Markets Pty Ltd	Power	82,129.31
222	EFT64137	Infigen Energy Markets Pty Ltd	Power	73,602.22
223	EFT63918	Internode Pty Ltd	Internet Connection	499.98
224	EFT63740	Interpreting & Translating Centre	Translation Service	108.35
225	EFT64022	iSentia Pty Ltd	Media Monitoring	1,214.84
226	EFT63743	JALM Weed Control & Maintenance	Weed Control	4,414.85
227	EFT63814	JALM Weed Control & Maintenance	Weed Control	5,896.35
228	EFT63921	JALM Weed Control & Maintenance	Weed Control	11,204.05
229	EFT64139	JALM Weed Control & Maintenance	Weed Control	13,785.20
230	EFT63820	James Ivan Avellanoza	Mendelson Scholarship	4,000.00
231	EFT63824	Jasmine Kha	Mendelson Scholarship	4,000.00
232	EFT64138	Jasol Australia	Cleaning Chemicals	2,044.48
233	EFT63786	Jason Bury	Reimburse Expenses	60.00
234	EFT63919	Jeffries Garden Soils	Mulch	1,495.50
235	EFT63813	Jet Couriers (Adelaide) Pty Ltd	Couriers	133.85
236	EFT64026	Jet Couriers (Adelaide) Pty Ltd	Couriers	63.72
237	EFT63833	Jiayi Litten	Mendelson Scholarship	4,000.00
238	EFT63916	Joe Ielasi	Reimburse Expenses	60.00
239	EFT63738	John Hastings	Contractor	1,460.00
240	EFT63807	John Hastings	Contractor	1,180.00
241	EFT63914	John Hastings	Contractor	1,240.00
242	EFT64135	John Hastings	Contractor	1,200.00
243	EFT63747	John Kruger	Photography	399.99
244	EFT64030	John Kruger	Photography	350.00

**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING  
20 OCTOBER 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
245	EFT63977	John Vlass	Thebarton Community Centre Bond Return	400.00
246	EFT63718	Joseph Brown	Reimburse Expenses	128.89
247	061506	Josie Peach	Thebarton Community Centre Bond Return	480.00
248	EFT63812	JPE Design Studio Pty Ltd	Professional Fees	13,711.50
249	EFT63920	JPE Design Studio Pty Ltd	Professional Fees	4,956.60
250	EFT63973	Julie Maguire	Rainwater Tank Rebate	300.00
251	EFT64027	JY Display & Signs Pty Ltd	Display Board	802.84
252	EFT63744	Kelley Jones Lawyers	Legal Fees	1,479.50
253	EFT64140	Kelley Jones Lawyers	Legal Fees	3,675.10
254	EFT63815	Kellogg Brown & Root Pty Ltd	Professional Fees	2,365.00
255	EFT64029	Kellogg Brown & Root Pty Ltd	Professional Fees	9,748.13
256	EFT63745	Kennards Lift & Shift	Hire Equipment	320.00
257	EFT63825	Kim Hyunjun	Mendelson Scholarship	4,000.00
258	EFT64089	Knox Constructions Pty Ltd	Roadworks	170,777.09
259	EFT64028	Koan Solutions Pty Ltd	Vehicle Maintenance	3,058.00
260	EFT63779	Kompan Playscape Pty Ltd	Playground Equipment	121,914.65
261	EFT63922	Kone Elevators	Lift Maintenance	2,566.41
262	EFT63823	Kristen Holden	Mendelson Scholarship	4,000.00
263	EFT64183	Kristy Burfield	Refund Overpaid Rates	347.20
264	EFT63787	Kym Strelan	Home Advantage Program	312.00
265	EFT63991	Kym Strelan	Home Advantage Program	425.00
266	EFT64107	Kym Strelan	Home Advantage Program	220.00
267	EFT63926	Lakeside Building Solutions	Roadworks	9,636.00
268	EFT64033	Lakeside Building Solutions	Roadworks	4,581.50
269	EFT64034	Land Services Group	Searches	1,498.70
270	EFT63750	Lane Communications	Printing	2,277.00
271	EFT63927	Lane Communications	Printing	8,119.16
272	EFT63924	LCS Landscapes	Landscaping	7,939.06
273	EFT64031	LCS Landscapes	Landscaping	16,948.06
274	EFT64142	LCS Landscapes	Landscaping	4,691.50
275	EFT64032	Learning Discovery Pty Ltd	Library Books	340.00
276	EFT63749	LGA Asset Mutual Fund	Insurance Excess	500.00
277	EFT64143	LGA Asset Mutual Fund	Insurance Excess	500.00
278	EFT63925	Living Turf	Depot Supplies	5,104.00
279	EFT63816	Local Government Association of SA	EM's Training	2,904.00
280	EFT63923	Local Government Association of SA	Membership	75,788.90
281	EFT63748	Local Government Professionals SA Inc	Staff Training	565.40
282	EFT64147	M & B Civil Engineering Pty Ltd	Roadworks	103,621.31
283	EFT64148	Major Carpet & Tile	Carpet Cleaning	2,902.35
284	EFT63929	Maps Consulting Services Pty Ltd	Transportation Consulting	7,636.20
285	EFT63822	Marinelle Fernandez	Mendelson Scholarship	4,000.00
286	EFT63721	Mario Ciardiello	Reimburse Volunteer Expenses	10.88
287	EFT63751	Maxima Group Training	Temp Staff	2,869.03
288	EFT63928	Maxima Group Training	Temp Staff	6,575.81
289	EFT63891	Mayor Michael Coxon	Mayoral Allowance	6,496.54
290	EFT64086	McGees SA Pt Ltd	Refund Overpaid Rates	1,080.45
291	EFT63931	Mega Adventure	Small Business Resilience Grant	2,200.00
292	EFT63818	Message4U Pty Ltd	Software	517.29
293	EFT64090	Metro & Country Civil Pty Ltd	Stormwater Upgrade	210,947.76
294	EFT64036	Metropolitan Machinery Pty Ltd	Vehicle Maintenance	209.42
295	EFT63875	Michael Arman	CAP Member Allowance	1,604.75
296	EFT63975	Michael Cummings	Rainwater Tank Rebate	300.00
297	EFT64088	Michael Waterhouse	Compost Bin Rebate	40.50
298	EFT64084	ML Pearce	Refund Development Fees	74.50
299	EFT64035	Modern Teaching Aids Pty Ltd	Library Supplies	324.34
300	EFT63864	Morgan Jones	Refund Overpaid Rates	1,000.00
301	EFT63817	Mt Compass Sand & Loam	Depot Supplies	926.64
302	EFT64146	MTQ Engine Systems (Aust) Pty Ltd	Vehicle Maintenance	3,173.21
303	EFT63819	Murray Street Metro Pty Ltd	Street Sweeping Dumping	3,985.44
304	061512	Muscular Dystrophy Assoc	Thebarton Community Centre Bond Return	240.00
305	EFT63830	Nathan Caruso	Mendelson Scholarship	4,000.00

**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING**  
**20 OCTOBER 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
306	EFT63936	National Safety Products	Street Signs	22,543.40
307	EFT64152	National Safety Products	Street Signs	1,223.20
308	061508	Nature Foundation SA	Staff Casual Day Donations	63.75
309	EFT64150	Nelson Locksmiths Pty Ltd	Locks	1,500.30
310	EFT63999	Nemelita I Christensen	Reimburse Volunteer Expenses	92.48
311	EFT63934	Neutrog Australia	Depot Supplies	2,005.00
312	EFT64037	Neverfail Springwater Ltd	Spring Water	105.75
313	EFT63935	News Limited	Advertising	5,195.19
314	EFT63937	Newstyle Printing	Printing	473.00
315	EFT63832	Nishan Chahal	Mendelson Scholarship	4,000.00
316	EFT64104	Norm Biggs	Reimburse Expenses	137.80
317	EFT64038	Norman Waterhouse Lawyers	Legal Fees	9,400.00
318	EFT63933	Nova Group Services Pty Ltd	Roadworks	1,911.25
319	EFT64151	Nova Group Services Pty Ltd	Roadworks	12,952.50
320	EFT63835	Officeworks Superstores Pty Ltd	Stationery	767.06
321	EFT63838	On Architecture	Professional Fees	2,310.00
322	EFT63756	oOh!media Operations Pty Ltd	Bus Shelter Maintenance	8,041.00
323	061507	Orana Australia Ltd	Thebarton Community Centre Bond Return	120.00
324	EFT63836	Orana Australia Ltd	Home Advantage Program	6,624.30
325	EFT64153	Orana Australia Ltd	Home Advantage Program	5,801.10
326	EFT63754	Order-In Pty Ltd	Milk	36.59
327	EFT63837	Order-In Pty Ltd	Milk	45.09
328	EFT63939	Order-In Pty Ltd	Milk	45.09
329	EFT64039	Order-In Pty Ltd	Milk	45.09
330	EFT64155	Order-In Pty Ltd	Milk	45.09
331	EFT63938	Origin Energy Electricity Limited	Power	13,467.63
332	EFT63755	Origin Energy Services Ltd	Gas Supply	1,182.41
333	EFT63753	Our Earth Pest Control	Pest Control	4,014.91
334	EFT64041	Packwise	Depot Supplies	788.43
335	EFT63971	Pascal Nigon	Rainwater Tank Rebate	400.00
336	EFT63952	Paul Skoumbros	Reimburse Expenses	270.00
337	EFT64044	Pavement Asset Services Pty Ltd	Pavement Services	29,557.00
338	EFT64149	PayTec Technology That Counts	Support	452.85
339	EFT64043	PelicanCorp (AU) Pty Ltd	Licence Renewal	5,567.10
340	EFT64158	Permanent Pothole Solutions	Depot Supplies	2,145.00
341	EFT64047	Pest Aid	Pest Control	290.00
342	EFT63778	Pinksterboer Develop Consultants	Refund Development Fees	107.00
343	EFT64087	Pinksterboer Property	Refund Overpaid Rates	1,756.60
344	EFT63841	PJ & Sons Building Maintenance	Home Support Services	1,393.31
345	EFT64045	PJ & Sons Building Maintenance	Home Support Services	1,396.32
346	EFT64156	PJ & Sons Building Maintenance	Home Support Services	567.88
347	EFT63840	Playmazing	Playground Equipment	141.90
348	EFT64049	Potted Road	Depot Supplies	1,732.00
349	EFT63941	Pro Bitumen Pty Ltd	Roadworks	6,479.00
350	EFT64050	Pro Bitumen Pty Ltd	Roadworks	28,765.00
351	EFT64160	Pro Bitumen Pty Ltd	Roadworks	2,695.00
352	EFT63760	Pro-Clean Cleaning Supplies	Cleaning Products	1,969.00
353	EFT63842	Pro-Clean Cleaning Supplies	Cleaning Products	2,057.00
354	EFT64048	Pro-Clean Cleaning Supplies	Cleaning Products	2,220.24
355	EFT63757	Professional Linemarking Pty Ltd	Linemarking	2,794.00
356	EFT63839	Professional Linemarking Pty Ltd	Linemarking	1,064.80
357	EFT64040	Professional Linemarking Pty Ltd	Linemarking	1,430.00
358	EFT64046	Programmed Property Services Pty Ltd	Verge Mowing	13,669.97
359	EFT64042	Pump Technology Services (SA) Pty Ltd	Pump Maintenance	495.00
360	EFT63942	QHSE Integrated Solutions	Software	1,650.00
361	EFT64051	Quadient Oceania Pty Ltd	Ink Cartridge	451.00
362	EFT63943	Qualtrics LLC	Subscription	15,714.60
363	EFT63828	Rahul Malhotra	Mendelson Scholarship	4,000.00
364	EFT64052	Reece Pty Ltd	Irrigation	1,909.04
365	EFT64055	Rentokil Initial Pty Ltd	Pest Control	643.50
366	EFT64057	Rentokil Tropical Plants	Indoor Plant Hire	92.52



**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING  
20 OCTOBER 2020**

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Payment Total
367	EFT64056	Rentkil Tropical Plants	Indoor Plant Hire	227.70
368	EFT63829	Revania Pillay	Mendelson Scholarship	4,000.00
369	EFT64054	Ricoh Australia Ltd	Copy Charges	3,652.71
370	EFT63945	Romaldi Constructions Pty Ltd	Weigall Oval Redevelopment	376,630.22
371	EFT64162	Roof Seal Pty Ltd	Small Business Resilience Grant	5,500.00
372	EFT64053	Roofsafe Industrial Safety	Building Maintenance	15,916.66
373	EFT64161	Royal Automobile Assoc of SA Inc	Fleet Membership	415.00
374	EFT63944	Royal Wolf Trading Australia Pty Ltd	Hire Storage Containers	700.13
375	EFT63761	Rundle Mall Plaza Newsagency	Library Magazines	175.74
376	EFT63843	Rundle Mall Plaza Newsagency	Library Magazines	202.90
377	EFT63947	Rundle Mall Plaza Newsagency	Library Magazines	263.12
378	EFT64058	Rundle Mall Plaza Newsagency	Library Magazines	280.78
379	EFT64163	Rundle Mall Plaza Newsagency	Library Magazines	164.21
380	EFT64164	SA Power Networks	Power	44,867.15
381	EFT64170	SA Water	Water	261.77
382	EFT63849	SA Water	Water	4,057.22
383	EFT63954	SA Water	Water	547.47
384	EFT64067	SA Water	Water	926.63
385	EFT63768	SA Window Cleaning Pty Ltd	Window Cleaning	539.00
386	EFT63858	Safe Work Practice	Staff Training	511.50
387	EFT63951	Safety Barrier Solutions Pty Ltd	Guardrail Repairs	4,371.40
388	EFT63763	Saggese Transport & Crane Services Pty Ltd	Plant Maintenance	2,220.63
389	EFT64180	Samir Wasif	Reimburse Volunteer Expenses	69.12
390	EFT63950	Sassafras Agencies Pty Ltd	Depot Supplies	120.01
391	EFT63953	Schneider Electric (Aust) Pty Ltd	Building Maintenance	3,185.60
392	EFT63767	Seek Limited	Advertising	627.00
393	EFT64066	Seek Limited	Advertising	313.50
394	EFT63766	Seng Su	Reimburse Expenses	270.00
395	EFT64182	Shanbiao Gao	Refund Overpaid Rates	631.30
396	EFT63847	Shred-X Pty Ltd	Paper Recycling	660.00
397	EFT64091	Signs Of The Time	Signage	99.00
398	EFT63764	Solaris Clean	Cleaning	789.25
399	EFT64064	Solaris Clean	Cleaning	596.75
400	EFT64169	Solaris Clean	Cleaning	1,039.50
401	EFT63949	Solitaire Automotive	Vehicle Maintenance	342.00
402	EFT63844	Solo Resource Recovery	Rubbish Removal	555.50
403	EFT64060	Solo Resource Recovery	Garbage Collection & Waste Disposal	535,248.67
404	EFT64165	South Australian Community Transport Assoc	Membership	150.00
405	EFT63846	Southern Cross Protection	Patrol Service	7,234.51
406	EFT64061	Southfront	Professional Fees	29,678.00
407	EFT63762	Spark Furniture Pty Ltd	Shelters	19,957.00
408	EFT63769	Spray Shop	Depot Supplies	1,283.80
409	EFT63948	St John Ambulance Australia SA Inc	First Aid Training	65.00
410	EFT63911	Steffen Helgerod	Reimburse Expenses	80.00
411	EFT64168	Stihl Shop Fulham	Depot Supplies	1,080.80
412	EFT64167	Streamline Plumbing SA Pty Ltd	Plumbing	5,582.39
413	EFT63821	Stuart Taeuber	Mendelson Scholarship	4,000.00
414	EFT63765	Stumpy Stumps	Grind Stumps	650.00
415	EFT63848	Stumpy Stumps	Grind Stumps	500.00
416	EFT64065	Stumpy Stumps	Grind Stumps	550.00
417	EFT63845	Suburban Transport Services	Taxi Fares	294.21
418	EFT64062	SUEZ Recycling & Recovery Pty Ltd	Rubbish Removal	11.58
419	EFT64063	Supawash Mile End	Linen	59.40
420	EFT64166	Sync Cabling Solutions Pty Ltd	Lighting	1,096.70
421	EFT63961	T Thai Cuisine	Think Buy Be Local Voucher Reimbursement	50.00
422	EFT64175	T Thai Cuisine	Think Buy Be Local Voucher Reimbursement	150.00
423	EFT64070	Tafe SA	Staff Training	860.00
424	EFT64172	Tafe SA	Staff Training	1,047.25
425	EFT63852	Taking Care of Trees	Tree Maintenance	2,798.50
426	EFT63772	Telelink Business Systems Pty Ltd	Communications	489.54
427	EFT63962	Telstra	Telephone	8,849.69

**ACCOUNTS DUE AND SUBMITTED TO THE FINANCE AND GOVERNANCE STANDING COMMITTEE MEETING  
20 OCTOBER 2020**

<b>Ref No.</b>	<b>Cheque/ EFT No.</b>	<b>Payee</b>	<b>Invoice Description</b>	<b>Payment Total</b>
428	EFT64074	Telstra	Telephone	4,501.63
429	EFT63956	Terrain Group Pty Ltd	Irrigation	19,800.00
430	EFT63960	That's Fitness	Small Business Resilience Grant	1,699.00
431	EFT63871	The Adelaide Tree Surgery	Tree Maintenance	3,520.00
432	EFT63795	The Department for Correctional Services	Litter Collection	1,870.00
433	EFT64122	The Dog & Cat Management Board	Dog Registration Levy	10,948.00
434	EFT63726	The Ergo Centre	Furniture	680.00
435	EFT63730	The Frame Connection	Framing	220.00
436	EFT63731	The Fruit Box Group Pty Ltd	Milk	333.30
437	EFT64012	The Fruit Box Group Pty Ltd	Milk	124.98
438	EFT63909	The Gold Foundation Incorporated	Community Grant	5,000.00
439	EFT63932	The Men's Probus Club of West Beach Inc	Equipment Grant	2,145.00
440	EFT64159	The Paper Bahn	Stationery	3,842.25
441	EFT63758	The Proteus Leadership Centre	Staff Training	53.90
442	EFT63770	The Table & Chair Co	Furniture	374.00
443	EFT64069	The Table & Chair Co	Furniture	4,070.00
444	EFT63853	TMK Consulting Engineers	Engineering Services	7,099.13
445	EFT63850	Tonkin Consulting	Professional Fees	1,735.25
446	EFT64173	Torrens Safety	Depot Supplies	2,281.62
447	EFT64171	Total Construction Surveys Pty Ltd	Surveys	50,615.60
448	EFT63957	Total Tools Thebarton	Depot Supplies	711.35
449	EFT64016	Totally Workwear Richmond	Clothing	181.01
450	EFT64073	Tower Access & General Hire	Tower Hire	455.40
451	EFT64072	Toyota Material Handling	Purchase Forklift	37,211.93
452	EFT64174	TPG Telecom	Internet Connection	3,106.40
453	EFT63771	Tree Care Machinery	Depot Supplies	1,952.85
454	EFT63958	Tree Care Machinery	Depot Supplies	4,029.90
455	EFT63851	Triple Cherry Coffee	Coffee Supplies	150.00
456	EFT63774	Underdale High School	Equipment Grant	250.00
457	EFT63773	UrbanVirons Group Pty Ltd	Tree Maintenance	4,843.30
458	EFT64078	Vac Group Operations Pty Ltd	Lockleys Oval Maintenance	2,901.25
459	EFT63963	Valvoline (Australia) Pty Ltd	Depot Supplies	269.36
460	EFT63854	Veri Fire	Fire Safety	2,062.41
461	EFT63964	Veri Fire	Fire Safety	346.50
462	EFT64077	Veri Fire	Fire Safety	389.94
463	EFT64059	VicRoads	Vehicle Searches	19.40
464	EFT64075	Vili's	Catering	311.30
465	EFT63978	Vishal Maraviya	Thebarton Community Centre Bond Return	485.00
466	EFT64092	Vocus Pty Ltd	Pit Adjustment	5,297.60
467	EFT63896	Walls That Talk	Signage	1,373.90
468	EFT64125	Walls That Talk	Signage	248.60
469	EFT64080	Waterpro	Irrigation	3,068.74
470	EFT64083	WC Convenience Management Pty Ltd	Cleaning	10,751.06
471	EFT64177	Web Safety Pty Ltd	Clothing	1,587.77
472	EFT63855	Webroot International Ltd	Software	866.40
473	EFT63968	Well Done International	After Hours Contact Centre	804.21
474	EFT63775	West Torrens Concert Band	Partnership Agreement	6,000.00
475	EFT63965	Western Youth Centre	Partnership Agreement	14,355.00
476	EFT64178	Westside Services (SA) Pty Ltd	Airconditioner Maintenance	4,444.54
477	EFT63966	Wheatsheaf Hotel	Small Business Resilience Grant	5,500.00
478	EFT64179	Winc Australia Pty Limited	Stationery	594.71
479	EFT64176	Worcomp Pty Ltd	Medical	1,638.50
480	EFT63967	Word Cafe	Printing	1,237.50
481	EFT64081	Workforce Safety Products	Depot Supplies	78.76
482	EFT63857	Workzone Traffic Control Pty Ltd	Traffic Control	1,916.20
483	EFT64181	Workzone Traffic Control Pty Ltd	Traffic Control	1,319.45
484	EFT63856	Worlds Best Specialised Cleaning	Graffiti Removal	7,898.00
485	EFT64079	Wurth Australia	Depot Supplies	867.56
486	EFT63859	Zagreb Croatian Bookshop	Library Books	897.00
				<b>\$ 4,203,549.16</b>

## 11.2 Property Leases

### Brief

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

### RECOMMENDATION

The Committee recommends to Council that the report be received.

### 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 30 September 2020. A comparison is provided with the situation as at 30 June 2020 and 31 March 2020.

Debtor	As at 31 Mar 2020	As at 30 Jun 2020	As at 30 Sep 2020	Variance
SA Badminton Association	7,601.76	5,048.25	0.00	-5,048.25
Solo Resource Recovery	0.00	0.00	2,682.36	2,682.36
Weslo Holdings	11,419.75	17,565.22	13,145.47	-4,419.75
<b>Total</b>	<b>\$19,021.51</b>	<b>\$22,613.47</b>	<b>\$15,827.83</b>	<b>-\$6,785.64</b>

### Solo Resource Recovery

The balance is made up of one outstanding SA Water reimbursement.

### Weslo Holdings

The outstanding amount represents part of one lease instalment and one electricity reimbursement for the premises at 164-166 South Road.

### 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

### 11.3 Mendelson Financial Report September 2020

#### Brief

This report provides information on the financial performance of the Mendelson Foundation as at 30 September 2020.

#### RECOMMENDATION

The Committee recommends to Council that the report be received.

#### Discussion

The following financial reports as at 30 September 2020 are attached for Elected Member information:

- Financial Position (**Attachment 1**);
- BT Panorama Investments Portfolio Report (**Attachment 2**);
- Cash Management Report (**Attachment 3**).

For the three month period ended 30 September 2020, BT Panorama Investments is reporting a net return on investments of 1.1 per cent, as follows:

	Jun 2020	Sept 2020
	12 Months To 30 Jun 2020	3 Months To 30 Sept 2020
Market Movement on Equities	-\$ 44,463.29	-\$ 14,956.36
Add Dividends	\$ 77,305.30	\$ 36,389.08
Add Interest	\$ 1,209.23	\$ 3.51
	<hr/>	<hr/>
	\$ 34,051.24	\$ 21,436.23
Less Trustee Charges	\$ 14,551.90	\$ 4,352.60
	<hr/>	<hr/>
<b>Net Return</b>	<b>\$ 19,499.34</b>	<b>\$ 17,083.63</b>
	<hr/>	<hr/>
Fund Balance @ 1 July	\$ 1,587,308.02	\$ 1,557,755.93
<b>Net Return on Investments</b>	<b>1.2%</b>	<b>1.1%</b>

**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 30 September 2020 is 30.4 per cent for income assets and 69.6 per cent for growth assets, which contrasts with our policy targets as shown below:

	<b>Target Weightings</b>	<b>Actual Weightings</b>
Income Assets	No Less Than 25%	30.4%
Growth Assets	No Greater Than 75%	69.6%

### **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 in relation to this report.

### **Conclusion**

Information is provided in this report on the financial performance of the Mendelson Foundation as at 30 September 2020.

### **Attachments**

- 1. Mendelson Foundation Financial Position as at 30 September 2020**
- 2. Mendelson Foundation Financial Portfolio Report as at 30 September 2020**
- 3. Mendelson Cash Reconciliation as at 30 September 2020**

**CITY OF WEST TORRENS  
MAX AND BETTE MENDELSON FOUNDATION  
FINANCIAL POSITION AS AT 30 SEPT 2020**

	\$ Final at 30/06/20	\$ Final at 30/09/20	\$ Variance
<b>CURRENT ASSETS</b>			
Cash held at Council	(13,841)	(55,802)	(41,961)
Equities Investment	1,500,012	1,488,498	(11,514)
Cash & Term Deposit	29,305	57,429	28,125
GST Refunds/Imputation Credits Due	739	408	(331)
Dividend Income due not yet received	41,542	41,542	0
<b>Total Current Assets</b>	1,557,756	1,532,075	(25,681)
<b>Non-Current Assets</b>	0	0	0
<b>TOTAL ASSETS</b>	<b>1,557,756</b>	<b>1,532,075</b>	<b>(25,681)</b>
Less Liabilities	0	0	0
<b>NET ASSETS</b>	<b>1,557,756</b>	<b>1,532,075</b>	<b>(25,681)</b>
<b>FOUNDATION WEALTH</b>			
Accumulated Funds **	1,557,756	1,532,075	(25,681)
<b>TOTAL FOUNDATION WEALTH</b>	<b>1,557,756</b>	<b>1,532,075</b>	<b>(25,681)</b>
** Accumulated Funds - Opening		1,557,756	
Plus Revenue		41,436	
Less YTD Expenditure		67,117	
<b>Accumulated Funds - Closing</b>		<b>1,532,075</b>	

**CITY OF WEST TORRENS**  
**MAX AND BETTE MENDELSON FOUNDATION**  
**BT PANORAMA INVESTMENTS PORTFOLIO REPORT AS AT 30/09/2020**

	Balance at 30/06/2020 \$	Weight at 30/06/2020 %	Balance at 30/09/2020 \$	Weight at 30/09/2020 %	Variance \$	Variance %
ANZ Convertible Pref Cap Note2	34,337	2.2%	34,360	2.2%	24	0.1%
ANZ Banking Grp Ltd (ANZPG)	30,710	2.0%	31,142	2.0%	432	1.4%
CBAPD PERSP VII	29,793	1.9%	30,015	1.9%	222	0.7%
NAB Income Securities	44,915	2.9%	46,543	2.9%	1,628	3.6%
Westpac Non-Cum Converting Perp Cap Note II	58,248	3.7%	58,533	3.7%	286	0.5%
BetaShares Aus High Interest Cash ETF	44,940	2.9%	44,931	2.8%	(9)	0.0%
BetaShares Legg Mason Aus Bond Fund	76,750	4.9%	77,542	4.9%	792	1.0%
PIMCO Diversified Fixed Interest Fund	58,565	3.7%	59,800	3.8%	1,235	2.1%
Cash - BT & MQG Cash Mgt Account	29,305	1.9%	57,429	3.6%	28,125	96.0%
Dividends due not yet received	41,542	2.6%	41,542	2.6%	0	0.0%
<b>Total for Defensive Assets:</b>	<b>449,104</b>	<b>28.6%</b>	<b>481,838</b>	<b>30.4%</b>	<b>32,734</b>	<b>7.3%</b>
Antipodes Partners - Antipodes Global Fund	59,277	3.8%	57,567	3.6%	(1,710)	-2.9%
Argo	25,021	1.6%	25,787	1.6%	766	3.1%
Bennelong ex-20 Australian Equities Fund	59,537	3.8%	66,359	4.2%	6,822	11.5%
BHP Billiton	51,760	3.3%	51,442	3.2%	(318)	-0.6%
Commonwealth Bank	32,489	2.1%	29,769	1.9%	(2,719)	-8.4%
CSL Limited	71,750	4.6%	71,750	4.5%	0	0.0%
INVESCO Wholesale Global Targeted Returns Fund	70,527	4.5%	69,637	4.4%	(890)	-1.3%
Lazard Global Listed Infrastructure Fund	68,677	4.4%	63,064	4.0%	(5,612)	-8.2%
Magellan Financial Group	37,823	2.4%	36,929	2.3%	(893)	-2.4%
Magellan Global Fund	69,959	4.5%	69,691	4.4%	(268)	-0.4%
Mcp Master Income	70,195	4.5%	77,000	4.9%	6,806	9.7%
National Australia Bank	14,029	0.9%	13,668	0.9%	(362)	-2.6%
Orbis Global Equity Fund	69,195	4.4%	66,243	4.2%	(2,952)	-4.3%
Origin Energy Limited	18,600	1.2%	13,696	0.9%	(4,905)	-26.4%
Qube Holdings Ltd	33,066	2.1%	28,521	1.8%	(4,545)	-13.7%
Ramsay Health Care	39,313	2.5%	39,053	2.5%	(260)	-0.7%
ResMed Inc	50,233	3.2%	43,575	2.7%	(6,658)	-13.3%
Rio Tinto	49,568	3.2%	47,726	3.0%	(1,842)	-3.7%
Robeco Emerging Conservative Equity Fund	40,681	2.6%	38,713	2.4%	(1,968)	-4.8%
Sydney Airport	22,051	1.4%	30,657	1.9%	8,606	39.0%
T. Rowe Price Global Equity Fund	59,100	3.8%	59,492	3.7%	391	0.7%
Vanguard MSCI Index International Shares	44,113	2.8%	46,740	2.9%	2,627	6.0%
Westpac Corporation Deferred Ex St George	23,281	1.5%	21,841	1.4%	(1,440)	-6.2%
Woodside Petroleum Ltd Ord	23,317	1.5%	18,934	1.2%	(4,383)	-18.8%
Woolworths	18,193	1.2%	17,778	1.1%	(415)	-2.3%
<b>Total for Growth Assets:</b>	<b>1,121,755</b>	<b>71.4%</b>	<b>1,105,632</b>	<b>69.6%</b>	<b>-16,123</b>	<b>-1.4%</b>
<b>Total Investments</b>	<b>1,570,859</b>	<b>100.0%</b>	<b>1,587,470</b>	<b>100.0%</b>	<b>16,611</b>	<b>1.1%</b>

**MENDELSON RECONCILIATION  
CASH HELD BY BT PANORAMA INVESTMENTS  
AS AT 30/09/2020**

	\$	\$
<b>Balance at 30/06/2020</b>		<b>29,304.81</b>
<b>Macquarie Cash Management Account - closing balance</b>		<b>22,652.02</b>
<b>BT Cash Management Account - closing balance</b>		<b>6,652.79</b>
<b>Less</b> <u>Equities - Purchases</u>		
SYDR - Sydney Airport Stapled Renounceable Rights	3,442.80	
		3,442.80
<b>Add</b> <u>Dividends/Interest/Income</u>		
Interest Received in July 2020	1.09	
Dividend Income Received in July 2020	29,732.79	
Interest Received in August 2020	1.18	
Dividend Income Received in August 2020	1,391.65	
Interest Received in September 2020	1.24	
Dividend Income Received in September 2020	5,264.64	
		36,392.59
<b>Less</b> <u>Fees</u>		
BT Ongoing advice fee (June)	1,361.86	
BT Administration fee (June)	167.21	
BT Ongoing advice fee (July)	1,424.35	
BT Administration fee (July)	172.79	
BT Ongoing advice fee (August)	1,437.59	
BT Administration fee (August)	172.79	
MQG Bank Audit Letter Fee	60.00	
BT Expense recovery - legislatvie	28.58	
		4,825.17
<b>Macquarie Cash Management Account - closing balance</b>		<b>22,825.78</b>
<b>BT Cash Management Account - closing balance</b>		<b>34,603.65</b>
<b>Less Macquarie and BT Cash Mgt Acct</b>		<b>57,429.43</b>
<b>Imbalance</b>		<b>-</b>



## 11.4 Council Budget Report - THREE Months to 30 September 2020

### Brief

This report provides information to Council on budget results for the three months ended 30 September 2020.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

---

### Introduction

The report provides year to date (YTD) budget results for September 2020.

### Discussion

Budget variances are summarised in the financial report which is included as **Attachment 1**, with key variances explained below in terms of:

- Operational Income
- Operational Expenditure
- Capital Expenditure
- Capital Income
- Capital Works Expenditure

#### Operational Income

Key variances include:

- Rates and related budgets are above budget by \$109,942, largely due to (a) the timing of advance payments, which will resolve itself in coming months, and (b) rate growth being higher than expected.
- Statutory charges are above budget YTD by \$89,727, largely due to better than expected parking income (\$38,767) and higher than expected Development Act fee payments (\$33,286).
- Grant income is below budget YTD by \$279,805, most of which is due to the timing of the roads to recovery grant payments (\$154,354) and library related grants (\$108,714). These grants are expected to be received in October 2020.

The end of year (EOY) forecast for operational income is not expected to show a significant change, however this is being reviewed in the September budget review.

#### Operational Expenditure

Key variances include:

- Staff and related costs are \$586,722 over budget YTD, largely for timing reasons. This will resolve itself in October as the payment of wages realigns with the timing of the budget.
- General expenses are below YTD budgets by \$649,307, largely due to the timing of expenditure associated with professional fees (\$346,849), advertising, promotion, publication and stationery (\$79,101) and sundry items (\$110,213). A summary of variances for selected key general expenses is attached.

- Bank and finance charges are \$87,177 below expectation, largely due to the timing of the use of Council's cash advance debenture (overdraft) facility with the LGFA.
- Council related expenditure is \$128,583 below budget YTD, for timing reasons associated with grant funding (\$89,885 favourable), and donations (\$30,720 favourable). These variances are expected to align more closely with the budget later in the budget cycle.
- Contract and material expenditure is \$212,132 below budget, largely for timing reasons associated with depot and property maintenance programs (\$163,360), waste management (\$36,103) and Community Development programs (\$12,669).
- Occupancy and property costs are \$37,539 below budget YTD, given variances associated with electricity charges (\$64,412 favourable), cleaning costs (\$14,197 favourable) and AAL rental costs for the depot (\$39,998 unfavourable). The latter variance resulted from an advance payment for October.

The EOY forecast for operational expenditure is not expected to show a significant change, however this is being reviewed in the September budget review.

### Capital Expenditure

Key variances include:

- Motor vehicle expenditure is \$68,125 below budget YTD, largely for timing reasons.
- Computer expenditure is \$36,543 below budget for timing reasons.
- Other plant and equipment expenditure is below YTD budget by \$161,089, mostly for timing reasons. This will largely self-adjust in the near future as budgets align with payments, given significant commitments have already been made.
- Land and building costs are \$1,501,644 under budget YTD, largely for timing reasons associated with community facility developments. In addition, settlement on the budgeted sale of the Marion Road is yet to occur.

The end of year (EOY) forecast for capital expenditure is not expected to show a significant change, however this is being reviewed in the September budget review process.

### Capital Income

Key variances include:

- Capital income is \$1,292,091 under budget, with a component of income associated with the Lockleys Oval / Apex Park redevelopment yet to be received.

The end of year (EOY) forecast for capital income is not expected to show a significant change, however this is being reviewed in the September budget review process.

### Capital Works Expenditure

Expenditure on capital works YTD is \$2,013,358.

A capital works expenditure summary for YTD September 2020 is attached with appropriate comments provided on the status of individual budget lines. 38.3 per cent of the capital works budget has been spent or committed by way of purchase orders as at 30 September 2020.

It is estimated that 100 per cent of the forecast budget of \$32,267,191 is required to complete the program of works and that 86 per cent will be completed by 30 June 2021.

The end of year (EOY) forecast for capital works expenditure is not expected to show a significant change, however this is being reviewed in the September budget review process.

### **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 in relation to this report.

### **Conclusion**

Information is provided in this report on budget results for the three months ended 30 September 2020.

### **Attachments**

1. **September Budget v Actual**
2. **Capital Works - Budget v's Actual**
3. **General Expenses**

**City of West Torrens**  
**Finance Budget Report for the 3 Months Ended 30 September 2020**  
**Operational Income and Expenditure (\$'000's)**

Adopted Budget Original	Adopted Budget Revised	Income & Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining
<b>Income</b>							
61,110	61,110	Rates	60,715	60,825	110	0%	286
2,072	2,072	Statutory Charges	457	547	90	20%	1,525
1,604	1,604	User Charges	240	230	(10)	(4%)	1,375
4,287	4,287	Grants & Subsidies	1,111	831	(280)	(25%)	3,456
706	705	Reimbursements & Other Income	81	117	37	46%	588
<b>69,779</b>	<b>69,779</b>	<b>Total Income</b>	<b>62,603</b>	<b>62,549</b>	<b>(53)</b>	<b>(0%)</b>	<b>7,229</b>
<b>Expenditure</b>							
23,865	24,066	Staff & Related Costs	4,957	5,543	(587)	(12%)	18,523
5,749	5,749	Buildings, Furniture, Plant & Equipment	1,739	1,777	(39)	(2%)	3,972
9,858	9,858	Community Asset Costs	2,485	2,485	0	0%	7,373
4,132	4,579	General Expenses	1,541	891	649	42%	3,688
1,128	1,128	Bank & Finance Charges	156	69	87	56%	1,059
4,000	4,094	Council Related Expenditure	1,233	1,104	129	10%	2,990
11,064	11,064	Contract & Material Expenditure	2,147	1,935	212	10%	9,129
2,651	2,651	Occupancy & Property Costs	518	480	38	7%	2,170
(175)	(175)	Expenditure Recovered	(44)	(27)	(17)	38%	(148)
<b>62,272</b>	<b>63,013</b>	<b>Total Expenditure</b>	<b>14,731</b>	<b>14,258</b>	<b>474</b>	<b>3%</b>	<b>48,756</b>
<b>7,507</b>	<b>6,766</b>	<b>Operating Surplus/Deficit</b>	<b>47,872</b>	<b>48,292</b>			

<b>City of West Torrens</b> <b>Finance Budget Report for the 3 Months Ended 30 September 2020</b> <b>Capital Income and Expenditure (\$'000's)</b>									
Adopted Budget Original	Adopted Budget Revised	Capital Expenditure and Sales	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
175	175	Motor Vehicles	68	0	68	100%	175		
137	137	Computer Equipment	62	25	37	59%	112		
871	1,306	Other Plant & Equipment	646	485	161	25%	822		
6,383	5,780	Land & Buildings	(873)	1,126	(1,998)	229%	4,654		
0	1	Library Resources	0	0	0	0%	1		
<b>7,565</b>	<b>7,397</b>	<b>Total Expenditure</b>	<b>(98)</b>	<b>1,635</b>	<b>(1,733)</b>	<b>1763%</b>	<b>5,762</b>		
Adopted Budget Original	Adopted Budget Revised	Capital Income	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
0	1,300	Grants & Subsidies - Capital Income	1,300	8	1,292	99%	1,292		
<b>0</b>	<b>1,300</b>	<b>Total Income</b>	<b>1,300</b>	<b>8</b>	<b>1,292</b>	<b>99%</b>	<b>1,292</b>		
Adopted Budget Original	Adopted Budget Revised	Capital Works Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining		
2,746	5,011	Environment Program	1,253	408	845	67%	4,603		
3,125	7,809	Recreation Program	1,952	604	1,349	69%	7,205		
13,846	19,447	Transport Program	4,862	1,001	3,860	79%	18,446		
<b>19,716</b>	<b>32,267</b>	<b>Total Expenditure</b>	<b>8,066</b>	<b>2,013</b>	<b>6,053</b>	<b>75%</b>	<b>30,254</b>		

**CITY OF WEST TORRENS**  
**BUDGET 2020/21 - AS AT 30 September 2020**  
**CAPITAL WORKS EXPENDITURE**

ADOPTED BUDGET ORIGINAL	ADOPTED BUDGET REVISED	FUNCTION	YTD ACTUALS	COMMITTED OR CONTRACTED	ACTUALS AND COMMITTED	% SPENT OR COMMITTED	FORECAST EXPENDITURE TO COMPLETE	EOY FORECAST PERCENTAGE COMPLETE	SEPTEMBER VARIATION REQUEST	COMMENT / EXPLANATION
<b>ENVIRONMENT PROGRAM</b>										
<i><b>Stormwater &amp; Drainage</b></i>										
350,000	532,293	Minor Drainage Upgrades and Replacement Work	181,497	54,173	235,670	44.3%	532,293	100%		Minor Works Upgrade / Program Upgrade - continuing/program commitment for 2020 / 2021
0	96,502	Ashley St (West St to Hayward Ave)	6,468	0	6,468	6.7%	96,502	100%		Works to be tendered November 2020
0	1,483,898	Stormwater Upgrade - Stirling St, Thebarton	9,033	1,345,137	1,354,170	91.3%	1,483,898	100%		Contract awarded, awaiting Contractor travelling clearnace from Victoria.
0	296,350	Stormwater Upgrade - Sherrif St, Underdale	211,288	90,836	302,124	101.9%	296,350	100%		Works in progress, scheduled for completeion end of October 2020.
250,000	250,000	Stirling Street Outfall Interface	0	0	0	0.0%	250,000	100%		
150,000	150,000	Keswick Creek- Everard	0	0	0	0.0%	150,000	100%		Planning underway. Works scheduled to be undertaken during February 2021.
650,000	650,000	Packard St Cut-off Drain	0	58,971	58,971	9.1%	650,000	100%		Detailed design and documentation is being developed.
<i><b>Other Environment</b></i>										
1,345,711	1,552,288	Brown Hill and Keswick Creeks	0	0	0	0.0%	1,552,288	100%		Approval for 1st stage of Greater Management Plan has been confirmed by all necessary stake holders. Project for design concept upgrade of Brown Hill Creek through West Torrens area is nearing draft report stage.
<b>2,745,711</b>	<b>5,011,331</b>	<b>Program Total</b>	<b>408,286</b>	<b>1,549,116</b>	<b>1,957,402</b>	<b>39.1%</b>	<b>5,011,331</b>	<b>100%</b>	<b>0</b>	
<b>RECREATION PROGRAM</b>										
<i><b>Parks &amp; Gardens</b></i>										
485,000	1,003,288	Playground Upgrade	90,103	275,986	366,089	36.5%	1,003,288	85%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
530,000	623,723	Reserve Developments - Various	77,854	90,154	168,008	26.9%	623,723	100%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
260,000	324,966	River Torrens Upgrade	3,922	48,324	52,245	16.1%	324,966	85%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
25,000	28,684	River Torrens Path Upgrades	0	29,528	29,528	102.9%	28,684	100%		
0	562,201	Kings Reserve Playspace	140,562	10,936	151,498		562,201	25%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
775,000	1,249,585	Reserve Irrigation Upgrades	271,237	483,182	754,419	60.4%	1,249,585	80%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
0	2,000,000	Breakout Creek Stage 3 Redevelopment	0	0	0	0.0%	2,000,000	100%		
50,000	50,000	Bikeway Path Upgrade and Reseal	0	30,700	30,700	61.4%	50,000	80%		

**CITY OF WEST TORRENS**  
**BUDGET 2020/21 - AS AT 30 September 2020**  
**CAPITAL WORKS EXPENDITURE**

ADOPTED BUDGET ORIGINAL	ADOPTED BUDGET REVISED	FUNCTION	YTD ACTUALS	COMMITTED OR CONTRACTED	ACTUALS AND COMMITTED	% SPENT OR COMMITTED	FORECAST EXPENDITURE TO COMPLETE	EOY FORECAST PERCENTAGE COMPLETE	SEPTEMBER VARIATION REQUEST	COMMENT / EXPLANATION
		<b><i>Sports Facilities</i></b>								
325,000	368,559	Tennis Court Upgrades	19,957	6,292	26,249	7.1%	368,559	100%		Works Scheduled / Underway
0	0	Airport Road	0	0	0	0.0%	0	0%		Works Scheduled / Underway
550,000	1,472,846	Thebarton Oval Kings Reserve	0	172,039	172,039	11.7%	1,472,846	25%		Update / Project Status to be provided at the City Facilities and Waste General Committee - 24 March 2020
125,000	125,000	Car Parking Upgrade	0	110,000	110,000	88.0%	125,000	25%		
<b>3,125,000</b>	<b>7,808,852</b>	<b>Program Total</b>	<b>603,635</b>	<b>1,257,140</b>	<b>1,860,775</b>	<b>23.8%</b>	<b>7,808,852</b>	<b>73%</b>	<b>0</b>	
		<b>TRANSPORT PROGRAM</b>								
		<b><i>Roads Sealed</i></b>								
9,679,491	14,505,509	City Funds/ULRG Funds/Carryovers	828,215	6,672,819	7,501,034	51.7%	14,505,509	85%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
617,418	617,418	Roads to Recovery Grant Funds	0	0	0	0.0%	617,418	100%		
		<b><i>Other Transport</i></b>								
250,000	309,168	Roundabouts / Minor Road Rehabilitation	27,006	119,305	146,311	47.3%	309,168	100%		Scheduling works for 2020/2021
300,000	343,325	Bus Shelters	1,045	24,886	25,931	7.6%	343,325	100%		Upgrade works to hard stand area are in progress.
430,000	745,966	Traffic Management	36,858	190,906	227,763	30.5%	745,966	100%		Consultation for the removal of the bus only device located west of West Street and concept design for complete for new traffic calming at Hayward Avenue is complete. A report will be tabled at the City Services and Amenity Standing Committee meeting to be held 4th February 2020.
560,000	679,130	Bicycle Management Schemes	0	50,872	50,872	7.5%	679,130	100%		Detail design is currently being undertaken.
1,445,000	1,583,334	Public Lighting	101,706	124,964	226,670	14.3%	1,583,334	80%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
		<b><i>Footways &amp; Cycle Tracks</i></b>								
215,992	215,992	Footpath Renewal Program	0	215,992	215,992	100.0%	215,992	100%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
49,952	117,150	Footpath Construction Program	800	117,150	117,951	100.7%	117,150	100%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
297,832	330,017	Footpath Remediation Program	5,808	27,926	33,733	10.2%	330,017	100%		Project in progress; refer Urban Services Report, 6 October 2020 for an update.
<b>13,845,685</b>	<b>19,447,009</b>	<b>Program Total</b>	<b>1,001,437</b>	<b>7,544,820</b>	<b>8,546,257</b>	<b>43.9%</b>	<b>19,447,009</b>	<b>87%</b>	<b>0</b>	
		<b>SUMMARY:</b>								
2,745,711	5,011,331	Environment Program	408,286	1,549,116	1,957,402	39.1%	5,011,331	100%	0	
3,125,000	7,808,852	Recreation Program	603,635	1,257,140	1,860,775	23.8%	7,808,852	73%	0	
13,845,685	19,447,009	Transport Program	1,001,437	7,544,820	8,546,257	43.9%	19,447,009	87%	0	
<b>19,716,396</b>	<b>32,267,192</b>	<b>TOTAL - ALL CAPITAL WORKS</b>	<b>2,013,358</b>	<b>10,351,076</b>	<b>12,364,434</b>	<b>38.3%</b>	<b>32,267,191</b>	<b>86%</b>	<b>0</b>	

**City of West Torrens**  
**Budget 2020/21 - YTD 30 September 2020**  
**(Interim Results - Selected Accounts)**

		2020/21 Budget					
2019/20 Actuals	Account	Annual		YTD		YTD \$ Variance	YTD % Variance
		Original Budget	Revised Budget	Revised Budget	Actuals		
184,194	131 Training & Conference Costs	136,878	136,878	32,047	13,171	18,876	58.9
30,855	213 Catering & Entertainment	24,023	24,023	5,217	418	4,799	92.0
35,595	215 Catering/Entertain-Elected Members/others	31,500	31,500	5,614	263	5,351	95.3
245,903	225 Subscriptions & Associations	297,979	297,979	137,122	134,599	2,523	1.8
22,114	229 Elected Member Travel & Training	20,000	20,000	0	1,800	-1,800	0.0
282,965	241 Professional Fees - Legal	327,500	327,500	57,501	26,663	30,838	53.6
7,753	243 Professional Fees - Medical	12,000	12,000	3,000	570	2,430	81.0
670,087	245 Professional Fees - Consultants	572,000	796,667	339,417	116,049	223,368	65.8
3,358	247 Professional Fees - Recruitment	0	0	0	0	0	0.0
366,613	249 Professional Fees - General	280,500	383,911	144,951	54,739	90,212	62.2
<b>1,849,437</b>	<b>Total</b>	<b>1,702,380</b>	<b>2,030,458</b>	<b>724,869</b>	<b>348,272</b>	<b>376,597</b>	<b>52.0</b>



## 11.5 Annual Report 2019-2020

### Brief

This report presents the 2019/20 City of West Torrens Annual Report, excluding the 2019/20 Annual Financial Statements, which are scheduled to be presented to Council at its meeting on 3 November 2020 and will be included in the final report once adopted.

### RECOMMENDATION(S)

The Committee recommends to Council that:

1. It approves the 2019/20 City of West Torrens Annual Report, excluding the 2019/20 Annual Financial Statements, pursuant to the requirements of s1(1) of the *Local Government Act 1999*.
2. The Chief Executive Officer be delegated authority to, before the final publication of the 2019/20 city of West Torrens Annual Report:
  - a) make minor changes of a technical or editorial nature if required; and
  - b) include the City of West Torrens 2019/20 Annual Financial Statements as adopted by Council.

---

### Introduction

Pursuant to the requirements of the *Local Government Act 1999* (Act) and the *Local Government (General) Regulations 2013* (Regulations), councils are required to adopt their Annual Reports before 30 November each year.

The Act and Regulations require that the Annual Report must be provided to the Presiding Members of both South Australian Houses of Parliament, the South Australian Local Government Grants Commission, the Parliamentary Library, State Library and National Library of Australia. Presiding Members of both Houses of Parliament require the report to be provided in black and white and in Microsoft Word format only. Subsequently, the report is being presented to Council for approval in this format. A designed, full colour copy will be made available for the general public once the black and white copy has been provided to required parties under legislation.

The 2019/20 City of West Torrens Annual Report (Annual Report), excluding the 2019/20 Annual Financial Statements (Financial Statements), has been prepared and is provided under separate cover for consideration and approval by Council. In accordance with the Act, Council must include the reports of any subsidiary bodies in its annual report. Consequently, the Annual Report of the Brown Hill Keswick Creek Stormwater Board is also included in the City of West Torrens Annual Report 2019/20.

### Discussion

The Annual Report provides a summary of Council's operations for the past financial year. Once the 2019/20 Financial Statements are adopted by Council (to be presented to Council at its 3 November 2020 meeting), these will be included in the Annual Report, as required by legislation and:

- a limited number of hard copies will be made available free of charge to the public who request the document
- copies will be available for perusal by the general public at the Civic Centre and Hamra Centre Library
- it will be uploaded to the City of West Torrens' website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au) for viewing
- residents will be informed in the next issue of Talking Points that the 2019/20 Annual Report has been published and where they can view a copy.

Full copies will be distributed in accordance with the requirements of the Act.

**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 in relation to this report.

**Conclusion**

The City of West Torrens 2019/20 Annual Report, excluding the Annual Financial Statements, is presented for consideration and approval by Council, with subsequent inclusion of Council's financial statements following their adoption by Council. The full Annual Report, with the inclusions, will be submitted to the parties identified in the Act by 31 December 2020 as required.

**Attachments****1. City of West Torrens Annual Report 2019/20**

# **City of West Torrens Annual Report 2019/20**



# Contents

From the Mayor and the Chief Executive Officer .....	3
The City of West Torrens .....	8
Elected Council Members .....	9
Elected Council Operations.....	12
Management.....	26
Strategic Management .....	28
Office of the Mayor and Chief Executive Officer .....	31
City Development.....	34
City Operations .....	38
City Property .....	42
City Assets.....	44
Community Services .....	48
Strategy and Business .....	52
Regulatory Services .....	58
Financial Services.....	63
People and Culture .....	65
Information Services .....	69
Access to Council documents .....	71
Brown Hill and Keswick Creeks Stormwater Board annual report 2019/20.....	77

## From the Mayor and the Chief Executive Officer

It was one of the United States of America's Founding Fathers, Benjamin Franklin, who famously opined that 'out of adversity comes opportunity' – and that has certainly rung true across the City of West Torrens during the 12 months to 30 June 2020, with staff and elected members all playing their part, digging deep and unearthing innovative ways to continue to provide the community with vital services in a strange new world enveloped in the COVID-19 pandemic.

It is understandable, then, that our Mayor and CEO Report for the 2019/20 Annual Report is presented against the backdrop of COVID-19, its impact on our lives, our pioneering responses and our expectations going forward.

When the dark clouds of COVID-19 rolled in during the early months of 2020, community events were suddenly postponed, libraries and community centres closed and services required a dramatic and inventive rethink to allow us to continue to provide them, albeit in a digital form.

We adapted to a 'new normal'; finding creative ways to deliver many of our services and, in the process, helping our community of residents and ratepayers to stay connected and informed. While detailed reports of our achievements are covered in greater detail elsewhere in this Annual Report, we will touch on just some of the highlights that contributed to an 'out of adversity comes opportunity' year for all associated with the City of West Torrens.

As no residents or businesses in the city have avoided the negative impact of COVID-19, our immediate response to the pandemic was to introduce a raft of relief measures, among them:

- A residential and business rates deferment arrangement for six months to help these groups to manage their budgets.
- A waiver of lease payments for lessees on Council properties, community and sporting clubs, for six months.
- A business resilience program, into which we injected \$200,000 and
- A small business economic stimulus package of \$100,000, effectively providing 4,000 vouchers (to the value of \$25 each) to eligible recipients for redemption at participating businesses in West Torrens.

From our largest ratepayer, Adelaide Airport Limited, to the smallest family business, all have benefitted from these programs. It is also worth noting that Council has not been immune to COVID-19 and we too have had to cut our coat according to our cloth.

Thankfully, our prudent approach has allowed us to retain all staff and working hours, while finding areas to make savings without impacting on the services we provide. Indeed, we delivered on many of our larger infrastructure projects and will continue to do so to help stimulate our local economy, all the while delivering a 2020/21 budget that has kept our rate increase among the lowest in metropolitan Adelaide.

While the future remains unknown, when we do emerge from COVID-19 and its implications, we are confident that the many measures we have taken will see us be better and stronger, both as people and as a community.

Turning our attention to some of the highlights of the past 12 months, it was largely a 'business-as-usual' year aside from the hurriedly introduced new measures to tackle COVID-19. Here, some of the services and programs provided to the community in response to the pandemic's impact included a school holiday activities program of online resources and activities for children and families to tackle at home.

The library responded by launching a contactless click, call and collect service and expanding its home delivery service, while a revamped active ageing program assisted older residents through the delivery of activity packs, online tai chi and exercise sessions and regular social visits and telephone calls.

Partnerships with local supermarkets, Foodbank and peak agencies were also forged and saw food and other essentials delivered to more than 200 vulnerable residents.

In the capital works space, new and replacement works undertaken included the addition of 3,154 square metres of footpaths and shared pathways, 3,908 lineal metres of kerbing, 58,682 square metres of road surface and 1.7 kilometres of road construction. Major assignments saw the \$1.3 million upgrade of Rutland Avenue, Lockleys to include 12 new raingardens, the reconstruction of the seven existing speed humps and the resurfacing of 9,365 square metres of road pavement.

Particularly noteworthy was the progress made in revamping our designated sporting hubs. This ambitious project was launched some five years ago to offload low-usage or non-income earning assets and use the funds to improve key community-identified facilities of Camden Oval, Weigall Oval, Apex Park, Mellor Park and Lockleys Oval.

The current stage of the \$7 million Lockleys Oval complex, including new clubrooms, was completed during the reporting period, while further improvements to sporting facilities, new irrigation and landscaping and new play space facilities will continue into the new financial year.

Similarly, at Camden Oval, the \$6 million upgrade saw improvements to the football oval, the laying of new sub-surface drainage and other irrigation and turf enhancements. At Weigall Oval, the second stage of the \$7 million project, including new sporting facilities, clubrooms and sports fields for both soccer and baseball, along with additional car parking, is now underway and will continue into 2020/21.

When the hub program is completed, residents and ratepayers will enjoy the very best in strategically located state-of-the-art facilities that, being in close enough proximity to where everyone lives, will be accessible by all.

The Apex Park Reserve also made significant strides towards completion, with new community and equestrian facilities completed in the year under review, along with improvements to the wetlands and local drainage. Work will continue into the new financial year, with completion on track for 2021/22.

As in past years, our collegiate philosophy and collaborative approach saw us team up with other local government authorities, the State and Federal Governments and advocacy groups to respond to mutual challenges and issues and arrive at the best possible outcomes for all concerned.

Our advocacy for our community's best interests in relation to the State Government's planning reforms was particularly noteworthy. With the Department of Planning, Transport and Infrastructure's (now Department for Infrastructure and Transport) release of the state-wide Draft Planning and Design Code, we provided extensive feedback on matters relating to infill development, employment lands, character and heritage and urban greening.

In preparing for the transition, we further shared information with the community on the proposed key changes and have continued to engage in open dialogue with the State Planning Commission on key local planning policy related to the Code. Our involvement has also seen us embed Council staff in DPTI to further advocate for better outcomes for our residents and ratepayers, especially as the planning reforms are sure to significantly change how our development assessment and compliance services are delivered.

While the Code changes don't kick in until later in the 2020 calendar year, we have undertaken a lot of work already in gearing up for what lies ahead and our staff deserve every applause for the work they have done in this regard.

Our close working relationship with the State Government was also evident on the North South Corridor upgrade where, with community backing, we continue to lobby for what we believe is the solution that best serves our city with regard to South Road – a tunnel. An announcement was imminent at the time of writing and we remain confident that whatever solution is finally delivered, it will be informed by our input and impact positively on West Torrens moving forward.

We further continued our collaboration with neighbouring councils Charles Sturt, Holdfast Bay and Port Adelaide Enfield across several fronts, most notably in our membership of the Western Adelaide Alliance that strives to promote and support local economic projects and the Adelaide Beaches website initiative that highlights local visitor attractions and looks to draw people to the region and grow the visitor economy.

We also continued the successful AdaptWest Climate Change Adaptation Program in conjunction with the Cities of Charles Sturt and Port Adelaide Enfield and, more recently, teamed up with this duo to support the concept of an e-scooter trail extending along the seafront from Outer Harbour to West Beach.

In what we see as a major coup, we assigned the Thebarton Oval lease from the amateur Adelaide Football League to the SANFL. Importantly, this will see the iconic complex undergo a \$12 million redevelopment thanks to input from ourselves, the SANFL and the Federal Government. On completion, it will serve as a Centre of Excellence for the SANFL's many programs, including women's football.

Our commitment to the environment and sustainability was again on show in 2019/20, with the Kings Reserve wetland project that turned a major stormwater issue into a functional community asset leading the way by winning an industry excellence award for 'Integrated Stormwater Design'. Using sustainability principles, the project integrates with the Thebarton Oval Precinct landscape and complements the expected master plan for the site.

We were also able to complete a few significant projects related to LED lighting, key among them the \$400,000 Stage 1 rollout of 1,100 LED streetlights. At the same time, we continued to light up the shared pathway along the Westside Bikeway in North Plympton and Camden Park.

Waste collection and recycling too continued apace, thanks largely to our ongoing program of waste education taking centre stage at community events such as National Recycling Week, the Fork on the Road food and wine celebration and other Summer Festival events.

In just the last nine months of the year, some 6,476 tonnes of green waste were collected and recycled and 95 per cent of the 6,159 hard waste collections – including more than 1,100 mattresses and 599 tonnes of waste – diverted from landfill. Indeed, in this nine-month period, 52 per cent of waste for which Council is responsible was diverted away from landfill.

With e-waste and hard waste collection services available to residents at no cost, it was pleasing to see these embraced, as evidenced by a 5.8 per cent reduction in illegal dumping compared with the corresponding period last year.

We also handed out 5,000 native seedlings to residents at our annual native plant giveaway in June, assisted local community groups by distributing \$5,000 through the Environment Grant Program, helped with water conservation by dispensing \$9,100 to residents through the residential rainwater rebate scheme for rainwater tanks and rain gardens, tackled carbon emissions by sharing \$6,000 with community groups through the community groups solar panel rebate scheme, and took part in a citizen science pilot project that evaluated the quality of green open spaces.



On other matters, we are delighted to announce that we will continue to produce *Talking Points* in both its printed and online versions in 2020/21. That's a move against the current trend, but we know it is the right one as we understand the importance of communication in keeping our community informed and are committed to providing it in formats to suit all tastes. If we needed a reminder of its value, COVID-19 gave it to us!

Our social media platforms experienced a 57 per cent rise in the number of views during the pandemic, while during the entire year under review, our following rose 66 per cent on the corresponding period in 2018/19, with approximately 3.9 million views. Engagement with content increased 12 per cent to 144,733, with 20,000 people – or an increase of 87 per cent – clicking content links, and the cross-platform audience grew by 37 per cent to 9,756, a gain of 2,638 new followers.

Other random facts and figures associated with the year include:

- Our Service Centre responded to almost 51,000 telephone calls, 6,500 web chat queries, 800 SMS queries, 2,400 emails and 15,600 payment transactions.
- The Hamra Centre Library averaged 19,400 visitors per month and the mobile library some 800 monthly visitors (pre-COVID).
- A Greyhound 'Off Leash' trial of six events attracted 195 dogs and their owners and was deemed a success by the Dog and Cat Management Board, not to mention greyhound owners from far and wide.
- The 26 public immunisation clinics and the school immunisation program administered 2,904 vaccines, of which 395 were flu vaccines.
- We received 1,031 residential development applications valued at an estimated \$174.1 million and 133 commercial and industrial development applications valued at an estimated \$34.9 million.
- Some 600 different groups used the Thebarton Community Centre and a further 80 the Plympton Community Centre.
- Parking permits were assessed and issued to 181 residents, 57 dog attacks were investigated, 15 dog orders were issued and 273 dogs impounded for wandering at large.

No report would be complete without a special word on our wonderful people, both elected members and staff.

Our Council, elected in November 2018, saw nine new members join the team. The minor teething problems associated with such significant change are now a distant memory, with the councillors seeing the challenges of local government through fresh sets of eyes and arriving at novel solutions we are sure to benefit from for many years.

Our staff, too, have enjoyed a standout year, particularly in their response to operations in a pandemic. It was 'necessity is the mother of invention' at play as they found new ways to engage with and deliver services to the community.

Looking ahead to the next 12 months, the uncertainty of COVID-19 is likely to be with us for a while yet. You can be sure of one thing, though – and that's that we will continue to provide the services and programs our richly diverse community expects. We are blessed to have people from more than 110 countries call West Torrens home and they inject a wonderful vibrancy and community spirit into our lives.

That said, we appreciate we're living in challenging times. We are a community, we are in it together and if anyone out there is experiencing difficulty, please reach out. You can be sure we will assist wherever we can.

Michael S. Coxon  
Mayor

Terry Buss PSM  
Chief Executive Officer

## The City of West Torrens

While West Torrens is only some 37 square kilometres in area, with a section of it being owned by Adelaide Airport Limited, our city is a sought after place to live because of its close proximity to Adelaide's Central Business District and the coast line.

With a population of around 60,000 residents, the need for housing is increasing and new residential developments are springing up each year.

The influx of people to our city also means that the need for services and amenities are always changing and, as a result, we are undertaking major upgrades to numerous recreational spaces to help cater for these needs.

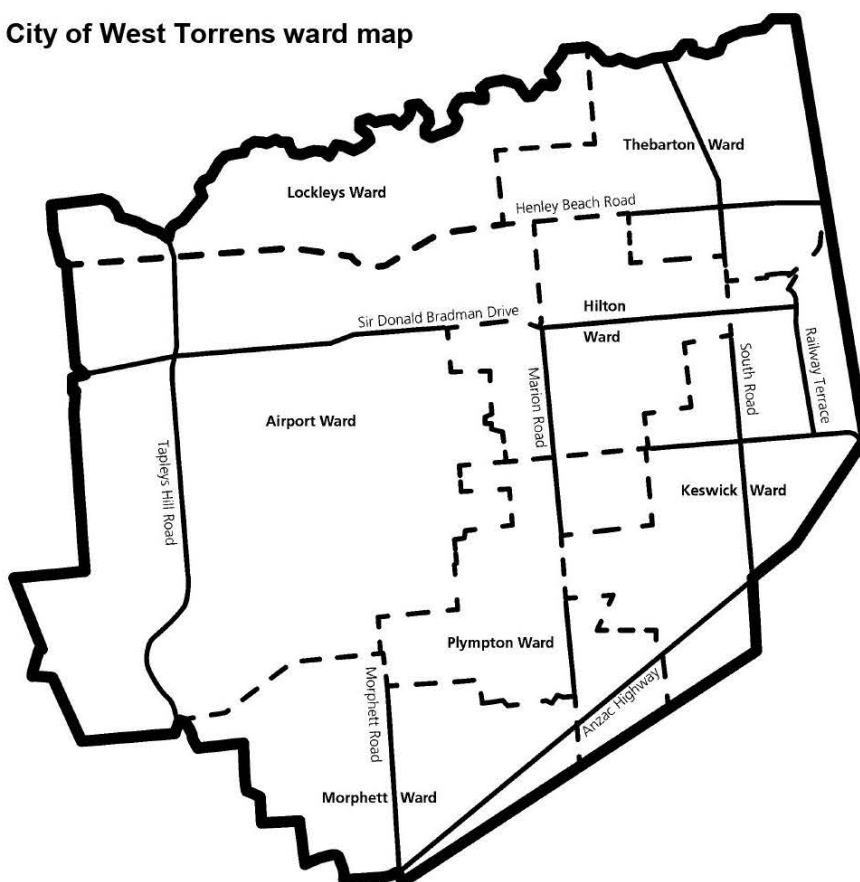
In recent years, our Council has earmarked millions of dollars for upgrading recreational and sporting facilities to better cater for our community's needs; these facilities often serve more than one purpose.

Data released from the Australia Bureau of Statistics shows that we are attracting higher proportions of people born in India, the UK and China and that more than 30 per cent of our residents were born overseas. West Torrens is attractive to those in the 20 - 45 age group and our older population (75+) is still strong in our community.

West Torrens is well-known for its larger shopping precincts which attract visitors from further afield. Places such as Ikea, Harbour Town, the Brickworks Marketplace and the Mile End Homemaker Centre all help keep the local economy flourishing. Our bioscience precinct in Thebarton is also a drawcard for the area, as this technology hub comprises a range bioscience-related enterprises.

As a tourism destination, West Beach Parks is a large drawcard for our region, attracting visitors from intrastate, interstate and overseas who enjoy staying in West Torrens while on holidays.

### City of West Torrens ward map



Doc no: A2540972

## Elected Council Members

The City of West Torrens' principal decision-making body is the Elected Council in session, with the Mayor and two councillors from each of the city's seven electoral wards voted onto Council for a four-year term of office. For the 2019/20 year the Council comprised:

### MAYOR

Michael Coxon

### AIRPORT WARD

*Suburbs included: Brooklyn Park (part), Fulham, Lockleys, West Beach, Airport, Glenelg North (part)*

Councillor Brandon Reynolds

Councillor Jassmine Wood

### HILTON WARD

*Suburbs included: Brooklyn Park (part), Cowandilla, Hilton, Mile End (part), Richmond (part) Torrensville (part), West Richmond*

Councillor Cindy O'Rielly

Councillor George Vlahos

### KESWICK WARD

*Suburbs included: Ashford, Glandore, Keswick, Keswick Terminal, Kurralta Park, Marleston (part), Mile End (part), Mile End South, North Plympton (part), Plympton (part) Richmond (part)*

Councillor John Woodward

Councillor Elisabeth Papanikolaou

### LOCKLEYS WARD

*Suburbs included: Fulham (part), Lockleys (part), Torrensville (part) Underdale (part)*

Councillor Kym McKay

Councillor Daniel Huggett

### MORPHETT WARD

*Suburbs included: Camden Park, Glenelg North, Novar Gardens, Plympton (part)*

Councillor Anne McKay

Councillor David Wilton

### PLYMPTON WARD

*Suburbs included: Marleston (part), Netley, North Plympton (part), Plympton (part)*

Councillor Simon Tsiaparis

Councillor Surender Pal

### THEBARTON WARD

*Suburbs included: Mile End (part), Thebarton, Torrensville (part), Underdale (part)*

Councillor Graham Nitschke

Councillor Dominic Mugavin

## Council's representation quota

In accordance with Section 12 of the *Local Government Act 1999* (the Act), a council is required to conduct an Elector Representation Review at least once in every eight years. A review may relate to the composition of the council, or of the wards of the council, or may relate to those matters generally.

The Act sets out the requirements for conducting a review and stipulates timeframes to ensure that members of the public have ample opportunity to make submissions at key stages of the review process.

In order to commence a review, a council is required to prepare a Representations Options Paper (the Paper) which outlines the representation structures available. The Paper addresses the representation and governance issues that are likely to arise with respect to the matters under review and also presents the advantages and disadvantages of the options under consideration.

At the end of the consultation process, the council must submit a report, detailing a summary of any amendments resulting from the public consultation process, to the Electoral Commissioner of South Australia for certification.

Section 28 of the Act allows for eligible electors to initiate a proposal to alter the boundaries of a council area, or ward boundaries, or the composition of the council. This is a separate process from the automatic review provisions.

An Elector Representation Review was conducted between October 2012 and November 2013. Ward boundary changes were adopted as part of the Review which came into operation at the conclusion of the Local Government Elections in November 2014.

The next Elector Representation Review is scheduled to be conducted in 2021.

The following table shows a comparison of the elector representation quota for the City of West Torrens compared with similar sized councils in South Australia using the Australian Classification of Local Governments (ACLG) Urban Development Medium (UDM) category.

Council	Population	Electors	Elected Members (including Mayor)	Representation quota
Burnside	45,816	31,453	13	3,475
Campbelltown	52,192	35,020	11	4744
Holdfast Bay	36,983	27,660	13	2,844
Mitcham	67,474	48,161	14	4,819
Norwood, Payneham, St Peters	37,056	25,108	14	2,646
Unley	39,208	27,389	13	3,016
West Torrens	60,842	41,419	15	4,056

Source: Local Government Association of South Australia

## Elected Member allowances

The register of Elected Member allowances and benefits was available for inspection upon request at the Civic Centre. Elected Member allowances were determined by the State's Remuneration Tribunal.

Allowances payable to members for the 2019/2020 financial year were:

Position	Figure per annum
Mayor	\$85,588
Councillors	\$21,379
Deputy Mayor	\$5,349.25
Chair of a Prescribed Committee	\$5,349.25
Member of the Mendelson Foundation	\$5,349.25
Presiding Member of the Council's Assessment Panel (CAP)	\$11,768
Member of the CAP	\$6,419
Independent Member of Audit General Committee	\$882 sitting fee

Note: When an Elected Member occupies one or more of the additional positions listed above (eg Deputy Mayor and Chair of a Committee) they receive only one additional allowance - i.e. councillor allowance of \$21,379 plus one additional allowance of \$5,349.25 = \$26,728.25.

In addition to the annual allowance determined by the Remuneration Tribunal, Elected Members were provided with communications equipment, such as computers and mobile telephones, to assist them in the proper discharge and performance of their legislative duties.

Elected Members were also afforded the opportunity to attend training and conferences in order to ensure that their knowledge and understanding of local government was contemporary, in order to make sound strategic, policy and financial decisions.

The Mayor was provided with a vehicle to undertake official duties.

Elected Members were required to reimburse Council for any private use of equipment provided.

## Elected Members professional development

The Council Policy 'Elected Members Professional Development' was adopted by Council on 5 November 2019. Elected Members attended a variety of local, state and national seminars and conferences during the 2019/2020 period including:

- Australian Airports Association National Conference
- Liveable Cities Conference
- Local Government Professionals National Congress & Business Expo
- Waste Expo Australia Conference
- Australian Mayoral Aviation Council Executive Meeting
- Local Government Association Conference and Annual General Meeting
- Council Best Practice Showcase and LGA Ordinary General Meeting
- Local Government Association Leadership Session for Elected Members
- Elected Member Workshop - Planning and Design Code
- Local Government Association Enhanced Public Speaking and Presenting Workshop
- Elected Member Workshop - Adelaide Airport Master Plan
- Elected Member Workshop - Planning Reform Briefing
- Elected Member Workshop - Local Government Reform
- State Planning Commission Briefing on Planning Reform
- Elected Member Workshop - Plympton Residential DPA
- Elected Member Workshop - Plympton DPA (Confidential)
- Mandatory Elected Member Training Sessions.

## Elected Council Operations

### Decision making framework

#### Council meetings

During the past financial year, Council met to consider information, reports and recommendations from the administration; to set budgets and arrive at decisions on strategies and policies to benefit the community.

Until March 2020, regular Council meetings took place on the first and third Tuesday of each month, however only one meeting was held in December 2019 and January 2020. Meetings were held in the City of West Torrens Civic Centre, 165 Sir Donald Bradman Drive, Hilton.

However, after the declaration of a Public Health Emergency due to COVID-19 in March 2020, the meeting schedule was amended to hold only one meeting in April 2020 and the May meeting was held via the teleconferencing platform Zoom to comply with the relevant public health guidelines.

#### Notices of meetings

Meeting schedules and agendas and minutes were available at meetings, on public display in the Civic Centre (165 Sir Donald Bradman Drive, Hilton), the Hamra Centre Library (1 Brooker Terrace, Hilton) as well as on Council's website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au). Members of the public could obtain copies for a fee, or view the information free of charge from Council's website.

After March 2020, meeting schedules were only available online to ensure compliance with public health guidelines. This action was taken pursuant to a Notice given by the Minister for Local Government under section 302B of the *Local Government Act 1999*.

### Council Committees

Council committees were appointed in accordance with Section 41 of the *Local Government Act 1999*. In line with its 'Terms of Reference', the role of each committee was to consider reports and other information, such as the results of community consultation, and then make recommendations to Council. The recommendations were given effect only when adopted by Council. The Terms of Reference for the City Services and Amenity Standing Committee were amended and the title of the Committee was changed to the City Services and Climate Adaption Standing Committee.

### City Finance and Governance Standing Committee

Presiding member: Cr George Vlahos

Meetings: 3<sup>rd</sup> Tuesday of every month in conjunction with Council

Met to discuss issues and make recommendations to Council on:

- financial sustainability and reporting
- long-term financial plan and annual plan and budget
- budget review
- rating matters
- procurement
- information technology
- fees and charges
- accounting functions
- creditor payments and credit card reporting
- Elected Member allowances and benefits reporting
- Australian and State government funding
- records management
- corporate governance
- by-laws and legislation
- legislation
- roads opening and closing
- annual report
- legislation
- Freedom of Information.

### City Services and Climate Adaption Standing Committee (formerly the City Services and Amenity Standing Committee)

Presiding member: Cr Simon Tsiaparis

Meetings: 1<sup>st</sup> Tuesday of every month in conjunction with Council

Met to discuss issues and make recommendations to Council on:

- climate change
- public works
- traffic and parking management and parking matters
- library
- aged and youth services
- Service Centre
- capital works
- fleet management
- animal management
- public and environmental health, including immunisation
- stormwater and drainage
- public lighting
- development control administration
- environmental sustainability and climate change
- community development.



City Advancement and Prosperity General Committee

Presiding member: Cr Cindy O'Rielly

Meetings: 4<sup>th</sup> Tuesday of the month in February, April, June, August, October.

Comprised eight Elected Members and met to discuss issues and make recommendations to Council on:

- strategic asset management
- economic development
- corporate planning, performance and policy
- strategic land use policy
- community land management plans
- community and partnership grants
- community engagement
- Civic awards and Australia Day awards
- festivals and events.

City Facilities and Waste Recovery General Committee

Presiding member: Cr Kym McKay

Meetings: 4<sup>th</sup> Tuesday of the month in March, May, July, September, November

Comprised eight Elected Members and met to discuss issues and make recommendations to Council on:

- open space, sport and recreation
- community hubs and management of community centres
- property leasing, disposal and acquisition
- building and facilities management
- waste management and resource recovery.

Audit General Committee

Established pursuant to Section 126 of the *Local Government Act 1999* with responsibility to monitor the risk management and internal control environment of Council's operations as well as overseeing Council's internal and statutory audit functions.

Presiding Member: Cr John Woodward

Meetings 2<sup>nd</sup> Tuesday of the month in February, April, June, August, October.

Comprised of three Elected Members and two independent members.

Chief Executive Officer Performance Review General Committee

Presiding member: Cr Anne McKay

Meetings: annually

Comprised eight Elected Members and met to review and make recommendations to Council in relation to the performance of the Chief Executive Officer.

Council Assessment Panel

The Council established its independent Council Assessment Panel in accordance with the *Planning, Development and Infrastructure Act 2016* on 1 October 2017.

Presiding member: Colleen Dunn

Meetings: 2<sup>nd</sup> Tuesday of each month

Comprised of one Elected Member and four independent members. Met to consider and make decisions on certain development applications submitted to Council. Decisions made by CAP are not subject to review by Council. Appeals against most CAP decisions can, however, be made to the Environment, Resources and Development Court.

Building Fire Safety Committee

Meetings: as required

Comprised two Council staff, a Metropolitan Fire Service (MFS) representative and a member of the public with relevant expertise in building fire safety. There was no Elected Member representation. This Committee operated pursuant to Section 71 of the *Development Act 1993*.

## Agendas and minutes

Council, Committee and Council Assessment Panel agendas were placed on public display not less than three days before meetings. Minutes of the meetings were on display in the Civic Centre and Hamra Centre within five days of the meeting being held. Meeting agendas and minutes also appeared on Council's website.

Due to the COVID-19 emergency declaration, and the limited restriction on public access to the Civic Centre and Hamra Centre Library, copies of the Council meeting agendas and minutes were not available for public inspection for the 5 and 19 May 2020 Council meetings.

## Designated informal gatherings

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:

- 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
- the Council has adopted a policy on the holding of informal gatherings and discussions and the informal gatherings and discussions comply with the policy

In 2019/2020, under Section 90(8) and (8a) of the *Local Government Act 1999*, the Council held 13 informal gatherings, of which five were designated confidential.

## Working parties

A number of working parties consisting of Elected Members, staff and members of the community were established to investigate and examine specific issues. These included:

- City of West Torrens Road Safety Group
- Local Area Traffic Management Working Party.

## Public participation

Members of the public could express their views and opinions to Council in a number of ways including:

### Deputations

A deputation is a verbal way of presenting an issue to the notice of all Elected Members at a Council meeting. It is undertaken in accordance with the Code of Practice - Procedures at Meetings and the *Local Government (Procedures at Meetings) Regulations 2013*. All deputation requests must be made in writing to the Chief Executive Officer no later than one week before the Council meeting.

### Petitions

A petition is a formal written request or submission to Council, which has been signed by multiple people. A standard petition form is available on Council's website and provides a template for compiling a petition.

### Written requests

A member of the public may write to the Council on any Council policy, activity or service.

### Elected Members

Members of the public may contact Elected Members to discuss any issue relevant to Council. Elected Member contact details are available on Council's website.

Website

The Council's website provides an online feedback form which may be completed to provide any comment on Council's services or programs.

Other

Members of the public can also contact Council via phone, sms, online chat, email, social media and face to face.

## Council, Committees and CAP meetings

Below details the number of Council and/or committee meetings for the reporting period.

Meetings from 1 July 2019 to 30 June 2020:

Type of meeting	Number
Council	21
Special Council	1
City Services and Climate Adaptation Standing Committee	9
City Finance and Governance Standing Committee	9
Special City Finance and Governance Standing Committee	3
Audit General Committee	3
City Advancement and Prosperity General Committee	3
City Facilities and Waste Recovery General Committee	3
Council Assessment Panel	12
Special Council Assessment Panel	1
Chief Executive Officer Performance Review General Committee	1
Building and Fire Safety Committee	4

On 15 March 2020, the Chief Executive Officer of the Department of Health and Wellbeing 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).

Due to the COVID-19 emergency declaration, amendments to the *Local Government Act 1999* via *Electronic Participation in Council Meetings Notice No1 2020* were issued by the Minister for Transport, Infrastructure and Local Government on 31 March 2020 which enabled Members to participate in, and the public to attend, council meetings via electronic means. At its 17 March 2020 meeting, Council resolved to cancel all Council Committee meetings from 18 March 2020 until further notice. The resolution of Council at its 17 March 2020 meeting was extended by Council at its 21 April 2020 meeting until such time as the current major emergency declaration is lifted, or such time as Council resolves otherwise.

Two Council meetings were held via an electronic platform (Zoom) and three Council Assessment Panel meetings were held via an electronic platform (Zoom) in the 2019/2020 financial year.

## Elected Member attendance

### Council and Standing Committee meetings

1 July 2019 to 30 June 2019

Elected Member	Full Council	Special Council	Standing Committees	Special meeting of City Finance and Governance Standing Committee	Total number of meetings	Leave of absence granted	Apology for meeting
Total number of meetings	21	1	18	1	41	N/A	N/A
Mayor M Coxon	19	1	16	1	37	4	0
Cr B Reynolds	17	1	14	1	33	3	5
Cr J Wood	18	1	15	1	35	4	2
Cr C O'Rielly	20	1	17	1	39	0	2
Cr G Vlahos	19	1	16	1	37	0	4
Cr E Papanikolaou	18	1	15	1	35	4	2
Cr J Woodward	20	1	17	1	39	0	2
Cr K McKay	20	1	17	1	39	0	2
Cr D Huggett	20	1	17	1	39	2	0
Cr A McKay	19	1	17	1	38	0	3
Cr D Wilton	18	1	15	1	35	0	6
Cr S Pal	16	1	12	1	30	7	4
Cr S Tsiaparis	17	1	13	1	32	0	9
Cr G Nitschke	21	1	18	1	41	0	0
Cr D Mugavin	21	1	18	1	41	0	0

The above figures exclude the Council Assessment Panel and General Committees as not all Elected Members were appointed to these committees.

## Confidential items and review of Council decisions

### Confidential items

Section 90(2) of the *Local Government Act 1999* (Act) specifies that Council and Committee meetings are to be held in a public place. However, this principle is occasionally outweighed by the need to keep information or discussion confidential.

Section 90(3) of the Act details the types of matters which may be discussed in confidence. The relevant subsections that were applied to business items considered during 2019/20 are detailed here.

### **Council meetings**

From 1 July 2019 to 30 June 2020, 12 out of 353 items (3.4 per cent) of Council and Standing Committees business were dealt with and/or retained in confidence. Of the 12 items retained in confidence, two were released and 10 remained in confidence as at 30 June 2020.

Confidential orders are reviewed by the Chief Executive Officer on a monthly basis and revoked if required. Any confidential order that exceeds 12 months or requires extension is reviewed by Council.

### 2019/2020 items

Four business items, tabled below, were considered under s90(3)(a) and two were retained in confidence under s91(7) of the Act on the basis that the premature disclosure of this information would be unreasonable, given it contains personal information relating to the applicants which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council. Two were released in this financial year (2019/20).

Meeting date	Item	Status
20 August 2019	Reappointment of Member to the Brown Hill and Keswick Creeks Stormwater Board (Attachment 1)	Confidential
1 October 2019	Chief Executive Officer's Performance Review - 2019	Released 1 April 2020
10 December 2019	Australia Day Awards - Nominations and Recommendations	Released 26 January 2020
21 January 2020	Sale of Property for the Non Payment of Rates	Confidential

Six business items, tabled below, were considered under s90(3)(b)(i) and (ii) and retained in confidence under s 91(7) of the Act on the basis that they may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible price for the land to be divested. In addition, Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of Council's commercial position may severely prejudice Council's ability to secure the best possible price for the land for the benefit of the Council and its community and, consequently, Council considers the disclosure of this information would, on balance, be contrary to the public interest.

Meeting date	Item	Status
2 July 2019	Divestment of Council Property at 108-120 Marion Road, Brooklyn Park	Confidential
3 September 2019	Divestment of Council Property at 108-120 Marion Road, Brooklyn Park	Confidential
18 February 2020	Weslo Holdings - Update	Confidential
3 March 2020	3RT Technologies Pty Ltd Lease - 240 Morphett Road, North Plympton	Confidential
17 March 2020	Weslo Holdings - Update	Confidential
5 May 2020	Possible Acquisition of Property	Confidential

One business item, tabled below, was considered under s90(3)(g) and retained in confidence under s91(7) of the Act because the matter must be considered in confidence in order to ensure that Council does not breach any duty of confidence owed to the Commercial lessees and licensees.

Meeting date	Item	Status
31 March 2020 (Special Council)	Interim COVID-19 Support Measures for Commercial Leases and Licences	Confidential

One business item, tabled below, was considered under s90(3)(h) and (i) and retained in confidence under s91(7) of the Act because of the threat of litigation and the Council's consideration of related legal advice.

Meeting date	Item	Status
6 August 2019	Amazon Tower Legal Advice	Confidential

Confidential Items from 2018/19 that were reviewed in the 2019/2020 financial year

Eight items that were retained in confidence during 2018/19 financial year were released in this financial year (2019/2020) and four items were retained in confidence as tabled below.

Meeting date	Item	Status
17 July 2018	Appointment of the Brownhill Keswick Creek Stormwater Subsidiary Board	Released 17 July 2019
17 July 2018	Proposed lease arrangements - 240 Morphett Road, North Plympton	Released 17 July 2019
7 August 2018	City of West Torrens Building Fire Safety Committee Vacancies and Appointment of New Members	Released 7 August 2019
11 December 2018	Camden Community Centre Audit	Released 11 December 2019
15 January 2019	Audit General Committee Establishment (Attachment 2)	Confidential
19 February 2019	Divestment of Council Property	Confidential
5 March 2019	Chief Executive Officer Employment Contract	Released 5 March 2020
2 April 2019	City Facilities and Waste Recovery General Committee Item 10.2 - Item 8.3 Weigall Oval Masterplan and Facilities Upgrade - Update	Released 2 April 2020
16 April 2019	Plympton Residential DPA	Released 16 April 2020
16 April 2019	Future of Cummins House	Released 16 April 2020
16 April 2019	Weigall Oval Masterplan and Facilities Upgrade	Confidential
4 June 2019	Sale of Property for the Non Payment of Rates	Confidential

Confidential Items from 2017/18 that were reviewed in the 2019/2020 financial year

One item that was retained in confidence during the 2017/18 financial year was not released in this financial year (2019/2020) and still remains in confidence as tabled below.

Meeting date	Item	Status
19 June 2018	Divestment of Council Property	Confidential

Confidential Items from 2016/17 that were reviewed in the 2019/2020 financial year

One item that was retained in confidence during the 2016/17 financial year was released in this financial year (2019/2020) as tabled below.

Meeting date	Item	Status
11 November 2016	Development Assessment Panel - Independent Member Appointment 2017-18	Released 16 October 2019

Confidential Items from 2015/16 that were reviewed the 2019/2020 financial year

Three items that were retained in confidence during the 2015/16 financial year were not released in this financial year (2019/2020) and still remain in confidence as tabled below.

Meeting date	Item	Status
15 April 2016	Rates Agreement - Adelaide Airport	Confidential
3 May 2016	Divestment Proposal - Brickworks Riverfront Land	Confidential
7 June 2016	Divestment Proposal Update - Brickworks Riverfront Land	Confidential

Confidential Items from 2014/15 that were reviewed in the 2019/2020 financial year

Three items that were retained in confidence during the 2014/15 financial year were not released in this financial year (2019/2020) and still remain in confidence as tabled below.

Meeting date	Item	Status
20 January 2015	Brickworks Riverfront Land - Expression of Interest	Confidential
3 March 2015	Brickworks Riverfront Land - Divestment Proposal	Confidential
21 April 2015	Brickworks Riverfront Land - Divestment Proposal	Confidential

Confidential Items from 2013/14 that were reviewed in the 2019/2020 financial year

One item that was retained in confidence during the 2013/14 financial year was not released in this financial year (2019/2020) and still remains in confidence as tabled below.

Meeting date	Item	Status
19 November 2013	Brickworks Markets - Retained Land	Confidential



Confidential items from 2012/13 that were reviewed in the 2019/2020 financial year  
There are no items still retained in confidence from the 2012/13 financial year.

Confidential items from 2011/12 that were released in the 2019/2020 financial year  
There are no items still retained in confidence from the 2011/12 financial year.

Confidential items from 2010/11 that were reviewed in 2019/2020 financial year  
One item that was retained in confidence during the 2010/11 financial year was released in this financial year (2019/2020) as tabled below.

Meeting date	Item	Status
15 March 2011	Development Assessment Panel - replacement independent member	Released 3 September 2019

### City Facilities and Waste Recovery General Committee Meetings

The City Facilities and Waste Recovery General Committee was established pursuant to Section 41 of the *Local Government Act 1999* for the period 1 February 2019 to the conclusion of the 2022 Local Government elections.

From 1 July 2019 to 30 June 2020, one out of 29 items (3.45 per cent) of Committee business was dealt with in confidence.

The one business item, tabled below, was considered under s90(d)(i) and (ii) and retained in confidence under s91(7) of the Act on the basis that the information 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 which may subsequently seek to enter into negotiations with Weslo Holdings Pty Ltd for a similar arrangement, either at the expiry of this agreement, or should this agreement not be entered into.

Meeting date	Item	Status
23 July 2019	Weslo Holdings Pty Ltd - Thebarton Theatre Complex, Projects and Business Plan, Lease Update and Air-conditioning Upgrade	Confidential

Confidential items from 2018/19 that were reviewed in 2019/20 financial year  
Three items retained in confidence during the 2018/19 financial year were released in this financial year (2019/20) as tabled below.

Meeting date	Item	Status
26 March 2019	Kerbside Waste and Recycling Collection Contract - Offer to Extend	Released 26 March 2020
26 March 2019	Cummins House - Update	Released 26 March 2020
26 March 2019	Item 8.3 Weigall Oval Masterplan and Facilities Upgrade - Update	Released 26 March 2020

### Chief Executive Officer Performance Review General Committee

From 1 July 2019 to 30 June 2020, there was one meeting of the Chief Executive Officer Performance Review General Committee. One business item, tabled below, was considered under s90(a) and retained in confidence under s91(7) of the Act on the basis that the matter relates to the negotiations and details of the contractual employment arrangements of an employee and disclosure may breach a duty of confidence owed to the employee and result in the unreasonable disclosure of information concerning the personal affairs of the employee. The item was released at the item of scheduled review.

Meeting date	Item	Status
26 September 2019	Chief Executive Officer's Performance - 2019	Released 26 March 2020

### Audit and Risk Prescribed General Committee Meetings

One item that was retained in confidence during the 2016/17 financial year was not released in this financial year (2019/2020) and still remains in confidence as tabled below.

Meeting date	Item	Status
17 October 2016	Information Services Security Audit (Audit and Risk Committee)	Confidential

### Council Assessment Panel

Regulation 13(2)(a) (vii) and (viii) of the *Planning, Development and Infrastructure (General) Regulations 2017*, specifies that Council Assessment Panel (CAP) meetings are held in a public place, but on occasions this principle is outweighed by the need to keep the information or discussion confidential.

From 1 July 2019 to 30 June 20120, two of 70 items (2.86 per cent) of CAP business were dealt with in confidence under regulation 13(2)(a) (vii) and (viii):

- (vii) matters that must be considered in confidence in order to ensure that the assessment panel, or any other entity, does not breach any law, or any order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty
- (viii) legal advice.

Meeting date	Item	Status
13 August 2019	Compromise Proposal - ERD-19-81 - 428 Henley Beach Road, LOCKLEYS	Released 5 February 2020
10 September 2019	5 Wainhouse Street, TORRENSVILLE	Released 8 November 2019

**Confidential items from 2018/19 that were reviewed in 2019/20 financial year**

One item retained in confidence during the 2018/19 financial year was released in this financial year (2019/20) as tabled below.

Meeting date	Item	Status
11 June 2019	Consideration of Appeal - ERD 19-69: 19 Carlton Parade, TORRENSVILLE	Released 26 July 2019

**Review of internal decisions**

Section 270 of the *Local Government Act 1999* provides for the internal review of decisions of the Council, employees and other people acting on Council's behalf. During 2019/20, one application for review of a Council decision was submitted.

Description of matter	Date Received	Outcome of Review
Internal review request received regarding the removal of a street tree	1 August 2019	Review completed and decision upheld.

In addition, for the period 1 July 2019 - 30 June 2020, 1,469 requests for an internal review of an expiation notice were received relating to parking and 21 relating to dogs.

Applicants were notified about their right to apply to the Ombudsman for assistance should they be dissatisfied with the findings of the Section 270 review.

In accordance with the Council Policy - Customer Complaints, the Administration received and managed requests for service and general complaints within the 2019/2020 financial year.

**Access to Council documents**

A list of documents and registers that can be accessed by the public can be found later in this document.

**Freedom of Information**

During 2019/20, Council processed 16 Freedom of Information (FOI) requests and zero requests for internal review of an FOI determination and provided its Annual Return to State Records.

Information on the FOI process, application forms, fees and access to documents is available from Council's accredited FOI officers. If required, these officers will assist anyone seeking to amend Council records containing their personal affairs. More information on, and application forms for, the FOI process are available from Council, on the website and on the State Records website.

A member of the public wishing to amend the Council's records concerning their personal affairs may email [governance@wtcc.sa.gov](mailto:governance@wtcc.sa.gov) or phone 8416 6333 and ask to speak with an accredited FOI officer.

In accordance with Section 9 of the *Freedom of Information Act 1991*, Council must make available for public inspection an annual 'Information Statement' that provides an overview of its structure, functions and documents. This information is detailed in other sections of this annual report and can be viewed on Council's website.

## Ombudsman enquiries

Council responded to seven new enquiries from the SA Ombudsman. No negative findings were made against Council.

## Subsidiaries

On 27 February 2018 a notice appeared in the South Australian Government Gazette announcing the establishment of the Brown Hill and Keswick Creeks Stormwater Board.

The Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens established the Board pursuant to Section 43 of the *Local Government Act 1999*. This Board oversees the construction of stormwater infrastructure of the Brown Hill and Keswick Creeks Stormwater Management Plan. The Board's financial statements for the year ended 30 June 2020 appear later in this report.

## Public Interest Disclosure

*The Public Interest Disclosure Act 2018* protects people who disclose information about serious wrong doing within the South Australian public sector, including local government.

The City of West Torrens does not tolerate improper conduct by its employees, officers or Elected Members, or the use of reprisals against those who disclose such conduct.

Due to the changed nature of the *Public Interest Disclosure Act 2018*, there are no statistics on disclosures received.

## Management

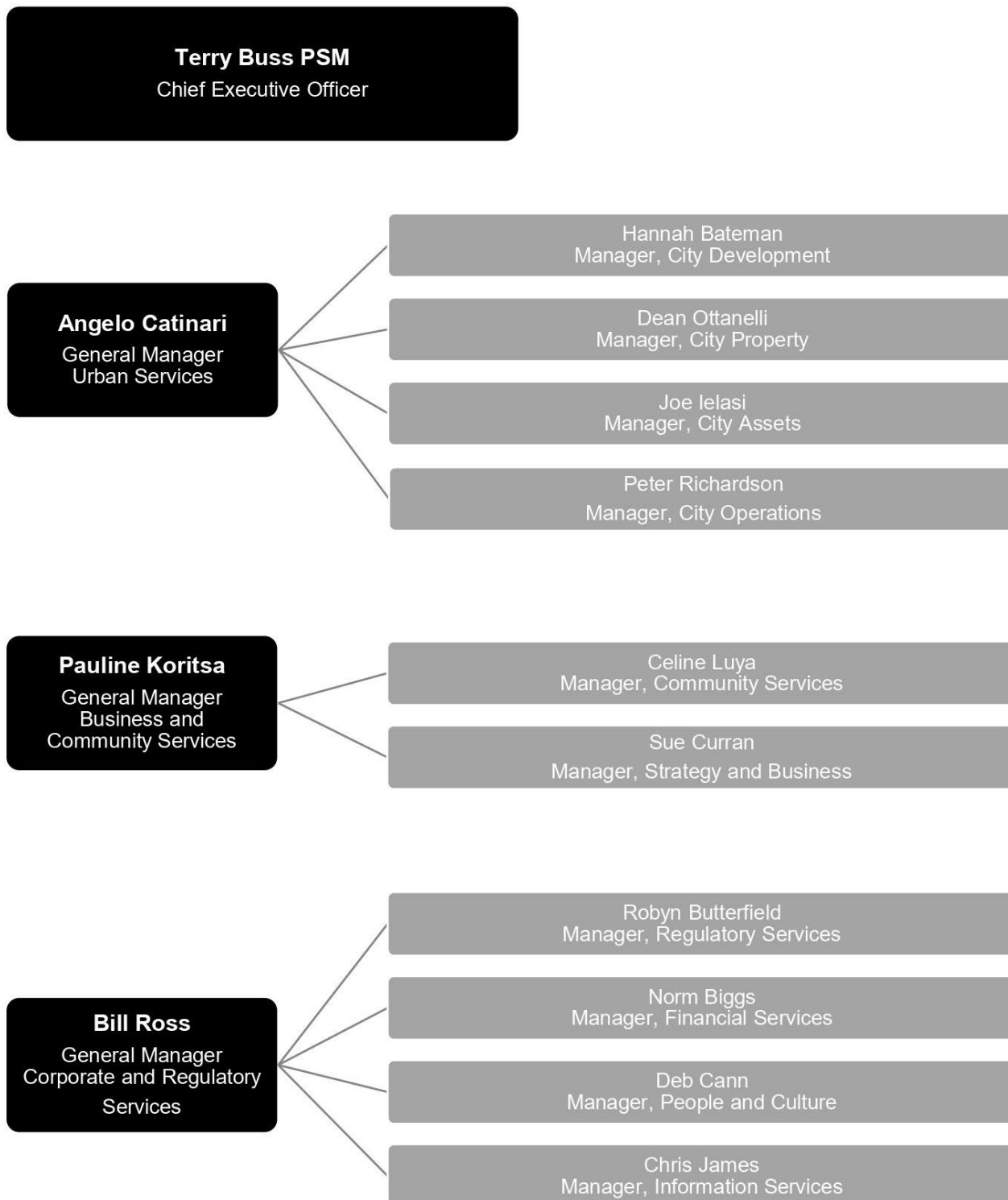
The City of West Torrens' Administration is responsible for the day-to-day operations and affairs of the organisation. It provides advice to the Elected Council on strategies and policy direction, implements Elected Council decisions and ensures that Council and its employees comply with statutory obligations. Managers and staff also carry out the regulatory and service roles of a local government body.

During this current reporting period, the Management team comprised the Chief Executive Officer, three General Managers and 10 Department Managers, operating under delegated authority according to their levels of training and responsibility.

Management staff are employed on five-year contracts, comprising a package of base salary plus allowances such as use of vehicle and provision of telecommunications equipment. The register of employee remuneration and benefits is available for inspection on request at the Civic Centre. The following flow chart shows the Management structure of the City of West Torrens as at the end of the financial year for 2020.

## Management structure

As at 30 June 2020



# Strategic Management

One of the objectives of a council is to be responsive to the needs, interests and aspirations of individuals and groups within its community. We are also required to provide services, facilities and programs that are adequate and appropriate for our community.

'Strategic planning' establishes the future direction for the entire council in consultation with the local community - that is everyone who lives, works or visits the area. It provides an opportunity to determine the council's long-term objectives, evaluate its operations and develop strategies to address unique local issues. It also helps us to identify opportunities to contribute to the achievement of State Government objectives, explore the potential to work in partnership with other government organisations in service delivery and participate, where appropriate, in activities on a regional basis.

The *Local Government Act 1999* requires councils to develop and adopt plans for the management of their area that are referred to as strategic management plans. The 'Towards 2025 Community Plan' is the lead document in our Council's suite of strategic management plans. This plan is a statement of what the City of West Torrens will do to help achieve the community's vision of: 'West Torrens - committed to being the best place to live, work and enjoy life'. Our priorities and aspirations for the West Torrens' community are outlined on the following page.

Other key strategic management plans complement and support the Towards 2025 Community Plan including:

- Budget and Annual Business Plan
- Asset Management Plans.
- Strategic Directions Report.

Collectively, these plans provide the platform to focus our short-term allocation of resources in delivering our vision. They help us package and adopt annual service delivery plans for each department within Council.

Departmental service plans identify and detail projects the Council is focusing on and confirm their position within the overall Towards 2025 Community Plan. They help the Council deliver long-term priorities.

Council's Annual Business Plan and Budget defines priorities and allocates financial resources to ensure activities are delivered according to the long-term vision. The accompanying graph provides a visual snapshot of our overall performance throughout 2019/20 against the Annual Business Plan. Copies of all plans and quarterly reports can be viewed on our website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)

## Community Land Management Plans

Council's most recent review of its Community Land Management Plans was during 2016. Updated plans were presented at the Council meeting on 15 November 2016 for consideration and subsequent approval, subject to draft plans being put out for public consultation/notification, beginning 30 January 2017. No feedback was received during the 21 day public consultation period and, subsequently, the plans were approved by Council at its meeting on 18 July, 2017.

The review of Council's Land Management Plans that was adopted by Council saw the consolidation of 11 plans into three:

- Reserves and Sportsfields
- Drainage Lands
- Community and Commercial Facilities.

## Our priorities and aspirations



### Community Life

#### Aspirations

- A community that embraces diversity.
- Active, healthy and learning communities.
- An engaged community.

#### Progress indicators

- Attendance at community events.
- Participation in community services.
- Volunteering rate.



### Natural Environment

#### Aspirations

- Reduction in our ecological impact.
- Enhanced natural environment.

#### Progress indicators

- Tree canopy cover.
- Stormwater detention, treatment and reuse volume.
- Waste to landfill.



### Built Environment

#### Aspirations

- A well-designed built environment.
- An appealing and valued open space network.
- Accessible and reliable transport options.

#### Progress indicators

- Dwelling diversity.
- Community satisfaction with assets.
- Number of people cycling, walking and using public transport.



### City Prosperity

#### Aspirations

- A thriving business environment.
- A vibrant city.

#### Progress indicators

- Employment diversity.
- Business type diversity.
- Visitor perception.



### Financial Sustainability

#### Aspirations

- Sustainable financial management.
- Proactive asset management.

#### Progress indicators

- Financial sustainability ratios.
- Asset sustainability ratios.
- Income received through grants.
- Infrastructure improvements.



### Organisational Strength

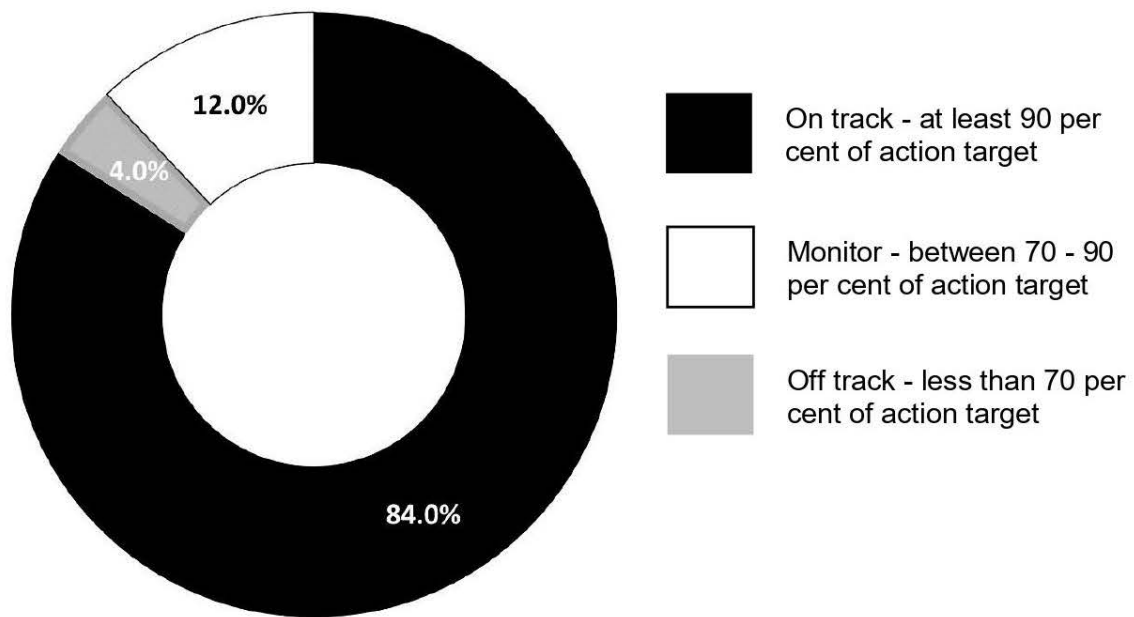
#### Aspirations

- Strong partnerships and working relationships.
- Leading governance and technology.

#### Progress indicators

- Staff satisfaction.
- Customer satisfaction with Council services.
- Productivity gains through continuous improvement.



**Overall performance of the City of West Torrens**

## Office of the Mayor and Chief Executive Officer

The Office of the Mayor and Chief Executive Officer (CEO) provides support to both the Elected Council and administration by researching and developing opportunities for growth and prosperity. This department has both an internal and external focus - internally with regards to continuous improvement and externally around economic development.

### Economic Development

During the year under review, Council finalised an Economic Development Plan, to provide future direction for business operators in West Torrens. Based on Council's Community Plan Aspiration of City Prosperity for a thriving business environment, the Plan looks to progress the evolution of Council's role as a facilitator of economic growth within the local business community.

The Plan was adopted by Council in March 2020 for community engagement and feedback, however due to COVID-19, all consultation was put on hold until the new financial year.

### Business breakfast

Council's role in hosting business breakfasts and providing forums for local company representatives to meet and engage has proven to be rewarding. The past year saw us host a successful event at a local venue, with special guests Senior Sergeant First Class Russell Dippy, SAPOL, Officer in Charge Emergency and Major Events SA, and Paul Clark Managing Director Kersbrook Hill Wines and Cider. Both presented their learnings for businesses and the community from the September 2016 state-wide blackout and Paul provided a first-hand account on how the Sampson Flat fires had damaged his property, livelihood and wellbeing. He spoke about the importance of having a business continuity plan to help with recovery and rebuilding.

COVID-19, and the physical restrictions that accompanied this pandemic, halted any plans we had for hosting planned networking breakfasts for the remainder of the 2019/20 financial year. The outbreak of COVID-19, however, provided an opportunity for us to evolve our partnership with neighbouring councils as part of the Western Alliance of Councils and the Western Business Leaders. Council supported local businesses that continued to operate by providing either one-on-one advice or access to webinars to help them through state-wide restrictions.

### Grants

This financial year we applied for a number of State Government grants to assist with fast tracking infrastructure to help build community capacity. We were successful in gaining funding for our Admella Place Laneway Project, to upgrade Admella Street and pocket park and inject new commercial and community life into this residential area. This small, but highly valued area in Mile End, provided us with a chance to develop and demonstrate new principles for high performing small spaces, with consideration of how small public spaces can provide community value, particularly in corridor growth areas.

Another successful grant application that will be enacted in the coming years was for the Breakout Creek Stage 3 redevelopment project, in partnership with the City of Charles Sturt, Green Adelaide, DPTI's Open Space and Places for People funding program, SA Water and the Federal Government.

West Torrens will contribute \$4 million to this \$12 million project, to fund the construction and provision of improvements aimed at enhancing watercourse health and biodiversity, landscaping, amenity and recreation.

## **Growing business capacity**

As the COVID-19 pandemic affected business locally, nationally and globally, Council went into action to provide a range of financial support, including rate relief measures and grants. Council established a \$200,000 COVID-19 Small Business Resilience Grants program, to help businesses that were forced to close under state direction when the pandemic broke out. The aim of the program was to ensure the continuity of local small business, the backbone of our community. The initiative will continue in the new financial year. A further \$100,000 stimulus package was also launched, however will not come to fruition until later in 2020.

## **Continuous Improvement**

The Continuous Improvement team facilitate and guide improvement initiatives across the organisation. They support staff to improve processes and investigate ways to deliver maximum value for our community in terms of efficiency, cost-savings and improved service delivery. They work towards delivering Council's Community Plan Aspirations of Financial Sustainability and Organisational Strength; to ensure that the development and delivery of services are customer-centric, efficient and that the delivery of services are reviewed to meet the evolving needs and expectations of our community. The program promotes innovation and improvement of Council's operations and supports information technology that optimises the delivery of services to the community.

### **Asset Mobility Project**

A major focus for the 19/20 financial year was to further enhance the functionality of Council's mobile asset application, which was launched in 2018/19. The aim of this project was to remove paper-based maintenance and reporting records for both our City Property and City Operations divisions and to streamline customer requests, Work Health and Safety risk assessments, procurement and work distribution. The platform, known as 'Fusion', was built and customised by CWT staff to fully integrate with corporate technology applications. Its development was based upon staff consultation in regards to what was needed and what would work and, as a result, it has not only had financial benefits, but has seen staff grow their skill sets and improve their processes. Fusion has helped our Council save \$300,000 per annum and staff efforts were rewarded for their innovation in the local government sector this year (see Information Management report).

### **Planning Development and Infrastructure Act Process Reviews**

Our Continuous Improvement team began coordinating and reviewing 94 processes expected to be impacted by legislative changes due to the introduction of the State Government's new *Planning, Development and Infrastructure Act* (PDI Act). The focus of the process reviews, which will continue in the new financial year, were to achieve a smooth transition to the new system for both staff and customers.

### **Response to COVID-19**

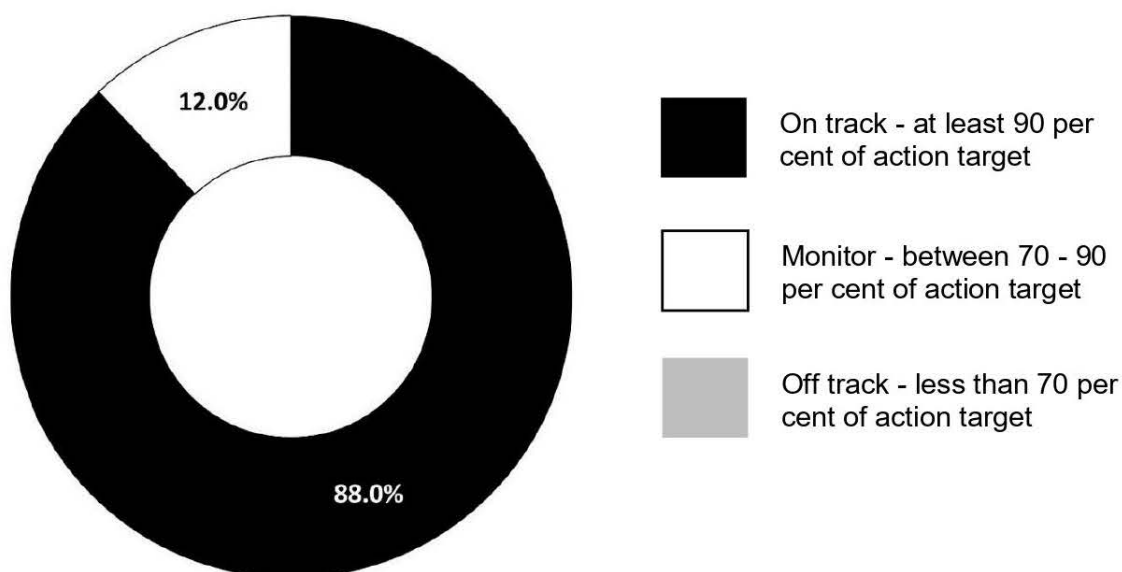
In response to COVID-19, the team reprioritised improvement initiatives and focused on process reviews and changes that were a direct result of responding to the pandemic. This included a focus on electronic/online capabilities, developing management tools and assisting in process changes that were required as a result of State Government regulations to postpone some services.

## The coming year

In the Economic Development arena this coming year, we expect to see the fruition of the economic stimulus programs developed in this past year. The Economic Development Plan is expected to have a COVID-19 lens applied to ensure that it will provide worthwhile opportunities to strengthen the capacity of our business sector in this new landscape. The Plan is due to go for community consultation and feedback and will be used to hone actions that are proposed.

With regard to Continuous Improvement, the focus for 2020/21 will be to evaluate and further review all process improvements and changes that resulted from the impacts of the COVID-19 pandemic and to identify any further opportunities for improvements or innovation.

### Overall performance of Office of the Mayor and Chief Executive Officer

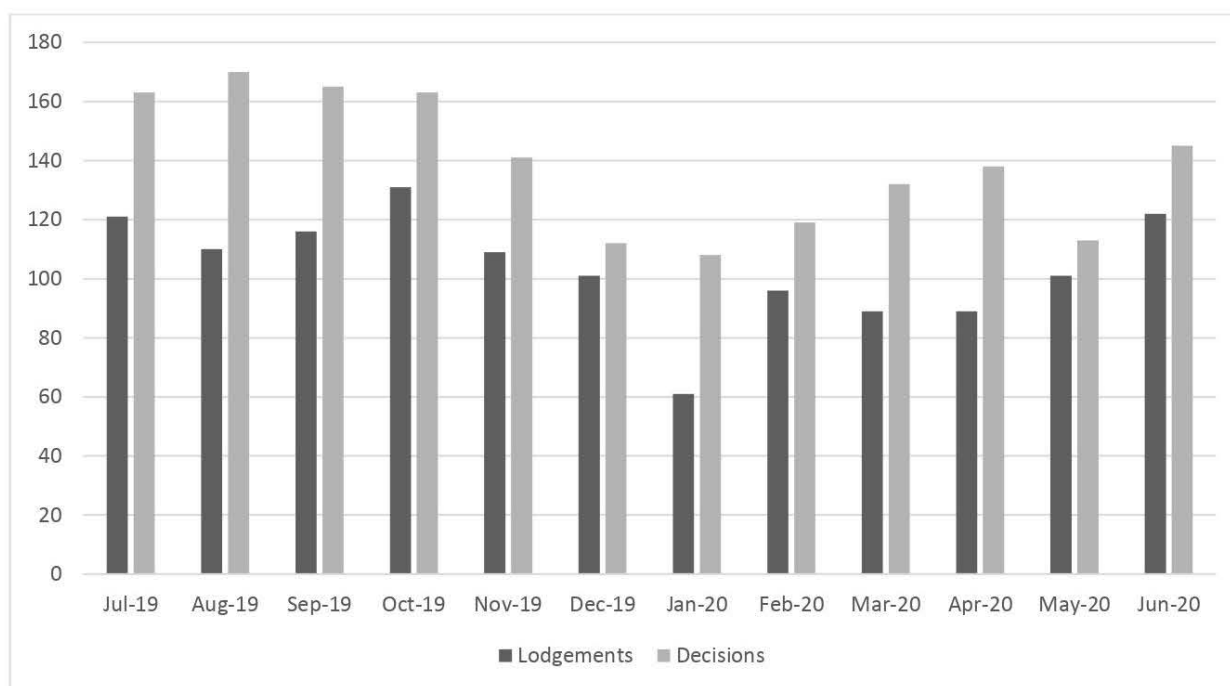


## City Development

The primary responsibility of City Development is to assess development applications and ensure that new development within West Torrens complies with the *Development Act 1993*. New development can range from major initiatives, such as establishing new business precincts and multi-residential developments, to house renovations and extensions.

The number of development applications received in 2019/20 decreased by 8.1 per cent over the previous financial year, with a total of 1,246 applications lodged, representing an average of 103.8 applications each month. The number of development applications on which decisions were made in 2019/20 decreased by 16 per cent over the previous financial year, with 1,669 applications determined, representing an average of 139.1 applications each month

### 2019/20 lodgements and decisions



City Development undertakes paperless assessment of land division development applications and continues to implement new software and processes to increase the number of applications that can be lodged and assessed electronically. This was particularly important during the COVID-19 pandemic when development assessment services were able to continue to operate despite a decentralised workforce.

The year in review saw a number of significant developments assessed and continued development trends, key among them:

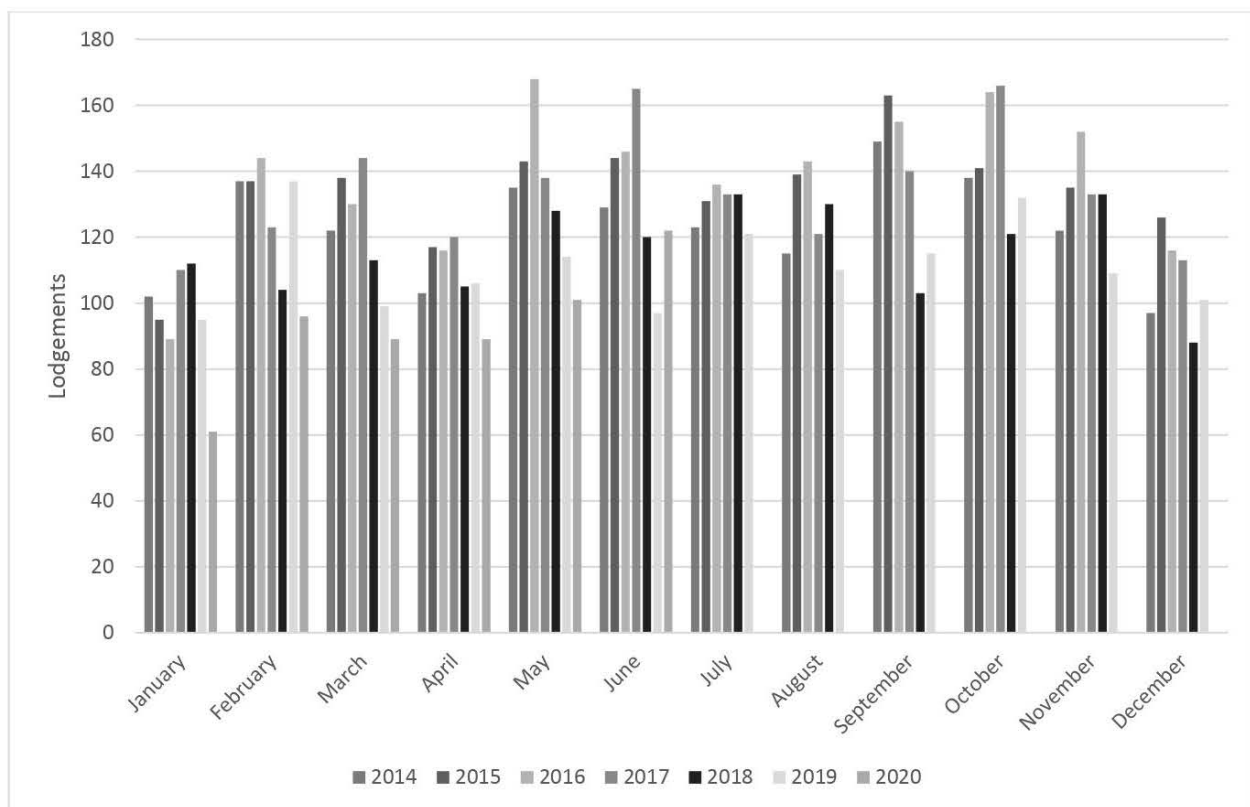
- multi-storey mixed developments within the Urban Corridor Zone along Anzac Highway and Henley Beach Road
- a range of commercial developments, including mixed use buildings, production facilities, integrated service stations, warehouses and retail showrooms
- continued medium density infill development within parts of the Residential Zone, particularly in Fulham, Kurralta Park, Lockleys, Marleston, Plympton, North Plympton and the Urban Renewal Zone in Torrensville and Underdale
- re-developments of community facilities.

### Estimated cost of approved developments

Commercial cost					
July 19	<b>\$5,727,000</b>	November 19	<b>\$1,618,500</b>	March 20	<b>\$1,371,969</b>
August 19	<b>\$2,490,000</b>	December 19	<b>\$4,653,000</b>	April 20	<b>\$395,000</b>
September 19	<b>\$4,665,675</b>	January 20	<b>\$6,824,640</b>	May 20	<b>\$879,500</b>
October 19	<b>\$3,645,120</b>	February 20	<b>\$146,000</b>	June 20	<b>\$127,745</b>

Residential cost					
July 19	<b>\$11,493,350</b>	November 19	<b>\$14,931,771</b>	March 20	<b>\$8,723,907</b>
August 19	<b>\$13,014,587</b>	December 19	<b>\$9,776,304</b>	April 20	<b>\$5,541,529</b>
September 19	<b>\$8,434,357</b>	January 20	<b>\$8,963,220</b>	May 20	<b>\$2,465,796</b>
October 19	<b>\$9,974,703</b>	February 20	<b>\$5,221,247</b>	June 20	<b>\$2,590,718</b>

### Comparative application lodgement numbers - 2014/15 to 2019/20



### Council Assessment Panel

Development applications lodged with the City of West Torrens are assessed in one of two ways - either by a member of staff under Council delegation or by the Council Assessment Panel (CAP).

Each application is assessed on its individual merits and, if deemed to require a more rigorous or independent assessment, may be referred to the CAP. These could include development applications where a representor seeks to be heard on their submission, large-scale developments, multi-story residential developments and those that do not satisfactorily meet provisions of the Council Development Plan.

A total of 13 CAP meetings were held during 2019/20 with member attendance records indicated below.

Panel member	Attendance	Apologies
Colleen Dunn (Presiding Member)	13	0
Jane Strange	12	1
Ben Russ	13	0
Michael Arman	13	0
Megan Lewis (Deputy Independent Member)*	1	N/A
Jasmine Wood	11	2
Graham Nitschke (Deputy Council Member)*	1	N/A

\* Deputy Council Members are only required when another member is an apology.

During the year, 53 development applications were determined by the CAP. This represented 6.4 per cent of all development plan consent applications determined by Council during 2019/20. Ninety-eight per cent of applications considered by the CAP were determined in line with staff recommendations.

## Compliance

A total of 247 development compliance issues were reported during 2019/20, reflecting a 14.8 per cent increase on the previous year. Of these, 41 remain ongoing matters. In addition, 10 enforcement notices (pursuant to Sections 69 and 84 – Enforcement Notices – of the *Development Act 1993*) were issued; one was referred to the Environment, Resources and Development Court.

City Development also conducts building inspections of developments under construction to ensure they are built in accordance with approved plans. During 2019/20, building inspections were conducted on 408 development applications.

## Building Fire Safety

The Building Fire Safety Committee held four meetings during the year. The Committee undertook 13 inspections and issued four fire safety defect notices. The Building Fire Safety Committee contributed to the Aluminium Composite Panel (ACP) Cladding Building Audit, being coordinated across South Australia by the Department of Planning, Transport and Infrastructure.

## Section 7 search requests

A Section 7 search can be requested by any person with an interest in a section of land, usually when the sale of a property occurs, and a Section 7 certificate is provided by Council. In the reporting year, Council issued 1,624 Section 7 certificates, which contained information such as property zoning and use of land. This was a 3.9 per cent increase on the previous financial year.

## Value adding to our service

Staff continued to provide referral comments on a number of applications assessed by other authorities, including the State Commission Assessment Panel, State Coordinator-General, Minister for Planning, the Governor and Adelaide Airport Limited.

The online ordering of rates certificates and Section 7 requests continued to enjoy strong take-up by conveyancers. With improved search functionality, the majority of searches were lodged through the online portal.

Staff provided telephone, face-to-face and written advice to customers upon request, with enquiry numbers remaining constant.



During the initial stages of COVID-19, a range of City Development services were provided remotely, or in a changed manner. There was increased focus on development enquiries being answered via phone and email, rather than in person. The Council Assessment Panel held its meetings via a public online electronic platform (Zoom) to ensure development application decisions were not delayed by the State Government imposed restrictions.

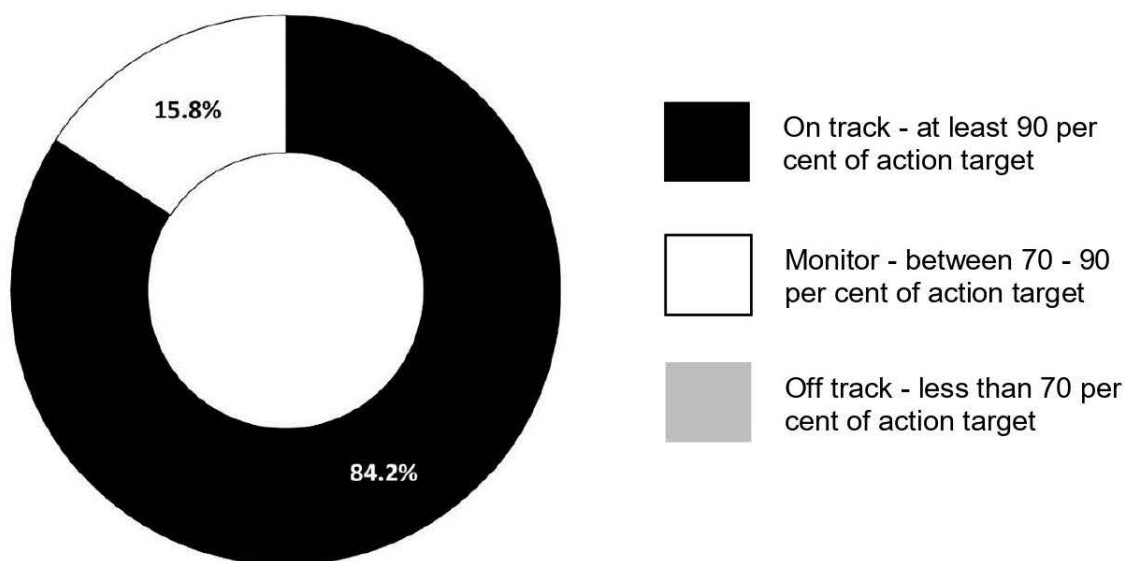
## The coming year

City Development will again focus on a number of major endeavours in the new financial year, including the continued transition from the *Development Act 1993* to the *Planning, Development and Infrastructure Act 2016* and associated staged implementation of new statutory requirements, including the release of the draft Planning and Design Code.

Key areas of focus for the coming year will include:

- managing planning and building applications within legislated timeframes
- providing accurate and timely advice and support to customers
- streamlining internal processes to further enhance efficiency
- undertaking development compliance actions
- updating building inspection processes to implement changes to the building inspection regime
- updating and adding to information to assist customers through the assessment process, including information on infrastructure requirements
- providing community information on the new Planning Reform
- preparing for the implementation of the State Government's Planning Reform, scheduled to 'go live' in late 2020.

## Overall performance of City Development





# City Operations

Council's City Operations Department is primarily responsible for effectively managing and coordinating the delivery of services and projects to provide a safe, liveable and enjoyable environment for our community.

## Continuous improvement projects

As reported elsewhere in this document, our staff have been working with our Continuous Improvement and Information Technology teams to streamline processes and create paperless systems.

In the previous financial year we replaced our paper-based system with iPads, to enable us to communicate, allocate tasks and document their completion all in real time. This year we continued to roll out and fine tune this technology and now information and progress reports can be viewed throughout the organisation.

## Tree Strategy

In August 2018, Council endorsed our Tree Strategy, which involved a number of short-term and long-term actions. Since this endorsement, we have established several working parties across various departments of Council to action some of the Strategy's objectives including:

- creation of a new web presence and consolidation of tree-specific information in one place
- developing promotional material, including a video, free standing banners and fact sheets, that educate the community about the various benefits of trees
- identifying a range of street trees suitable to be planted in West Torrens
- undertaking a tree audit of all trees within West Torrens
- implementing a web-based program which identifies each street tree in West Torrens
- undertaking a risk assessment on all street trees
- implementing an 'Adopt a Tree' program encouraging residents to water and help maintain street trees
- identifying and successfully managing both significant and regulated trees on public land to ensure their sustainability.

We were also successful in receiving a Greener Neighbourhoods grant to help us increase our planting program to 1,500 trees.

## Civil Works and Services

Employees and contractors working within City Operations deliver a variety of civil and capital works projects, horticulture and arboriculture projects and services, civil construction and maintenance services and cleansing services such as street sweeping, drain and stormwater cleaning and roadside litter collection. Our various teams also maintain and construct the majority of our city's infrastructure and amenities such as road and footpath maintenance, signage installation, reserve furniture maintenance, line marking, graffiti removal and bus shelter maintenance.

During the year, our team managed a number of larger projects, including:

- resealing program
- pavement crack sealing program
- minor road reconstructions
- kerb and water table program
- upgrading and replacing footpaths program
- minor drainage construction and maintenance.

In addition to these projects, our programmed maintenance of concrete, paving, bitumen footpaths, driveways and kerbing also continued. We removed more than 4,748 square metres of graffiti and upgraded and maintained playgrounds, lighting and furniture on parks and reserves.

Our Civil and Maintenance team received 2,100 customer requests to repair damaged infrastructure, upgrade line marking, repair street furniture, undertake repairs to playgrounds and replace damaged signs.

## **Horticultural Services**

Our Horticultural Services team is chiefly responsible for landscaping parks, gardens and reserves in West Torrens, caring for our trees and plants and maintaining ovals and irrigation. Works include tree assessment and planting, upgrading of reserves and irrigation, maintenance and pest and weed control.

During the past year we undertook a variety of projects including:

- developing reserves and open space areas to improve the amenity and minimise water usage
- pruning and maintaining more than 5,600 trees
- maintaining rain gardens
- planting more than 10,000 plants along the River Torrens Linear Park, Lindfield Reserve and Brown Hill Creek Park through community planting days and project work
- improving open space and irrigation management on reserves, including:
  - Mellor Park Reserve, Lockleys
  - Camden Oval, Novar Gardens
  - Swan Ave Reserve, West Beach
  - Lockleys Oval, Lockleys
  - Pine Ave Reserve, Novar Gardens
  - Westside Bikeway Marlestone/Plympton
  - Lindfield Reserve, Novar Gardens
  - Coast Watchers Reserve, Fulham.

As part of our greening program for 2019/2020, we also undertook several initiatives including planting more than 1,100 street and reserve trees.

Our Horticulture Team received almost 2,000 requests to prune trees, and just shy of 450 requests for maintenance work at parks and landscaped areas.

## **Fleet, Cleansing and Support**

Our Fleet, Cleansing and Support Unit helps keep Council operating by maintaining all fleet vehicles, ordering necessary stock and plant and providing cleansing services for our residents such as street sweeping and cleaning underground stormwater maintenance.

During the past year our City Clean Services team collected more than 157 tonnes of general street rubbish and swept more than 7,000 kilometres of road, collecting 1,918 tonnes of 'other' litter such as leaf debris for the year.

Our Fleet Services team maintained more than 400 items of plant and equipment, ranging from light and heavy motor vehicles to earthmoving equipment and power tools.

Our cleansing team responded to 729 customer requests for cleansing and removal of dumped rubbish.

## COVID-19

When the COVID-19 pandemic first hit in March 2020, our City Operations staff took the initiative to separate into two groups to ensure that, where possible, on the ground services such as maintenance and cleansing services could continue to be provided for our community. By dividing into two operational groups, we hoped to minimise the potential impact of the virus if it was introduced into our workplace.

As direction from the State Government on the virus situation changed on a frequent basis, City Operations staff were required to undertake a range of public education duties above and beyond their usual work load. Council had established an Incident Management Team (IMT) which initially met on a daily basis, and from these meetings, various tasks were directed to City Operations to undertake. One of the major directives from the IMT was to close public playgrounds and outdoor gyms, and before they were re-opened in late May, following a directive from the State Government, we undertook a full cleaning and inspection service of all 50 sites to ensure that they were safe for use. At the same time, we erected education signs about physical distancing and hygiene to help safeguard our community when using public facilities. At the time of writing this report, our City Operations were returning to usual work practises while maintaining physical distancing, sanitisation of work equipment and work stations including vehicles and plant, and personal hygiene.

## The coming year

City Operations has a lot to achieve in the coming financial year including a range of reserve and open space works involving new and upgraded playgrounds, reserve upgrades and undertaking further actions from our Tree Strategy. We will be applying for further grant funding for our tree planting program, developing a planting and replacement plan to increase trees in public areas and prioritise plantings in Council-managed areas where there is low tree canopy coverage.

Some of the playgrounds nominated for works this coming year include:

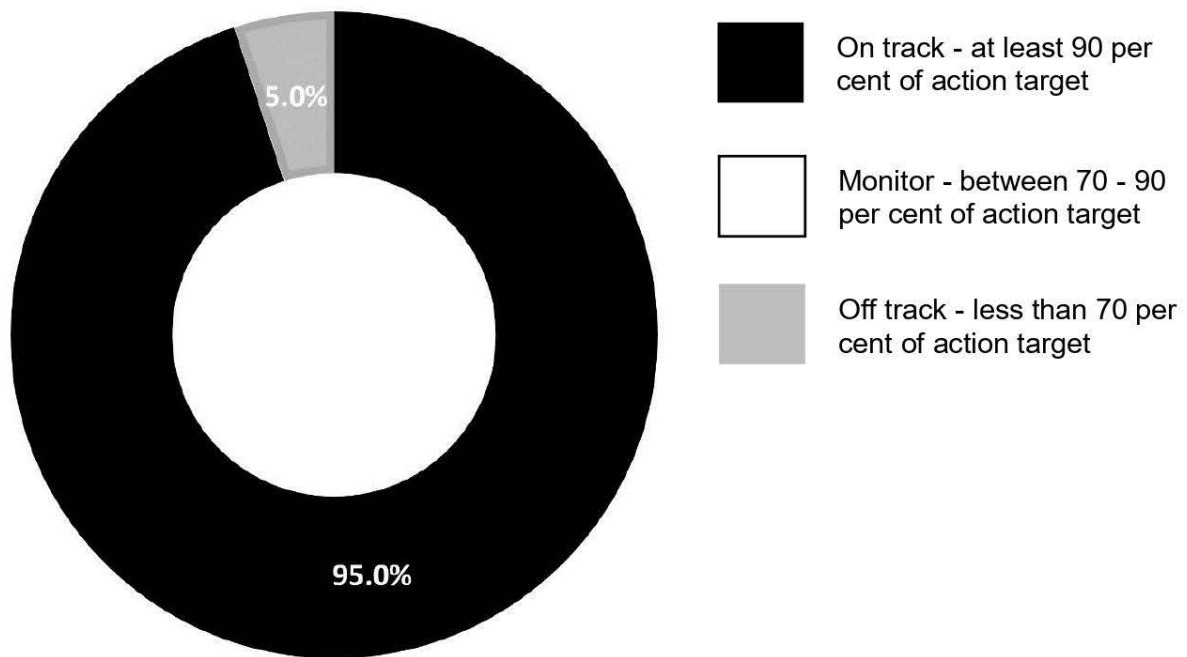
- Rex Jones Reserve, North Plympton
- Britton Street Reserve, West Richmond
- Helenslea Avenue Reserve, Brooklyn Park
- Westside Bikeway (Creslin Terrace), Camden Park - gym equipment
- River Torrens Linear Park (Michael Street), Lockleys - additional equipment
- Douglas Street (island), Lockleys.

Additional shade sails, gym equipment, minor playground equipment and playground barrier fencing will also be undertaken at sites yet to be confirmed.

Reserve upgrades will include:

- Weigall Oval, Plympton - additional reserve furniture and shelters
- Apex Park, West Beach - additional reserve furniture and shelters, with funding for the investigation/planning for the next stage of the reserve upgrade
- West Torrens Dog Park, Moss Avenue, Marlestone.

We will also undertake some streetscape upgrades along Sir Donald Bradman Drive and James Congdon Drive, with minor reserve improvements and upgrades, ongoing gazebo upgrades and replacements and various fencing and bollard replacements.

**Overall performance of City Operations**

## City Property

Our City Property Department is primarily responsible for managing essential services and projects in West Torrens by building, developing and maintaining and enhancing property, facilities and amenity assets for our community.

Employees and contractors working within City Property deliver a variety of building and capital works projects and provide services in building, facility, lease and open space management and maintenance.

Staff are responsible for maintaining and upgrading Council-owned buildings, of which we have more than 140, including sporting, community, recreational and commercially operated facilities.

During the past year our team undertook a variety of building projects including:

- annual capital programs for upgrading fire systems, asbestos removal, electrical and building compliance works on Council-owned properties
- completion of staged upgrades to Star Theatre Complex
- minor building works and improvements to:
  - various public toilet facilities
  - Civic Centre and Hamra Centre Library (minor improvements and modifications due to COVID-19)
  - Richmond Oval
  - Hilton RSL
  - Camden Oval (soccer club)
  - Golflands Reserve
  - Peake Gardens Riverside Tennis Club and Reserve.
- the installation and replacement of new pedestrian LED lighting along Westside Bikeway, North Plympton/Camden Park and Captain McKenna Pathway, Adelaide Airport/Glenelg North.
- completion of staged fit-out of the new (Morphett Rd) Depot site including additional tenancy fit outs in 2019/2020.

The team has also been continuing with our community and sports facility upgrades including:

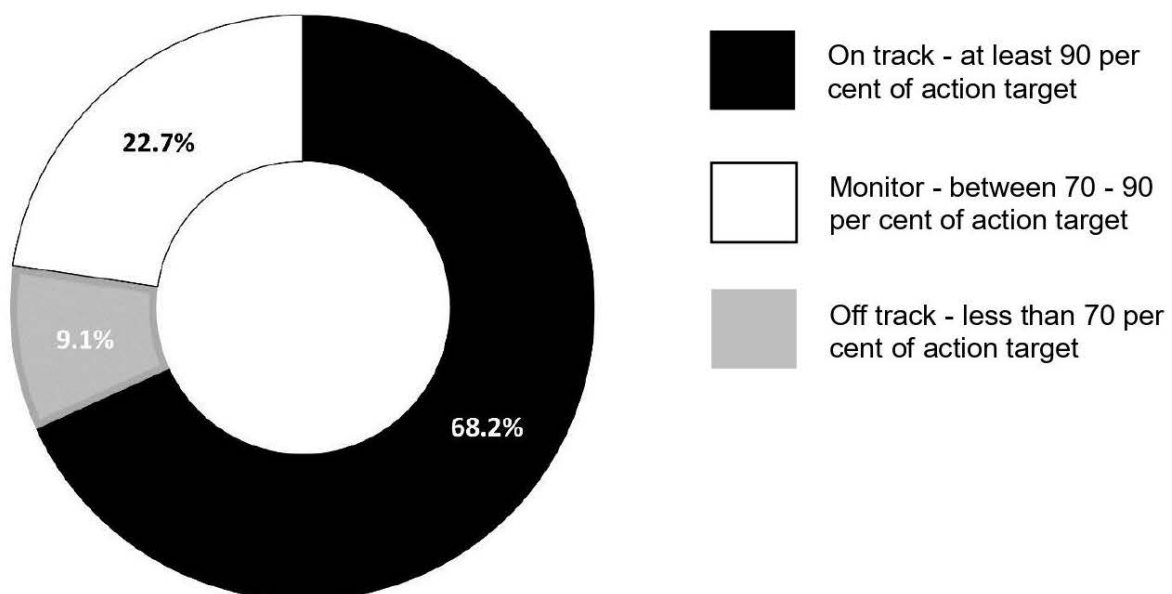
- stages 2 and 3 of the Weigall Oval Complex redevelopment, including a new community and sports building and new sports fields
- the completion of upgrade works for Camden Oval, including the redevelopment of the football oval with new subsurface drainage and irrigation to improve the surface's playability
- continuing with the upgrade and redevelopment of Apex Park/Lockleys Oval/Mellor Park, including a new sports facility, community facility and reserve upgrade.

## The coming year

In 2020/21, City Property will continue many of the staged projects that are currently underway.

This coming year will include:

- maintenance works as part of a 10 year plan for the Star Theatre Complex
- upgrading pedestrian lighting to LED along the Linear Park
- additional works at the Morphett Road depot facility, including the installation of a 100kW solar system
- the completion of stage 3 of the Weigall Oval Complex redevelopment, with the assistance of State Government funding
- completion of the reserve upgrade at Mellor Park and further improvements to the facilities at Apex Park and Lockleys Oval; both projects have been assisted with Australian Government funding
- delivery of a new playground facility at Kings Reserve; grant funding assistance provided by the State Government.

**Overall performance of City Property**

# City Assets

The City Assets Department manages infrastructure assets in West Torrens, including the portfolios of Asset and Project Management, Engineering Services and Traffic and Parking Services. The core responsibilities of staff are the development of asset management plans and strategies to achieve long-term sustainability of our city's building and infrastructure assets, valued at \$786 million. We are also responsible for traffic and parking analysis, infrastructure planning, design and construction and management of stormwater, including flood mitigation.

## Major projects

### Rutland Avenue upgrade

This past year saw us complete a \$1.3 million upgrade of Rutland Avenue, Lockleys. Works included:

- installation of raingardens and landscaped areas
- upgrading of speed cushions
- improved pedestrian access ramps
- road resurfacing
- installation of stormwater pits along the side of the road to improve the collection of local stormwater runoff
- improved delineation at the intersection of Rutland Avenue and Southerly Avenue with the installation of a solid median
- new and upgraded street lighting.

### Ashley Street upgrade

Due to the poor condition of the road pavement and kerbing, Ashley Street, Torrensville, was upgraded this past year at a cost of \$1.02 million. As part of the works, between Holbrooks Road and Sheriff Street, the roundabout at Ashley and Sheriff Streets was removed and replaced with a half road closure in Sherriff Street, south of Ashley Street.

The project consisted of:

- the reconstruction of road pavement, kerb and gutter
- removal of one street tree and the planting of four new street trees to achieve streetscape uniformity
- new underground stormwater works
- indenting of bus stops on the northern side of Ashley Street.

### Surrey Road upgrade

At a cost of \$850,000, the upgrade of Surrey Road, Keswick was undertaken. Works included:

- reconstruction of road pavement, kerb and gutter
- reducing the width of the road by 500mm to provide a better suited area for the existing street trees to grow and minimise future damage to infrastructure caused by the trees
- verge upgrade
- reconstruction of school crossing
- planting 16 new trees to suit existing street species and achieve street uniformity.

## Asset Management

In continuing to meet our corporate aspirations of sustainable financial management and proactive asset management, this year we continued to assess the renewal, rehabilitation, upgrade and maintenance requirements of our assets, based on service levels, service standards, performance and use. The information from this assessment will be used to inform our ongoing capital and maintenance funding requirements and our long-term financial planning process.



This past year we reviewed our road and pedestrian bridge stock, continued to audit our stormwater assets and began a review of our Asset Management Plans.

## **Roads and footpaths**

In the past year more than \$7.6 million was spent on transport-related capital works. The Capital Works Program was derived from works identified within Council's Road and Footpath Asset Management Plans, which are annually reviewed and incorporate customer requests. Of the \$7.6 million spent on related road and footpath capital works, \$5.5 million was invested in the reconstruction of roads.

Of note in the year under review was the road reconstructions of Mackirdy Street, Halsey Road and Weetunga Street, Fulham and Starr Avenue, North Plympton and Norma Street, Mile End. We fully completed these projects this year at a cost of \$2.34 million.

We also spent around \$660,000 on renewing and constructing footpaths across other areas in West Torrens. Key upgrades included Richmond Road, Marleston and Hampton Road, Keswick. Major works were undertaken as part of our city-wide footpath remediation program that addresses footway defect areas along major arterial roads. This remediation program, addressing hazards, provides greater pedestrian safety.

Other works of note, totalling \$1.7 million, included:

- \$695,000 for public lighting installation and upgrades, including the continuation of Westside Bikeway Reserve and Captain McKenna shared pathway
- the transition of some 1,100 street lights to LEDs at a cost \$425,000
- \$250,000 for the on-going upgrading of public bus stops at identified sites
- \$555,000 for minor traffic management work at identified locations, including pavement bar layouts, pedestrian kerb ramps, stop and give way signage with associated line marking; and the completion of the Novar Gardens Local Area Traffic Management Plan (LATM) and commencement of the planning of the Richmond/Marleston LATM.

## **Stormwater**

In 2019/20 we began construction of new underground stormwater drainage in Stirling Street, Thebarton at a cost of \$1.5 million.

We also began upgrading underground drainage in Sherriff Street, Underdale at a cost of \$300,000 and the upgrade of the Shannon Avenue pump station at a cost of \$220,000.

On the awards front, we won the 'Stormwater SA Excellence Award 2020 for Excellence in Integrated Stormwater Design' for the Kings Reserve wetlands project.

## **Traffic Services**

### **Transport Strategy**

During the year, City Assets continued to implement recommendations from the Transport and Bicycle Strategy to achieve its goals in providing an interconnected transport system.

This year we finalised the implementation of the Local Area Traffic Management (LATM) for the Torrensville/Thebarton precinct, in particular completing the construction of the upgrade to the Ashley Street 'bus only' removal at a cost of \$50,000. We also saw the completion of the upgrade of speed cushions in Rutland Avenue, Lockleys and we finished the LATM study for Novar Gardens /Camden Park precinct and began a LATM study for Mile End/ Richmond and Kurralt Park/Marleston.

LATM involves the planning, management and usage of road space within a local traffic area.



In continuing to improve the West Torrens' bicycle network, we installed lighting to the Captain McKenna Pathway.

## Road Safety Group

The City of West Torrens Road Safety Group works in conjunction with Council and external stakeholders such as SA Police, the Department for Transport, Energy and Infrastructure and the community to promote road safety and awareness and respond to road safety concerns of the local community and road users.

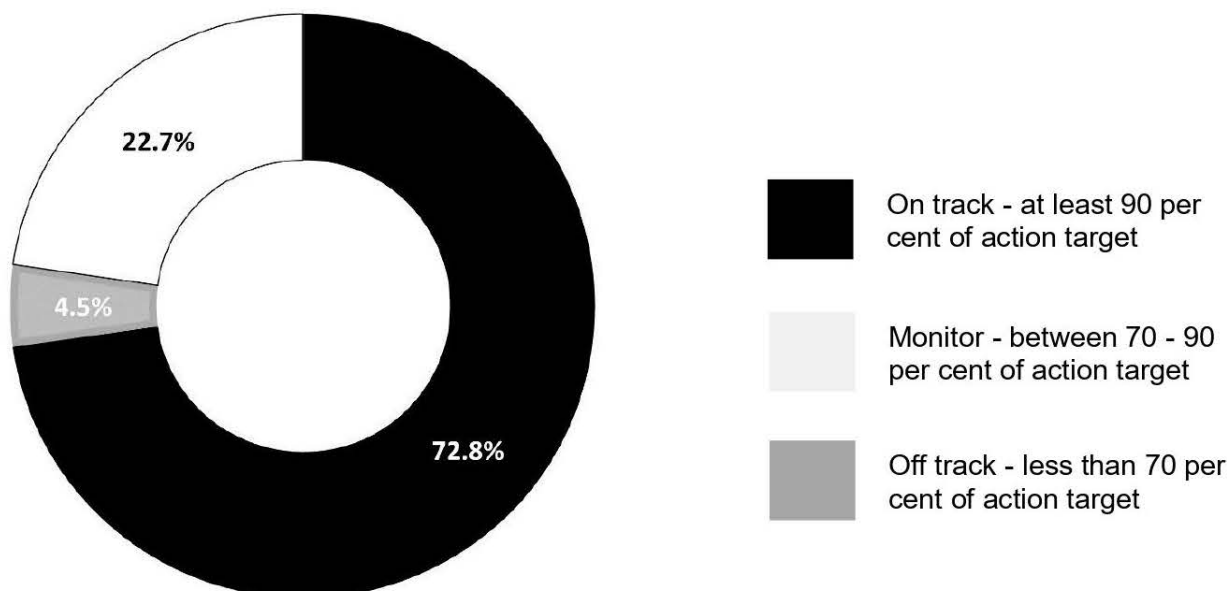
The key program undertaken in the past year was the production of a road safety awareness calendar with Aspect Treetop School, Ashford. Students provided art pieces that reflected a road safety message and 14 were chosen for the 2020 calendar.

## The coming year

City Assets has a number of projects and programs planned for the coming year including:

- a \$1.5 million upgrade of Bagot Avenue, between Sir Donald Bradman Drive and Hounslow Avenue, Hilton
- the continued audit of our stormwater network and assets at a cost of \$50,000; we will also construct an underground stormwater system in Packard Street, North Plympton and undertake repairs to Keswick Creek channel floor in Ashford at an estimated cost of \$1.4 million
- the completion of road reconstructions of Holland Street, Thebarton; Marleston Avenue, Ashford; Admella Street, Thebarton and Jervois Street, Torrensville
- spending around \$1.1 million on upgrading street lighting to LED across the city - the new LED lights reduce energy consumption and greenhouse gas and we're estimating that the lighting upgrade project will save around 634 tonnes of greenhouse gas emissions per annum
- earmarking \$200,000 to upgrade pathway sections of the River Torrens Linear Park
- implementing a LATM in Novar Gardens at a cost of \$400,000
- staging a mock crash event at Thebarton Oval for around 500 high school students to help educate them about the impacts of a serious motor vehicle crash (COVID restriction dependent).

## Overall performance of City Assets



## Community Services

Our Community Services Department plays a pivotal role in our community by helping people connect, providing programs and services that enable them to learn and grow and, in some cases, services which help them stay in their homes.

### Community Centres

Council owns a number of community centres which provide spaces and places for local groups, and groups further afield, to meet and undertake activities.

Thebarton Community Centre, located in Torrensville, is our largest centre and is a venue for hire, as well as home to many local groups. Until the COVID-19 pandemic hit in March 2020, Thebarton Community Centre was on track to have its most active year, however under State Direction to close community facilities, we finished the year with a 10 per cent reduction in use from the 2018/19 period. This is the first year in seven that we have decreased activity at the Centre.

Despite the reduction in usage, statistics show that the popularity of Thebarton Community Centre continued to be strong, with it being utilised almost five hours per area, per day when it was operational. It was used a total of 10,745 hours over 309 days, with more than 350 different groups making bookings.

One of several initiatives to be undertaken at the centre this past year was a community breakfast program, which provided a free breakfast meal to people in need. The program, which proved very successful in its initial weeks, was forced to be postponed due to COVID-19, however will be reinstated and expanded in the new financial year (pending any further restrictions).

In line with the breakfast program, we also created a kitchen access area where people could use our kitchen and food preparation areas at no cost. Available to people who were sleeping rough in West Torrens, the program will also be expanded in the new financial year.

Plympton Community Centre, which is provided to community groups free of charge or at a heavily discounted rate, saw an increase of one per cent in usage despite COVID-19. On average, each area was used 3.7 hours per day and 70 different groups made bookings. Statistics show that the centre was utilised 3,452 hours over 309 days.

Lockleys Community Room is a new facility to open this past year and was used by three different groups over 259 days. This facility has only been available to not-for-profit local groups, however this will change as we move forward.

### West Torrens Library Service

The West Torrens Library Service provides both the Hamra Centre Library and Mobile Library service to our community. Around 60,000 people attend the Hamra Centre each year, averaging around 700 visits per day.

During the year in review our Library Service was very busy providing programs and events to our community, including our regular Story, Toddler and Baby Times to many young families in the area. When COVID-19 struck in March and the State Government direction was to stop all non-essential services, our staff went online to continue to provide these services, sometimes even being delivered from home. At the time of writing this report, these services were still being continued online to ensure that our community could remain connected, albeit in a different way.

## **Epic Flight commemoration**

In November/December 2019, we commemorated the 100 year anniversary of the first flight from England to Australia with a special Epic Flight Centenary promotion in the Hamra Centre. It's fitting that the first plane to make that flight, the Vickers Vimy, is on permanent display at the Adelaide Airport, in the West Torrens' area.

This commemoration provided our community with a variety of programs and projects in which they could take part, including:

- themed storytimes and plane making
- model plane display, courtesy of the Holdfast Model Aeroclub
- a presentation by the Presidents of the Aviation Museum
- a display of photographs, banners, commemorative coins and stamps and newspaper articles about the Epic Flight
- bus trips to the Adelaide Airport to view the Vickers Vimy - eight trips with a total of 96 participants
- launch of the book 'Long Flight Home' by author Lainie Anderson.

## **Kanopy**

As people's need to access information online continues to increase, our Library Services expanded its range of online resources to include a subscription to Kanopy, which is available free to our cardholders.

Kanopy is a film streaming service of more than 30,000 world films, including award-winning documentaries, rare and hard to find titles, film festival favourites, Indie and classic films. Library members can access up to 10 movies per month, which can be watched an unlimited number of times within the first three days of streaming a title.

## **Independent Living Collection**

With more people living longer and staying independent in their homes, our Independent Living Collection underwent a review this year and we added some new services to help our customers enhance their independence, stay active and connect with the community. We updated our Enhancing Independence brochure for our Independent Living Kits to provide information about our Independent Living Collection and the various services we provide, including:

- Home Library and Home Pick Up services
- Mobile Library
- special collections
- Rewire Tech Help
- Active Ageing Program
- Commonwealth Home Support Programme (CHSP).

## **Click, Call and Collect Service**

There's no doubt the COVID-19 pandemic provided some challenges for Library staff towards the end of the reporting year and we were acutely aware of the importance of keeping people connected and looking after people's mental well-being.

One way we undertook this was to create a 'Click, Call and Collect' Service, where people could still borrow items from the Hamra Centre Library simply by reserving them and then driving through our carpark, where there was a physically distanced, sanitised drive-through lane established so people could collect items. Around 75 people per day accessed this service, which was gratefully received by our customers.

## **Commonwealth Home Support Programme (CHSP)**

Our caring CHSP staff provided more than 12,000 hours of assistance to around 1,000 older residents this past year. The main aim of CHSP is to help our older residents stay in their homes longer and provide services where they can continue to be an active member of our local community. CHSP funding was extended for another two years, until June 2022.

Our Monday Meals program morphed into Monday Wheels, with staff still providing social contact for our clients, despite COVID-19. Staff invented a new mobile program, whereby they drove to clients' homes for a half hour driveway coffee, catch up and chat to help them stay connected in the community.

Our Active Ageing Program, which provided shared meals, fitness classes, guest speakers, information sessions and brain games, continued to be highly successful with our older community and also transitioned to driveway drop-offs of care packages, games and exercises to help them stay active and connected while at home during COVID-19 restrictions.

## **Access and inclusion**

During the year in review, staff met with key stakeholders within Council to discuss the City of West Torrens' Access and Inclusion Plan and to consider measures that should be included in the new financial year's action plans. We undertook consultation with key external stakeholders including NDIS, NDIA, Orana, Autism SA and KYD-X to ensure that actions in our Plan will be meaningful in years to come.

## **Activated community spaces**

### **Our Big BackYard**

This year we partnered with Cowandilla and Lockleys Children's Centres and the Schools Education Team from the Adelaide & Mount Lofty Ranges Natural Resources Management Board to deliver the Our Big BackYard (OBBY) project.

The project, which has successfully been implemented by several other local councils, aims to connect with children and families through schools, kindergartens and childcare centres to discover what they like in their own backyard. It basically asks where they like to spend their recreational time and how they like to spend it.

This year we consulted with numerous families, children and students with the aim of creating a map outlining nature play areas in West Torrens. Due to COVID-19, the map project was put on hold, however this will be progressed in the next financial year.

### **Community gardens**

The Plympton Community Garden received a makeover with new garden beds, new paint, paving and a new shelter/work space area.

## **Grants programs**

Our Community Grants program provides funding for a range of projects and programs in our community.

During the year we provided approximately \$130,000 to various not-for-profit organisations and individuals, including 43 community grants (19 equipment grants, seven community project grants, 17 sponsorship grants) and 62 junior development grants in the areas of sport, recreation, science, arts and culture.

## Supporting our residents

Throughout COVID-19 our Community Services staff continued to provide services and contact to our local residents, including those in our community considered as vulnerable.

Initiatives included:

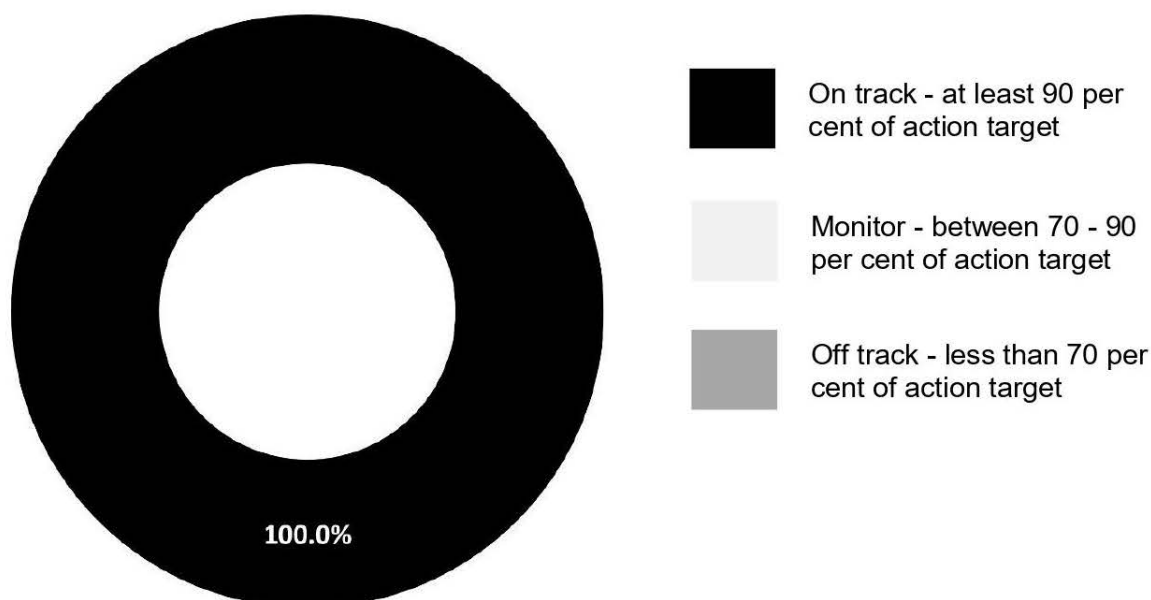
- 240 food hampers and toiletries packs were provided during COVID house restrictions
- 102 residents were contacted with weekly or fortnightly 'check in' phone calls
- entertainment bags and activity bags with puzzles, jokes, health and wellbeing and COVID information were given out
- around a dozen participants from our 'Blokes Brekky' received magazines and books to help them in isolation, with some continuing to meet at each other's homes while maintaining physical distancing and group number rules
- 40 seedling packs and half a dozen plant packs were provided to keen gardeners
- our school holiday program 'Get with the Program' was delivered online as 'Happy at Home'.

## The coming year

In the coming year the focus of Community Services will be community recovery and resilience as we adjust to the effects of COVID-19. Staff will work on incorporating activities into community development programs to increase the resilience and reduce levels of social isolation in the community. Some major initiatives will include:

- Developing a community leadership network with not-for-profit and community groups.
- Developing and implementing a searchable community database of current activities, programs, supports, businesses and services available within West Torrens.
- Integration of disaster recovery and resilience activities into community activities.

## Overall performance of Community Services



# Strategy and Business

Strategy and Business supports the organisation to achieve its strategic objectives and, as such, is responsible for developing Council's key strategies and plans in consultation with the community, Elected Members and other stakeholders. Staff work across the organisation in the areas of governance, procurement, risk management and corporate planning, as well as environment, events and media.

## Creative Services

Council's Creative Services' team provides information to our community about projects, services, events and programs to help residents gain a better understanding of what is happening in West Torrens and where rate dollars are being allocated.

As people's wish to be kept up-to-date with the latest information continues to increase, so too does the demand on Council for providing this information to our community as timely as possible. The Creative Services' team use social media, advertising, posters, flyers, Council's magazine and the web to push information out to the community. Team members also help officers from across Council in organising community engagement projects so that residents can have a say on large-scale projects and ideas that are proposed.

In this current reporting year, members of the Creative Services' team supported the community by engaging with them through the social mediums of Facebook, Twitter, Instagram, YouTube, publishing the magazine 'Talking Points' and advertising in local newspapers. We also launched our community engagement platform 'Your Say', which gives those invested in West Torrens more opportunity to provide feedback and comment about projects and programs.

The Creative Services team supported events and projects by providing design, consultation and media services. As an in-house creative team, we helped keep financial spend down by not having to contract these services to external agencies.

We contributed to the successful delivery of our annual Summer Festival, Australia Day Awards and Mendelson Scholarships and from March 2020, the team took on the important role to communicate local service changes and updates as the COVID-19 pandemic unfolded. As a result of COVID-19, we saw a 57 per cent rise in social media interactions, with engagements increasing by more than 30 per cent.

## Community engagement and consultation

Creative Services staff provided advice, strategies and help to officers to engage with our community on various projects including:

- waste and recycling
- Apex Park
- Summer Festival
- Local Area Traffic Management Plans
- Planning Reform: heritage and character in CWT
- Adelaide Airport Draft Masterplan
- Camden Oval playground upgrade
- Swan Reserve playground upgrade
- housing and homelessness strategy consultation
- Community Needs Analysis
- Community Plan
- proposed Budget 20/21.

Some of these projects will be ongoing in the 2020/21 year.



## Events

The Events Team worked in collaboration with Community Services and administration teams to deliver seven events for Council's 10 event Summer Festival program. The 2020 series included three open air cinemas, a multicultural festival, the Thebarton! street party, an activation at the 41<sup>st</sup> Annual Camden Classic and a Fork on the Road event at Kings Reserve, plus three young person focussed events delivered by the Community Development and Library Teams. Summer Festival 2020 attracted a combined audience of around 13,000.

The Events Team contributed to the annual Australia Day Awards and Citizenship Ceremony, a business networking breakfast, plus successful launches of the West Beach Road redevelopment, the Household Chemical and Paint Drop Off Facility and the Apex Park redevelopment.

We supported a number of community-lead events in 2019/20 including the Hilton RSL sub-branch's Remembrance Day Memorial Service, Lebanese Festival, Philippine Fiesta, Dimitria Festival, Christmas Carols Festival and Back to Bethlehem.

The ANZAC Day Dawn Service, a Stations of the Cross event, Telugu Festival, Kodomo No Hi Japan Festival and Thai Festival were all cancelled as a result of State Government restrictions due to COVID-19; our 'Fire & Spice' festival was developed, but unable to be delivered as a result of COVID-19.

## Governance

During the year Governance provided support, advice and frameworks for staff and Elected Members to undertake their duties. Governance encompasses the accountability of staff to the Elected Council and the Elected Council Members and staff to the community.

Governance achieved a number of outcomes including:

- ensuring timely updates and management of policies and procedures following the emergency declaration and new legislation issued as a result of COVID-19
- managing the introduction of a new delegations framework under the *Planning Development and Infrastructure Act 2016*
- managing Ombudsman enquiries
- managing public registers
- coordinating Freedom of Information applications
- coordinating and managing primary and ordinary returns
- managing authorisations and delegations
- reviewing and updating policies in collaboration with other departments across Council and drafting new policies where required
- providing advice and workshops on matters concerning legislative amendments
- providing support to Council and Council Committees.

## Procurement

Our Procurement team help administer our Procurement Policy with staff and provide guidance on open, transparent and equitable procurement of goods and services. Fair and equitable procurement is essential to our organisation to ensure that we not only obtain value for money, but that we identify and manage any risks that may arise, consider the impact on our community (including economic and environmental) and ensure that contracts are managed and delivered to a high standard.

During the year under review, we had 11 supplier panels, capturing some 119 prequalified suppliers, with 94 per cent of suppliers supporting local South Australian businesses. Our prequalified suppliers contracts and suppliers were managed through the online portals



VendorPanel and ContractsMonitor, and 56 new formal contracts were awarded following competitive market approaches and evaluations.

## Strategy

Throughout the 2019/20 financial year, the Strategy team progressed strategic projects, partnerships and the development of key corporate documents.

### Corporate planning

Annual Service Plans and reporting continued to ensure the organisation's accountability to report and deliver on the goals and aspirations of the organisation's suite of strategic plans, including the Community Plan.

Several projects were in progress when they were forced to cease or postpone consultation elements due to COVID-19 physical distancing restrictions. These included:

- The Community Plan Review - community consultation was partially completed prior to COVID delaying the project.
- The Public Health Plan review was delayed due to uncertainty surrounding the ability to conduct stakeholder consultation.
- The Strategic Approach to Public Art project was initiated, with stakeholder consultation elements postponed.
- The Open Space Plan stakeholder consultation was delayed.

*Note: The State Government has extended the statutory deadlines for the Public Health and Community Plan to account for this interruption.*

### Strategic, land use planning and placemaking

- Feedback on the Adelaide Airport Master Plan was coordinated and communicated to Adelaide Airport Limited.
- The Urban Tree Fund was established to ensure developer contributions for the removal of significant and regulated trees are collected for Council's use.
- The Admella Laneway Placemaking project received a commendation at the South Australian Planning Institute of Australia Awards.

Changes relating to the Planning Development and Infrastructure (PDI) Act, and the impending Planning and Design Code, continued throughout the reporting year. The interests of maintaining local policy in the proposed Planning and Design Code were advocated through a staff member undertaking a part-time secondment at the Department of Planning Transport and Infrastructure (DPTI). Progress of the Plympton Residential Development Plan Amendment, was resolved following a decision of Council.

### Economic development

We continued to build working partnerships with neighbouring councils Cities of Charles Sturt, Port Adelaide Enfield and Holdfast Bay through the Building Western Adelaide Economic Development collaboration. This relationship was very important when the COVID-19 pandemic began and a COVID-19 Business Recovery Taskforce was established to focus on how the group could assist businesses affected by State Government directions during the pandemic. In recognition of the tough times ahead, we committed to the Small Business Friendly Charter and created a number of financial stimulus packages to support our local economy.

## Heritage grants

A review to streamline the assessment criteria for the next local heritage grant round was undertaken and approved, as these grants were seen as a strategic economic stimulus activity. Data suggested that every dollar spent on heritage renovations represented \$3 of flow-on economic benefit to the local economy.

In the year in review, 20 applications were received for heritage grants, with 14 deemed eligible and approved. A total grant pool of \$22,650 was distributed to support the maintenance of privately owned local heritage-listed properties and to contribute to skilled employment in the area. The new round of Local Heritage Grants was postponed, subject to confirmation of budget carryover of funds from the 2019/2020 financial year.

## Environmental sustainability

Engagement with the successful AdaptWest Climate Change Adaptation Program continued in conjunction with other western suburbs councils. Key projects included:

- Development of AdaptWest 3 year Action Plan 2019-2022
- Residential Building Retrofit for Climate Adaptation
- SA Water Smart Irrigation Trial
- Climate Change Governance Assessment
- Coastal and Inundation Modelling Report
- AdaptWest in Action Communications Strategy
- Urban Trees and People's Yards Mitigate Extreme Heat in Western Adelaide report (research project with Macquarie University).

Our Environment Grant Program provided funds to eligible groups and organisations for environmental initiatives that supported aspirations outlined in the Towards 2025 Community Plan. The program assisted local community groups through distribution of \$5,000 in grants.

Water conservation in West Torrens was assisted through more than \$9,000 being provided to residents eligible for the residential rainwater rebate scheme.

Carbon emissions mitigation was also assisted when \$6,000 was provided to community groups eligible for the community groups' solar panel rebate scheme.

Council participated in a Citizen Science pilot project 'Evaluating the quality of green open spaces', conducted by the University of Adelaide and funded by SA Health and Wellbeing as a collaborative initiative by the Department for Health and Wellbeing's Healthy Parks, Healthy People team and the Metropolitan Council Green Space Reference Group.

Planned annual environmental projects were affected this year by COVID-19, however staff were able to adapt to circumstances and still undertake our Native Plant Giveaway by encouraging people to register and collect plants within specific time slots.

## Strategic Resilience

Resilience includes activities related to internal audit, risk management and emergency management, with the outcome being a strong, adaptable and sustainable organisation and community.

Strategic Resilience is designed to help our organisation achieve its objectives by providing independent assurance on the effectiveness of risk management, internal control and governance processes.

During the year in review, there was an ongoing focus on developing emergency management capabilities, including the development and/or refinement of emergency management documentation associated with human disease/pandemic, increased training and increasing efforts to strengthen community and staff resilience.

This was brought into sharp focus by the impact of the COVID-19 pandemic on the organisation and the wider community. It led to significant reallocation and refocusing of resources to deal with the initial response and subsequent ongoing recovery phases of the pandemic, including the creation of Incident and Recovery Management Teams, associated plans and actions.

Regardless of the significant and unprecedented challenges this year brought, a number of outcomes were achieved including:

- further embedding a risk culture within the organisation and building resilience of staff by conducting risk and resilience inductions, workshops and training
- developing new tools and frameworks to better assess risks and to provide a greater risk base to guide decision making
- integrating positive risk assessments and internal audit with the organisation's Continuous Improvement functions
- developing the 2020/2021 Risk and Resilience Plan
- developing a 'Coping in the Heat' project that was held during the summer months and included gift bags to the community, a presence at Summer Festival events and community information sessions
- facilitating the delivery of Red Cross RediPlan information sessions with staff and the community to aid in building resilience
- continuing refinement of the Emergency Management Framework, Business Continuity and Operations Plans and development of Hazard Management Plans
- contributing to the development of pandemic (incident specific) plans including Incident Management and Contingency as well as Recovery Management plans
- participating in the Local Government Association's 'Council Ready' program to increase our emergency management maturity
- actively participating and engaging in the Local Government Functional Support Group (LGFSG) during both the Cudlee Creek and Kangaroo Island fires, as well as the COVID-19 pandemic
- being an active participant in the Western Adelaide Zone Emergency Management Committee
- undertaking activities and audits associated with the 2019-22 Internal Audit Plan.

## The coming year

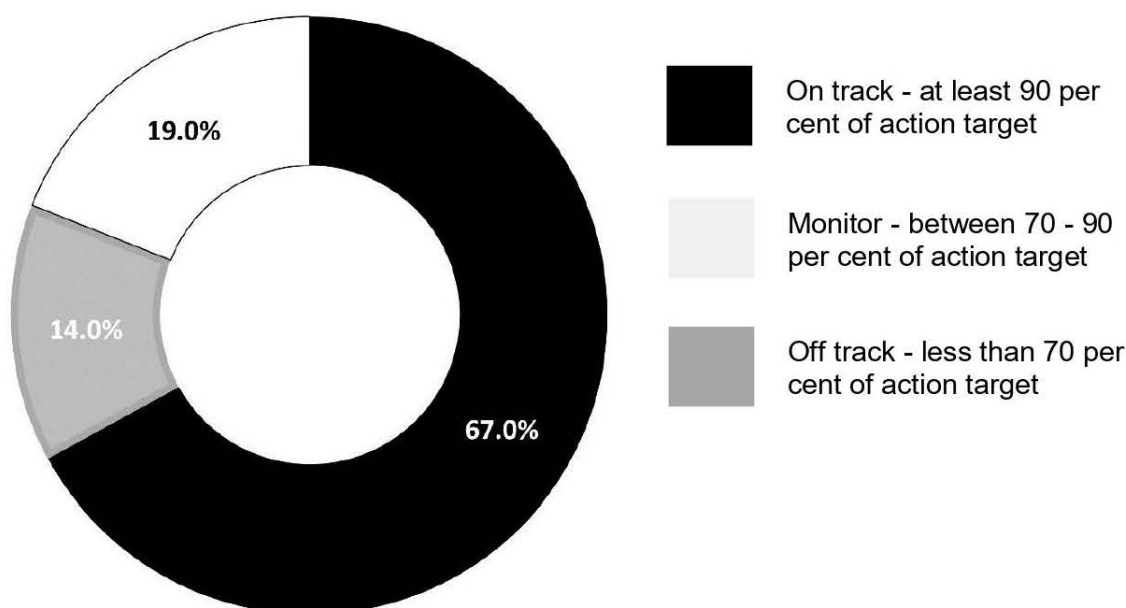
One of the goals this year is to ensure that our community is given opportunities to engage with Council on projects and programs and that information is made available in a timely manner. In the coming year, the team will look at ways it can better utilise funds to distribute information and ways it can present information better digitally. We will continue to grow our social media platforms and our community engagement platform, Your Say.

To address the impacts of COVID-19 on the business community, an economic stimulus voucher program, designed to encourage residents to spend money in West Torrens, is planned. The program has an estimated economic stimulus value of up to \$150,000.

Other key priorities will include:

- providing cost effective solutions to complex issues through strategic partnerships and collaboration with neighbouring councils
- developing the 2020-2021 Annual Service Plans across the organisation
- progressing and finalising corporate plans that were delayed due to COVID-19 restrictions
- implementing a heritage grants scheme and a suite of environment grants and sustainability rebates
- coordinating the transition to the Planning, and Design Code
- coordinating strategic information forums between Council and developers undertaking major infill development in West Torrens
- working with key stakeholders to plan for the management of Aircraft Noise.

## Overall performance of Strategy and Business



# Regulatory Services

Regulatory Services comprises teams in Waste Management, Environmental Health and Compliance and is responsible for providing quality services to assist the community on issues around household waste disposal, animal management, immunisation and community health.

The teams share a commitment to work in partnership with community, business and government sectors to provide a safe, clean, healthy and sustainable environment.

## Waste Management

The Waste Management Team manages Council's kerbside collection, 'At Call Hard Waste Collection' program, street litter bins and monitoring illegal dumping activity within the municipality. During the year, this team focused on increasing community engagement, developing partnerships and exploring opportunities to increase resource recovery and minimise waste to landfill. An increased community presence was a key element to better understanding of the needs of our community and identifying areas of improvement for Council's waste services.

The centrepiece of community engagement activities saw the City of West Torrens host a 'Recycle Hub' at the Dimitria Festival during National Recycling Week 2019, where conversations with residents helped to dispel recycling myths and encourage how to best use waste services.

2019/20 also saw the introduction of our single-use plastic and release of helium balloon strategy, resulting in a commitment from Council to eliminate single-use plastic from all Council buildings and land.

Key points:

- Waste services collected 2,508,734 red, yellow and green bins with a successful collection rate of 99.92 per cent and repaired or provided replacements for 2,842 bins.
- Opened a dedicated household chemical and paint drop-off centre at Adelaide Waste and Recycling, in partnership with Solo Resource Recovery and Green Industries SA in September 2019.
- Introduced a home delivery service for kitchen caddies and compostable bags during COVID-19.
- Received 8,203 hard waste collection bookings and recycled 740.87 tonnes of material. 10.402 tonnes of e-waste and 1,024 mattresses were also recycled. A further 18.03 tonnes of e-waste was recovered through Unplug N' Drop sites around West Torrens.
- Our illegal dumping approach of investigation and education resulted in 45.94 per cent of all reported illegal dumping incidents being removed without further action staff.
- 1,929 waste vouchers were issued to residents for material not accepted through the hard waste collection service to dispose of.
- 33 residents took advantage of our 'Home Compost Systems' rebate program to purchase worm farms or compost bins.
- More than 20 sessions (pre COVID-19) were provided to schools, community groups and businesses to educate and encourage better recycling practices for organic and recyclable materials.
- Tours of resource and recovery facilities were provided to the community to demonstrate what happens after bins are collected.
- The Waste Team responded to 1,533 customer requests relating to waste.

## Environmental Health

The Environmental Health Team promotes and protects the health of the community by providing and supporting public health education and services.

The team continued to provide education sessions and promote food hygiene and safety, and public health.

The Environmental Health Officers supported the community and businesses by monitoring health practices and ensuring the required measures were in place to protect public health.

During the year officers attended to 213 customer requests ranging from food hygiene and safety concerns, environmental nuisances, risks to public health due to poor health and hygiene conditions and communicable/notifiable diseases.

The Council continued to participate in the food safety rating scheme and in the past 12 months, the following number of food safety rating certificates were issued to food businesses:

- 5 star rating - 98
- 4 star rating 32
- 3 star rating 10.
- Unrated inspections results were issued for 26 food businesses.

## Immunisation

The provision of the immunisation service remains contracted to a local immunisation provider business, with no loss in the delivery of immunisation services. Clinics were well supported by the community, with 3,752 vaccines being administered.

Due to the impacts of COVID-19, particularly those relating to physical distancing and density requirements, Council clinics changed their structure to protect the health and wellbeing of clients. From April 2020, clients attending public clinics were required to book online for a scheduled appointment at the clinic.

## Compliance

Council's Compliance team enforces areas such as parking, animal management, overgrown vegetation, backyard burning, goods on footpaths, illegal dumping and building works.

During the year officers investigated more than 2,482 customer requests, handled either through education or enforcement. Of the total of 8,641 expiation notices issued, 1,501 applications were received and assessed for a section 270 review under the *Local Government Act* - 1,469 parking; 21 animals; 11 general compliance; 0 environmental health.

Officers who undertook animal management captured 286 dogs for wandering at large and investigated 50 dog attacks (31 on animals and 19 on humans) which generated 16 dog control orders being served.

Other administration tasks and inspections:

- parking permits were issued to 463 residents
- 102 European wasp nests and bee swarms were either removed or eradicated (66 wasps and 36 bees)
- during the fire season, 490 properties were assessed for being a fire hazard, 67 clean up notices were issued along with 32 expiation notices.



### Greyhound off-leash trial

The Compliance team undertook a six month trial to enable greyhounds to exercise off-leash at the West Torrens Dog Park. Under State Government legislation, greyhounds are not allowed to be off-leash in a public area.

The trial followed a similar one conducted earlier at regional Alexandrina Council and we teamed with the Greyhound Adoption Program SA to ensure that risks were alleviated and protocols followed.

As a result of our six month trial, which was the first of its kind in metropolitan SA, a report was provided to the Dog and Cat Management Board, which has subsequently endorsed off-leash events for greyhounds. Our trial was a huge success and we're looking forward to progressing this in the future.

### Local Nuisance and Litter Control

Councils are responsible for administering and managing local nuisance issues under the *Local Nuisance and Litter Control Act* which includes noise, dust, odour and smoke. The following number of complaints and offences were recorded for the 2019/20 year.

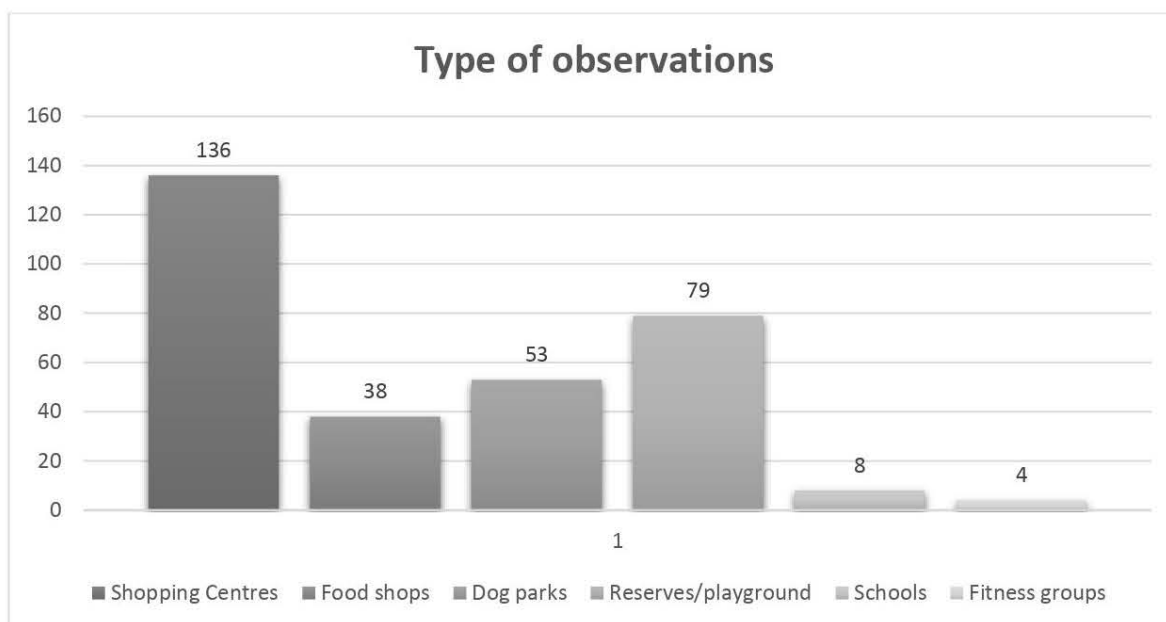
Total number of complaints of local nuisance and littering	257
Number of offences under the Act that were expiated	8
Number of offences under the Act that were prosecuted	0
Number of nuisance and litter abatement notices issued	1
Civil penalties negotiated under Section 34 of the Act	0
Application by Council to the Court for orders for civil penalties under Section 34 of the Act and the number of orders made by the Court pm those applications	0

## COVID-19 compliance monitoring

Due to the escalation of the COVID-19 cases in early April 2020, councils were asked by SAPOL to conduct monitoring and surveillance activities of the directions (closures) in order to ensure that businesses and members of the public complied with physical distancing measures, public gatherings and non-essential business directions. This greatly expanded Council's obligations to conduct public health monitoring and to ensure the health and wellbeing of the community.

Environmental Health and Compliance field officers undertook both scheduled and proactive compliance monitoring and education on businesses and public areas and provided updates as these were undertaken. This monitoring continued throughout the initial outbreak and during the easing of restrictions and will continue into the future.

A total of 318 COVID-19 compliance observations of properties were undertaken and reported between 1 April 2020 and 12 June 2020. 4,736 individual businesses/premises and public areas were monitored for compliance with emergency directions, with 2,397 individual businesses/premises and public areas observed as compliant during the period. The remaining 2,339 business/premises were closed as a result of the emergency directions.



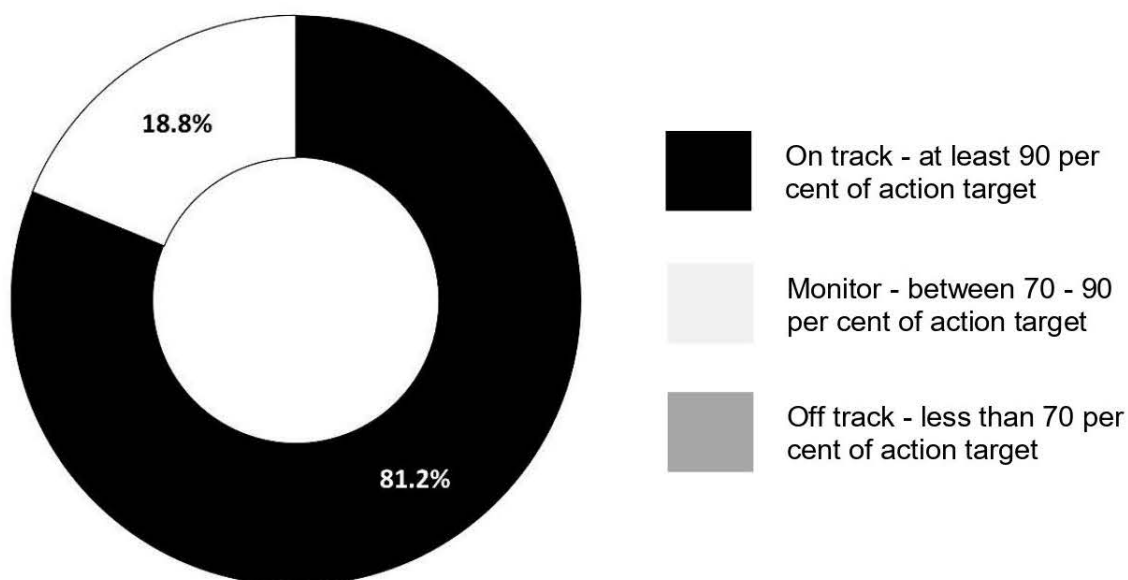


## The coming year

During the next 12 months Regulatory Services will continue to look at new opportunities to reduce waste going to landfill and investigate programs which may help us achieve this goal. Activities will include:

- Plan, promote and undertake activities for National Food Safety Week.
- Undertake an education program with local food businesses on food allergen control requirements and allergen awareness.
- Review Council's Waste Minimisation and Recycling Policy.
- Promote and support local businesses and communities to run their own 'Keep Australia Beautiful' clean-up program.
- Plan, promote and undertake activities for 'International Compost Awareness Week 2021'.
- Trial a household recycling container program, similar to the kitchen caddy program.
- Trial weekly green waste collection in West Torrens for a nominated area.
- Promote circular economy principles for the community and Council.
- Implement strategies in the Dog and Cat Management Plan for completion timeframe of 2019/20.

### Overall performance of Regulatory Services



# Financial Services

Financial Services is responsible for the development, management and coordination of Council's annual budget to ensure that the long-term and realistic financial goals required to deliver the desired services and amenities to residents are in place.

## Annual budget

The balanced budget presented to Council for 2019/20 included \$60.2 million operating expenditure and \$24.9 million capital expenditure, an outcome achieved while maintaining the second lowest average residential rates in metropolitan Adelaide with an average 2.9 per cent rate increase.

Key major projects and their budget allocations included:

- \$1.4 million for the Brown Hill/Keswick Creeks drainage project
- \$3 million towards the upgrade of Weigall Oval
- \$2.2 million for the Stirling Street Stormwater upgrade
- \$0.65 million towards the upgrade of Lockleys Oval/Apex Park and Mellor Park
- \$18.43 million for capital works throughout West Torrens
- \$5.96 million for waste management
- \$1.6 million for recreation projects.

Ahead of finalising our 2019/20 budget, Financial Services undertook community consultation to encourage residents to be involved in the budget process, learn about Council's plans, ask questions and provide feedback that was then used to inform our final budget decisions.

During the COVID-19 State Emergency, the Financial Services Department services were provided remotely. Focusing strongly on developing a paperless office and responding to enquiries via phone and email, all services were operated and delivered successfully during this period, adapting successfully to the 'new norm'.

## Reporting

Council met its financial and statutory reporting requirements for 2019/20, with all statutory audits successfully completed. Financial reporting was conducted on a full cost-attribution basis, as required under the *Local Government Act 1999*, while the reporting of consolidated strategic and financial information continued throughout 2019/20 along with rigorous budget reviews.

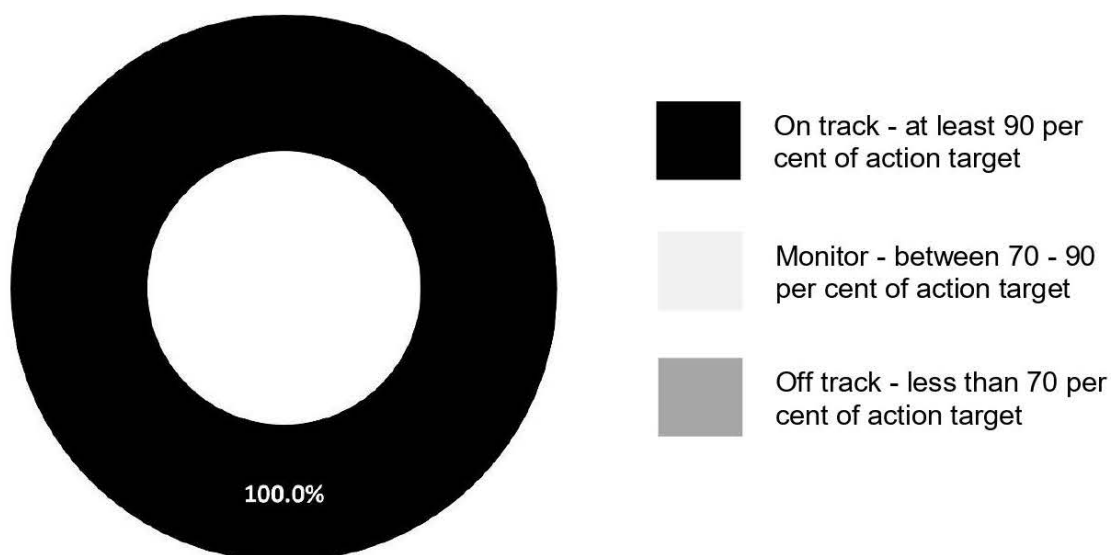
## Long-term Financial Plan

Legislation requires Council to annually review its Long-term Financial Plan, with consideration to the Annual Business Plan and associated Infrastructure and Asset Management Plans. The 2019/20 review was completed in conjunction with Council's Budget and Annual Business Plan, while the Budget and Annual Business Plan for 2020/2021 was made available on our website and at the Civic Centre during business hours.

## The coming year

Council's 2020/2021 budget will be a challenging one with the continuing development of COVID-19 outcomes. A surplus operating result has been budgeted to further sustain our financial position. This includes capital expenditure of \$27.3 million and a residential rate increase of an average of one per cent with a minimum rate of \$944. This increase is 1.4 per cent lower than that foreshadowed in the forward estimates of last year's budget following concerns of the impact of COVID-19 on our community.

### Overall performance of Financial Services



# People and Culture

CWT's People and Culture department is an enabling function for the organisation that works collaboratively with key stakeholders to promote and foster a culture of equity, transparency, fairness, wellbeing and development of our workforce.

Staff provide advice and assistance with the management and leadership of People, Work Health Safety and Injury Management, Wellbeing and Customer Service. Our emphasis is on providing advice in the areas of people management, organisation capability, cultural development, fair equitable practices, attraction, retention and succession planning, learning and development, workforce planning and industrial relations.

## People management and development

### Enterprise agreements

In the year under review, People and Culture began the re-negotiation of three enterprise agreements that will be the certified industrial agreement for the next three years from 2020 to 2023:

- City of West Torrens Enterprise Agreement (Local Government Employees) 2020
- City of West Torrens Municipal Salaried Officers Enterprise Agreement 2020
- City of West Torrens Health Services Employees Enterprise Agreement 2020 (agreement was rolled over).

### Leadership development

There was a significant body of work undertaken in the development of leaders with regard to both people management and development.

This included a range of resources and 'tool kits' for leaders to ensure they could get the best out of their teams, which translated to a 10/10 experience for customers and our community.

Significant investment was also provided to our emerging leaders, in partnership with the LG Professionals, across all levels and we re-introduced a traineeship program in 2019/2020, whereby we successfully secured two school leavers who had a passion to learn more about Local Government. The trainees were allocated to the Events team and the Service Centre team.

### COVID-19 impact

The People and Culture team continued to inform staff about employment rights and obligations to comply with policies and procedures throughout COVID-19 in relation to:

- working from home arrangements
- physical distancing
- good hygiene
- staying home when sick
- the ongoing cleaning and sanitisation of the workplace.

We had to create new processes, convert paper forms to online and develop forms, checklists guidelines, procedures etc for staff. These new processes assisted throughout the initial response and continued throughout recovery phase and, will continue to be used in the future.

To help staff cope with the changing COVID-19 situation, we provided a range of resources for resilience, health and wellbeing via webinars and information sessions. This was undertaken in conjunction with Corporate Health Group (CHG).

Team building exercises were also provided to identified teams which had become disrupted due to COVID-19; these focused on remote location, segregation and the pressure associated with those scenarios.

## Service Centre

The Service Centre team is the face of CWT for our customers and our community, often being the first point for enquiries.

This year we continued to offer various ways to contact us including face to face, phone, live chat, SMS, email and social media.

During the peak of COVID-19, we continued to offer in person service and also collaborated with other departments to proactively offer customers more online options.

To ensure the ongoing safety of our customers, community and staff, we installed screens at our front counter and additional sanitisation stations and cleaning regimes.

In interacting with customers in 201/20, Service Centre officers:

- answered 51,000 calls
- responded to 7,000 live chat enquiries
- managed 800 SMS contacts
- replied to 2,400 emails
- resolved an average of 85 per cent of all enquires at the first point of contact
- processed 16,000 payment transactions.

To help us track our customer experience, we introduced a SMS survey this year which sent a survey request to customers who made contact with us. At the time of writing this report, we had received more than 300 surveys, which showed that 71 per cent of customers were extremely satisfied with our service and, overall, 61 per cent of enquiries were resolved on first contact. The aim of this survey will be to help us identify opportunities for improvement.

## Work Health Safety

The Work Health Safety and Injury Management (WHS and IM) team is responsible for enacting projects contacted in the WHS and IM Improvement Plan 2017 - 2020.

Each project aligns with one of the six programs:

- **Program 1:** WHS and IM Culture, Plan and Policy
- **Program 2:** Hazard Management
- **Program 3:** Contractor Management
- **Program 4:** Reporting Framework/Technology Systems Review
- **Program 5:** Effective Emergency Management
- **Program 6:** WHS and IM Management System Sustainability.

Progress of actions were reported to Executive Management on a monthly basis, as well as through the quarterly WHS and IM Dashboard Report and WHS Steering Committee. The Local Government Association Workers Compensation Scheme (LGAWCS) attend monthly meetings with the CWT, where they monitored the level of completion against the agreed actions and timelines. As a result, the rebate allocated to us from the scheme was dependent on the percentage of agreed actions closed out and this year we closed out 100 per cent of the agreed actions and was entitled to receive the full rebate as agreed by the LGAWCS.

Some of the key WHS projects completed during the year included:

- development of a plant and equipment register interface to capture additional WHS evidence within the plant and equipment assets register
- development of a volunteers training program
- creation of a WHS document review process, including competency and sign off.

### **COVID-19 Impact**

The WHS legislation requires CWT, as the employer, to take care of the health, safety and welfare of all staff and others, including contractors, volunteers, clients and customers while at the workplace. The definition of a 'workplace' is a place where work is carried out for an employer and includes any place where an employee goes, or is likely to be, while at work.

For several CWT staff, due to COVID-19, their homes became their workplace. To ensure their safety, consultation, cooperation and coordination was required between management and staff. Matters considered included:

- providing and maintaining a work environment that was without risk to health and safety
- providing the necessary equipment and furniture as a loan for working from home arrangement for the safety of staff
- ongoing monitoring of the health and wellbeing of all staff for the purpose of preventing illness or injury.

The WHS unit continued to update and inform staff throughout COVID-19 in relation to WHS matters and changing arrangements.

## The coming year

People and Culture will have a number of challenges this year, including continuing to manage the way staff work as COVID-19 continues to be a threat.

We will focus on supporting and developing our leaders and will implement talent and succession mapping to identify staff that are seeking to progress within our organisation.

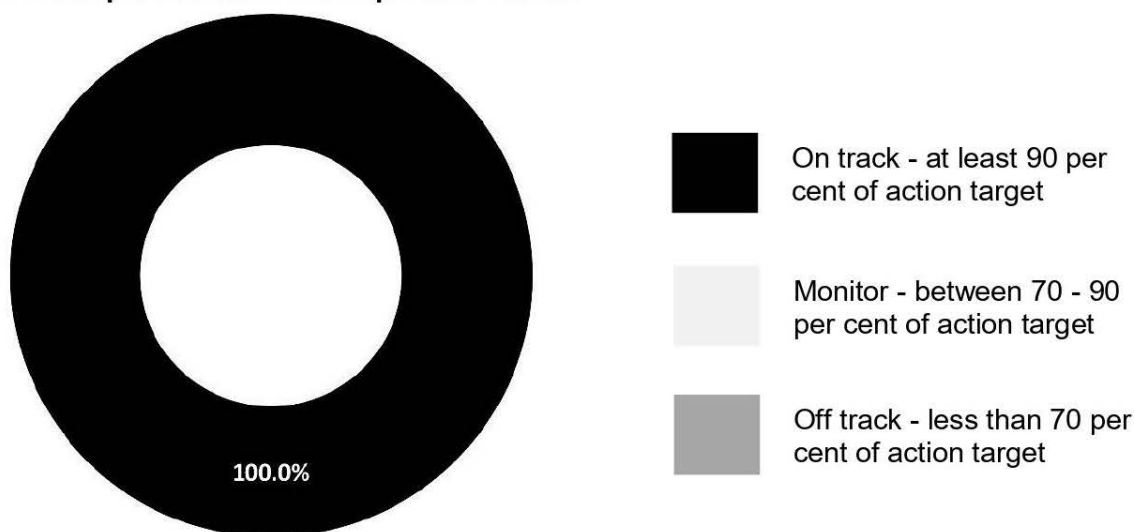
We'll undertake a review of key HR/IR policies and develop a digital employment pack for new employees.

Our Service Centre team will continue to explore and improve the way we engage and connect with our customers and our community and a project focussed on customer relationship management is currently underway, which will enable us to connect more effectively with our customers by providing a personalised 'customer portal'.

Research demonstrates that customers want services to be fast, personalised and easy to access, with seamless transitions between digital and physical channels. The Service Centre is committed to leading the way in this space by trialling new processes and systems that align with our organisational aspiration to deliver an experience that is responsive, consistent, caring and convenient.

This coming year we will review our WHS and IM Improvement Plan and look at ways we can improve on our current processes. We will move away from paper-based project provision to a digital platform and provide our WHS inductions, onsite safety checks and pre-purchase checklist all online.

### Overall performance of People and Culture



# Information Services

The Information Services team provide a wide range of services to those that service the community.

This year, in conjunction with people across the workforce, our team have helped lift our business onto digital platforms that underpin more efficient and productive service delivery.

## Performance

A key measure of our team's performance is the availability of the services we deliver. During 2019/20 the team achieved an average availability of services, including mail services, document production, IT infrastructure, business applications, web services, desktops, servers and telephony, of 99.9 per cent. This high level of performance was primarily due to our robust and reliable systems and our team's commitment.

## Local Government Innovative Management Initiative Award

Our 'Industry 5.0' team developed a mobile application to electronically manage City Operations and City Property's asset maintenance, resulting in all customer requests, planned maintenance, WHS risk assessments, procurement and works distribution going totally paperless.

We contributed to a strong cross-council team to achieve significant financial and organisational benefits, such as improved workforce engagement and culture, resilience growth, skill development, improved data integrity, auditable process efficiencies and a predicted (cost avoidance and staff time) saving of more than \$300,000 p.a.

## Digitising Tree Management

Our team worked closely with the Continuous Improvement and Horticultural teams to replace a paper-based approach with a digital management system to help know about and maintain our 40,000 street and park trees. The system included integration with tree related customer requests.

## Helping the outside workforce embrace mobile technology

This year we collaborated with our outside workforce to help develop and embrace mobile technology to improve efficiency, productivity and accuracy in staff roles and service delivery. Field staff now access community requests and scheduled work using mobile devices across our community.

## Behind the scenes

To prepare our business to grow our digital services and expand to further cloud services, we completed a comprehensive program of work to lift our computer operating systems, databases and business systems onto contemporary platforms. This behind the scenes work was conducted without interruption to our business or community.



## COVID-19

When the COVID-19 State Emergency was declared in March 2020 and we were given the task of transitioning as many staff as possible to work from home, our IT team's efforts were nothing short of exceptional.

In a short period of time we established a working from home capability for around 150 staff, provided widespread IT capability for workplace separation for others and established digital meeting capacity across the whole of business.

In addition to this, we turned towards digitising as much information as we could that had previously been provided in hardcopy, assisted our Elected Council and Council Assessment Panel to move to digital meetings, and provided support to undertake all this effectively and seamlessly.

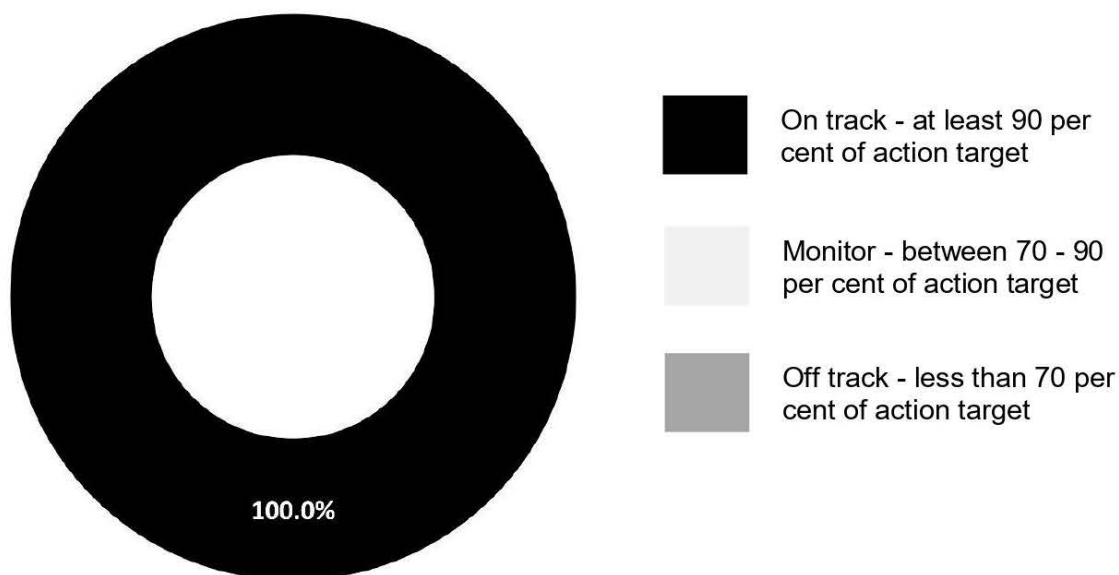
## The coming year

Information Services will undertake a number of initiatives including:

- Upgrading our public and internal websites to the OpenCities platform to deliver a better digital customer experience.
- Assisting our workforce to embrace Microsoft 365 and the associated information opportunities such as working anywhere and collaborating easily.
- Digitising our valuable historical Council information so that it is searchable and discoverable.
- Expanding digital and mobile services available to our workforce and our community.

These initiatives help us deliver a better customer experience, a mobile, digital workforce and access to services outside normal office hours.

### Overall performance of Information Services



## Access to Council documents

This section of the Annual Report details information that Council is required to provide in accordance with relevant legislation. The documents and registers listed may be inspected:

- at the Civic Centre 165 Sir Donald Bradman Drive, Hilton during normal business hours
- on the Council website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)

Copies of the documents are available for a small fee unless otherwise stated.

### By-laws

The Council has five (5) by-laws to ensure the good rule and government of an area, and for the convenience, comfort and safety of its community. These being:

- By-law No.1 - Permits and Penalties
- By-law No.2 - Local Government Land
- By-law No.3 - Roads
- By-law No.4 - Moveable Signs
- By-law No.5 - Dogs.

### Codes

A list of codes of conduct or practice that are in place as required under the *Local Government Act 1999* or *Local Government (Elections) Act 1999* is provided as follows:

- Mandatory Code of Conduct for Council Members
- Mandatory Code of Conduct for Employees
- Code of Conduct - Assessment Panel Members
- Code of Practice - Access to Meetings and Documents
- Code of Practice - Procedures at Meetings.

### Terms of Reference

The following Council committees are guided by Terms of Reference which define the purpose, scope and authority of the Committee:

- Audit General Committee Terms of Reference
- Building Fire Safety Committee Terms of Reference
- Chief Executive Officer's Review Prescribed General Committee Terms of Reference
- City Advancement and Prosperity General Committee
- City Facilities and Waste Recovery General Committee
- City Finance and Governance Standing Committee Terms of Reference
- City Services and Climate Adaption Standing Committee
- Council Assessment Panel Terms of Reference.

### Policies

The City of West Torrens has two types of policies these being Council Policies and Administration Policies. Policies are regularly reviewed to reflect the Council's Corporate Planning Framework, legislative changes, Council resolutions and decisions of the Executive Management Team.

- Commonwealth Home Support Program (CHSP) Quality Assurance Policy
- Advertising on Council Land and Related Public Infrastructure Policy
- Animal Nuisance Complaints Policy
- Annual Budget Policy
- Asset Management Policy
- Asset Naming Policy
- Building and Swimming Pool Inspection Council Policy
- Capitalisation of Assets Policy
- Children and Vulnerable Persons Safety Policy

- Commonwealth Home Support Program (CHSP) Advocacy Policy
- Commonwealth Home Support Program (CHSP) Care Recipient Does Not Respond to a Scheduled Visit Policy
- Commonwealth Home Support Program (CHSP) Fees and Charges Policy
- Council Reception Room - Richmond Oval Policy
- COVID-19 Rates Financial Hardship Policy
- Customer Complaints Policy
- Development Assessment Panel Delegations Policy
- Elected Member - Recognition of Service Policy
- Elected Member Gifts, Benefits and Hospitality Reporting Policy
- Elected Members Allowances, Facilities, Support and Benefits Policy
- Elected Members Professional Development Policy
- Elected Members Records Management Policy
- Elections Period Caretaker Policy
- Enterprise Risk Management Policy
- Expiation Notice Decision Review Policy
- Flags Policy
- Fleet Management Policy
- Food Act Inspections and Auditing Fees Policy
- Found Property Policy
- Fraud and Corruption Prevention, Control, Reporting and Investigation Policy
- Graffiti Management Policy
- Grants, Sponsorship and Donations Program Policy
- Impoundment of Vehicles Policy
- Informal Gatherings and Discussions Policy
- Internal Review of Council Decisions Policy
- Investment Policy
- Kerbside House Numbering Policy
- Libraries Policy
- Memorials Policy
- Mendelson Foundation Investments Policy
- Mendelson Foundation Support Policy
- Mobile Closed Circuit Television Council Policy
- Mobile Food Vendors Policy
- Natural Environment Policy
- Ombudsman Enquiries and Investigations Policy
- Order Making Policy
- Parking Permits and Exemptions Policy
- Procedures at Council Assessment Panel Meetings
- Procurement Council Policy
- Provision of Council Gifts Policy
- Public Comment Policy
- Public Consultation Council Policy

- Public Consultation (COVID-19) Interim Policy
- Public Interest Disclosure Council Policy
- Rate Rebates, Remissions and Postponement Policy
- Reporting and Investigating Council Member Code of Conduct Complaints
- Revaluation of Assets Policy
- Sale and Disposal of Assets Policy
- Social Media Use and Management Policy
- Talking Points Policy
- Treasury (Debt Management) Policy
- Urban Verge Management Policy
- Use of Public Footpaths and Roads for Business Purposes Policy
- Waste Minimisation and Recycling Services Policy

### **Council Policies**

Council policies may be required by statute, related to the Council as an elected member body and/or be in the public interest.

### **Administrative Policies**

Administration policies, other than some HR policies, are not required by statute. They contain policy statements, procedures and processes to guide employees in relation to particular matters. Administration policies are approved by the Executive Team, not the Elected Council.

- Attendance at South Australian Industrial Relations Commission Policy
- Building and Swimming Pool Inspection Administration Policy
- Business Casual Days Policy
- Classification Review Policy
- Conference Attendance by Employees Policy
- Contractor Management Policy
- Corporate Wardrobe Administration Policy
- Correspondence Policy
- Credit Cards Policy
- Criminal and Relevant History Screening Policy
- Disposal of Computer and Related Equipment Policy
- Driver's Licence Fee Reimbursement Policy
- Employee Code of Behaviour
- Employee Gifts and Benefits Policy
- Employee Health and Wellbeing
- Employee Records Policy
- Enterprise Risk Management Framework
- Entertainment Expenditure Policy
- Financial Authorities Policy
- Fleet Management Administration Policy
- Higher Duties Policy
- Income Protection Policy
- Induction Policy
- Information Technology and Its Use Policy

- Interim Workforce Leave Arrangements (COVID-19) - Pandemic
- Leave Policy
- Managing Non Work Related Illness or Injury Policy
- Managing Performance, Misconduct and Inappropriate Behaviour Policy
- Mobile Devices Policy
- Natural Environment Guidelines for Works, Operations and Contractors Policy
- Probation Review and Determination Policy
- Procurement Admin Policy
- Public Consultation Policy
- Purchased Leave Policy
- Recognition of 25 Years of Service Policy
- Recruitment and Selection Policy
- Remote Access and Network Security Policy
- Return from Parental Leave Policy
- Review of an Employment Decision - Employee Initiated Policy
- Salary Packaging Policy
- Special Leave Without Pay Policy
- Staff Functions and Catering Policy
- Study Assistance Policy
- Training and Development Policy
- WHS and IM Planning, Monitoring and Review Policy
- WHS and Injury Management Lead Policy
- WHS Asbestos Management Policy
- WHS Chemical Management Policy
- WHS Confined Space Policy
- WHS Consultation and Responsibilities Policy
- WHS Document Management Policy
- WHS Drug and Alcohol Policy
- WHS Electrical Safety Policy
- WHS Emergency Management Policy
- WHS Excavation and Trenching Policy
- WHS First Aid Policy
- WHS Hazard Management Policy
- WHS Hazardous Manual Tasks
- WHS Hot Work (including Welding) Policy
- WHS Inclement Weather Policy
- WHS Induction and Training Policy
- WHS Injury Management and Return To Work
- WHS Injury/Incident Reporting and Investigation Policy
- WHS Isolation, Lockout and Tag Out Policy
- WHS Managing Aggressive Violent Threatening Behaviour Policy
- WHS Plant and Equipment Safety Policy
- WHS Prevention of Falls Policy

- WHS Working Alone or in Isolation Policy
- Working from Home Policy
- Workzone Traffic Management Policy
- 

### **Access to policies**

Council policies are available to be inspected and purchased at the Civic Centre, 165 Sir Donald Bradman Drive, Hilton during normal business hours. Council policies are also available for inspection on Council's website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)

Further information about the policies may be obtained from the Governance Team by emailing [governance@wtcc.sa.gov.au](mailto:governance@wtcc.sa.gov.au) or phoning 8416 6333 during business hours.

### **Registers**

A list of registers that Council keeps in accordance with the *Local Government Act 1999* the or *Local Government (Elections) Act 1999* is provided as follows

- Assessment Register (rateable land)
- Campaign Donations Return for 2018 Local Government Election\*
- Campaign Donations Return for 2017 Keswick Ward Supplementary Election\*
- Delegations and Sub Delegations Register
- Development Application Register
- Elected Member Register of Interest Information
- Register of Allowances and Benefits - Elected Members\*
- Register of By-laws
- Register of Community Land
- Register of Conflicts of Interest
- Register of Gifts, Hospitality and Benefits - Elected Members
- Register of Gifts, Hospitality and Benefits - Officers
- Register of Interests - Elected Members and Independent Members
- Register of Interests - Development/Council Assessment Panel Independent Members
- Register of Interests - Officers<sup>#</sup>
- Register of Land Management Agreements
- Register of Public Roads
- Register of Remuneration and Benefits - Officers.

Registers, other than those listed below, may be viewed during normal business hours at the Civic Centre.

<sup>#</sup>*Register of Interests – Officers is legally not available to view.*

*\*A written application must be received by Council to view these registers.*

### **Other documents available for inspection**

The following documents are available for public inspection from the customer service counter at the Civic Centre, 165 Sir Donald Bradman Drive, Hilton during normal business hours and are available on Council's website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)

Many of the documents are free of charge to the public. Documents listed with an asterisk (\*) be purchased as per fee stipulated in the Council's Schedule of Fees and Charges. Documents are listed under the responsible Directorate.

### **Office of the Mayor and Chief Executive**

- Agendas and Minutes - Council and Council Committees
- Agendas and Minutes - Council Development Assessment Panel
- Codes of Conduct - Elected Members and Employees.

### **Business and Community Services**

**Governance**

- Administration Policies
- Codes of Practice
- Council Policies
- Extracts from the Council's Delegations Framework
- Terms of Reference
- Voter's Roll.

**Creative Services**

- Annual Report
- Talking Points.

**Strategy**

- Annual Service Plan
- Towards 2025 Community Plan
- Carbon Footprint Report
- Climate Change Action Plan
- Development Plan Amendments\*
- Open Space and Public Space Plan
- Public Health Plan
- Water Management Action Plan
- Western Region Climate Change Adaptation Plan.

**Community Services**

- Disability Discrimination Act Action Plan.

**Library Services**

- West Torrens Library Service Library Policy and Conditions of Use.

**Corporate and Regulatory****Finance**

- Assessment Record\*
- Audited Financial Statements\*
- Annual Budget and Business Plan\*
- Schedule of Fees and Charges
- Long Term Financial Plans.

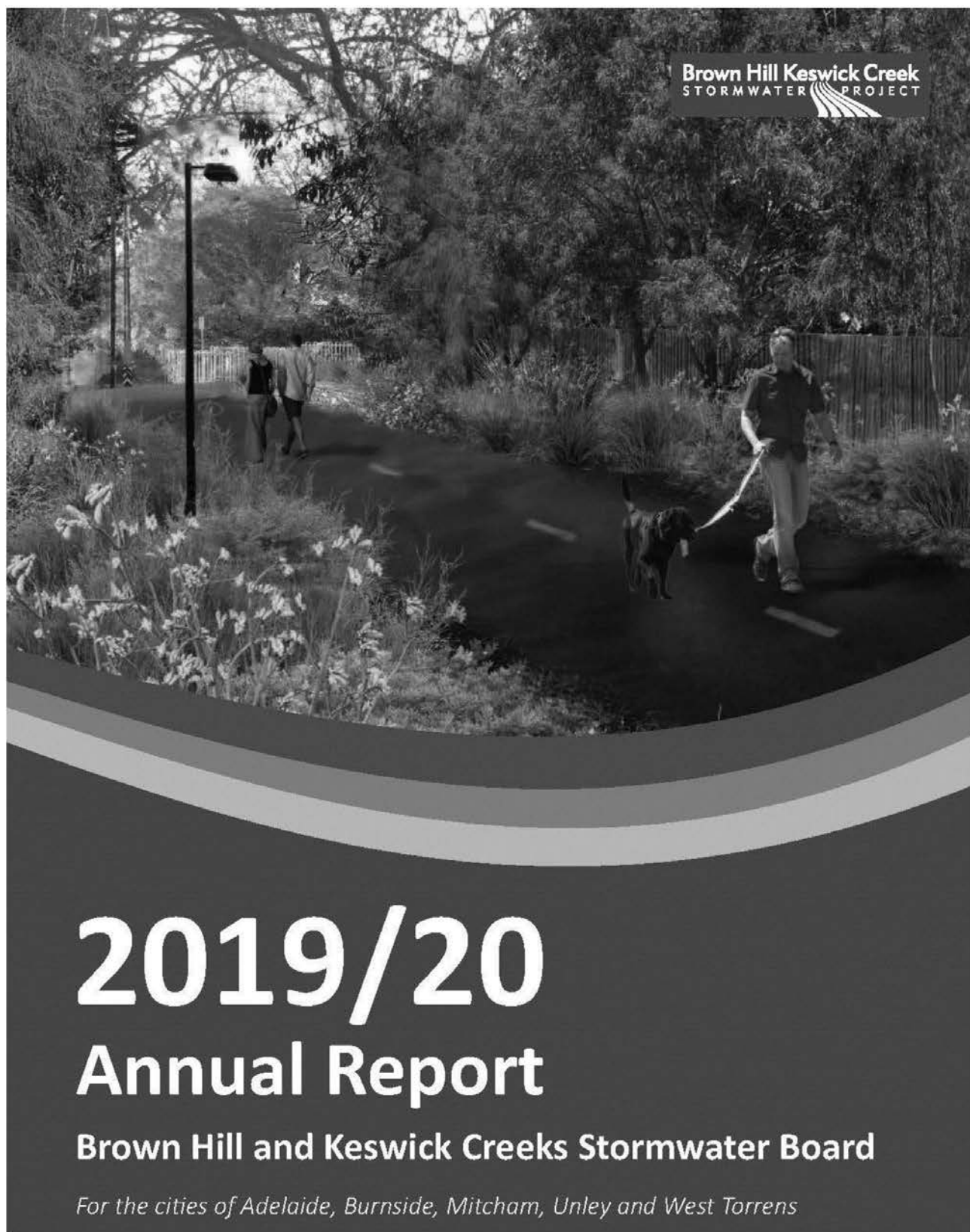
**Regulatory Services**

- Dog and Cat Management Plan
- Dog Register.

**Urban Services****City Assets**

- Asset Management Plans
  - Buildings
  - Footpaths
  - Roads
  - Stormwater
- Bicycle Plan
- Brown Hill and Keswick Creek Stormwater Project Management Plan
- Community Land Management Plans
- Flood Management Master Plan
- Thebarton Streetscapes Concept Design Report
- Transport Strategy.







# 2019/20 Annual Report

## Contents

Chairperson's Report	1
Project Director's Report	2
The Project	3
Our Key Stakeholders	4
The Kaurna People of Adelaide Plains	5
Our History	6
Governance	7
Project Map	8
Project Schedule	9
Current Projects	10
Project Brochures	11
Financial Snapshot	12
Audited Financial Statements	13

**Brown Hill Keswick Creek**  
STORMWATER PROJECT



**2019/20**  
Annual Report

# 1 Chairperson's Report

*This is the third annual report of the Brown Hill and Keswick Creeks Stormwater Management Board, a regional subsidiary formed in February 2018 pursuant to the Local Government Act (SA).*

The report reflects the considerable achievements of the Project Director in further developing the foundation relationships, policies, systems and procedures that underpin the Board's operations. It also reflects the sharpening focus of the Board on advancing the implementation of a number of projects, working closely with the five constituent councils. The 2019-2020 year saw considerable progress in the current projects at Elverd Park, South Park Lands and Grinstead, building on the groundwork laid for these projects with the stakeholder community and suppliers throughout the year.

The year has not been without its challenges, including COVID-19 and the consequent economic impact. The progress made throughout the year in advancing the active projects is much to the credit of the constituent councils and the Stormwater Management Authority, whose cooperation, commitment and professionalism has been invaluable. I extend my thanks, on behalf of the Board members and staff, to all those involved.

I also wish to recognise the substantial contribution of retired Board member Paul Bowler, and to thank him for his contribution over the previous two years. I welcome new Board member Rob Gregory to the team and look forward to continuing the progress of our work to date.

It is my pleasure as Chair of the Board to deliver the 2020 Annual Report.

**Judith Oppenheimer**



**Brown Hill Keswick Creek**  
STORMWATER PROJECT

## 2 Project Director's Report



The 2019/20 financial year saw a significant shift in my focus as Project Director. Having commenced with the project in January 2019, my initial priorities centred around the establishment of robust systems, policies and procedures and it has been rewarding to put this foundation into practice with the on-ground delivery of project works in Everard Park. The project has engaged with several SA based suppliers and consultants and it is satisfying to have the opportunity to work closely with a very talented pool of professionals in the local market.

COVID-19 has presented a challenging working environment and seen significant change in the way the Board has communicated and operated. Project delivery has continued uninterrupted and our project teams are to be commended on their ability to respond expeditiously and professionally. Social distancing measures continue to be observed and Government directives are regularly reviewed to ensure compliance.

The inaugural Board of the Subsidiary was appointed in August 2018 and has, until recently, remained unchanged with Judith O'Grady providing strong leadership as Chairperson. Judith and Board members Paul Geiston, Geoff Vogt, Rachel Barratt and Paul Bowler have provided a diverse range of experience and capability across a wide spectrum of skills and I have greatly valued their guidance and direction over the 18 months of my tenure. Already, the Subsidiary has evolved from a relatively new organisation in its infancy to an efficient and well-rounded operation and the Board members are to be applauded for their dedication to the success of the project.

Paul Bowler's tenure as a Board member has recently concluded and I wish to thank him on behalf of the project for his significant contribution, particularly as we moved into the delivery phase of works and his project management expertise became a valuable asset. I also wish to welcome our new Board member Rob Gregory who commenced in August 2020. Rob has strong Regional Subsidiary experience given his role as General Manager of EastWaste and I look forward to working with him in the coming years.

Delivery of the Hawthorn Reserve, Everard Park and South Park Lands projects has required extensive engagement with technical staff from the cities of Mitcham, Unley and Adelaide in particular and I have appreciated the input and assistance of these experienced local government professionals as we have moved through the various project stages. This engagement will continue in the coming years and I look forward to working more closely with City of Burnside personnel as the Glenside project works develop and with City of West Torrens as we move toward planning for the Lower Brown Hill Creek upgrades. The support from the Chief Executives, technical, finance and other staff of the member Councils has been integral to the successful operation of the project.

The delivery schedule of the project is influenced by the availability of funding and a significant commitment has been made by our member Councils and the Stormwater Management Authority (SMA). Historically, SMA capital funding has been provided in arrears

however this has cashflow impacts, particularly in the delivery of more substantial works in excess of \$10m. The SMA Board have recently committed to providing project funding in advance and this decision has very real implications in the ability of the project to move forward with construction activities. The immediate beneficiary of this decision is the South Park Lands project which will go to tender in the coming weeks with wetland construction scheduled to commence in late 2020. I thank the SMA Board, led by Presiding Member Stephen Hains, along with General Manager David Trebilcock for their commitment to the project.

As we move into the new financial year, our focus will again shift with an increased emphasis on asset management and strategic planning. We continue to build on the strong foundation that has been established to ensure we are delivering in accordance with our 5 key values – integrity, collaboration, excellence, progressive and simplicity.

The 2019/20 financial year has been both challenging and busy and I would like to thank the Board, our member Councils and the Stormwater Management Authority for their support and collaboration.

**Peta Mantzarapis**

### 3 The Project

The Brown Hill Keswick Creek Stormwater Project is a collaborative undertaking between the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens. Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a low standard of flood protection resulting in a history of flooding. Their combined catchment is predominantly contained within the Local Government area of the five Constituent Councils, which are home to more than 200,000 residents. The Project is designed to mitigate serious flood risks and help safeguard properties across the catchment through the implementation of a stormwater management plan that was approved and gazetted in February 2017.

The plan satisfies best practice outcomes for stormwater management as set out in the Stormwater Management Planning Guidelines of the Stormwater Management Authority.

The scope and complexity of the plan are such that it could only be delivered effectively and efficiently by the five councils working collaboratively through a single entity. The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board as a regional subsidiary to co-ordinate delivery of the plan. Implementation of the plan will mitigate serious flood risks and help safeguard properties across the catchment.

#### Funding Acknowledgement



Government  
of South Australia  
Stormwater Management  
Authority

The Brown Hill Keswick Creek  
Stormwater Project is jointly  
funded by five Constituent  
Councils and the Stormwater  
Management Authority.



Brown Hill Keswick Creek  
STORMWATER PROJECT

## 4 Our Key Stakeholders

The Brown Hill and Keswick Creeks Stormwater Board works to deliver successful project outcomes in an efficient and professional manner. We interact with a diverse range of internal and external stakeholders and value the contribution they make.



Constituent Councils



Stormwater Management Authority



Adelaide Park Lands Authority



Residents



Green Adelaide



Kaurna



Suppliers



Consultants



Community Groups

## 5 Acknowledgment of Country

The Brown Hill and Keswick Creeks Stormwater Board acknowledges that the project and our Constituent Councils are located on the traditional Country of the Kaurna People of the Adelaide Plains and pays respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

We also extend that respect to other Aboriginal Language groups and other First Nations.

*The Brown Hill and Keswick Creeks Stormwater Board  
tampendi, ngadlu Kaurna yertangga  
bonbabanbanyanendi (inbarendi), Kaurna mayurna  
yalitya mattyanya Womma Tamdanyeko.*

*Parrako yalitya, parruko tappa puruna, parruko yerra  
ngadlu tampendi. Yelaka Kaurna mayurna itto yalitya,  
tappa puruna, yerra kuma burro martendi, burro  
warriappendi, burro tangka martulyandi.*

*Kumarta yalitya miyurna iyangka yalaka ngadlu  
tampinthe.*

Kaurna people play a key role in the design and delivery of the Brown Hill Keswick Creeks Stormwater Project and we value the input and guidance of representatives of the Kaurna Nation Cultural Heritage Association (KINCHA) and RAW Recruitment and Services.

**Willawilla - Brown Hill Creek**



**Brown Hill Keswick Creek  
STORMWATER PROJECT**



## 6 Our History

### *Joint Arrangement Phase*

From its inception in 2007 until February 2018, the project was conducted as a joint arrangement between the Constituent Councils in accordance with a Memorandum of Agreement dated December 2008.

During the joint arrangement phase the Stormwater Management Plan was developed as a collaborative effort leading to its subsequent approval by the Stormwater Management Authority and gazettal of its adoption in February 2017. Certain investigations and works of the plan were also delivered during the joint arrangement phase.

### *Regional Subsidiary*

A condition of the Stormwater Management Authority approving the Stormwater Management Plan was that a Regional Subsidiary be established within 12 months to implement the plan and manage its works on behalf of the Constituent Councils. The Regional Subsidiary, known as the Brown Hill and Keswick Creeks Stormwater Board was established in February 2018. The Board is governed by a Charter prepared by the five Constituent Councils and subsequently approved by the Minister for Local Government.

### *Charter*

The Charter governs the affairs of the Board by setting out its purpose, function and powers, including governance provisions. It also provides the Constituent Councils with a legally enforceable agreement specifying their rights and obligations in achieving common interests.



# 7

## Governance

The Brown Hill Keswick Creek Stormwater Project is administered by a Board in accordance with the requirements of the Local Government Act 1999, the Board Charter, and various other policies.

The Board is comprised of 5 independent members, appointed following recommendations made by a Nominations Committee of representatives from each of the Constituent Councils. Each Board member contributes a unique set of skills and experience, particularly covering:

- Corporate financial management
- Corporate governance
- Project management
- General management
- Engineering
- Economics
- Environmental management

The Board appoints a Project Director who is responsible for implementing the decisions of the Board and managing the operational requirements of the project.

We thank outgoing Board member Paul Bowler for his contribution over his 2-year term and welcome new Board member Rob Gregory.

The Audit and Risk Committee comprises 4 Board members and an independent member and meets quarterly.

### Current Board Members



**Judith Choate**  
Chair since August 2018,  
appointed August 2018



**Paul Gelston**  
Appointed August 2018



**Geoff Vogt**  
Appointed August 2018



**Rachel Barratt**  
Appointed August 2018



**Rob Gregory**  
Appointed August 2020

### Outgoing Board Member



**Paul Bowler**  
August 2018-2020

### Project Director



**Peta Manzarapis**  
appointed  
January 2019

### Independent Member of Audit and Risk Committee



**Justin Humphrey**  
appointed  
November 2018

### Board Member Meeting Attendance 2019/20

Board Member	Meeting Attendance
Judith Choate	8/8
Paul Gelston	8/8
Geoff Vogt	8/8
Rachel Barratt	8/8
Paul Bowler	8/8

### Audit and Risk Committee Member Meeting Attendance 2019/20

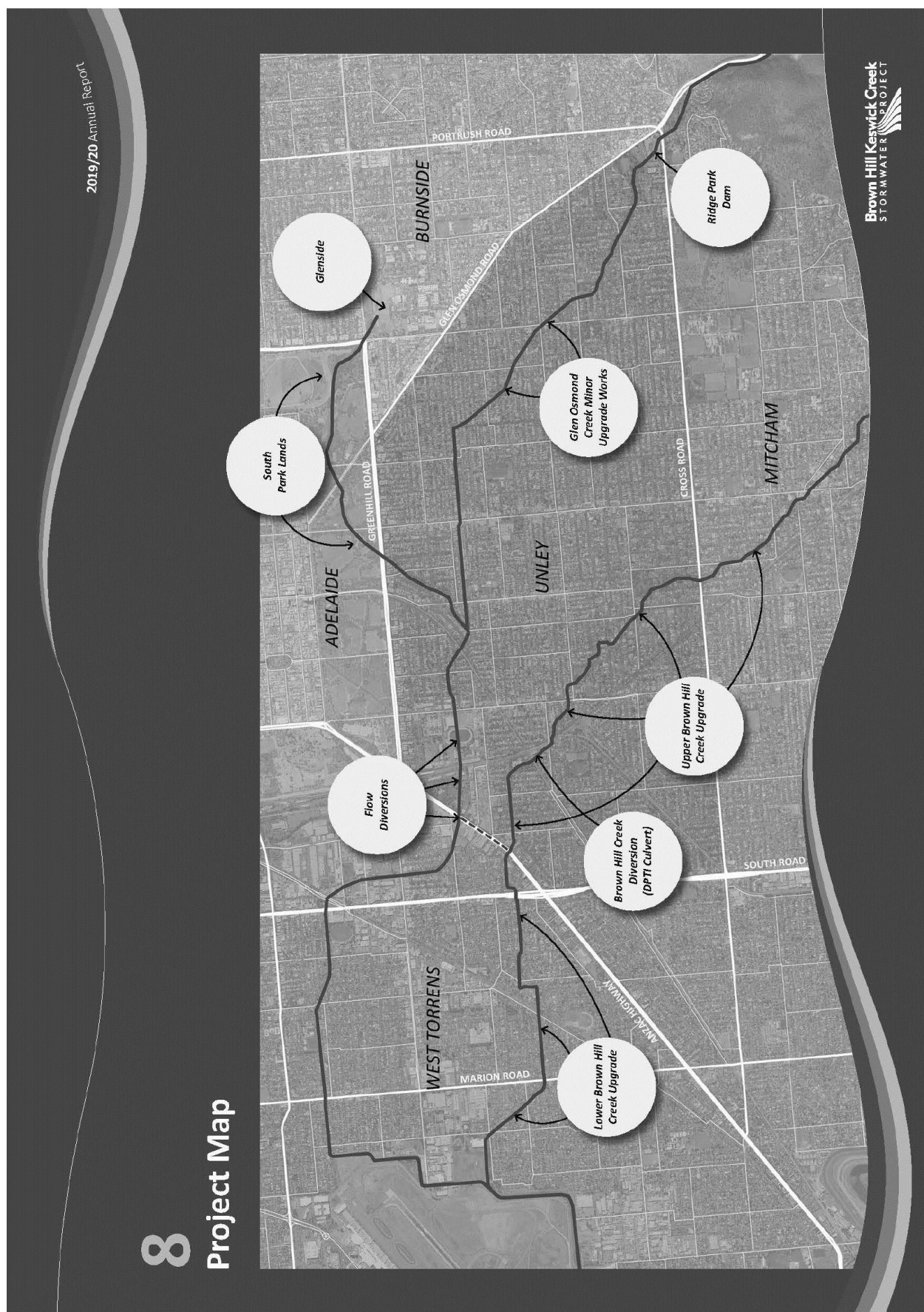
Committee Member	Meeting Attendance
Judith Choate	4/4
Paul Gelston	4/4
Geoff Vogt	4/4
Rachel Barratt	4/4
Justin Humphrey	3/4

### Owners Executive Committee

The Owners Executive Committee is comprised of a representative from each of the Constituent Councils. Meetings between the Board and the Owners Executive Committee are scheduled quarterly and three meetings were held in the 2019-20 financial year.

Membership of the committee is as follows:

<b>Klinton Devenish</b>	Director, Place	City of Adelaide
<b>Chris Cowley</b>	Chief Executive	City of Burnside
<b>Matthew Pears</b>	Chief Executive	City of Mitcham
<b>Peter Tsokas</b>	Chief Executive	City of Unley
<b>Terry Buss</b>	Chief Executive	City of West Torrens





# 9

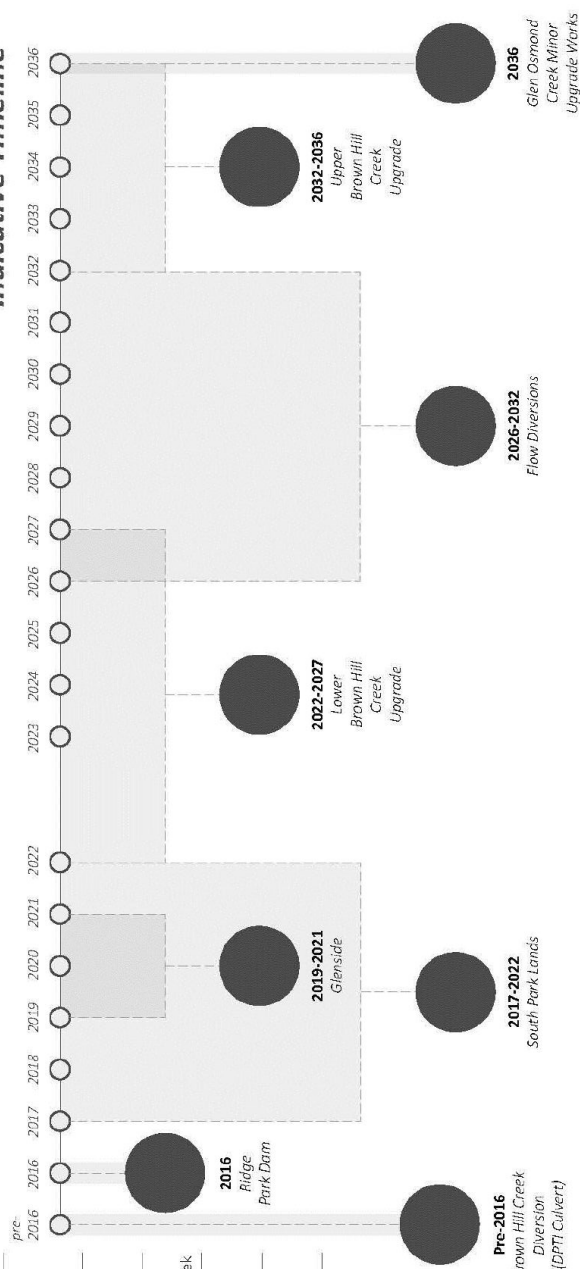
## Project Schedule

The project works required to successfully meet the objectives of the Stormwater Management Plan are best described as 8 sub-projects. There is a logical progression in which the works should be delivered, with the project stages including:

<b>Stage 1</b>
Flood detention – Ridge Park Flood Control Dam, Glenside and South Park Lands
<b>Stage 2</b>
Lower Brown Hill Creek Upgrade
<b>Stage 3</b>
Flow Diversions from Keswick Creek to Brown Hill Creek
<b>Stage 4</b>
Upper Brown Hill Creek Upgrade
<b>Stage 5</b>
Glen Osmond Creek Minor Upgrade Works

There is an opportunity for works to be delivered out of schedule in instances where there is overwhelming justification for expedition. This justification may include access to a site that will no longer be available or contribution to the cost of works by an interested party.

### Indicative Timeline



# 10

## Current Projects

The 2019–20 financial year saw significant progress in 3 active sub-projects.

### Upper Brown Hill Creek, Area 1 (Everard Park)

Comprising portion of the Upper Brown Hill Creek capacity upgrade, these works are located between Anzac Highway, Everard Park and Third Avenue, Forestville. The project involves replacement of an existing open concrete channel with an increased capacity underground covered culvert. Subsequent to installation of the culvert, the City of Unley will extend Wilberforce Walk to Anzac Highway, with a shared use path for pedestrians and cyclists traversing the culvert. Culvert construction works commenced in April 2020 and are scheduled for completion in mid-August 2020, at which point the site will be handed over to City of Unley for the shared use path works to commence.

#### Our Project Team

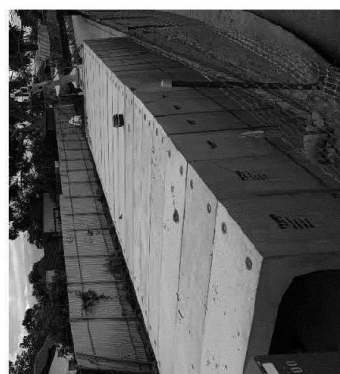
Project Manager	Inside Infrastructure
Construction Manager	Southfront
Engineering	WGA
Culvert Manufacture	Humes
Construction	Beltrame
Property Assessments	Public Private Property
Legal	Botten Levinson



Channel excavation



Base preparation



Culvert installation



Artist Impression - shared use path

### South Park Lands

The South Park Lands project comprises two areas of work aimed at reducing the peak stormwater flows through the Park Lands and into downstream areas. The project includes:

- **Victoria Park/ Pakapakanthi/ Park 16 Wetland**

Located at the southern end of Victoria Park, the wetland will include areas of permanent water, areas that become inundated during 'normal' flows, and a broader area that will only become inundated during a large flood event along with a range of features that facilitate recreational use and improved biodiversity outcomes.

- **Blue Gum Park/ Kurangga/ Park 20 Creek Works**

Works include construction of a low-level mound and the realignment of existing open channels in the southern section of the park. The mound will be constructed to the south and west of the existing playing fields and will stretch for a total distance of approximately 600 metres. A shared use path will be constructed on top of the mound.

The South Park Lands project design was endorsed by the Adelaide Park Lands Authority in May 2020 and approved by the City of Adelaide in June 2020. The wetland project will be delivered first with early works including removal of a large stand of Poplars and associated earthworks in August/September 2020. Construction works for the wetland are scheduled for late 2020 with completion in late 2021 and the creek works in Blue Gum Park/ Kurangga/ Park 20 will follow.

### Our Project Team

Project & Construction Manager	ProcurePM
Design Team	Tonkin DesignFlow and T.C.L
Stakeholder Engagement	URPS
Poplar Removal	BMD
Construction	Not yet awarded
Landscape Supply	Ecodynamics



Artist Impression - wetland design



Artist Impression - wetland design



Government  
of South Australia  
Green Adelaide

The South Park Lands project  
is supported by funding from  
Green Adelaide.



**Glenside**

This project involves enlargement of an existing detention basin from a capacity of 18ML to 37ML, to limit flow to the existing capacity of the culvert under the Fullarton and Greenhill Roads intersection. The detention basin, together with other works in the South Park Lands, is intended to reduce the peak stormwater flows along Park Lands Creek and further downstream.

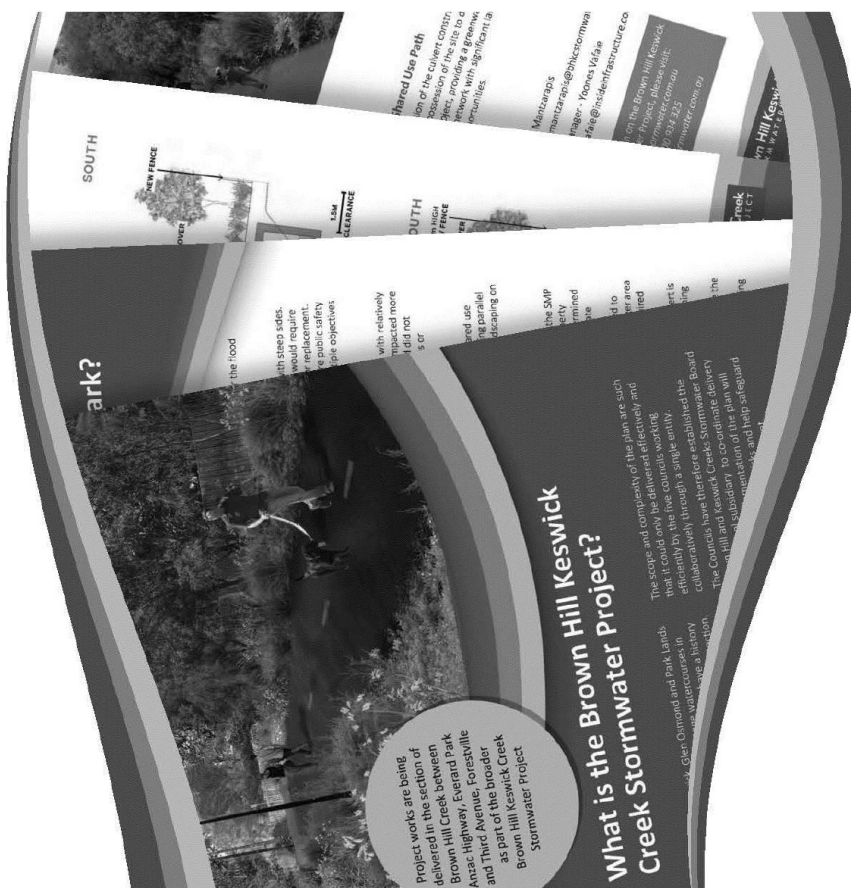
The Glenside project works are being delivered by Cedar Woods as part of their residential development and bulk earthworks are currently underway. Excavation of approximately 25,000m<sup>3</sup> of material is required to form the detention basin and primary water quality treatment is provided via 3 new large gross pollutant traps.



## 2019/20 Annual Report

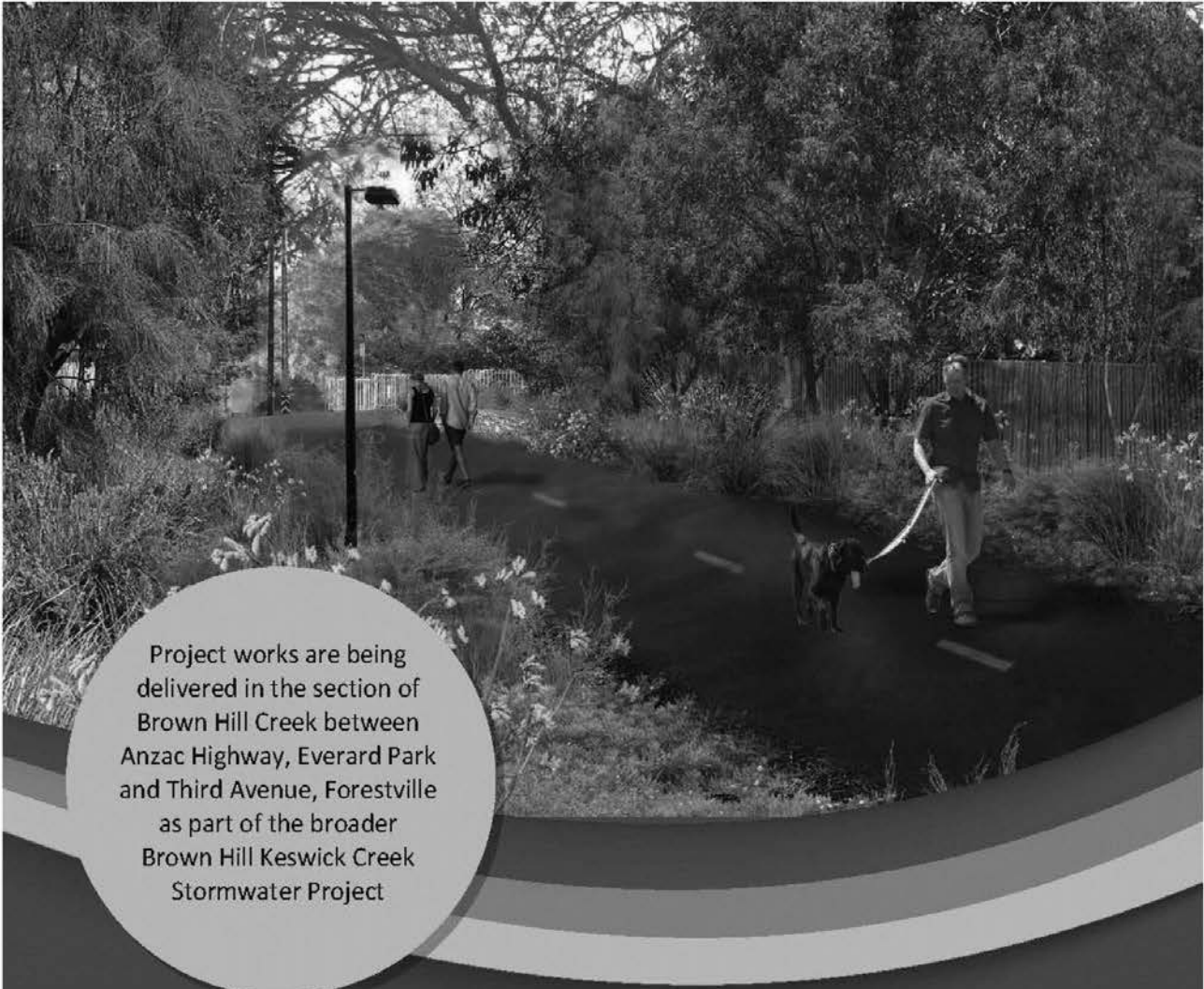
# 11

## Project Brochures



**Brown Hill Keswick Creek**  
STORMWATER PROJECT





Project works are being delivered in the section of Brown Hill Creek between Anzac Highway, Everard Park and Third Avenue, Forestville as part of the broader Brown Hill Keswick Creek Stormwater Project

## What is the Brown Hill Keswick Creek Stormwater Project?

Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a history of flooding and a low standard of flood protection, and therefore a relatively high flood risk.

Their combined catchment is mainly contained within the local government areas of Adelaide, Burnside, Mitcham, Unley and West Torrens which are home to more than 200,000 residents.

The Brown Hill Keswick Creek Stormwater Project has been a collaborative undertaking by the catchment councils to develop a Stormwater Management Plan (SMP).

The scope and complexity of the plan are such that it could only be delivered effectively and efficiently by the five councils working collaboratively through a single entity.

The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board as a regional subsidiary to co-ordinate delivery of the SMP. Implementation of the plan will mitigate serious flood risks and help safeguard properties across the catchment.

**Brown Hill Keswick Creek**  
STORMWATER PROJECT

# What's happening in Everard Park?

## Stormwater Management Plan (SMP)

The Stormwater Management Plan is designed to substantially reduce the number of properties within the catchment that would be affected by very large flood events, up to and including a 100 year ARI flood.

A 100 year ARI (Average Recurrence Interval) flood is a flood that will occur statistically on average once every 100 years, and has a 1 in 100 (1%) chance of occurring in any given year. It is the most commonly applied standard in Australia for providing an acceptable level of flood protection for the community.

The SMP, approved by the Stormwater Management Authority in February 2017, details construction of a number of flood mitigation works across the catchment, as well as non-infrastructure measures to help reduce the impact of major flooding for more than 2,000 properties during a one in 100-year storm event.

### Area 1 - Everard Park

The SMP identifies the section of Brown Hill Creek between Anzac Highway and Leah Street as portion of Area 1.

The SMP indicates that this section of creek would need to be widened to 4 to 5 metres and deepened to about 3 metres with the tops of the banks to be raised by 0.5 to 0.75 metres in places, which could be achieved as a levee or bund embankment.

More recent detailed hydraulic modelling indicates that, assuming an open channel is retained, the width of the creek bed would actually need to be widened to approximately 6 to 7 metres in order to achieve the required increase in capacity.

This increased width would result in a more significant impact on adjoining properties, both to the north and south.

## Options

Three options were considered for the flood mitigation works in Everard Park:

### Option 1: Concrete Open Channel

An engineered concrete structure with steep sides. This option was least preferred as it would require removal of all trees with no ability for replacement. The site would be fenced off to ensure public safety and this option did not meet the multiple objectives desired by the SMP.

### Option 2: Gabion Open Channel

An open channel for the whole section with relatively steep gabion creek banks. This option impacted more significantly on adjoining properties and did not provide adequate width for public access or landscaping.

### Option 3: Covered Culvert

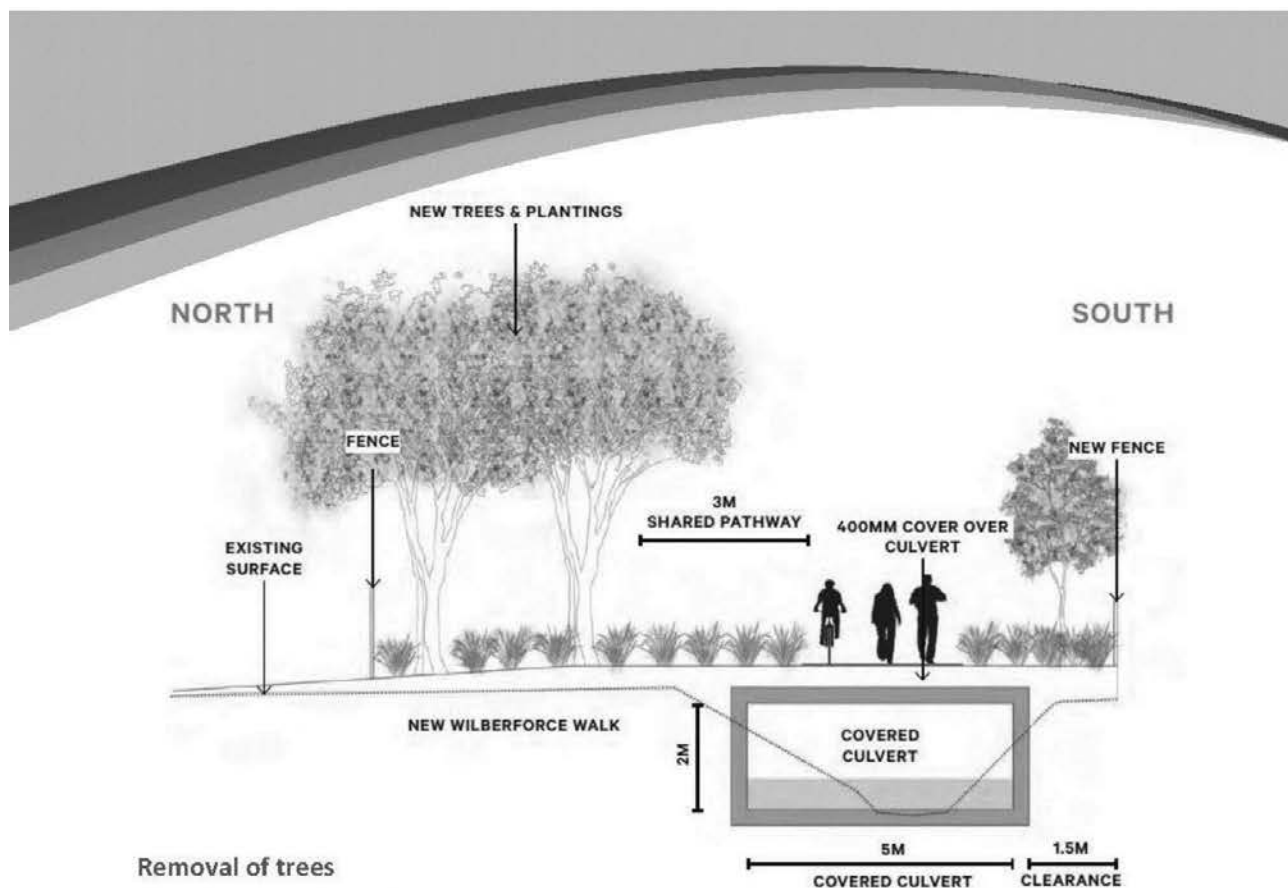
Installation of a covered culvert with a shared use pathway for pedestrians and cyclists running parallel to properties on the northern side and landscaping on the southern side.

## The covered culvert

Following consideration of the objectives of the SMP and consultation with directly adjoining property owners, the Board and the City of Unley determined that the covered culvert is the most appropriate outcome on the basis that:

1. The expansion of the open channel required to mitigate creek flooding would impact a larger area of privately owned land than would be required for the underground culvert;
2. Consultation indicated that the covered culvert is the preferred option of the majority of adjoining owners;
3. A covered culvert would enable Council to use the area above the culvert for other community purposes (a shared walk / cycle path, landscaping and tree planting are proposed for this area).





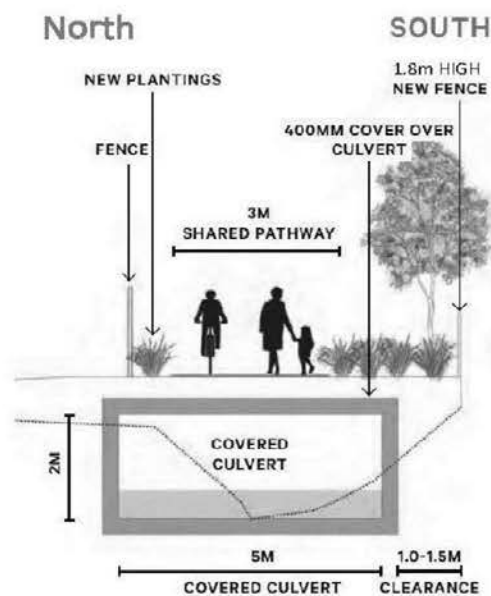
### Removal of trees

The early construction works require clearance of the creek channel including removal of the existing concrete channel and trees located within the corridor.

An arboreal assessment was conducted during the design phase of the project and concluded that the trees within the creek channel are self-seeded plants such as Desert Ash, White Cedar and Hackberry. None of the trees requiring removal are significant or regulated and, in some instances, they are considered weed species.

With reference to the arboreal advice, the project is committed to maintaining the health of two trees located in close proximity on adjoining land - a Canary Island Date Palm on Anzac Highway and a River Red Gum located within private land to the south. Monitoring will be undertaken on site during construction to ensure the protection of these trees.

Landscaping and trees will be re-established on site as part of the City of Unley shared use path project, immediately following construction of the covered culvert.



**Brown Hill Keswick Creek**  
STORMWATER PROJECT



### Who owns the land?

The whole section of Brown Hill Creek between Anzac Highway and Third Avenue was held in private ownership. In most instances, the adjoining owners to the south owned the southern portion of the creek and the adjoining owners to the north owned the northern portion of the creek.

The whole of the creek corridor has now been acquired to enable construction of the covered culvert, with the acquired land being limited to the area outside of the rear fence lines of adjoining properties. No rear yard areas have been impacted by the works.

### What's next?

The construction contract has been awarded to Beltrame Civil, a highly respected and experienced South Australian business.

The first phase of the project involves removal of the existing concrete channel, trees and vegetation from the corridor. Rear fencing is removed from adjoining properties and the base of the channel is covered with stabilised pavement which will act as a protective layer in the event of flows.

The individual culvert segments are then installed in 5 substages. Following completion of backfilling activities, new fencing will be constructed to adjoining properties at the southern side and private drainage connections will be installed.

The culvert construction is due for completion in July.

### City of Unley Shared Use Path

Following completion of the culvert construction, the City of Unley will take possession of the site to deliver the shared use path project, providing a greenway and pedestrian/ cyclist network with significant landscaping and biodiversity opportunities.

### Contact

Project Director - Peta Mantzarapis

☎ 1800 934 325 ✉ [pmantzarapis@bhkcstormwater.com.au](mailto:pmantzarapis@bhkcstormwater.com.au)

Everard Park Project Manager - Yoonas Vafaie

☎ 0423 172 528 ✉ [yvafaie@insideinfrastructure.com.au](mailto:yvafaie@insideinfrastructure.com.au)

For more information on the Brown Hill Keswick Creek Stormwater Project, please visit:

[www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)

Ph 1800 934 325

[info@bhkcstormwater.com.au](mailto:info@bhkcstormwater.com.au)

**Brown Hill Keswick Creek**  
STORMWATER PROJECT



## Flood management works in the South Park Lands - Victoria Park/Pakapakanthi (Park 16) Wetland

The Brown Hill and Keswick Creeks Stormwater Board is building an important project in the South Park Lands which will help manage flooding from Park Lands Creek and within downstream residential areas. The flood management project will be undertaken in Victoria Park/Pakapakanthi (Park 16) and Blue Gum Park/Kurangga (Park 20).

The project in Victoria Park/Pakapakanthi (Park 16) involves constructing a wetland at the southern end of the Park Lands. In addition to aiding the management of flooding in Park Lands Creek and downstream residential areas, the wetland will deliver a range of

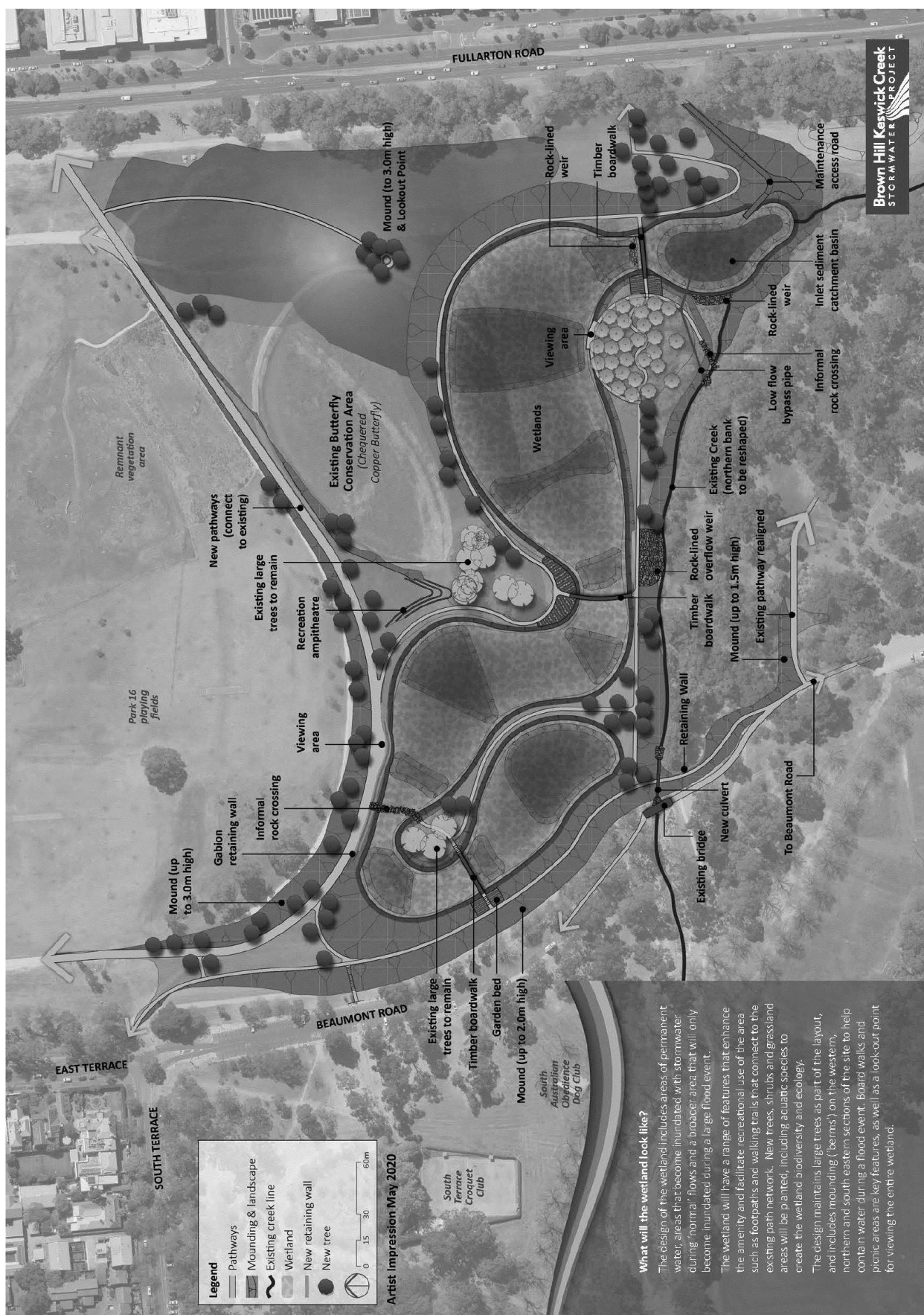
benefits including improving water quality, enhancing the biodiversity of the area and creating amenity for park users, such as spaces to picnic, rest and to watch sport.

For more information about the Victoria Park/Pakapakanthi (Park 16) wetland, please visit [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au) and the Frequently Asked Questions.

If you would like to know more about the Blue Gum Park/Kurangga (Park 20) works, view the information brochure at [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)



*Photo of Felixstow Wetland courtesy of DesignFlow*





Artist Impression



#### Construction of the wetland

The construction of the wetland is scheduled to commence in November 2020 and will take approximately 12 months (weather permitting).

Signage will be displayed on site to make sure the general community using the South Park Lands know what is happening and how to navigate around the construction site.

The construction techniques required to build the wetland will involve managing noise and dust.

As construction progresses, regular updates will be provided.

#### How can I stay in touch with what is happening with the wetland?

To stay in touch with project updates please provide your email address to [info@southparklands.com.au](mailto:info@southparklands.com.au)

For more information about the project including Frequently Asked Questions visit [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)

To provide feedback or make an enquiry at any time while the project is underway email [info@southparklands.com.au](mailto:info@southparklands.com.au) or call 1300 281 235

 [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)

 [info@southparklands.com.au](mailto:info@southparklands.com.au)

 1300 281 235

**Brown Hill Keswick Creek**  
STORMWATER PROJECT



## Flood management works in the South Park Lands - Blue Gum Park / Kurangga (Park 20)

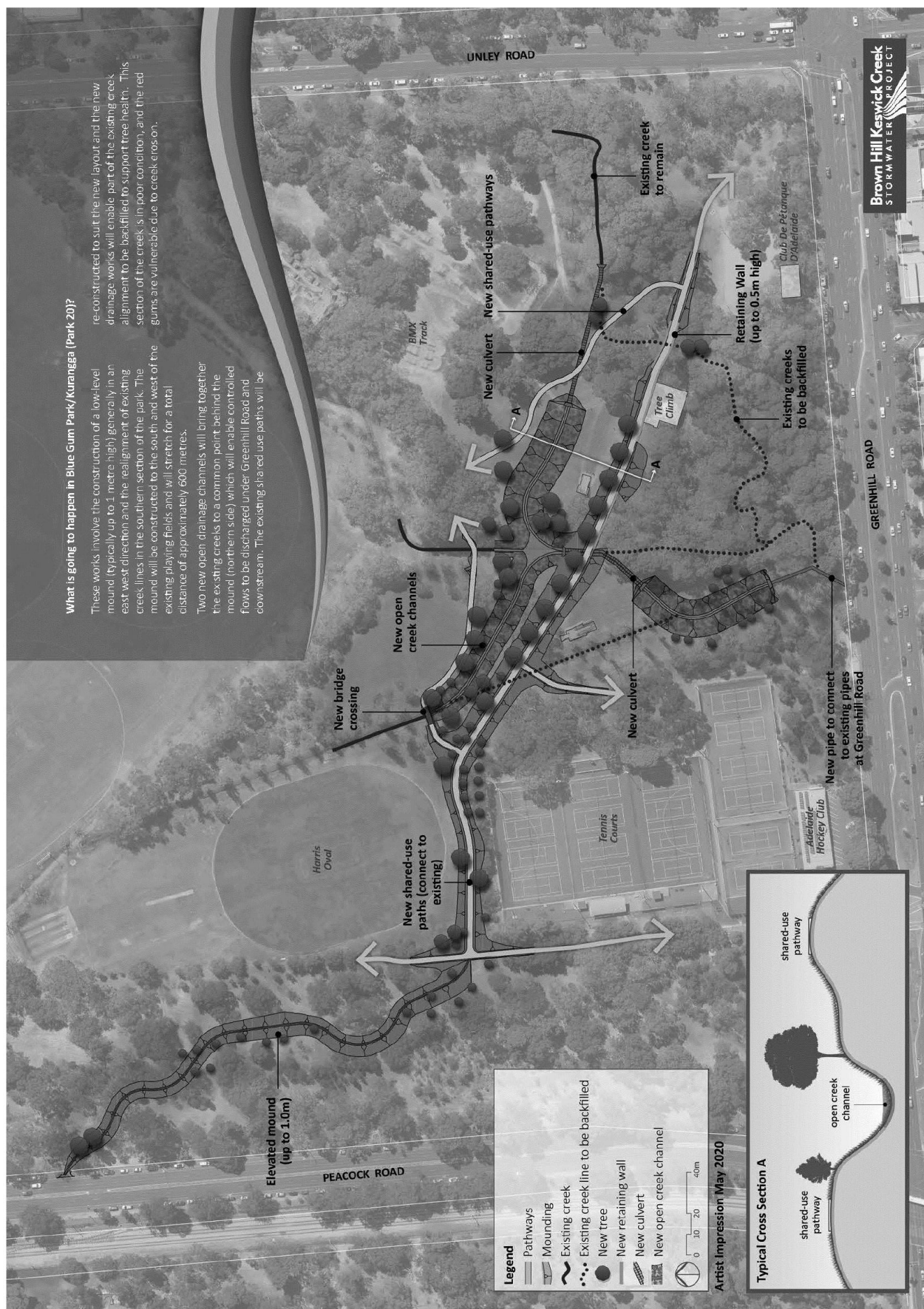
The Brown Hill and Keswick Creeks Stormwater Board is building an important project in the South Park Lands which will help manage flooding from Park Lands Creek and within downstream residential areas. The flood management project will be undertaken in Victoria Park/Pakapakanthi (Park 16) and Blue Gum Park/Kurangga (Park 20).

The project in Blue Gum Park/Kurangga (Park 20) involves realignment of the existing creek lines to better manage flooding and also includes rehabilitation works and landscaping.

For more information about the Blue Gum Park/Kurangga (Park 20) works, please visit [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au) and the Frequently Asked Questions.

If you would like to know more about the Victoria Park/Pakapakanthi (Park 16) wetland, view the information brochure at [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)









**How will the works help manage flooding issues?**

The existing creeks will be realigned to a single convergence at the northern side of the new mound. An existing culvert beneath the mound will restrict peak flows into a new open drainage channel on the southern side of the new mound. When large flows exceed the capacity of the culvert, water will build up and be contained behind the mound and temporarily inundate parts of Blue Gum Park/Kurangga (Park 20) until it subsides. This will limit the outflows of water from Blue Gum Park/Kurangga (Park 20) towards Greenhill Road and further downstream.

**Construction of the Works**

The construction of the Blue Gum Park/Kurangga (Park 20) works is subject to funding and will follow the Victoria Park/Pakapakanthi (Park 16) wetland work. Once commenced, the works are expected to take about 6 months.

**How can I stay in touch with what is happening with the project?**

To stay in touch with project updates please provide your email address to [info@southparklands.com.au](mailto:info@southparklands.com.au)

For more information about the project including Frequently Asked Questions visit [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)

To provide feedback or make an enquiry at any time email [info@southparklands.com.au](mailto:info@southparklands.com.au) or call 1300 281 235

 [www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)

 [info@southparklands.com.au](mailto:info@southparklands.com.au)

 1300 281 235

**Brown Hill Keswick Creek**  
STORMWATER PROJECT

# 12

## Financial Snapshot

The activities of the Board are funded by the five Constituent Councils and the Stormwater Management Authority.

Operational expenditure is funded equally by the Constituent Councils.

2019/20 Operational Funding		
City of Adelaide	20%	\$77,731
City of Burnside	20%	\$77,731
City of Mitcham	20%	\$77,731
City of Unley	20%	\$77,731
City of West Torrens	20%	\$77,731
<b>Total</b>		<b>\$388,655</b>

50% of Capital expenditure is provided by Constituent Councils and 50% is provided by the Stormwater Management Authority. Constituent Councils provide funding biannually in advance while SMA funding has, historically, been provided biannually in arrears. As we move into the 2020/21 financial year, an agreement has been reached for SMA funds to be provided annually in advance.

2019/20 Capital Funding		
City of Adelaide	8%	\$184,165
City of Burnside	12%	\$276,248
City of Mitcham	10%	\$230,206
City of Unley	21%	\$483,433
City of West Torrens	49%	\$1,128,012
Stormwater Management Authority		\$1,696,766
NWM Water Sustainability Grant		\$65,000
<b>Total</b>		<b>\$4,063,930</b>





2019/20 Annual Report

13

## Audited Financial Statements



**Brown Hill Keswick Creek**  
STORMWATER PROJECT

# **BROWN HILL & KESWICK CREEKS STORMWATER BOARD**

## **Financial Statements**

**For the Year Ended 30 June 2020**

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Contents****For the Year Ended 30 June 2020**

	Page
<b>Financial Statements</b>	
Statement of Profit or Loss and Other Comprehensive Income	1
Statement of Financial Position	2
Statement of Changes in Equity	3
Statement of Cash Flows	4
Notes to the Financial Statements	5
Certification of Financial Statements	20
Certification of Auditor Independence	21
Statement by Auditor	22

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Statement of Profit or Loss and Other Comprehensive Income**

For the Year Ended 30 June 2020

		2020	2019
	Note	\$	\$
Contributions	4	388,655	618,195
Investment income	4	24,737	15,826
Employee Costs	5	(270,290)	(234,663)
Materials, contracts and other expenses	5	(151,631)	(181,510)
Depreciation	5	(36,646)	(2,180)
Finance costs	5	(198)	(192)
<b>Operating surplus / (deficit)</b>		<b>(45,373)</b>	<b>215,476</b>
Capital funding / grants	4	1,761,766	-
<b>Total surplus</b>		<b>1,716,393</b>	<b>215,476</b>
<b>Other comprehensive income</b>		<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>		<b>1,716,393</b>	<b>215,476</b>

The accompanying notes form part of these financial statements.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Statement of Financial Position**

As At 30 June 2020

	Note	2020 \$	2019 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	6	5,002,849	3,966,683
Trade and other receivables	7	325,122	2,024,173
<b>TOTAL CURRENT ASSETS</b>		<b>5,327,971</b>	<b>5,990,856</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	8	6,410,219	3,209,193
<b>TOTAL NON-CURRENT ASSETS</b>		<b>6,410,219</b>	<b>3,209,193</b>
<b>TOTAL ASSETS</b>		<b>11,738,190</b>	<b>9,200,049</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	1,568,187	3,052,742
Employee benefits	10	10,739	6,500
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,578,926</b>	<b>3,059,242</b>
<b>TOTAL LIABILITIES</b>		<b>1,578,926</b>	<b>3,059,242</b>
<b>NET ASSETS</b>		<b>10,159,264</b>	<b>6,140,807</b>
<b>EQUITY</b>			
Capital contributions	11	8,231,343	5,929,279
Capital funding / grants		1,761,766	-
Retained earnings		166,155	211,528
<b>TOTAL EQUITY</b>		<b>10,159,264</b>	<b>6,140,807</b>

The accompanying notes form part of these financial statements.



**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Statement of Changes in Equity****For the Year Ended 30 June 2020****2020**

	Note	Capital Contributions of Councils \$	Capital Funding and Grants \$	Accumulated Surplus \$	Total \$
<b>Balance at 1 July 2019</b>		5,929,279	-	211,528	6,140,807
Surplus for the year		-	-	1,716,393	1,716,393
Capital contributions of Councils		2,302,064	-	-	2,302,064
Transfer capital funding / grants		-	1,761,766	(1,761,766)	-
<b>Balance at 30 June 2020</b>		<b>8,231,343</b>	<b>1,761,766</b>	<b>166,155</b>	<b>10,159,264</b>

**2019**

	Note	Capital Contributions of Councils \$	Capital Funding and Grants \$	Accumulated Surplus \$	Total \$
<b>Balance at 1 July 2018</b>		246,870	-	(3,948)	242,922
Surplus for the year		-	-	215,476	215,476
Capital contributions of Councils		5,682,409	-	-	5,682,409
<b>Balance at 30 June 2019</b>		<b>5,929,279</b>	<b>-</b>	<b>211,528</b>	<b>6,140,807</b>

The accompanying notes form part of these financial statements.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD**

**Statement of Cash Flows**  
**For the Year Ended 30 June 2020**

	<b>Note</b>	<b>2020</b> <b>\$</b>	<b>2019</b> <b>\$</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Operating receipts from constituent councils		<b>394,922</b>	1,246,839
Payments to employees		<b>(266,051)</b>	(228,163)
Payments to suppliers		<b>(1,810,552)</b>	(502,539)
Interest received		<b>24,539</b>	15,634
Net cash provided by / (used in) operating activities	12	<b>(1,657,142)</b>	531,771
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Purchase of property, plant and equipment		<b>(3,237,673)</b>	(223,324)
Net cash provided used in investing activities		<b>(3,237,673)</b>	(223,324)
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>			
Contributions from Constituent Councils		<b>4,169,214</b>	3,658,236
SMA Funding		<b>1,696,767</b>	-
NRM Board Water Sustainability Funding		<b>65,000</b>	-
Net cash provided by financing activities		<b>5,930,981</b>	3,658,236
Net increase in cash and cash equivalents held		<b>1,036,166</b>	3,966,683
Cash and cash equivalents at beginning of year		<b>3,966,683</b>	-
Cash and cash equivalents at end of financial year	6	<b>5,002,849</b>	3,966,683

The accompanying notes form part of these financial statements.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements****For the Year Ended 30 June 2020****1 Basis of Preparation**

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues Group Interpretations (UIGs) and relevant South Australian Legislation. These financial statements comply with International Financial Reporting Standards as issued by the International Accounting Standards Board.

The Brown Hill and Keswick Creeks Stormwater Board (the Board) is a Local Government Regional Subsidiary established under Section 43 of and Schedule 2 to the Local Government Act 1999. The Regional Subsidiary is under the control of City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens.

The Board was established by a Gazettal dated 27 February 2018. The Board has been established to implement the construction and maintenance of infrastructure and other measures for the purposes of a stormwater management plan prepared by the constituent councils and approved by the Stormwater Management Authority.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of these financial statements are presented below and have been applied consistently unless otherwise stated.

The financial statements, except for cash flow information, have been prepared on an accruals basis and are based on historical costs. The amount presented in the financial statements have been rounded to the nearest dollar.

The financial statements were authorised for issue on September 2020 by the members of the Board.

**2 Summary of Significant Accounting Policies****(a) Revenue and other income****Revenue from contracts with customers**

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Board expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Generally, the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Board have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements****For the Year Ended 30 June 2020****2 Summary of Significant Accounting Policies****(a) Revenue and other income****Revenue from contracts with customers**

All revenue is stated net of the amount of goods and services tax (GST).

**Specific revenue streams**

The revenue recognition policies for the principal revenue streams of the Board are:

**Operating revenue from constituent councils**

Operating revenue from constituent councils is recognised as income as and when the Board becomes entitled to receive the funds. This is outlined within the Boards Annual Business Plan which is agreed with all constituent councils.

**Interest revenue**

Interest revenue is recognised using the effective interest method, which for all floating rate financial assets is inherent in the instrument.

**Other income**

Other income is recognised on an accruals basis when the Board is entitled to it.

**(b) Equity****Capital contributions**

Capital contributions received from constituent councils are recognised as capital contributions by owners and recognised directly in equity.

**(c) Income Tax**

The activities of the Board are exempt from taxation under the Income Tax Assessment Act.

**(d) Goods and services tax (GST)**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

**(e) Property, plant and equipment**

All assets are initially recognised at cost. For assets acquired at no cost or nominal consideration, cost is determined as fair value at the date of acquisition.

## BROWN HILL & KESWICK CREEKS STORMWATER BOARD

### Notes to the Financial Statements

For the Year Ended 30 June 2020

#### 2 Summary of Significant Accounting Policies

##### (e) Property, plant and equipment

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held 'ready for use'. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees, engineering design costs and all other costs incurred.

The cost of non-current assets constructed by the Board includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

The Board considers that it controls the infrastructure assets in accordance with its Charter. The constructed infrastructure assets may be located on land owned by constituent councils.

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds the materiality thresholds set by the Board within the capitalisation policy. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Current thresholds applicable to Board assets are as follows:

Stormwater infrastructure - \$10,000

Computer equipment - \$5,000

Office equipment - \$1,000

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

##### Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the Board, commencing when the asset is ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Stormwater infrastructure	1% - 2%
Freehold Land	0%
Land improvements	1% - 10%
Office equipment	10%
Computer Equipment	10% - 33%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

##### (f) Financial instruments

Financial instruments are recognised initially on the date that the Board becomes party to the contractual provisions of the instrument.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements****For the Year Ended 30 June 2020****2 Summary of Significant Accounting Policies****(f) Financial instruments**

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

**Financial assets**

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

*Classification*

On initial recognition, the Board classifies its financial assets into the following categories, those measured at:

- amortised cost
- fair value through profit or loss - FVTPL
- fair value through other comprehensive income - equity instrument (FVOCI - equity)
- fair value through other comprehensive income - debt investments (FVOCI - debt)

Financial assets are not reclassified subsequent to their initial recognition unless the Board changes its business model for managing financial assets.

*Amortised cost*

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows; and
- the contractual terms give rise on specified dates to cash flows are solely payments of principal and interest on the principal amount outstanding.

The Board's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the statement of financial position.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income and impairment are recognised in profit or loss. Gain or loss on derecognition is recognised in profit or loss.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements****For the Year Ended 30 June 2020****2 Summary of Significant Accounting Policies****(f) Financial instruments***Impairment of trade receivables*

Impairment of trade receivables have been determined using the simplified approach in AASB 9 which uses an estimation of lifetime expected credit losses. The Board has determined the probability of non-payment of the receivable and multiplied this by the amount of the expected loss arising from default.

The amount of the impairment is recorded in a separate allowance account with the loss being recognised in finance expense. Once the receivable is determined to be uncollectable then the gross carrying amount is written off against the associated allowance.

**Financial liabilities**

The Board measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of the Board comprise trade payables.

**(g) Impairment**

At the end of each reporting period the Board assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

**(h) Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**(i) Trade and other payables**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Board during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.



**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements****For the Year Ended 30 June 2020****2 Summary of Significant Accounting Policies****(i) Trade and other receivables**

These include amounts due from owner councils for capital contributions, the ATO and accrued interest on deposits in financial institutions. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

**(j) Employee benefits**

Provision is made for the Board's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on government bond rates, with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

No accrual is made for sick leave. The Board does not make payment for untaken sick leave.

**Superannuation**

All superannuation schemes to which the Board makes contributions on behalf of employees are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Board.

**(k) Adoption of new and revised accounting standards**

The Board has adopted all standards which became effective for the first time at 30 June 2020, the adoption of these standards has not caused any material adjustments to the reported financial position, performance or cash flow of the Board.

**(l) Economic dependence**

Brown Hill and Keswick Creeks Stormwater Board is dependent on its constituent councils and other funding bodies for the majority of its revenue used to achieve its objectives. At the date of this report, the Board believe that the Member Councils and other bodies will continue to support the Board.

**3 Critical Accounting Estimates and Judgments**

The Board makes estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

## BROWN HILL & KESWICK CREEKS STORMWATER BOARD

### Notes to the Financial Statements

For the Year Ended 30 June 2020

#### 3 Critical Accounting Estimates and Judgments

##### Key estimates - impairment of property, plant and equipment

The Board assesses impairment at the end of each reporting period by evaluating conditions specific to the Board that may be indicative of impairment triggers.

##### Key estimates - receivables

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. An impairment provision is included for any receivable where the entire balance is not considered collectible. The impairment provision is based on the best information at the reporting date.

#### 4 Income

	2020	2019
	\$	\$
<b>Operating Contributions</b>		
- City of Mitcham	77,731	123,639
- City of Burnside	77,731	123,639
- City of West Torrens	77,731	123,639
- The Corporation of the City of Adelaide	77,731	123,639
- The Corporation of the City of Unley	77,731	123,639
<b>Total Operating Contributions</b>	<b>388,655</b>	<b>618,195</b>
<b>Other Income</b>		
- Bank Interest	24,737	15,826
<b>Total Other Income</b>	<b>24,737</b>	<b>15,826</b>
<b>Capital Funding / Grants</b>		
- Stormwater Management Authority	1,696,766	-
- NRM Water Sustainability Grant	65,000	-
<b>Total Capital Funding / Grants</b>	<b>1,761,766</b>	<b>-</b>
<b>Total Income</b>	<b>2,175,158</b>	<b>634,021</b>

In accordance with the Charter of the Brown Hill and Keswick Creek Stormwater Board Schedule 1, operating contributions are received equally from each of the constituent councils at an agreed rate. The total value of operating contributions to be received is agreed in the annual business plan prepared by the Board.

**BROWN HILL & KESWICK CREEKS STORM WATER BOARD****Notes to the Financial Statements**

For the Year Ended 30 June 2020

**5 Expenses**

	2020 \$	2019 \$
<b>Employee Costs</b>		
Salaries and Wages - Board	83,500	60,000
Salaries and Wages - Employee	162,282	155,595
Reimbursements Board	-	5,207
Superannuation contributions	22,947	12,619
Workers compensation	1,561	1,242
<b>Total Employee Costs</b>	<b>270,290</b>	<b>234,663</b>
Total Number of Employees	1	1
<b>Materials, Contracts &amp; Other Expenses</b>		
Prescribed Expenses - Audit Remuneration	5,000	3,870
Administration	16,788	30,360
Entertainment & Catering	4,400	4,298
Contractor & Consultant Services	19,160	28,720
Human Resources	-	12,800
Insurance - Mutual Liability Scheme	43,458	52,784
IT Expenses	3,671	7,047
Legal Expenses	10,031	10,853
Professional Services	48,788	30,532
Sundry	335	246
<b>Total Materials, Contracts &amp; Other Expenses</b>	<b>151,631</b>	<b>181,510</b>
<b>Depreciation</b>		
Depreciation - Office Equipment	2,313	2,180
Depreciation - Hawthorn Reserve Creek Upgrade	34,333	-
<b>Total Depreciation</b>	<b>36,646</b>	<b>2,180</b>
<b>Finance Costs</b>		
Bank Fees	161	174
Interest Expense	37	18
<b>Total Finance Costs</b>	<b>198</b>	<b>192</b>
<b>Total Expenses</b>	<b>458,765</b>	<b>418,545</b>

## BROWN HILL &amp; KESWICK CREEKS STORMWATER BOARD

## Notes to the Financial Statements

For the Year Ended 30 June 2020

## 6 Cash and Cash Equivalents

	2020	2019
	\$	\$
Cash at bank and in hand	5,002,849	3,966,683
	<u>5,002,849</u>	<u>3,966,683</u>

As at 30 June 2020 cash held includes an amount of \$3,416,019 (2019: \$2,722,399) which is restricted for the purpose of approved capital development projects.

## 7 Trade and Other Receivables

CURRENT		
Trade receivables	71,500	1,938,650
GST receivable	253,622	85,523
<b>Total current trade and other receivables</b>	<u>325,122</u>	<u>2,024,173</u>

The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable in the financial statements.

## 8 Property, plant and equipment

<b>Capital Works in Progress</b>		
South Parklands Stormwater (Victoria Park)	829,633	183,335
Upper Brown Hill Creek - Area 1 Creek Works	2,243,546	101,195
Upper Brown Hill Creek - Area 1 Land Acquisition	349,276	30,065
Hawthorn Reserve Creek Upgrade	-	2,884,985
Upper Brown Hill Creek - Area 3 Millswood	8,500	-
Discretionary Projects	7,300	7,300
<b>Total Capital Works in Progress</b>	<u>3,438,255</u>	<u>3,206,880</u>
<b>Infrastructure and Land Improvements</b>		
Hawthorn Reserve Creek Upgrade at Cost	3,006,297	-
Accumulated Depreciation	(34,333)	-
<b>Total Infrastructure and Land Improvements</b>	<u>2,971,964</u>	<u>-</u>
<b>Office Equipment</b>		
At cost	4,493	4,493
Accumulated depreciation	(4,493)	(2,180)
<b>Total Office Equipment</b>	<u>-</u>	<u>2,313</u>
<b>Total Property, Plant and Equipment</b>	<u>6,410,219</u>	<u>3,209,193</u>

## BROWN HILL &amp; KESWICK CREEKS STORMWATER BOARD

## Notes to the Financial Statements

For the Year Ended 30 June 2020

## 8 Property, plant and equipment

## (a) Movements in carrying amounts of property, plant and equipment

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Capital Works in Progress	Infrastructure and Land Improvements	Office Equipment	Total
	\$	\$	\$	\$
<b>Year ended 30 June 2020</b>				
Balance at the beginning of year	3,206,880	-	2,313	3,209,193
Additions	3,237,672	-	-	3,237,672
Transfers	(3,006,297)	3,006,297	-	-
Depreciation Expense	-	(34,333)	(2,313)	(36,646)
<b>Balance at the end of the year</b>	<b>3,438,255</b>	<b>2,971,964</b>	<b>-</b>	<b>6,410,219</b>

	Capital Works in Progress	Infrastructure and Land Improvements	Office Equipment	Total
	\$	\$	\$	\$
<b>Year ended 30 June 2019</b>				
Balance at the beginning of year	249,189	-	-	249,189
Additions	2,957,691	-	4,493	2,962,184
Depreciation Expense	-	-	(2,180)	(2,180)
<b>Balance at the end of the year</b>	<b>3,206,880</b>	<b>-</b>	<b>2,313</b>	<b>3,209,193</b>

## 9 Trade and Other Payables

	2020	2019
	\$	\$
<b>CURRENT</b>		
Trade payables	1,556,813	3,045,090
Credit Card	366	257
PAYG Payable	4,576	5,665
Superannuation Payable	5,800	1,730
Wages Payable	632	-
	<b>1,568,187</b>	<b>3,052,742</b>

Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying value of trade and other payables is considered a reasonable approximation of fair value due to the short term nature of the balances.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements**

For the Year Ended 30 June 2020

**10 Employee Benefits**

	2020	2019
	\$	\$
CURRENT		
Provision for employee benefits	10,739	6,500
	<u>10,739</u>	<u>6,500</u>

**11 Capital Contributions of Constituent Councils****Contributions by Owners**

City of Mitcham	823,134	592,928
City of Burnside	987,761	711,513
City of West Torrens	4,033,358	2,905,346
The Corporation of the City of Adelaide	658,508	474,343
Corporation of the City of Unley	1,728,582	1,245,149
<b>Total Contributions by Owners</b>	<u>8,231,343</u>	<u>5,929,279</u>

**City of Mitcham Movement Table**

Opening balance	592,928	24,687
Contributions	230,206	568,241
<b>Closing balance</b>	<u>823,134</u>	<u>592,928</u>

**City of Burnside Movement Table**

Opening balance	711,513	29,624
Contributions	276,248	681,889
<b>Closing balance</b>	<u>987,761</u>	<u>711,513</u>

**City of West Torrens Movement Table**

Opening balance	2,905,346	120,966
Contributions	1,128,012	2,784,380
<b>Closing balance</b>	<u>4,033,358</u>	<u>2,905,346</u>

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements**

For the Year Ended 30 June 2020

**11 Capital Contributions of Constituent Councils**

	2020	2019
	\$	\$
<b>The Corporation of the City of Adelaide Movement Table</b>		
Opening balance	474,343	19,750
Contributions	184,165	454,593
<b>Closing balance</b>	<b>658,508</b>	<b>474,343</b>
<b>Corporation of the City of Unley Movement Table</b>		
Opening balance	1,245,149	51,843
Contributions	483,433	1,193,306
<b>Closing balance</b>	<b>1,728,582</b>	<b>1,245,149</b>

Capital contributions of Constituent Councils are payments received for investing in infrastructure. The rates of contributions are agreed in the Charter of the Board.

**12 Cash Flow Information****(a) Reconciliation of result for the year to cashflows from operating activities**

Reconciliation of net income to net cash provided by operating activities:

Surplus / (Deficit) for the year	1,716,394	215,476
Cash flows excluded from profit attributable to operating activities		
Capital funding / grants	(1,761,767)	-
Non-cash flows in profit:		
- depreciation	36,646	2,180
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	1,699,051	-
- increase/(decrease) in trade and other payables	(1,484,555)	307,615
- increase/(decrease) in employee benefits	4,239	6,500
<b>Cashflows from operations</b>	<b>(1,657,142)</b>	<b>531,771</b>

**13 Financial Risk Management**

The Board is exposed to a variety of financial risks through its use of financial instruments. The most significant financial risks to which the Board is exposed to are described below:

**Specific risks**

- Liquidity risk
- Credit risk



## BROWN HILL & KESWICK CREEKS STORMWATER BOARD

### Notes to the Financial Statements For the Year Ended 30 June 2020

#### 13 Financial Risk Management

##### Financial instruments used

The principal categories of financial instrument used by the Board are:

- Trade receivables
- Cash at bank
- Trade and other payables

##### Objectives, policies and processes

The Board of Directors have overall responsibility for the establishment of the Board's financial risk management framework. This includes the development of policies covering specific areas such as liquidity risk, credit risk and market risk.

Details of significant accounting policies and methods adopted including the criteria for the recognition, the basis of measurement and the basis on which income and expenses are recognised with respect to each class of financial asset, financial liability and equity instruments are disclosed in Note 2 Summary of Significant Accounting Policies.

Mitigation strategies for specific risks faced are described below:

##### Liquidity risk

Liquidity risk arises from the Board's management of working capital. It is the risk that the Board will encounter difficulty in meeting its financial obligations as they fall due.

The Board manages this risk by preparing and monitoring budgets, only investing surplus cash with major financial institutions and proactively monitoring the recovery of unpaid debts.

At the reporting date, the Board has sufficient liquid resources to meet its obligations under all reasonably expected circumstances. The following table depicts the categorisation of financial instruments held by the Board, noting that due to the nature of the balances held, carrying value is equal to fair value:

	2020 \$	2019 \$
<b>Financial assets</b>		
Held at amortised cost		
Cash and cash equivalents	5,002,849	3,966,683
Trade and other receivables	325,122	2,024,173
<b>Total financial assets</b>	<b>5,327,971</b>	<b>5,990,856</b>
<b>Financial liabilities</b>		
Held at amortised cost		
Trade and other payables	1,568,187	3,052,742
<b>Total financial liabilities</b>	<b>1,568,187</b>	<b>3,052,742</b>

# BROWN HILL & KESWICK CREEKS STORMWATER BOARD

## Notes to the Financial Statements

For the Year Ended 30 June 2020

### 13 Financial Risk Management

#### Objectives, policies and processes

The table below reflects the undiscounted contractual maturity analysis for financial liabilities

	Weighted average		Within 1 Year		1 to 5 Years	
	Interest rate					
	2020	2019	2020	2019	2020	2019
	%	%	\$	\$	\$	\$
<b>Financial liabilities due for payment</b>						
Trade and other payables (excluding estimated annual leave)	-	-	1,568,187	3,052,742	-	-
			Over 5 Years		Total	
			2020	2019	2020	2019
			\$	\$	\$	\$
<b>Financial liabilities due for payment</b>						
Trade and other payables (excluding estimated annual leave)			-	-	1,568,187	3,052,742

The timing of expected outflows is not expected to be materially different from contracted cashflows.

#### Credit risk

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in a financial loss to the Board.

Credit risk arises from cash and cash equivalents, deposits with banks and financial institutions, as well as credit exposure to customers, including outstanding receivables and committed transactions.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

Credit risk is managed through maintaining procedures to regularly monitor the financial stability of customers and counterparties. There is no collateral held by the Board securing trade and other receivables.

**BROWN HILL & KESWICK CREEKS STORMWATER BOARD****Notes to the Financial Statements****For the Year Ended 30 June 2020****14 Contingent Liabilities and Contingent Assets**

In the opinion of the Directors, the Board is unaware of any liability, contingent or otherwise, which has not already been recorded elsewhere in this financial report at 30 June 2020 (30 June 2019: None).

**15 Commitments for Expenditure**

	2020	2019
	\$	\$
<b>(a) Capital Commitments</b>		
<b>Contracted Commitments</b>		
<b>South Park Lands</b>		
Project Management	280,107	-
Design Contract	7,997	-
	<u>288,104</u>	<u>-</u>
<b>Upper Brown Hill Creek - Area 1</b>		
Construction Contract	763,585	169,000
Project Management Contract	76,492	-
	<u>840,077</u>	<u>169,000</u>
<b>Total Contracted Commitments</b>	<u>1,128,181</u>	<u>169,000</u>

All contracted commitments noted above are expected to be paid within the next twelve months.

**16 Events Occurring After the Reporting Date**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Board, the results of those operations, or the state of affairs of the Board in future financial years

**17 Related Parties**

Key management personnel of the Board include the Project Director and members of the Board appointed under section 112 of the Local Government Act 1999.

Payments made to key management personnel were as follows:

Salaries and Wages for the year ending 30 June 2020 \$245,782 (2019: \$221,714)

Other related parties include close family members of key management personnel and entities that are controlled or significantly influenced by those key management personnel or their close family members. There were no transactions with other related parties for the year ending 30 June 2020 (2019: Nil).

**18 Statutory Information**

The registered office and principal place of business of the Board is:

Brown Hill & Keswick Creeks Stormwater Board  
PO Box 124 Unley SA 5061

**BROWN HILL & KESWICK CREEKS STORM WATER BOARD****CERTIFICATION OF FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

In the opinion of the committee, the Financial Statements comprising of the Statement of Financial Performance, Statement of Financial Position, Statement of Changes in Members' Funds, Statement of Cash Flows and Notes to the Financial Statements:

1. Presents a true and fair view of the financial position of Brown Hill and Keswick Creeks Stormwater Board as at 30 June 2020 and its performance for the year ended on that date in accordance with Accounting Standards and other mandatory professional reporting requirements.
2. At the date of this statement, there are reasonable grounds to believe that Brown Hill and Keswick Creeks Stormwater Board will be able to pay its debts as and when they fall due.

The Board is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

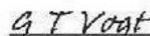
This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:



Judy Choate (Sep 17, 2020 16:58 GMT+9.5)

Name: Judith Choate  
Position: Chairperson

Date: September 2020  
Sep 17, 2020



G T Vogt (Sep 17, 2020 11:35 GMT+9.5)

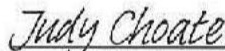
Name: G T Vogt  
Position: Board Member

Date: September 2020  
Sep 17, 2020

**BROWN HILL & KESWICK CREEKS STORM WATER BOARD****ANNUAL FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 30 JUNE 2020****CERTIFICATION OF AUDITOR INDEPENDENCE**

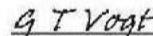
To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Brown Hill and Keswick creeks Stormwater Board for the year ended 30 June 2020, the Board's Auditor, Galpins has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*



Judy Choate (Sep 17, 2020 16:58 GMT+9.5)

Name: Judith Choate  
Position: Chairperson  
  
Date: September 2020  
Sep 17, 2020



G T Vogt (Sep 17, 2020 11:35 GMT+9.5)

Name: G T Vogt  
Position: Board Member  
  
Date: September 2020  
Sep 17, 2020




# For Signature - 20200908 BHKCSB Draft Financial statements

Final Audit Report

2020-09-17

Created:	2020-09-17
By:	Patricia Coonan (patricia@thinkpurple.com.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAahOVx_6PwvP9VJ4lxLAQzZkOb6H8ZJE71

## "For Signature - 20200908 BHKCSB Draft Financial statements" History

-  Document created by Patricia Coonan (patricia@thinkpurple.com.au)  
2020-09-17 - 0:12:38 AM GMT- IP address: 112.141.110.117
-  Document emailed to Judy Choate (judychoate@icloud.com) for signature  
2020-09-17 - 0:15:38 AM GMT
-  Document emailed to G T Vogt (vogt@adam.com.au) for signature  
2020-09-17 - 0:15:38 AM GMT
-  Email viewed by G T Vogt (vogt@adam.com.au)  
2020-09-17 - 2:05:04 AM GMT- IP address: 119.40.111.188
-  Document e-signed by G T Vogt (vogt@adam.com.au)  
Signature Date: 2020-09-17 - 2:05:53 AM GMT - Time Source: server- IP address: 119.40.111.188
-  Email viewed by Judy Choate (judychoate@icloud.com)  
2020-09-17 - 7:27:15 AM GMT- IP address: 58.174.25.224
-  Document e-signed by Judy Choate (judychoate@icloud.com)  
Signature Date: 2020-09-17 - 7:28:01 AM GMT - Time Source: server- IP address: 58.174.25.224
-  Agreement completed.  
2020-09-17 - 7:28:01 AM GMT

**Adobe Sign**

**Brown Hill Keswick Creek**  
STORMWATER PROJECT

The logo features a stylized graphic of three white, curved lines that resemble a stylized 'W' or a series of waves, positioned to the right of the text.

P 1800 934 325

E [info@bhkcstormwater.com.au](mailto:info@bhkcstormwater.com.au)

PO Box 124 Unley SA 5061

[www.bhkcstormwater.com.au](http://www.bhkcstormwater.com.au)



## 11.6 Legislative Progress Report - October 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.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

### 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

Recent Amendments to Legislation
Nil
Summary of Proposed Amendments to Legislation
<p><b><i>Planning, Development and Infrastructure (Regulated Trees) Amendment Bill 2020</i></b></p> <p><b>Private Members Bill</b></p>
<p>The Hon M C Parnell introduced the Bill to the Legislative Council on 23 September 2020 where it was introduced and read a first and second time. It is essentially a duplicate bill of one that passed the Legislative Council in 2017, with the intent to prevent the unnecessary or premature removal of regulated or significant trees.</p> <p>The Bill intends to restrict applications for the removal of a significant or regulated tree until such a time that development approval for a structure is processed, blocking developers from creating a "clean slate" on a block of land.</p> <p>The Bill has been adjourned at second reading.</p> <p><b>Further information can be found on the South Australian Legislative Tracking website.</b></p>
<p><b><i>Planning Development and Infrastructure Act 2016 - Regulations - General Miscellaneous No. 2 - Motion for disallowance</i></b></p> <p><b>Private Members Motion</b></p>
<p>On 23 September 2020 The Hon M C Parnell moved a motion to disallow the <i>General Miscellaneous No. 2 Regulations</i> under the <i>Planning Development and Infrastructure Act 2016</i> which were made on 23 July 2020.</p>

These regulations amended the *Planning, Development and Infrastructure (General) Regulations 2017*. The motion for disallowance specifically related to the introduction of the *Planning, Development and Infrastructure (Regulated Trees) Amendment Bill 2020*.

**Further information can be found on the South Australian Legislative Tracking website.**

### **Bills previously reported on where the status has changed**

#### ***COVID-19 Emergency Response (Expiry and Rent) Amendment***

##### **Government Bill**

This Bill was introduced in the House of Assembly on 8 September 2020. The Bill amends the COVID-19 Emergency Response Act 2020 in a number of ways:

- Amending the definition of a relevant declaration;
- Amends the expiry of the Act to "28 days after the day on which all relevant declarations relating to the outbreak of the human disease named COVID-19 within South Australia has ceased; or 28 March 2021";
- Amendment of section 8 which are the provisions applying to residential tenancies so that it now reads *"the landlord must not increase the rent payable under a residential tenancy agreement (whether under section 55 of that Act or otherwise) if the tenant is suffering financial hardship as a result of the COVID 19 pandemic"*.

The Bill was passed through the House of Assembly on 8 September 2020 and transmitted to the Legislative Council where it was read for a second time on 22 September 2020, for a third time on 23 September 2020 and has now been adjourned.

**Further information can be found on the South Australian Legislative Tracking website.**

### **Bills previously reported on where the status remains unchanged**

#### ***Automated External Defibrillators (Public Access) Bill 2019***

##### **Private Members Bill**

The *Automated External Defibrillators (Public Access) Bill 2019* was introduced to the Legislative Council on 16 October 2019 by Hon F Pangallo (MLC).

An Automated External Defibrillator is a portable device able to treat cardiac arrest by applying an electric shock to restore normal heart rhythm.

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.

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 devices.

It will also be mandatory for the devices to be installed in all emergency services vehicles, including SAPOL, Metropolitan Fire Service, Country Fire Service and State Emergency Service.

A maximum fine of up to \$20,000 would be imposed on those who failed to abide by the new laws.

The Bill has been adjourned at second reading on 16 October 2019.

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.

**Further information can be found on the South Australian Legislative Tracking website.**

### ***Development (Site Contamination) Variation Regulations 2018***

#### **Government Regulations**

The Department of Planning, Transport and Infrastructure (DPTI) has released the draft *Development (Site Contamination) Variation Regulations 2018*, 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.

Planning authorities, developers and other stakeholders have an important role in managing site contamination by ensuring good planning and development does not exacerbate risk.

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 draft has yet been released.

**Further Information can be found in LGA Circular 9.7**

### ***Freedom of Information (Miscellaneous) Amendment Bill 2018***

#### **Government 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 read for the first time in the House of Assembly on the 8 April 2020, and adjourned at second reading on 21 July 2020.

**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.**

#### ***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.**

#### ***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.**

#### ***Planning Development and Infrastructure Act 2016 - Regulations - General Miscellaneous No. 2 - Motion for Disallowance***

On 9 September 2020 the Hon. M C Parnell submitted a Motion to Disallow on the *General Miscellaneous No. 2 Regulations* under the *Planning Development and Infrastructure Act 2016*.

The motion was adjourned by the Hon. I K Hunter.

**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.**

***Single Use and Other Plastics (Waste Avoidance) Bill 2018*****Private Members Bill**

This Bill seeks to regulate the sale and supply of single use and other plastics.

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.

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.

**Further information can be found on the South Australian Legislative Tracking website.**

***Statutes Amendment (Local Government Review) Bill 2020*****Government Bill**

Introduced and read for the first time on 17 June 2020, this is a Bill to amend the Local Government Act 1999, the Local Government (Elections) Act 1999, the City of Adelaide Act 1998 and other related Acts.

The Bill has been adjourned at second reading. It is expected that the Bill will be read in the upper house in September. Council has provided feedback to the Local Government Association in response to the Bill.

**Further information on the reforms can be found at on the DPTI Website at [https://www.dpti.sa.gov.au/local\\_govt/local\\_government\\_reform](https://www.dpti.sa.gov.au/local_govt/local_government_reform)**

***Valuation of Land (Separate Valuations) Amendment Bill 2018*****Government Bill**

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.

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.**

<b>Acts Assented</b>
Nil
<b>Regulations Amended</b>
Nil
<b>Relevant Common Law</b>
Nil

**Climate Impact Considerations**

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

**Conclusion**

This report on legislative amendments is current as at 6 October 2020.

**Attachments**

Nil