

CITY OF WEST TORRENS



## Notice of Council & Committee Meetings

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

### Council

and

- **City Services and Climate Adaptation 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, 4 AUGUST 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.

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**1 MEETING OPENED****1.1 Acknowledgement of Country****1.2 Evacuation Procedures****1.3 Electronic Platform Meeting****2 PRESENT****3 APOLOGIES****4 DISCLOSURE STATEMENTS**

Elected Members are required to:

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

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

That the Minutes of the meeting of the Council held on 21 July 2020 be confirmed as a true and correct record.

**6 MAYORS REPORT****(Preliminary report for the agenda to be distributed Friday, 31 July 2020)**

In the two weeks since the last Council Meeting of 21 July 2020 functions and meetings involving the Mayor have included:

**28 July**

- Met with Mr Bob Lott, Director of the Weslo Group of Companies at the Old Thebarton Council Chambers.

**29 July**

- Met with Ms Carmen Garcia of Community Corporate to discuss her business and the services that can assist in promoting diversity and inclusion in the West Torrens community.

**31 July**

- Attended the Urban Development Institute of Australia Luncheon at Adelaide Oval as a guest of LGA CEO Matt Pinnegar.

**1 August**

- Attending a SALA Art Exhibition opening at Mrs Harris' Shop in Jervois Street, Torrensville.
- Attending the West Adelaide v Norwood match at Hisense Stadium.

**3 August**

- Meeting with Mr Jeff Ramm, President of Riverside Peake Gardens Tennis Club and Mr Angelo Catinari on site to discuss the Club's upgrade proposal.

**4 August**

- Participating in a meeting of the Thebarton Senior College Governing Council.
- Council 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 Committee and reconvene at the conclusion of the City Services and Climate Adaptation Standing Committee.

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

That the recommendations of the City Services and Climate Adaptation Standing Committee held on 4 August 2020 be adopted.

**12 ADOPTION OF GENERAL COMMITTEE RECOMMENDATIONS**

Nil

**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 Adoption of the Budget and Annual Business Plan and Declaration of the Rates for 2020/21**

#### **Brief**

This report proposes adoption of the budget and annual business plan, along with the long term financial plan which forms a part of the budget, and declaration of the rates for 2020/21.

Council needs to adopt each numbered recommendation in A separately, along with recommendations in B and C separately.

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

It is recommended to Council that:

##### **A. Rates**

The following recommendations are made in exercise of powers contained in Chapters 8, 9 and 10 of the *Local Government Act 1999* for the financial year ending on 30th June 2021:

##### **1. Adoption of the Annual Business Plan**

Pursuant to and in accordance with section 123 of the *Local Government Act 1999* and regulation 6 of the *Local Government (Financial Management) Regulations 2011*, having considered all submissions in accordance with section 123(6) of the *Local Government Act 1999*, the Annual Business Plan for 2020/21, included as a part of the Budget and Annual Business Plan 2020/21, be adopted.

##### **2. Adoption of the Budget**

The budget for 2020/21, included as a part of the Budget and Annual Business Plan 2020/21, and prepared in accordance with section 123 of the *Local Government Act 1999* and regulation 7 of the *Local Government (Financial Management) Regulations 2011*, as detailed in the budget papers laid before the Council at this meeting, including:

- the budgeted statement of comprehensive income;
- the budgeted statement of financial position;
- the budgeted statement of cash flows; and
- the budgeted statement of changes in equity;

be adopted.

##### **3. Adoption of the Valuations**

Pursuant to section 167(2)(a) of the *Local Government Act 1999*, the most recent valuations of the Valuer-General available to the Council of the capital value of land within the Council area, totalling \$xx,xxxx,xxx,xxx, be adopted for rating purposes.

#### 4. Declaration of General Rates

Having taken into account the general principles of rating in section 150 and the requirements of section 153(2) of the *Local Government Act 1999*, the Council determines that:

- (1) Differential general rates be declared pursuant to and in accordance with sections 153(1)(b) and 156(1)(a) of the *Local Government Act 1999* on the capital value of all rateable land within the Council area according to the use of the land as per the permissible differentiating factors set out in regulation 14 of the *Local Government (General) Regulations 2013* as follows:
  - (a) 0.xxxxxx cents in the dollar on rateable land use of the permissible differing category (a);
  - (b) 0.xxxxxx cents in the dollar on any rateable land use of the permissible differing categories (b) to (i) inclusive.
- (2) Pursuant to section 158(1)(a) of the *Local Government Act 1999*, a minimum amount payable by way of general rates of \$944 is fixed in respect of rateable land within the Council's area.
- (3) Pursuant to section 153(3) of the *Local Government Act 1999*, there be no fixed maximum increase in the general rate to be charged on a principal place of residence of a principal ratepayer.

#### 5. Declaration of Separate Rate - Regional Landscape Levy

In accordance with section 69 of the *Landscape South Australia Act 2019* (previously section 95 of the *Natural Resources Management Act 2004*) and section 154 of the *Local Government Act 1999*, in order to reimburse the Council for an amount of \$1,566,570 contributed to the Green Adelaide Board, a separate rate of 0.00xxxx cents in the dollar be declared on all rateable land in the area of the Council and the Board based on the capital value of that land.

#### 6. Payment of Rates

Pursuant to section 181(1) and (2) of the *Local Government Act 1999*, all rates are payable in four equal or approximately equal instalments on the day on which each of four instalments falls due as follows:

- (i) 30th September 2020 in respect of the first instalment;
- (ii) 15th December 2020 in respect of the second instalment;
- (iii) 1st March 2021 in respect of the third instalment; and
- (iv) 1st June 2021 in respect of the fourth instalment.

#### B. Adoption of the Long Term Financial Plan

Pursuant to section 122(1a)(a) of the *Local Government Act 1999*, the long term financial plan included in the 2020/21 Budget and Annual Business Plan be adopted.

#### C. Budget Review

The Council be provided with reviews of its budgetary position throughout the year consistent with the requirements of regulation 9 of the *Local Government (Financial Management) Regulations 2011*, including a framework for development of the 2021/22 budget.



## Introduction

This report proposes adoption of the budget and annual business plan, along with the long term financial plan which forms a part of the budget, and declaration of the rates for 2020/21.

## Discussion

The recommended budget and annual business plan for 2020/21 is substantially the same as the draft previously tabled, except for the following changes:

- Changes carried at the Special Finance and Governance Committee meeting have been incorporated;
- Statutory financial statements associated with the long term financial plan have been incorporated;
- A number of other relatively minor changes have been made.

It is proposed that a number of other adjustments, including changes associated with the timing of Commonwealth grants, be made in the September 2020 budget review.

The budget proposed for adoption is based on the following:

- An average rate increase of 1.0 per cent for both residential and non-residential ratepayers;
- The minimum rate being increased by 1.0 per cent to \$944; and
- The generation of rate income of \$55,030,000.

Recommendations for adoption have been reviewed by Kelledy Jones Lawyers.

Final rate model details upon which Council's rate declaration is based will be tabled on Tuesday evening.

A copy of the recommended budget is included with the agenda under separate cover.

## 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 Annual Business Plan and Budget includes projects and initiatives that aim to mitigate Council's impact on the environment.

## Conclusion

This report proposes adoption of the budget and annual business plan, and the long term financial plan, and declaration of the rates for 2020/21.

## Attachments

1. **Recommended Budget and Annual Business Plan 2020/21 (under separate cover)**

## 17.2 Local Government Reform

### Brief

The Local Government Association has requested feedback from councils on the *Statutes Amendment (Local Government Review) Bill 2020*.

### RECOMMENDATION

It is recommended to Council that the feedback contained in **Attachment 1** of the Agenda report be provided to:

- a. The Local Government Association;
- b. The Minister for Local Government; and
- c. The Office of Local Government

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### Introduction

The *Statutes Amendment (Local Government Review) Bill 2020* (Bill) was introduced into State Parliament on 17 June 2020. This is the Bill that has resulted from the Local Government Reform Program, on which the Council provided feedback at its 5 November 2019 meeting. This Bill has been heralded as the biggest reform in local government since the commencement of the *Local Government Act* in 1999.

The General Manager Business and Community Services has provided a copy of the amendments proposed by the Bill shown as track changes within the current *Local Government Act 1999* for comparison.

### Discussion

As Members would recall, the Local Government Reform Program defined four 'reform areas' being:

1. Stronger council member capacity and better conduct;
2. Cost savings and financial accountability;
3. Efficient local government representation; and
4. Simpler regulation.

A summary of each of the areas key changes is expanded upon below.

#### ***Reform Area 1 - Stronger Member Capacity and Conduct***

##### *Council member conduct and managing behavioural matters*

- A new Council Member conduct management framework.
- Introduction of a Behavioural Standards Panel to deal with repeated or serious misbehaviour, or where a council member has failed to comply with processes or resolved actions. The Panel will have an expanded range of sanctions, including the ability to suspend members for a maximum period of 3 months which could also result in no access to phone/email/Council supplied resources.

### *Managing integrity matters*

- The expansion of the Ombudsman's powers to include the ability to recommend a suspension (maximum 3 months) of a council member and to apply some recommendations directly to a council Member.
- The South Australian Civil and Administrative Tribunal will be able to impose suspensions for up to 6 months or disqualification from the office of Council Member.

### *Health and safety duties*

- Clarification that Members must take reasonable care to not adversely affect health and safety of other members.

### *Conflict of interest*

- The conflict of interest provisions change from 3 categories to 2, being material and general rather than material, actual and perceived.

### *Presiding member additional meeting management powers*

- The Presiding Member has additional meeting management powers, which include the ability to exclude a member from the meeting for up to 15 minutes.

### *Council employees*

- The Chief Executive Officers remuneration will be determined by the Remuneration Tribunal of South Australia rather than the relevant council.
- 'Employee integrity and behaviour' is proposed to be dealt with through a similar structure as is proposed for Council Members – separating behaviour and integrity matters allowing councils to adopt employee behavioural standards.

## **Reform Area 2 | Lower Costs and Enhanced Financial Accountability**

### *Rate monitoring system*

- The introduction of a rate monitoring system that will require all councils to receive, consider and publish independent advice on proposed changes to their general rate revenue each year from a designated authority.
- Councils must submit a draft annual business plan (before finalising and undertaking consultation on it) to the designated authority by 31 December each year.
- The designated authority must provide advice to councils on the appropriateness of the proposed change in total revenue compared to the previous financial year by no later than 31 March.
- The advice must be included in draft and adopted annual business plans, together with the council's response to the advice. Councils are not required to comply with the advice, however, the annual business plan must include an explanation of whether the change in total revenue from general rates is consistent with the advice and, if not, the reasons for the inconsistency.

- If the designated authority is of the view that a council has not responded appropriately to its advice, it may report this to the Minister. The Minister may then consider making recommendations or a direction to the council on the basis of this advice.

#### *Audit and Risk Committees*

- Audit Committees to be expanded to Audit and Risk Committees with the majority being Independent Members.
- The purpose of this Committee will be to provide independent assurance and advice to the council on accounting, financial management, internal controls, risk management and governance matters.
- Prescribe the required skillsets, knowledge and experience for Audit and Risk Committee members and requires that meetings are to be held at least quarterly, and sets out reporting requirements to councils.

#### *Public and Finance Act*

- The Auditor-General will maintain the ability to undertake an examination of a Council's accounts and the efficiency, economy and effectiveness of its activities.
- The Auditor-General can undertake a review, to allow for a less detailed and therefore lower resource impact activity and can audit the accounts of a Council, effectively becoming the Council's auditor.

#### *Basis of Rating*

- The removal of the ability of councils to use the site (unimproved) valuation of land as the basis of rating, to provide for a consistent approach across the State.

### ***Reform Area 3 | Efficient and Transparent Local Government Representation***

#### *Council representation*

- Amends the Council Representation requirements to have **no more than 12** Council Members (including the Mayor) per council and that this will need to be in place prior to the 2026 elections.
- That all councils to have a directly elected principal member, who will be called the Mayor.

#### *Supplementary elections*

- Supplementary elections will no longer need be held to fill a casual vacancy if the vacancy occurs within twelve months of the next periodic election or general election.
- Allows for the last excluded candidate at the most recent periodic election to be elected, if a vacancy arises within twelve months of that periodic election, and the candidate still meets the relevant eligibility criteria and they formally accept the election within one month. This does not apply to a directly-elected principal member.

#### *Simplified nominations*

- The Electoral Commission of South Australia will be responsible for the nominations process for Council Elections.

### *Increased disclosure by candidates*

- There will be a requirement for candidates to provide more information that is of interest to voters – these requirements will be set in regulations and will include an indication of whether the candidate is a resident of the council area (or ward) in which they have nominated.
- Candidates will also need to include names of any political party of which the candidate is a member or has been a member within the past 12 months.
- Changes to declaration of campaign donations returns and the introduction of a requirement to declare large gifts (anticipated to be \$2,500 or higher) received within a prescribed period - proposed to be 5 days.

### **Reform Area 4 | Simpler Regulation**

#### *Community engagement charter*

- The replacement of current Community Engagement Policy with a sector wide Community Engagement Charter to support a more modern, flexible approach to engagement.
- The Charter will set some minimum standards for more significant council tasks, such as the annual business plan, but will be largely focused on a principles based approach to allow councils to determine the exact activities they will undertake to best engage with their communities.

#### *Information and briefing sessions*

- The replacement of the informal gatherings and discussions section of the Act with a new section for information sessions and briefings which will be less prescriptive than the current requirements.

#### *Internal review of council decisions*

- Provides that a council can decline an Internal Review of a Council decision if the decision was made more than six months prior and that a council may charge a small fee for a request - anticipated to be in the order of \$20.

#### *Community land revocation*

- Establishes 2 categories of Community Land for the purpose of the revocation process. Council will only require the Minister's approval under the revocation process where:
  - the land is owned by the Crown or an agency or instrumentality of the Crown (or adjoins such land);
  - the Council knows, or should reasonably know, that State Government financial assistance was given to the Council to acquire or improve the land;
  - the land is used as a community space, and the Council proposes to sell or dispose of the land.

#### *Simplification of registers*

- The simplification of Council Members' registers of interest into one, simple plain English form, which is then published on the Council website, with the exception of the member's residential address.

### *Simplification of council publications*

- The removal of several provisions scattered throughout the Act that requires Council to publish material on-line. This will be replaced with a single list of all Council documents that must be published online in Schedule 5 of the Act.

### **Providing Feedback**

The Local Government Association (LGA) is seeking feedback from councils in response to the Bill. The LGA released a summary document which has been used as the base for the proposed feedback from the City of West Torrens and is contained in **Attachment 1**. An additional column has been added to the document to allow for the provision of feedback. In some instances, feedback has been included on clauses which the LGA has been silent on.

As is convention, it is proposed that this feedback is also sent directly to both the Office for Local Government and the Minister for Local Government, highlighting the specific concerns of this Council.

### **Climate Impact Considerations**

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

There are no climate change impact considerations relating to this report.

### **Conclusion**

The Local Government Association has requested feedback on the Local Government Reform Bill.

### **Attachments**

#### **1. City of West Torrens Feedback on Local Government Reform**

Amended Section	Tracked Changes/New Clauses	LGA Comments	CWT Comments
<p><b>6 - Principle Role of a Council</b></p>	<p>(b) to <u>make decisions about the</u> <del>provide provisions of and co-ordinate</del> various public services and facilities that will benefit the <u>community in the context of the capacity and willingness of ratepayers to pay for those services and facilities; and</u> <del>and to develop its community and resources in a socially just and ecologically sustainable manner</del></p>	<p>The LGA is seeking clarification on what that means in practice and whether this additional principal creates grounds for council budgetary decisions to be contested.</p>	<p>Although this section may cause future judicial review of decisions, arguably ratepayers show their capacity and willingness to pay for services during the budget process.</p> <p>The section is unclear as to whether this right extends to ratepayers as individuals, and how a ratepayers willingness and capacity would be assessed.</p>
<p><b>7 - Functions of a Council</b></p>	<p>(b) to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area <del>(including general public services or facilities (including electricity, gas and water services; and waste collection, control or disposal services or facilities); health, welfare or community services or facilities; and cultural or recreational services or facilities);</del></p> <p><u>(ba) to determine the appropriate financial contribution to be made by ratepayers to the resources of the council;</u></p>	<p>A number of additions in the 'role' and 'functions' sections tie into later changes relating to rate setting and Ministerial directions. These preliminary sections related to the role and functions of council are considered to be acceptable, but the later sections on rate capping and new Ministerial ability to override council policies are strongly opposed.</p>	<p>This change further solidifies the use of <i>appropriate financial contribution</i>, rather than the mere setting of rates.</p> <p>There is no explanation and clarity around what a resource entails - is it a physical resource, human resource, environmental resource etc.</p>
<p><b>8 - Principles to be observed by a council</b></p>	<p>(ea) seek to collaborate, <del>and</del> form partnerships <u>and share resources</u> with other councils and regional bodies for the purposes of delivering cost-effective services</p>	<p>A number of additions in the 'role' and 'functions' and 'principles' sections tie into later changes relating to rate setting processes</p>	<p>This again ties to the rate capping provisions later in the Act. It is unlikely that there would be a legislative ability to enforce the sharing of resources.</p>

<p><b>11 A - Number of Elected Members</b></p>	<p>(while avoiding cost-shifting among councils), integrated planning, maintaining local representation of communities and facilitating community benefit;</p> <p>...</p> <p>(h) seek to ensure that council resources are used fairly, effectively and <u>efficiently and council services, facilities and programs are provided effectively and efficiently;</u></p> <p>...</p> <p>(ia) seek to balance the <u>provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers;</u></p>	<p>This proposal needs to be tested with member councils before the LGA forms a position. During sector consultation in 2019, most councils preferred to retain their current arrangements. If councils have started a Representation Review under current Act, they can use this process for purpose of this section. This proposal is designed to be a simpler process and respond to feedback from councils that the current Representation Review process is overly complex.</p>	<p>An example of this is the high level of resources sharing that occurred during the 2019/2020 bushfires.</p> <p>The use of the word efficiently is concerning as sometimes plans and programs which the community desires are inefficient in their nature, particularly in the community services space.</p>
	<p>(1) Despite any other provision of this Chapter, a council must not be comprised of more than 12 members.</p> <p>(2) Subsection (1) applies to a council from — (a) in the case of a council that commences a representation review in accordance with section 12 after the commencement of subsection (1) and completes the review before 1 January 2022—polling day for the periodic election next due to be held after the commencement of subsection (1); or</p>		<p>This clause, although expected, may cause issues with the current representation review cycles, particularly for the City of West Torrens.</p> <p>The last two representation reviews have proposed 12 members which has been resoundingly rejected by the community.</p>



	<p><u>(b) in any other case—polling day for the second periodic election due to be held after the commencement of subsection (1).</u></p> <p><u>(3) A reference to completing a review under subsection (2)(a) includes (if relevant) publishing any notice or notices in the Gazette under section 12(15)(b) in relation to the review.</u></p>		
<p><b>12 - Composition of Wards</b></p>	<p>(5) A council must, in order to commence a review, initiate the preparation of a <del>paper report</del>(a representation <del>options paper report</del>) by a person who, in the opinion of the council, is qualified to address the representation and governance issues that may arise with respect to the matters under review.</p> <p>(6) The representation <del>options paper report</del> must</p> <p><u>(a)</u> examine the advantages and disadvantages of the various options that are available to the council under subsection (1) (insofar as the various features of the composition and structure of the council are under review) and, in</p>	<p>If a council has wards, they may still need to conduct a representation review on the optimal number of electors in each ward. The Bill includes transitional provisions that will capture reviews that have already commenced or will commence before the 2022 council elections.</p>	<p>A council is still required to conduct a representation review under section 12(4) of the Act in each prescribed period, despite the assertions of the LGA to the contrary.</p>

	<p>particular (to the extent that may be relevant)—</p> <p><del>(a)</del> <del>if the council is constituted of more than 12 members—</del>examine the question of whether the number of members should be reduced; and</p> <p><del>(ii)</del> if the area of the council is divided into wards—examine the question of whether the division of the area into wards should be abolished,</p> <p><del>(b)</del> <u>set out any proposal that the council considers should be carried into effect under this section; and</u></p> <p><del>(c)</del> <u>in respect of any such proposal—include an analysis of how 15 the proposal relates to the principles under section 26(1)(c) and the matters referred to in section 33 (to the extent that may be relevant); and</u></p> <p><del>(d)</del> <del>and may</del> <u>examine such other relevant issues as the council or the person preparing the paper thinks fit.</u></p>		
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		<p><del>(7) The council must undertake public consultation on the representation report. — (a) by public notice — (i) inform the public of the preparation of the representation options paper; and (ii) invite interested persons to make written submissions to the council on the subject of the review within a period specified by the council (being a period of at least 6 weeks); and (b) publish a copy of the notice in a newspaper circulating within its area.</del></p>	
		<p><del>(8) The council must ensure that copies of the representation options paper are available for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council during the period that applies under subsection (7)(a)(ii).</del></p>	
		<p><del>(8a) The council must, at the conclusion of the public consultation undertaken under subsection (7)(a), prepare a report that — (a) provides information on the public consultation and the council's response to the issues arising from the submissions made as part of that process; and (b) sets</del></p>	

	<p><del>out — (i) any proposal that the council considers should be carried into effect under this section; and (ii) in respect of any such proposal — an analysis of how the proposal relates to the principles under section 26(1)(c) and the matters referred to in section 33 (to the extent that may be relevant); and (c) insofar as a decision of the council is not to adopt any change under consideration as part of the representation options paper or the public consultation process — sets out the reasons for the council's decision. (9) The council must — (a) make copies of its report available for public inspection at the principal office of the council; and (b) by public notice — (i) inform the public of the preparation of the report and its availability; and (ii) invite interested persons to make written submissions to the council on the report within a period specified by the council (being a period of at least 3 weeks); and (c) publish a copy of the notice in a newspaper circulating within its area.</del></p> <p><del>(10) The council must give any person who makes written submissions in response to an</del></p>		
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	<p><del>invitation under subsection (9) an opportunity to appear personally or by representative before the council or a council committee and to be heard on those submissions.</del></p> <p>(11) The council must then finalise its report (including in its report recommendations with respect to such related or ancillary matters as it thinks fit).</p>		
<p><b>44 - Delegations</b></p>	<p><del>(ba) to a joint planning board established under a planning agreement to which the council is a party; or</del></p> <p>...</p> <p><del>(7) A person is entitled to inspect (without charge) the record of delegations under subsection (6) at the principal office of the council during ordinary office hours. (8) A person is entitled, on payment of a fee fixed by the council, to an extract from the record of delegations under subsection (6).</del></p>	<p>Councils retain the ability to make decisions about delegations and the terms and conditions of a delegation. There is no requirement to make a delegation.</p>	<p>A joint planning board could be established in CWT in the coming years i.e. Morphetville Racecourse could do so given the magnitude of the development. We could have innumerable joint planning boards in this area.</p>
<p><b>50 - Public consultation policies</b></p>	<p>The current public consultation policy section has been wholly removed and introduces a Community Engagement Charter for the whole Local Government Sector.</p> <p>The Charter will be drafted by the Minister and Gazetted.</p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>The concept of a state-wide Community Engagement Charter is consistent with the LGA's previous</p>	<p>The City of West Torrens already consults on a more frequent basis than what is required under the Local Government Act, and there is no suggestion that the Charter would restrict any engagement that we should wish to undertake. It would be expected to be</p>

	<p>There will be mandatory and non-mandatory Community Engagement requirements.</p> <p>The LGA will be consulted on the Charter.</p>	<p>local government reform submission.</p> <p>Consolidating consultation arrangements within one statewide charter could lead to savings and efficiencies by reducing duplication and allowing for more targeted and effective consultation to occur.</p> <p>Local government will be consulted on the development of and any variation to the Charter, via a process facilitated by the LGA.</p> <p>To be effective, it is considered that the Charter needs to:</p> <ul style="list-style-type: none"> <li>• Clarify the matters that councils must consult on, but not require councils to consult on minor or uncontroversial decisions; and</li> <li>• Ensure complaints about non-compliance with the Charter are dealt with in an efficient manner through an administrative process.</li> </ul> <p>A large number of sections in the Act relating to specific consultation on specific matters are deleted, as a consequence of new ss 50 and 50A.</p>	<p>comparable if not exactly the same as the PDI charter.</p>
<p><b>50A - Council community engagement policy</b></p>	<p>Each council must have its own policy on how to implement the Community Engagement Charter.</p>		<p>As above, the City of West Torrens has a dedicated community engagement position, and the development of a policy in line with the Charter is supported in line with Council values.</p>

<p><b>54 - Casual Vacancy</b></p>	<p>(1) Subject to this section, the office of a member of a council becomes vacant if the member—</p> <p>...</p> <p><del>(b) fails to submit a return under Division 2 of Part 4 of this Chapter before the expiration of one month from the end of the period allowed under that Division for the submission of the return; or</del></p> <p>...</p> <p>(k) is disqualified from office by a <del>court order</del> <a href="#">an order of a court or SACAT</a> under this Act.</p> <p>...</p> <p><del>(ii) the conclusion of the election falls within 12 months before polling day for —</del></p>	<p>Councils must consult with the community regarding adoption of their Policy or if they want to vary it. This policy must be consistent with the Charter.</p> <p>A failure to comply with a Community Engagement Charter or the council's related community engagement policy still exposes the subsequent council decision to judicial review.</p> <p>This proposal is consistent with the LGA's previous local government reform submission.</p>	<p>This change which allows for more flexibility around the filling of a casual vacancy is in line with the submissions made by the City of West Torrens.</p>
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<p><u>(A) a periodic election; or</u> <u>(B) a general election (other than a periodic election) if the date of that polling day is known at the time of the occurrence of the vacancy.</u></p>	<p>If a council member runs for State Parliament, they are automatically granted a 'leave of absence'. The leave commences at the close of nominations –even if the member/candidate is campaigning earlier. The provision applies to any council office -including council committees and subsidiaries. If a candidate withdraws their nomination, -they are automatically reinstated to their council position. Members will not receive remuneration/allowances during the leave period. In subsection 5, candidates can't use council facilities in this leave period.</p>	<p>This proposal is consistent with the LGA's previous local government reform submission. During previous elections, there have been inconsistent approaches by candidates in relation to standing down from council roles and payment of allowances. These proposed provisions create a level playing field for all council members. It appears that council members can still call themselves 'Mayor' or 'Councillor' during the leave of absence. The LGA will seek feedback from member councils on the optimal wording for this section.</p>	<p>This proposal is consistent with the feedback provided by the City of West Torrens.</p>
<p><b>55A - Elected Members running for parliament</b></p>	<p>(1) The role of the principal member of a council as <u>leader of the council</u> is—  (a) <u>to provide leadership and guidance to the council;</u>  (b) <u>to lead the promotion of positive and constructive working</u></p>	<p>This proposal needs to be tested with member councils before the LGA forms a position. Mayors are not given specific new powers. The proposed section states general principles, setting out what the principal member's leadership role entails.</p>	<p>These inclusions do not give Mayor's any specific new powers, however, they do expand the expectations of Mayor's to act in a more hands on leadership role. It is unclear as to whether any of this would be actionable should Elected Members feel that the Mayor was not filling this role successfully, or what actions the Mayor would be</p>
<p><b>58 - Specific roles of Principle Member</b></p>			



	<p><u>relationships among members of the council; and</u></p> <p><u>(c) to provide guidance to council members on the performance of their role, including on the exercise and performance of their official functions and duties; and</u></p> <p><u>(d) to support council members' understanding of the separation of responsibilities between elected representatives and employees of the council; and</u></p> <p><u>(e) to preside at meetings of the council;</u></p> <p><u>(f) if requested, to provide advice to the chief executive officer between council meetings on the implementation of a decision of the council;</u></p> <p><u>(g) to act as the principal spokesperson of the council;</u></p> <p><u>(h) to exercise other functions of the council as the council determines;</u></p>		<p>able to take to ensure that they are fulfilling this new role.</p>
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<p><b>59 - Role of members of Council</b></p>	<p>(e) to carry out the civic and ceremonial duties of the office of principal member</p> <p>(1) The role of a member of a council is—</p> <p>(a) as a member of the governing body of the council—</p> <p><u>(i) to act with integrity; and</u></p> <p><u>(ii) to ensure positive and constructive working relationships within the council; and</u></p> <p><u>(iii) to recognise and support the role of the principal member under the Act; and</u></p> <p><u>(iv) to develop skills relevant to the role of a member of the council and functions of the council as a body; and</u></p> <p><u>(v) to participate in the deliberations and civic activities of the council;</u></p> <p><u>(vi) to keep the council's objectives and policies under review to ensure that they are appropriate and effective;</u></p>	<p>'Integrity' is not defined and will have a common law definition.</p> <p>The existing Act and Bill contain specific sections about integrity, which are still primarily regulated by ICAC, the OPI and Ombudsman.</p>	<p>The changes to this section are included to more clearly separate out "behavioural" issues with council from other issues which was raised by the LGA and others as an issue previously, however it does not greatly change the community expectations of a council member.</p>
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<p><b>62 General Council Member Duties</b></p>	<p><u>(viiiii)</u> to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review;</p> <p><u>(viiiiv)</u> to ensure, as far as is practicable, that the principles set out in section 8 are observed;</p> <p><u>(ix)</u> to participate in setting and assessing performance standards to be met under the council's contract with the chief executive officer; and</p> <p><u>(x)</u> to serve the overall public interest of the council; and...</p>	<p>This change will clarify council member confidentiality obligations and make it easier to establish that a breach has occurred</p>	<p>This change will close what was received as a "loophole" surrounding documents that weren't explicitly included in a confidential council report (i.e. ancillary documents).</p> <p>Also, the new sections relating to the request of documents from elected members again creates a stronger position for the Chief Executive Officer to manage staff/elected member relationships.</p>
	<p>...</p> <p>(4a) A member or former member of a council must not disclose information or a document <u>-</u></p> <p><u>(a)</u> in relation to which there is an order of a council or council committee in effect under section 90 requiring the information or document to be treated confidentially. <u>Or</u></p> <p><u>(b)</u> that the member or former member knows, or ought to reasonably to know, is information</p>		

	<p><u>or a document that is otherwise required to be treated confidentially.</u></p> <p>..</p> <p><u>(4c) A member of a council must not direct or seek to influence an employee of the council in the exercise or performance of a power or function delegated to the employee.</u></p> <p><u>(4d) Without limiting subsection (4c), a member of a council must not request an employee of a council—</u></p> <p><u>(a) to provide information or a document; or</u></p> <p><u>(b) to take action or perform work, except in accordance with the requirements of the chief executive officer of the council.</u></p> <p><u>(4e) A member of a council must comply with any requirements prescribed by the regulations relating to the conduct of members that are expressed to be integrity provisions.</u></p>		
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<p><b>68 - Council Member Register of Interests</b></p>	<p>(1a) If a council member fails to return their Register after a defined period (in most cases 12 months) the member will be suspended.</p> <p>(1b) If a member is suspended under this section, so are their member allowances.</p> <p>(3a) If the member subsequently submits a return, to the satisfaction of the CEO, the CEO will publish a notice on website to this effect.</p> <p>(3a)(b) The suspension is revoked upon publication of this notice.</p> <p>(3b) If the failure to submit a return continues, the CEO may refer to SACAT</p>	<p>Consultation with member councils in 2019 showed support for clear consequences for a breach of this requirement.</p> <p>The proposed clause gives council CEOs a role in imposing consequences, including exercising a degree of discretion (ie determining whether the return is satisfactory).</p> <p>The LGA will seek feedback from member councils on the optimal wording for this section.</p>	<p>Although the City of West Torrens supported consequences for a breach of the requirements of this section, giving the Chief Executive Officer a role in imposing those requirements is not supported as it unduly changes the balance in Chief Executive Officer/Elected Member relationships.</p>
<p><b>70 - Inspection of a Register</b></p>	<p>The Register will now no longer publish the home address of a councillor.</p> <p>Additional information can be suppressed for personal safety.</p>	<p>This proposal is consistent with the LGA's previous local government reform submission.</p>	<p>This proposal is consistent with the feedback provided by the City of West Torrens.</p>
<p><b>72A - Register of gifts and benefits</b></p>	<p>The minister will set the threshold amount for council members. The requirements under this section are otherwise the same, however, have been moved from the Regulations into the Act.</p>	<p>This proposal is consistent with the LGA's previous local government reform submission.</p>	<p>This proposal is consistent with the feedback provided by the City of West Torrens.</p>
<p><b>Subdivision 4 - Conflicts of Interest</b></p>	<p>The three categories of Conflict of Interest are reduced to two:</p>	<p>The new sections are simpler and less confusing. They should allow</p>	<p>Although the LGA have raised three points where they require</p>

	<p>‘General Conflicts of Interest’ and ‘Material Conflicts of Interest’.</p> <p>A member of a council will not be regarded as having a conflict of interest in a matter if the interest is held in common with a ‘substantial proportion’ of the ratepayers, electors or residents of the council area (if that interest is equal) .</p> <p>Onus is on the council member to declare/decide whether they have a conflict. Failure to declare a conflict can result in penalties.</p>	<p>greater council member participation in decision making where there is no actual conflict, or the conflict can be managed appropriately. Areas where further clarification is required include:</p> <ul style="list-style-type: none"> <li>● circumstances where the council has nominated an elected member to the board of another legal entity,</li> <li>● mechanisms for abstaining; and</li> <li>● the ‘substantial proportion’ test.</li> </ul>	<p>clarification, clause 75A specifically includes the test for substantial proportion 75A(1)(a) <i>(if the interest is held in common with a substantial proportion of the ratepayers, electors or residents of the council area and does not exceed the interest held by the other ratepayers, electors or residents);</i></p> <p>Also an exclusion for where an elected member has been appointed to a board (75A(2)(e) <i>(a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a council.)</i>)</p> <p>The methods for abstaining from a vote are contained in 75B and 75C.</p>
<p><b>75E - Behavioural standards</b></p>	<p>The Minister may publish and vary ‘Member Behaviour Standards’. These Standards are not set out in the Bill. They apply State-wide. The Minister must consult the LGA first. Minister’s decision will be published in the Government Gazette.</p>	<p>There will continue to be multiple (but slightly different) sources of rules that govern member behaviour.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>● the Act,</li> <li>● in these proposed ‘Member Behaviour Standards’; and</li> </ul>	<p>This inclusion is further to the issue of separating integrity matters from behavioural matters for council. Although it provides another source of requirements for Elected Members, the specific separation of behavioural matters was supported in the initial City of West Torrens Feedback.</p>

		<p>● in the ‘Council Behavioural Support Policies’ (see s75F).</p> <p>This could be confusing and it will be important for the LGA to provide support and guidance. These standards will be reviewable by Parliament, which provides a level of oversight of the decisions made by a Minister.</p>	
<p><b>75F Council Behavioural Support Policies</b></p>	<p>Council may implement their own policies on how to support “appropriate behaviour by members of the council”.</p> <p>These can’t be inconsistent with the Behavioural Standards. Council must review these within 6 months of general elections. Council must consult the public on these. Council members must comply with their CBSPs</p>	<p>Sector feedback indicated that dedicated meetings (usually just after elections), where councillors deliberated and then agreed on behavioural standards, led to strong improvements in meeting culture.</p> <p>The Bill will enable each council to address these issues and to approve their own policy. Members may face sanctions for a breach of a CBSP.</p> <p>he Council itself can impose limited sanctions (see s262C). A breach of the CBSP could constitute ‘misbehaviour’ (s262E), could be referred to the new Behavioural Standards Panel and could result in more serious sanctions or penalties.</p>	<p>Although the expected behavioural standards were supported by the initial feedback from the City of West Torrens, this section is optional, to be reviewed after each periodic election, which should be supported as an optimal middle ground to be taken up by those councils who need to utilise it.</p>
<p><b>75G Council member health and safety obligations</b></p>	<p>Council members are not ‘workers’ for the purpose of the WHS Act. But they will now have specific WH&amp;S obligations. Council members must</p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p>	<p>This section has been proposed again to close what is perceived to be a legal "loophole" with respect to the WHS Act. Although the City of</p>

<p>not adversely affect the health and safety of other members of council or employees. Could include a direction that a member of a council not attend a meeting of the council. Council members must follow the reasonable directions of a responsible person (usually the CEO) in this respect.</p>	<p>The CEO will have clear powers to put in place arrangements to ensure employee safety. This could include, for example implementing administrative arrangements to limit contact between council members or between a council member and an employee.</p> <p>The LGA has sought advice from Norman Waterhouse Lawyers to clarify the proposed role of CEOs in administering this provision. Where appropriate in the circumstances, provision for alternative participation in a council or committees should be considered</p>	<p>West Torrens supported the idea of this proposal, the additional powers afforded to the Chief Executive Officer could have unintended consequences.</p>
<p><b>80-Member Allowances</b></p>	<p>Removed the requirement to consult with the LGA on arrangements for "reasonable expenses".</p>	<p>Clarification surrounding what "reasonable costs" actually entails is vital in these circumstances as the LGA passes on all costs to Councils.</p>
<p>South Australian councils are currently members of the LGA and the enjoy the numerous savings and benefits that result from their membership. However, provisions need to be made that enable an equitable proportion of the costs to</p>	<p>The requirement of the Remuneration Tribunal to consult with the LGA and reach agreement on arrangements has been deleted. Clarification is required regarding "reasonable costs" to ensure there are appropriate limits on the cost to councils (via the LGA). 100% of</p>	<p>South Australian councils are currently members of the LGA and the enjoy the numerous savings and benefits that result from their membership. However, provisions need to be made that enable an equitable proportion of the costs to</p>



<p><b>80A - Training and Development</b></p>	<p>'LGA Training Standards' will still be specified in the Regs. Each council must still adopt their own policy for conduct and completion of training and development by their members.</p> <p>If a council member has not completed the training, the CEO must suspend the council member unless the council member satisfies the CEO that good reasons exist. (See s262 for referral to Behavioural Standards Panel and penalties. )</p>	<p>be recovered from a council that may withdraw or be expelled from the LGA in the future.</p> <p>The LGA submission recommended that there be approved candidate training and candidates must indicate whether they have completed the approved candidate training, when nominating for council elections.</p> <p>At present, the State Government does not intend to include these in the (yet to be drafted) Regulations. Feedback from members is required about the proposed role for council CEOs in enforcing compliance with the training standards.</p>	<p>The continuation of the compulsory training and development policy is supported, particularly the inclusion that <i>"a training and development policy of a council may make different provision according to different members of the council"</i>.</p> <p>This allows the policy to be exhaustive, but also to address different skill and experience levels across elected members.</p> <p>Again, there is an increased power of the Chief Executive Officer to apply sanctions against an elected member (including suspensions) for not complying with training requirements. Although this again changes the balance between Elected Members and the Chief Executive Officer, it could be supported providing there was significant consultation with Elected Members on the proposed policy.</p>	<p>Importantly with this section, a relevant interim intervention order is one where <i>the person protected by the order is another member, or an employee, of the council.</i></p>
<p><b>80B Suspension of Council Member</b></p>	<p><a href="#">(1) If a member of a council is subject to a relevant interim intervention order, the chief executive officer of the council may, if the chief executive officer</a></p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p>		

	<p><u>considers it appropriate to do so, suspend the member from the office of member of the council.</u></p> <p><u>(2) A member of a council suspended under subsection (1) is entitled to an allowance under section 76 during the period of suspension.</u></p> <p><u>(3) The chief executive officer of a council—</u></p> <p><u>(a) must revoke a suspension under subsection (1) if the relevant interim intervention order is revoked; and</u></p> <p><u>(b) may revoke a suspension under subsection (1) if the chief executive officer considers it appropriate to do so.</u></p> <p><u>(4) If a member of a council is subject to a relevant final intervention order, the member is suspended from the office of member of the council.</u></p> <p><u>(5) Despite any other Act or law, or any determination of the Remuneration Tribunal, a member of a council suspended under subsection (4) is not entitled to an</u></p>	<p>The LGA has sought advice from Norman Waterhouse Lawyers to clarify the proposed role of CEOs in administering this provision.</p> <p>Feedback from members is required about the proposed role for council CEOs.</p>	<p>In those circumstances, these powers of the Chief Executive Officer are reasonable to reflect the requirements under the WHS Act.</p>
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	<p><u>allowance under section 76 during the period of suspension.</u></p> <p><u>(6) The chief executive officer of a council must, as soon as is reasonably practicable after becoming aware that a member of the council is subject to a relevant final intervention order, notify the member of the suspension under subsection (4).</u></p> <p><u>(7) If a relevant final intervention order is revoked, the suspension under subsection (4) relating to the relevant final intervention order is revoked.</u></p> <p><u>(8) If a member of a council is suspended under subsection (4) for a continuous period of more than the prescribed period, the chief executive officer of the council may apply to SACAT for an order disqualifying the member from the office of member of the council under this Act.</u></p> <p><u>(9) If a member is disqualified under subsection (8), the disqualification extends to all other offices held in the member's capacity as a member</u></p>		
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	<p><u>of the council or by virtue of being a member of the council.</u></p> <p><u>(10) In this section — final intervention order means a final intervention order (within the meaning of section 3(1) of the Intervention Orders (Prevention of Abuse) Act 2009) or a domestic violence order (other than an interim DVO) that is a recognised DVO under Part 3A of that Act;</u></p> <p><u>interim intervention order means an interim intervention order (within the meaning of section 3(1) of the Intervention Orders (Prevention of Abuse) Act 2009) or an interim DVO that is a recognised DVO under Part 3A of that Act; relevant final intervention order—a final intervention order to which a member of a council is subject is a relevant final intervention order if a person protected by the order is another member, or an employee, of the council; relevant interim intervention order—an interim intervention order to which a member of a council is subject is a relevant interim intervention order if a person protected by the order is another member, or an employee, of the council.</u></p>	
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<p><b>86 - Procedure at meetings</b></p>	<p><u>(6a) A member of a council must not, while at a meeting—</u></p> <p><u>(a) behave in an improper or disorderly manner; or</u></p> <p><u>(b) cause an interruption or interrupt another member who is speaking.</u></p> <p><u>(6b) If a member contravenes or fails to comply with subsection (6a), the presiding member may, in accordance with the regulations, direct that the member be excluded from the meeting room (including any area set aside for the public) such that the member cannot view or hear any discussion at the meeting, and remain out of the meeting room for a period (not exceeding 15 minutes) determined by the presiding member.</u></p> <p><u>(6c) A member excluded from a meeting under subsection (6b) must comply with the direction and any requirements of the regulations in relation to the exclusion.</u></p> <p><u>(6d) A matter must not be put to a vote at a meeting of a council while</u></p>	<p>No comment from LGA</p>	<p>This is an increased power of the Mayor, and could have an unintended consequence as being used as a delay tactic for meetings as no vote can be undertaken whilst a member is excluded.</p> <p>The exception to this rule is that a council may make a decision to censure an excluded member (including a suspension) should that be provided for in the regulations. It is difficult to provide feedback on this section without further information on the regulations.</p>
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	<p><a href="#">a member is excluded under subsection (6b).</a></p> <p><a href="#">(6e) Nothing in subsections (6a) to (6d) prevents the regulations from prescribing procedures authorising a council to resolve to censure a member of the council or exclude or suspend a member from a meeting in accordance with the regulations.</a></p>	<p>New exemption, allowing councils to discuss potential award recipients in confidence.</p>	<p><b>90(3)(o) Meetings held in public</b></p>
<p>This change is consistent with the feedback provided by the City of West Torrens.</p>	<p>This is a minor but welcome amendment.</p> <p>This will allow the names of award-winners to not enter the public domain until the award is presented.</p>	<p>The current provisions are confusing and unintentionally broad. These new sessions will enable councils to more easily discuss and better understand their business, but will also retain the expectation that these sessions cannot be used to obtain, or effectively obtain, decisions that should be made in a public council meeting.</p>	<p><b>90A - Information and briefing sessions</b></p>
<p>Although the City of West Torrens did not have the same issues with informal gatherings as other parts of the sector, these changes are in line with the responses given in the initial feedback.</p>	<p>Almost all of the reporting consultation provisions are removed from the Act and will be replaced by a schedule.</p>	<p>This amendment removes the clauses related to informal gatherings under section 90(8) - (8e) and replaces it with <i>Information or briefing sessions</i> under section 90A.</p> <p>The rules have been simplified, particularly with respect to smaller gatherings and confidentiality orders.</p> <p>(1) A council must prepare and adopt a code of practice relating to the principles, policies, procedures and practices that the council will apply for the purposes of the operation of Parts 3 and 4.</p>	<p><b>92 - Access to meetings and documents</b></p>
<p>This clause simplifies current processes and brings it into line with other new requirements across the Act.</p>			

	<p>(2) A council must, within 12 months after the conclusion of each periodic election, review the operation of its code of practice under this section.</p> <p>(3) A council may at any time alter its code of practice, or substitute a new code of practice.</p> <p>(4) A code of practice must include any mandatory provision prescribed by the regulations.</p> <p><del>(5) Before a council adopts, alters or substitutes a code of practice under this section it must—</del></p> <p><del>(a) make copies of the proposed code, alterations or substitute code (as the case may be) available for inspection or purchase at the council's principal office and available for inspection on a website determined by the chief executive officer; and</del></p> <p><del>(b) follow the relevant steps set out in its public consultation policy;</del></p> <p><del>(6) A person is entitled to inspect (without charge) the code of practice of a council at the principal</del></p>	<p>Similarly, the Bill also removes requirements to have documents available to the public (online or in office) e.g. sections 77, 79, 105, 252, 259.</p>	
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<p><b>97(3a) - Terminate a CEO</b></p>	<p><del>office of the council during ordinary office hours.</del></p> <p><del>(7) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.</del></p> <p><del>(5) Before a council adopts, alters or substitutes a code of practice under this section it must undertake public consultation on the proposed code, alterations or substitute code (as the case may be).</del></p> <p><del>(3a) Before terminating the appointment of a chief executive officer on a ground referred to in subsection (1)(a)(iv) or (v) or (1)(b), a council must have regard to advice from a qualified independent person.</del></p>	<p>The detail of this proposal needs to be tested with member councils before the LGA forms a position. Council must consider the advice but is not bound by it. This provision only applies to some of the grounds for termination. There is no requirement to obtain this advice if the CEO is 'guilty of an offence', etc.</p>	<p>The specific reasons for termination by which a Council must receive advice are:</p> <p>" has, for any other reason, failed to carry out duties of the office satisfactorily or to any performance standards specified by the council or in any contract relating to his or her appointment; "</p> <p>Or</p> <p>" has breached in any other manner any contract relating to his or her appointment; or"</p> <p>" (b) on a ground or in circumstances specified in any</p>
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<p><b>98 - Appointment procedures</b></p>	<p>-removes the requirement to place advertisement in a newspaper; And the following insertion: <u>(4a) The council must ensure that either or both of the following applies to the process for appointing a chief executive officer under this section:</u> <u>(a) the council appoints at least 1 person who is not a member or employee of the council to the selection panel;</u> <u>(b) before making the appointment to the office of chief executive</u></p>	<p>Councils will typically engage a suitably qualified and experienced third party to assist with CEO recruitment. The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p>contract relating to his or her appointment"  This inclusion is clearly reduce the number of unfair dismissal claims made against Councils, as these three grounds of dismissals are far more vague/subjective than the others (being guilty of misconduct/convicted of an offence/becoming bankrupt).  Although this was not specifically supported by the City of West Torrens, it is a logical inclusion.  This is legislating to the actions already undertaken by most councils in these situations.</p>
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		<p>officer, the council obtains and considers independent advice on the assessment of applications and recommendations on the appointment under subsection (4) (and that advice may include recommendations to the council on the appointment).</p>	
<p><b>99 - Role of Chief Executive Officer</b></p>	<p>The section clarifies a role that most council CEOs perform already.</p>	<p><b>New insertions:</b></p> <p>(ia) to ensure that effective policies, systems and procedures are established and maintained for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks;</p> <p>(ib) to report annually to the relevant audit and risk committee on the council's internal audit processes;</p>	<p>This is something that is already undertaken successfully at the City of West Torrens.</p>
<p><b>99A - Remuneration of the Chief Executive Officer</b></p>	<p>The proposed provisions are modelled on the Western Australia legislative scheme are were broadly supported by councils and the LGA in previous local government reform submissions.</p> <p>Clarification is required about how additional allowances (such as mobile phone, travel/fuel for country CEOs etc) will be</p>	<p><b>New Clause:</b></p> <p>(1) Subject to this section, the remuneration of the chief executive officer of a council will be determined by the council.</p> <p>(2) The Remuneration Tribunal will determine (from time to time) the minimum and maximum remuneration that may be paid or</p>	<p>Importantly, the remuneration of the Chief Executive Officer is still determined by the Council, however the Remuneration Tribunal will "from time to time" determine the minimum and maximum payment bands.</p> <p>Council is required to ensure that the Chief Executive Officer's remuneration is within those bands.</p>

	<p><u>provided to chief executive officers of councils.</u></p> <p><u>(3) In making a determination under subsection (2), the Remuneration Tribunal must have regard to any matter prescribed by the regulations.</u></p> <p><u>(4) A determination under subsection (2) —</u></p> <p><u>(a) may differ based on any factor including, for example, the geographical location of a council or group of councils (such that different minimum and maximum remuneration may be paid or provided to chief executive officers from different councils); and</u></p> <p><u>(b) may provide for minimum and maximum remuneration that may be paid or provided to chief executive officers to be indexed in accordance with the determination.</u></p> <p><u>(5) The regulations —</u></p> <p><u>(a) may make further provision in relation to a determination of the Remuneration Tribunal for the purposes of this section; and</u></p>	<p>considered/determined by the Tribunal.</p> <p>The Bill allows for a determination to be made 'from time to time'. Greater certainty should be provided about the minimum / maximum frequency of determinations, particularly as the cost of this process will be borne by councils (via the LGA).</p> <p>100% of South Australian councils are currently members of the LGA. However, provisions need to be made that enable an equitable proportion of the costs to be recovered from a council that may withdraw or be expelled from the LGA in the future.</p>	<p>The tribunal is not able to make a determination retroactively, however, there are no "grandfathering" clauses for current Chief Executive Officers.</p>
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			<p><u>(b) may modify the application of section 10 of the Remuneration Act 1990 in relation to a determination under this section.</u></p> <p><u>(6) Sections 17 and 19 of the Remuneration Act 1990 do not apply in relation to a determination under this section.</u></p> <p><u>(7) A reference in the Remuneration Act 1990 to determining remuneration payable in respect of an office will, for the purposes of this section, be taken to include a reference to determining the minimum and maximum remuneration payable in respect of the office.</u></p> <p><u>(8) Despite any other Act or law, the reasonable costs of the Remuneration Tribunal in making a determination under this section are to be paid by the LGA under an arrangement determined by the Minister from time to time after consultation with the President of the LGA and the President of the Tribunal.</u></p>
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<p><b>102A - Chief Executive Officer - performance review</b></p>	<p><u>(9) A council must ensure that the remuneration of its chief executive officer is within the relevant minimum and maximum remuneration.</u></p> <p><u>(1) A council must review the performance of its chief executive officer —</u></p> <p><u>(a) at least once in each year that the chief executive officer holds office as chief executive officer; and</u></p> <p><u>(b) if relevant, before reappointment of the chief executive officer.</u></p> <p><u>(2) The council must obtain and consider the advice of a qualified independent person on a review under subsection (1).</u></p> <p><u>(3) In this section — qualified independent person means a person who is—</u></p> <p><u>(a) not a member or employee of the council; and</u></p> <p><u>(b) determined by the council to have appropriate qualifications or experience in human resource management.</u></p>	<p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p>The City of West Torrens currently manages all Chief Executive Officer performance reviews internally, and does not support this amendment to the requirements.</p>
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<p><b>109 - General duty and compliance</b></p>	<p><b>Insertion of:</b></p> <p><u>(3) An employee of a council must comply with the integrity provisions relating to employees.</u></p> <p><u>(4) Contravention of, or failure to comply with, an integrity provision by an employee of a council constitutes a ground for suspending, dismissing or taking other disciplinary action against the employee.</u></p>	<p>No comment from LGA.</p>	<p>This replaces the former section 110 Code of conduct for employees which had been reduced to being merely requirements for the gift and benefit register.</p> <p>This is supported as it brings the legislative requirements of employees in line to those of Elected Members. Along with section 119A.</p>
<p><b>110A - Duty to protect confidential information</b></p>	<p><del>(1) An employee or former employee of a council must not disclose information or a document in relation to which there is an order of a council or council committee in effect under section 90 requiring the information or document to be treated confidentially. Maximum penalty: \$10,000 or 2 years imprisonment.</del></p> <p><u>(1) An employee or former employee of a council must not disclose information or a document—</u></p> <p><u>(a) in relation to which there is an order of a council or council committee in effect under section 90 requiring the information or</u></p>	<p>This is consistent with the clarification for council members' confidentiality obligations.</p>	<p>Again, this brings the requirements of employees in line to those of elected members and is supported.</p>

	<p>document to be treated confidentially; or</p> <p><u>(b) that the employee or former employee knows, or ought reasonably to know, is information or a document that is otherwise required to be treated confidentially. Maximum penalty: \$15 000 or 2 years imprisonment</u></p> <p>(2) Nothing in subsection (1) prohibits the disclosure of information or a document where the disclosure is required or authorised by law.</p>		
<p><b>119A - Register of gifts and benefits</b></p>	<p>This section inserts the information that was previously remaining in the employee code of conduct.</p>	<p>The aim is for consistency in these arrangements, for employees and council members.</p>	<p>Again, this brings the requirements of employees in line to those of elected members and is supported.</p>
<p><b>120 - Conflict of Interest</b></p>	<p>Adds in requirements surrounding family companies and family trusts for employees.</p>	<p>No comment from LGA</p>	<p>Again, this brings the requirements of employees in line to those of elected members and is supported.</p>
<p><b>120A - Behavioural standards</b></p>	<p>New clause for employees:</p> <p><u>(1) A council may prepare and adopt standards (the employee behavioural standards) that —</u></p> <p><u>(a) specify standards of behaviour to be observed by employees of councils; and</u></p>	<p>While the council will adopt the overall policy, the CEO otherwise remains in charge of employee matters. The LGA will consult with member councils and with the relevant trade unions</p>	<p>This legislates existing internal documents for staff behavioural standards. The current standards for employees must be provided to the union bodies for consultation purposes. This clause is overall supported.</p>

	<p><u>(b) provide for any other matter relating to behaviour of employees of councils.</u></p> <p><u>(2) An employee of a council must comply with the council's employee behavioural standards.</u></p> <p><u>(3) Contravention of or failure to comply with the council's employee behavioural standards constitutes a ground for suspending, dismissing or taking other disciplinary action against the employee.</u></p> <p><u>(4) A council may from time to time alter its employee behavioural standards, or substitute new employee behavioural standards.</u></p> <p><u>(5) Before a council—</u></p> <p><u>(a) adopts employee behavioural standards; or</u></p> <p><u>(b) alters, or substitutes, its employee behavioural standards, the council must consult with any registered industrial association that represents the interests of employees of councils on the employee behavioural standards,</u></p>		
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<p><b>122 - Strategic Management Plans</b></p>	<p><u>alteration or substituted standards (as the case may be).</u></p> <p><u>(6) A council must, within 6 months after the conclusion of each periodic election —</u></p> <p><u>(a) in the case of a council that has employee behavioural standards in effect under this section—review the operation of the employee behavioural standards; or</u></p> <p><u>(b) in any other case—consider whether it should adopt employee behavioural standards.</u></p> <p><u>(1a) A council must, in conjunction with the plans required under subsection</u></p> <p><u>(1), develop and adopt—</u></p> <p><del><u>(a) a long-term financial plan for a period of at least 10 years; and that</u></del>  <u>relates to a period of at least 10 years and includes a funding plan that—</u></p> <p><u>(i) outlines the council's approach to funding services and infrastructure of the council; and</u></p>	<p>The LGA acknowledges the significant work that almost all councils have undertaken in developing their LTFPs and is comfortable with this codification of existing practice. Note that the Consultation Charter arrangements:</p> <ul style="list-style-type: none"> <li>• will require councils to consult with their communities on their LTFPs; and</li> <li>• are likely to require councils to undertake further consultation before changes are made to the LTFP.</li> </ul>	<p>This is a codification of existing practice by the City of West Torrens and is supported.</p>
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	<p><a href="#">(ii) sets out the council's projected total revenue for the period to which the long-term financial plan relates; and</a></p> <p><a href="#">(iii) outlines the intended sources of that total revenue (such as revenue from rates, grants and other fees and charges); and</a></p>	
<p><b>123 - Annual Business Plan</b></p>	<p><b>Summary of changes to ABP:</b></p> <ul style="list-style-type: none"> <li>-A statement on the proposed change in total revenue from general rates for the financial year and if ABP sets out a growth component in relation to general rates it may only relate to growth in the no of rateable properties and must not relate to the growth in the value of rateable properties.</li> <li>-an explanation of how the proposed change is consistent with the council's LTFP.</li> <li>-A summary of other reasons for the proposed change.</li> <li>-Details of impact of the proposed change on average rates for each land use category.</li> </ul>	<p>This section would impose a series of expensive and unwarranted new requirements on councils in drafting and adopting their Annual Business Plan and Budget. This proposal introduces another layer of bureaucracy and gives a significant role to an unelected body that has no relationship with or accountability to the local community. This process will place councils in a continuous cycle of administrative planning and reporting that will detract from the councils' role in providing local services and facilities that benefit the local community. The timeframes outlined in this section are unrealistic and unworkable. A council will be required to adopt a draft Annual Business Plan and Budget in December – 6 months prior to the commencement of the</p>
		<p>This form of "rate capping" will significantly increase the administrative work surrounding preparation of a budget, and will drastically change timelines for budget preparation.</p> <p>Budgets and proposed rates will need to be prepared at set less than 6 months into a financial year.</p> <p>Although these "rate capping" measures are less draconic than some of the other previous proposals before parliament, this proposal carries a huge administrative cost, and reduces the ability for councils to react in an "agile" manner in situations (such as COVID).</p> <p>Had this section of the legislation been in force this year, the rates for</p>

<p>-The advice received from the 'Designated Authority' (which looks like being the Essential Services Commission of SA); and</p> <p>- The council's response to the advice which must set out whether the proposed change in total revenue from general rates is consistent with the advice and if not the reasons for the inconsistency.</p> <p>(3a) The DRAFT ABP must be provided to the Designated Authority by 31 Dec in the FY preceding and must include:</p> <p>- The proposed change in total revenue from general rates.</p> <p>- The council's view of the impact of the change.</p> <p>- Information about consideration given by council to alternatives to the proposed change including total revenue resulting from such alternative measures.</p> <p>(d) information as to how the proposal is consistent with the Council's LTFP.</p>	<p>new financial year. This provides limited flexibility to respond quickly and effectively to changing economic and social circumstances, such as those we have experienced in 2020 during the Covid-19 public health emergency. In 2019, the South Australian Productivity Commission undertook an Inquiry into Local Government Costs and Efficiency. The Inquiry found that SA councils are achieving high levels of efficiency and did not make any recommendations that are consistent with the rate capping proposals contained within the Bill. The Commission did, however, find that regulatory compliance costs and the expansion of mandated responsibilities under state legislation have created additional cost pressures for councils. This Bill introduces a range of new compliance requirements that will need to be funded by councils. The costs of this process are likely to be significant. A 'Designated Authority' (likely to be ESCOSA) will need to undertake an individual assessment of every councils plans and budget, every year. As a reference, the Essential Services Commission in Victoria spent \$2 million in 2018/19</p>	<p>this year would have been set in December 2019, and it would have been even more difficult to respond to COVID-19 in a way that supports ratepayers.</p>
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	<p>administering its local government regulatory role. Every extra dollar that is needed to fund new reporting requirements in an extra dollar that needs to be paid by ratepayers, or one less dollar that is invested in local services and facilities. This proposal is inconsistent with the LGA's longstanding policy position to oppose rate capping in any form.</p>	
<p>-Any other matter set out in the in Regs. The Designated Authority must provide its advice back to the council by 31 March of each year. The Designated Authority must have regard to: - information provided by, AND any matter directed by the Minister; and -Any other matter considered relevant by the Designated Authority.</p>	<p>This is a potentially significant power and has the potential for the State government to significantly encroach on the decision-making of local representatives.  The scope of the section extends to any policy, procedure, etc. The section could be used to effectively take away almost all council discretion and undermines the role of local government as an independent, democratic sphere of government.</p>	<p>This section adds a further standard to policies and procedures that relate to internal control.  The additional sections specifically relate to risk management policies, systems and procedures.  The assertion of the LGA that this clause would be used to diminish the power of elected representatives would need to be supported with drastic internal control provisions under the regulations.</p>
<p><b>125 - Internal Control Polices</b></p>	<p>New Section: <u>(2) A council must ensure that the policies, practices and procedures of internal control under subsection (1) comply with any standards or other document relating to internal control prescribed by the regulations.</u>  <u>(3) A council must ensure that appropriate policies, systems and procedures relating to risk management are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, inform appropriate decision making.</u></p>	

<p><b>125A - Internal Audit Function</b></p>	<p><u>facilitate appropriate prioritisation of finite resources and promote appropriate mitigation of strategic, financial and operational risks relevant to the council.</u></p>	<p><b>New Clause:</b></p> <p><u>(1) The chief executive officer of a council that has an internal audit function must, before appointing a person to be primarily responsible for the internal audit function, or assigning such responsibility to an employee of the council, consult with the relevant audit and risk committee on the appointment or assignment of responsibility.</u></p> <p><u>(2) Despite any other law or instrument to the contrary, the person primarily responsible for the internal audit function —</u></p> <p><u>(a) must ensure that any reports they prepare relating to the internal audit function are provided directly to the audit and risk committee; and</u></p> <p><u>(b) may report any matters relating to the internal audit function directly to the audit and risk committee.</u></p>	<p>No comment from LGA</p>	<p>This clause increases the responsibility of the audit and risk committee via an internal auditor who reports directly to the audit and risk committee. This, along with section 126 (see below) again changes the power dynamic, moving it away from the elected body.</p>
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<p><b>126 - Audit Committee</b></p> <p><u>(a1) This section applies to a council that has not established a regional audit and risk committee under section 126A.</u></p> <p><u>(1) A council to which this section applies must have an audit and risk committee.</u></p> <p><u>(1a) The purpose of an audit and risk committee established by a council is to provide independent assurance and advice to the council on accounting, financial management, internal controls, risk management and governance matters.</u></p> <p><del>(2) The membership of an audit committee—(a) may include persons who are not members of the council; and (b) may not include an employee of the council (although an employee may attend a meeting of the committee if appropriate); and (c) may include, or be comprised of, members of an audit committee for another council; and (d) must otherwise be determined in accordance with the requirements of the regulations</del></p>	<p>The LGA's previous local government reform submission provided broad support for an expanded role for council Audit Committees. will seek advice on these details from the sector.</p> <p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p>Although there may have been broad support across the sector for increased powers of the audit committee - this was not something supported by the City of West Torrens.</p> <p>As with the previous section, these new inclusions increases the relationship with any internal audit function.</p> <p>The new expanded responsibilities also include reviewing and evaluating the effectiveness of policies, systems and procedures relating to risk. This section operates directly with section 125 relating to the internal controls, but also any policy or procedures relating to section 48(1) of the act (being prudential matters).</p> <p>This is a huge increase in oversight and management that has been shifted away from the elected body.</p> <p>The committee is merely required to report to the council on the work that the committee has done, they are not answerable in any manner.</p>
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	<p><u>(2) The following provisions apply to the membership of a council audit and risk committee:</u></p> <p><u>(a) the majority of the members of the committee must be persons who are not members of any council;</u></p> <p><u>(b) the members of the committee (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;</u></p> <p><u>(c) the membership of the committee —</u></p> <p><u>(i) may not include an employee of the council (although an employee may attend a meeting of the committee if appropriate); and</u></p> <p><u>(ii) may include, or be comprised of, members of another council audit and risk committee or a regional audit and risk committee; and</u></p>		
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	<p><u>(iii) must otherwise be determined in accordance with the requirements of the regulations</u></p> <p>(4) The functions of an audit committee include—</p> <p>(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and</p> <p><del>(ab)</del> proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and</p> <p><u>(c) monitoring the responsiveness of the council to recommendations for improvement based on previous audits and risk assessments, including those raised by a council's auditor; and</u></p> <p><del>(ade)</del> proposing, and reviewing, the exercise of powers under section 130A; and</p> <p><del>(be)</del> liaising with the council's auditor <u>in accordance with any requirements prescribed by the regulations; and</u></p>		
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	<p><u>(f)</u> reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis; <u>and:</u></p> <p><u>(g) =</u></p> <p><u>(i) if the council has an internal audit function =</u></p> <p><u>(A) providing oversight of planning and scoping of the internal audit work plan; and</u></p> <p><u>(B) reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis; or</u></p> <p><u>(ii) if the council does not have an internal audit function, reviewing and commenting on an annual report provided by the chief executive officer in relation to the policies and processes adopted by the council to evaluate and improve the effectiveness of its internal control practices and procedures; and</u></p>		
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			<p><u>(h) reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis; and</u></p> <p><u>(i) reviewing any report obtained by the council under section 48(1); and</u></p> <p><u>(j) performing any other function determined by the council or prescribed by the regulations.</u></p> <p><u>(5) There must be at least 1 meeting of a council audit and risk committee in each quarter.</u></p> <p><u>(6) Subject to this Act, the procedure to be observed at a meeting of a council audit and risk committee will be—</u></p> <p><u>(a) as prescribed by regulation; or</u></p> <p><u>(b) insofar as the procedure is not prescribed by regulation—as determined by the committee.</u></p> <p><u>(7) Without limiting subsection (6)(a), regulations under that subsection may provide for</u></p>		
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	<p>circumstances in which the public may be excluded from attendance at a meeting of a council audit and risk committee.</p> <p><u>(8) A council audit and risk committee must —</u></p> <p><u>(a) provide a report to the council after each meeting summarising the work of the committee during the period preceding the meeting and the outcomes of the meeting; and</u></p> <p><u>(b) provide an annual report to the council on the work of the committee during the period to which the report relates.</u></p> <p><u>(9) A council must ensure that the annual report of its audit and risk committee is included in its annual report.</u></p>	
<p><b>128 - Audit</b></p>	<p>Councils must use a different audit firm at least every 5 years. Then a council must wait five years before re-engaging that same auditor.</p>	<p>Unlike the Corporations Act, councils can't just change the particular auditor within the same firm.</p>
<p><b>129 - Conduct of Audit</b></p>	<p>New Section: <u>(1a) If the Auditor-General undertakes an audit under the</u></p>	<p>Note that the Auditor-General also has new powers to conduct a 'review' which is not a full audit but might be, for example, an</p>
		<p>This is a stricter requirement than previously, and puts a higher burden on Council's than any other organisation under the <i>Corporations Act 2001</i>.</p> <p>These changes give the Auditor-General more flexibility on how they interact with council, which should</p>

	<p><u>Public Finance and Audit Act 1987 of both) of a council referred to in subsection (1) for a financial year—</u></p> <p><u>(a) the auditor of the council is not required to undertake an audit of, provide an opinion or advice on, or report to the Minister on, those statements or controls (or both) (as the case requires) under this section; and</u></p> <p><u>(b) the Auditor-General may recover reasonable costs incurred in relation to undertaking the audit as a debt due from the council.</u></p>	<p>investigation into a particular aspect of a council's affairs. The broad powers that are already available to the Auditor General to review or audit a council's financial management are further justification that the additional, expensive rates oversight processes outlined in the Bill are unnecessary and unwarranted.</p>	<p>in theory reduce costs for Councils where their oversight is required.</p>
<p><b>131A - Provision of information to the Minister</b></p>	<p><u>(1) A council must provide to the Minister, at the time or times, and in the manner and form, determined by the Minister—</u></p> <p><u>(a) the material (including the specific reports on the matters) specified in Schedule 4 (as amended from time to time by regulation); and</u></p> <p><u>(b) any other information, or class of information, specified by the Minister.</u></p>	<p>No comment from LGA</p>	<p>This is further oversight and power from the Minister.</p> <p>This provision effectively allows for a Minister to request any document from a Council and then further publish it as they see fit.</p> <p>It is a broad sweeping section and a new power which has the potential to be misused.</p>

	<p><a href="#">(2) The Minister may publish information provided by a council under this section.</a></p> <p>Delete council power to use 'site value' as a means of rating. All councils will use 'capital value' method.</p>	<p>The OLG advise that currently only 8 councils use site value. This will mean state-wide consistency for ratepayers, but the detail of this proposal needs to be tested with member councils before the LGA forms a position.</p> <p>The specific requirements to give the public notice of the declaration of rates will be set out in the Community Engagement Charter.</p>	<p>This is not a method of rating currently used by the City of West Torrens.</p> <p>Without seeing the specifics of the Community Engagement Charter, it is hard to know the effect of this clause, however, the removal of the requirement to Gazette the notices will save costs.</p> <p>The clause is clear and concise with respect to the powers of Council to revoke a classification without appeal to the Minister.</p> <p>Ministerial approval is now only required where:</p> <ul style="list-style-type: none"> <li>-the land is owned by the Crown or an agency or instrumentality of the Crown (or adjoins such land)</li> <li>-the council knows, or should reasonably know, that State Government financial assistance was</li> </ul>
<p><b>151 - Basis of rating</b></p>		<p>Changes the requirements of gazetting and publishing in a newspaper a declaration of rates to simply "giving public notice"</p>	
<p><b>170- Notice of declaration of rates</b></p>	<p>Simplification of current unwieldy process to revoke community lands. Cases where the Minister will be required to make the decision is clarified.</p> <p>More situations where councils can make the decision to revoke uncontroversial community land (eg unmade roads). Does not apply to Adelaide Parklands.</p>	<p>On an initial review of this proposed clause the LGA is not convinced that the drafting achieves the policy intention. With assistance from Norman Waterhouse Lawyers, we hope to clarify this and ensure the Minister is not required to approve minor or uncontroversial applications.</p>	
<p><b>194- Revocation of Community Land</b></p>			

			<p>given to the council to acquire or improve the land</p> <p>-the land is used as a community space, and the council proposes to sell or dispose of the land.</p> <p>Even considering the concerns of the LGA, this is still a less onerous clause than the previous one. Councils are still required to undertake public consultation should they wish to make a decision without Ministerial Approval</p> <p>This proposal is in line with the feedback initially provided by the City of West Torrens and removes the onerous requirements under section 224 of the Act.</p>
<b>222 - Mobile Food Vendors</b>	Removal of automatic granting of permits to mobile food vendors (food trucks).	Mobile food vending business will now be treated like any other business seeking a council permit. This is consistent with ongoing submissions from the sector and LGA advocacy	
<b>249 - Passing by-laws</b>	Simplifies the public circulation requirements as with other sections which will be covered in the Community Engagement Counter	No comment from LGA	This is a simplified process, as with the others that relate to publishing in gazettes and newspapers.
<b>Chapter 13 - Part A1 - Member Behaviour</b> <b>262A - Complaints</b>	<p><u>(1) A person may make a complaint under this Division alleging that a member of a council has contravened or failed to comply with Chapter 5 Part 4 Division 2.</u></p> <p><u>(2) A complaint to a council under this Division must be made in</u></p>	Council has initial obligation to deal with council member behavioural issues, according to their own 'Code'. This is consistent with previous LGA local government reform submissions.	This section allows for council to set their own processes for dealing with complaints, which is in line with the feedback provided by the City of West Torrens

	<p><u>accordance with, and contain any information required by, the council's behavioural management policy.</u></p> <p><u>(3) Subject to this Division, a council must deal with a complaint under this Division in accordance with the council's behavioural management policy (and a reference to dealing with a complaint includes a reference to refusing to deal with a complaint or determining to take no further action on a complaint).</u></p>		
<p><b>262B - Behavioural management policy</b></p>	<p>This provision specifies that each Council must adopt a Behavioural Management Policy</p>	<p>No comment from LGA</p>	<p>This clause again will assist councils in the operation of this new part by making it clear as to what are behavioural issues and how they should be dealt with.</p>
<p><b>262C- Action (Member Behaviour)</b></p>	<p>Council has powers to insert consequences/ penalties into their policy for breaches of their Council policy. Councils may:</p> <ul style="list-style-type: none"> <li>(a)-censure</li> <li>(b)-Require a public apology. -</li> <li>(c) Require the councillor to undertake a specified course of training or instruction.</li> <li>(d) remove or suspend the member from 1 or more offices held by the member In dealing with these, council must proceed with as little as possible formality and</li> </ul>	<p>Most of these changes are welcome. Legal advice, mediation and other options can be used, if a council elects. Based on the consultation with the sector in 2019, there may be some concern if a majority of council members have a power to suspend a council member, even after a formal process had been completed. The LGA will seek feedback from member councils on the detail of this proposal.</p>	<p>The power to suspend a council member is a dramatic increase on the powers currently to deal with behavioural matters.</p> <p>A suspension of a member may occur after the conclusion of an investigation of a complaint by a simple motion of Council.</p> <p>Interestingly this section does not require a council to be bound by the rules of evidence.</p>

	<p>technicality The clause has been designed in an attempt to enable councils to operate without requiring lawyers. Councils are not bound by the rules of evidence but must provide procedural fairness Council can refuse to deal with a matter because it is frivolous, vexatious, trivial. Council can also decide to take a matter no further.</p>	
<p><b>262D - Reasons</b></p>	<p>If a council refuses to deal with a complaint or determines to take no further action, then the council must provide written reasons.</p>	<p>This is a new administrative step that, ideally, will be part of an overall scheme that is faster and less expensive than currently operating.</p> <p>This provision, although an additional step, makes sense to be included with the other requirements under these sections.</p>
<p><b>262E Behaviour Panel</b></p>	<p>Misbehaviour means:                  A failure by a member of council to comply with a requirement under 262C(1) (ie the council determination about the complaint)                  -Failure to comply with a council behaviour management policy. A failure to comply with an agreement reached following mediation, conciliation arbitration, dispute resolution process (ie a councillor has agreed and re-negged).                  Repeated misbehaviour.                  Misbehaviour, repeated behaviour and serious misbehaviour are defined. 'Serious misbehaviour'</p>	<p>Classifying these levels of poor behaviour will enable the new Behaviour Panel to issue guidelines on likely penalties. The proposal will give the Panel power to define bullying and harassment, for the purposes of the Local Government Act.</p> <p>This clarification of misbehaviour is important given the increased penalties and censures available under the new sections</p>



<p><b>S262F Panel</b></p>	<p>means bullying or harassment of another member or employee of council.</p> <p><u>(1) The Behavioural Standards Panel is established. (2) The Panel— (a) is a body corporate; and (b) has perpetual succession and a common seal; and (c) is capable of suing and being sued in its corporate name; and (d) has all the powers of a natural person that are capable of being exercised by a body corporate and, in particular, has all the powers necessary or expedient for, or incidental to, the performance of its functions. (3) The Panel consists of the following members appointed by the Governor— (a) a member nominated jointly by the Minister and the LGA to be the presiding member of the Panel; and (b) a member nominated by the Minister; and (c) a member nominated by the LGA. (4) A member or employee of a council cannot be appointed as a member of the Panel. (5) The Minister and the LGA must, when nominating persons for appointment as members of the Panel, seek to ensure that, as far as is practicable, the members of the Panel collectively have qualifications, knowledge, expertise</u></p>	<p>This proposal is consistent with the LGA's previous local government reform submissions.</p>	<p>Although supported by the LGA, the additional layer of oversight bodies are a cost that will be passed back down to Councils. With the addition of new behavioural codes, this panel may be unnecessary and burdensome for councils.</p>
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	<p><u>and experience in the following areas: (a) local government or public administration; (b) law; (c) administrative or disciplinary investigation; (d) dispute resolution, conflict management, human resource management or organisational psychology.</u></p>	
<p><b>262J - Remuneration and expenses</b>  <b>262J - Staff</b>  <b>262L - Validity of acts of Panel</b>  <b>262M - Costs</b></p>	<p>The members of the Panel are entitled to such fees, allowances and expenses as the Governor may approve.</p>	<p>Early estimates (based on Local Government Grants Commission Model) indicate costs will be \$300-350K for all three Panel Members (and including an Executive Officer and one administrative person).</p> <p>It is proposed that the LGA pay these fixed costs with councils paying on a fee for service basis when their matters come before the Panel. The LGA seeks feedback on whether the sector is prepared to fund the proposed model.</p>
<p><b>262N- Functions</b></p>	<p><u>(1) The primary function of the Panel is to assess and deal with complaints referred to the Panel under Subdivision 3.</u></p> <p><u>(2) In addition, the Panel may—</u></p> <p><u>(a) publish guidelines for councils, members of councils and the community relating to the behavioural standards, behavioural</u></p>	<p>The LGA will seek further details on the funding model. At present, the LGA would pay extra, if the Minister assigned the Panel additional functions. This appears to present an openended financial commitment.</p> <p>There is a danger that the State Government could use LGA to take on extra regulatory roles (cost</p>
		<p>As above, the funding model can become expensive for councils as an additional layer of red tape, where it is difficult to ascertain the value of a panel established purely to manage behavioural issues.</p> <p>This again carries the same issues as above with a potentially large financial commitment from Councils via the LGA required for little practical benefit.</p>

	<p><u>management policies, behavioural support policies and other matters relating to behaviour of members; and (b) publish model behavioural management policies and behavioural support policies; and</u></p> <p><u>(c) publish practice directions relating to practices and procedures in respect of matters before the Panel; and</u></p> <p><u>(d) perform other functions conferred on the Panel by or under this or any other Act.</u></p>	<p>shifting). Extra LGA and sector funding needs to be by agreement.</p>	
<p><b>262Q - Referral</b></p>	<p><u>(1) A complaint alleging misbehaviour, repeated misbehaviour or serious misbehaviour by a member of a council may be referred to the Panel by—</u></p> <p><u>(a) resolution of the council; or</u></p> <p><u>(b) the principal member of the council; or</u></p> <p><u>(c) at least 3 members of the council; or</u></p> <p><u>(d) the Minister.</u></p>	<p>Council policies should have processes to deal with complaints from the public, council staff and council members. However, appeals do not need to be treated consistently. This clause needs to distinguish members of the public complaining about council member behaviour (already dealt with by s273 with appeals to Ombudsman) and complaints from staff and council members. The public already have the ability to complain about council member behaviour. There is no need (and have been no calls) for an additional grievance process for members of the public. Council staff and members should</p>	<p>With Councils being required to pay for this panel on a "per use" basis - it seems unreasonable for the panel to receive matters from "any person dissatisfied with a council decision".</p> <p>This could turn into a highly expensive and punitive process.</p>

	<p><u>(2) A person who is dissatisfied with a council's decision in relation to a complaint made by the person under Division 1 (including a decision of the council to refuse to deal with, or to take no further action in relation to, the complaint) may refer the subject matter of the complaint to the Panel.</u></p>	<p>have access to the Panel where internal council processes have not been successful. This is the specific problem that the Panel is established to solve.</p>	
<p><b>262S - Assessment</b></p>	<p><u>(1) The Panel may refuse to deal with a complaint referred to the Panel under this Subdivision or, having commenced dealing with a complaint, determine to take no further action on it if the Panel is satisfied—</u></p> <p><u>(a) that the subject matter of the complaint is trivial; or</u></p> <p><u>(b) that the complaint is frivolous or vexatious or is not made in good faith; or</u></p> <p><u>(c) that the complainant or the person on whose behalf the complaint was made does not have a sufficient personal interest in the matter raised in the complaint; or</u></p> <p><u>(d) that, having regard to all the circumstances of the case, it is unnecessary or unjustifiable for the</u></p>	<p>Council will often conduct an initial investigation. While the Panel should be a fast and low-cost forum, it may need to (but should not be required to) conduct its own investigation</p>	<p>This is a necessary clause for the expeditious operation of this panel should it be required.</p>

	<p><u>Panel to deal with or continue to deal with the complaint; or</u></p> <p><u>(e) that the subject matter of the complaint has been or is already being assessed or investigated, whether by the Panel or another person or body (but disregarding any dealing with the complaint by the relevant council following which the matter was referred to the Panel); or</u></p> <p><u>(f) that the council has dealt with the complaint adequately; or</u></p> <p><u>(g) that it is otherwise in the public interest to refuse to deal with, or determine to take no further action on, the complaint.</u></p> <p><u>(2) If a complaint is made and the Panel refuses to deal with, or determines to take no further action on, the complaint, the Panel must inform the person or body that referred the complaint to the Panel under this Subdivision of that decision and of the reasons for it.</u></p> <p><u>(3) The Panel may refer a complaint referred to it under this Subdivision to the relevant council if the Panel</u></p>		
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<p><b>262W - Powers of the Behavioural Panel</b></p>	<p><u>considers that the complaint does not allege misbehaviour, repeated misbehaviour or serious misbehaviour by a member of a council.</u></p>	<p>The LGA queries why the Panel refers censures back to councils and doesn't have the power to censure, itself.</p>	<p>The panel becomes an expensive body that is unable to censure without deferring back to the Council itself. The Panel can direct a council to lodge a complaint with SACAT but they can't defer matters themselves.</p> <p>These penalties are not hugely disparate from those of the Council itself.</p>
<p><b>262W - Powers of the Behavioural Panel</b></p>	<p><u>(1) The Panel or an investigator conducting an inquiry under this Division may, in connection with the inquiry—</u></p> <p><u>(a) by summons signed by the Panel or investigator (as the case requires), require a person's attendance; and</u></p> <p><u>(b) require a person to answer, orally or in writing, questions to the best of their knowledge, information and belief; and</u></p> <p><u>(c) require a person to verify an answer under paragraph (b) by declaration; and</u></p> <p><u>(d) require a council or person to produce any relevant documents or other records; and</u></p> <p><u>(e) retain documents or other records produced under paragraph (d) for reasonable periods and make copies of them or their contents; and</u></p>		

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(f) call for or receive submissions or representations.

(2) Subject to subsection (3), a person or council must not refuse or fail to comply with a requirement under subsection (1). Maximum penalty: \$10 000.

(3) A person is not obliged to comply with a requirement under subsection (1) if to do so might incriminate the person of an offence, and a person or a council is not required to provide information under subsection (1) that is privileged on the ground of legal professional privilege.

(4) In the exercise or performance of a power or function under this Subdivision, the Panel— (a) must proceed with as little formality and technicality and with as much expedition as the requirements of this or any other Act and a proper consideration of the matter permit; and (b) is not bound by rules of evidence but may inform itself of any matter in any manner that the Panel considers appropriate.

<p><b>262Y - Referral of complaint to OPI</b></p>	<p><u>(1) If a council or the Panel reasonably suspects that a complaint before the council or Panel (as the case may be) under this Part relates to conduct that involves corruption in public administration within the meaning of the Independent Commissioner Against Corruption Act 2012 —</u></p> <p><u>(a) the council or Panel (as the case requires) must refer the complaint to the Office for Public Integrity to be dealt with under that Act; and</u></p> <p><u>(b) consideration of the complaint under this Act is postponed until the Independent Commissioner Against Corruption notifies the council or Panel (as the case requires) that the Commissioner considers it appropriate that consideration of the complaint under this Act continue.</u></p> <p><u>(2) The Independent Commissioner Against Corruption must give the council or Panel the notification referred to in subsection (1)(b) as soon as practicable after conducting the assessment required under section 23 of the Independent Commissioner Against Corruption</u></p>	<p>Clarification is required regarding where appeals from Panel go, where there is not corruption.</p>	<p>The LGA comment shows a misinterpretation of the operation of section 262W and 262Y together.</p> <p>Where there is no issue of corruption or integrity, the panel may use its powers under 262W. Where there is they must refer under 262Y.</p>
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<p><b>273 - Action on report</b></p>	<p><u>Act 2012 unless the matter is assessed as raising a potential issue of corruption in public administration that could be the subject of a prosecution.</u></p> <p>(1) The Minister may, on the basis of—</p> <p>(a) information provided by the Independent Commissioner Against Corruption; or</p> <p>(b) a report of the Auditor-General (under this or another Act); or</p> <p>(c) a report of the Ombudsman (under this or another Act), <u>or</u></p> <p><u>(d) a report of the designated authority under section 123; or</u></p> <p><u>(e) a report of the Small Business Commissioner under section 225B;</u></p> <p><u>or</u></p> <p><u>(f) a report of the Behavioural Standards Panel under section 262W; or</u></p> <p><u>(g) a report of a person who held an appointment as administrator of a defaulting council under this section provided to the Minister on, or</u></p>	<p>This is the clause that gives the Minister broad powers to direct a council on matters arising out of these bodies.</p>	<p>This section greatly increases the power of the Minister to make decisions relating to the actions of Council. This is not in line with the feedback provided by the City of West Torrens, who were more supportive of a system that allows for robust internal investigation.</p>
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		<u>within 6 months after, the cessation of the period of administration of the council.</u>	

### 17.3 Appointment of a new Council Assessment Panel

#### Brief

This report advises of the proposed recruitment process to appoint a new Council Assessment Panel for a two-year term from 1 January 2021 to 31 December 2022, including the appointment of an elected member.

#### RECOMMENDATION(S)

It is recommended to Council that:

1. Cr Graham Nitschke be appointed as the Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the *Planning, Development and Infrastructure Act 2016*, for a two (2) year period from 1 January 2021 to 31 December 2022.
2. Cr Jassmine Wood be appointed as the Deputy Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the *Planning, Development and Infrastructure Act 2016*, for a two (2) year period from 1 January 2021 to 31 December 2022.
3. It approves the proposed recruitment and selection process for the appointment of five independent members, including the Presiding Member and a deputy member, to the Council Assessment Panel (CAP) for a two-year term from 1 January 2021 to 31 December 2022.
4. A Selection Panel be established to make a recommendation to Council for the appointment of independent members to the CAP, to consist of the following representatives being:
  - Cr/s .....
  - Mr Angelo Catinari, GM Urban Services
  - Ms Hannah Bateman, Manager City Development & Assessment Manager
  - Ms Rachel Knuckey, Team Leader Planning
5. A report be presented to the Council recommending the appointment of the independent members to the CAP in December 2020.

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#### Introduction

Pursuant to the *Planning, Development and Infrastructure Act 2016* (PDI Act), Council is required to establish a Council Assessment Panel (CAP) that consists of up to four independent members (including the Presiding Member) and an elected member.

Council may also decide to appoint a deputy independent member and a deputy elected member to serve on the CAP in the event of an independent or elected member apology. Council has successfully adopted this approach since April 2018.

The terms of appointment of the current CAP members expire on 31 December 2020.

#### Discussion

##### Appointment of Elected Member

Previously, Council has appointed the Elected Member at the same time as the Independent Members, however it is proposed that Council may choose to make these appointments now to allow the elected member to be part of the independent member recruitment process.

With regard to the appointment of Elected Members to CAP, Council at its meeting held 5 February 2019 when considering the appointment of Cr Jassmine Wood as a Member of CAP took account of the following comment in the Agenda report:

*"This swap of roles is on the understanding that for the period from 1 January 2021 to 31 December 2022, Council will appoint Cr Graham Nitschke as Council member and Cr Jasmine Wood as deputy Council member of the Council Assessment Panel (CAP). This understanding is on the basis that by legislation, Council can only appoint persons to the Council Assessment Panel for a two year period so at the conclusion of the current two year term in December 2020, Council will need to appoint persons, both independent members and the Council member, for the next two year term concluding December 2022."*

The appointment of a deputy council member, while not required by the legislation, is considered to be a productive and prudent measure to ensure that all meetings of the CAP have a quorum.

The Council Member of CAP is not required to be an Accredited Professional under the PDI Act.

### Appointment of Independent Members

In order to commence preparation for the appointment of the CAP membership for the next two-year term (2021-2022), Council may invite expressions of interest for independent members prior to the expiration of the current membership. Accordingly, approval is now sought to commence the recruitment process for four independent members, including a Presiding Member, and one deputy independent member, to the CAP.

Alternatively, Council may choose to reappoint the current Independent Members of the Council Assessment Panel for a further two-year period. All independent members of the current CAP are eligible for re-appointment.

The appointment of a deputy independent member, while not required by the legislation, is considered to be a productive and prudent measure to ensure that all meetings of the CAP have a quorum.

The State Government has introduced an Accredited Professional Scheme that will require each Independent CAP member to be registered as an Accredited Professional - Planning Level 2. These requirements will take effect for Independent CAP members from the commencement of the Phase 3 Planning Reforms scheduled in late 2020.

### Anticipated Timeframes for Selection and Appointment

The following process and timelines for the recruitment, selection and appointment of independent members to the CAP is proposed, which is in line with previous CAP recruitment processes.

<b>August 2020</b>	<ul style="list-style-type: none"> <li>• Appointment of selection panel</li> </ul>
<b>September 2020</b>	<ul style="list-style-type: none"> <li>• Call for expressions of interest via:               <ul style="list-style-type: none"> <li>○ notice on Seek website</li> <li>○ notice in the Planning Institute of Australia (SA) job bulletin</li> <li>○ notice on Council's website</li> <li>○ Council's social media</li> </ul> </li> </ul>
<b>October/November 2020</b>	<ul style="list-style-type: none"> <li>• Selection panel to:               <ul style="list-style-type: none"> <li>○ review expressions of interest</li> <li>○ short-list candidates</li> <li>○ interview short-listed candidates</li> <li>○ determine preferred candidates for consideration by Council</li> </ul> </li> </ul>

<b>December 2020</b>	<ul style="list-style-type: none"> <li>• Report to be provided to Council recommending appointment to the CAP of: <ul style="list-style-type: none"> <li>○ the Presiding Member</li> <li>○ three independent members</li> <li>○ one deputy independent member</li> </ul> </li> <li>• Notification to successful/unsuccessful candidates</li> </ul>
<b>January 2021</b>	<ul style="list-style-type: none"> <li>• Induction of successful candidates to be completed</li> <li>• Commencement of the new CAP</li> </ul>

### Terms of Reference and Allowances

The CAP Terms of Reference and member allowances are typically set by the Council at the same time as appointment of CAP membership. A report will be presented to the Council in December 2020 addressing these matters together with the recommendations of the Selection Panel for the independent members.

### **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 Council Assessment Panel assess new development proposed in the City of West Torrens area against the West Torrens (Council) Development Plan in accordance with the *Development Act 1993* and in the future the *Planning Development and Infrastructure Act 2019*. The Council Assessment Panel are able to consider the mitigation of climate change impacts in their decision making to the extent it is contemplated in the statutory planning policy.

### **Conclusion**

The appointment of a new Council Assessment Panel comprising an elected representative and four independent members, one of whom will be the Presiding Member, is a legislative requirement.

It is anticipated that the proposed recruitment process will identify suitably qualified and competent professional persons to be considered for appointment as independent members to the CAP by the new Council.

### **Attachments**

**Nil**

## 17.4 Proposed Road Closure - Weaver Avenue, Richmond

### Brief

This report updates Elected Members following the necessary public consultation process in regard to the proposed closure of the northern most portion of Weaver Avenue (adjacent to, and south of, the Keswick Creek "drain"), Richmond.

### RECOMMENDATION

It is recommended to Council that:

#### EITHER

1. Having considered the objections and applications received during the public consultation period and the submissions provided at its meeting of 4 August 2020 the Council determines to not proceed with the closure of the northern extent of Weaver Avenue (north of Craig Street), Richmond and that the Surveyor-General and affected parties be advised of this decision in writing.

#### OR

- 1(a) The Council advise the Surveyor-General that it has provided an opportunity for person(s) who have made an objection or application to make submissions in support of their objections or applications at its meeting of 4 August 2020 regarding the proposed closure of the northern extent of Weaver Avenue (north of Craig Street), Richmond and subsequently considered the matters raised. Following such consideration the Council resolve to proceed with closure of the road, and;
  - (b) The land subject to the road closure be sold and the proceeds used for a beneficial community purpose(s).
  - (c) The land be excluded from the classification of Community Land upon conversion of it from open to closed road.
  - (d) SA Power Networks (SAPN) be advised that Council wishes SAPN to relocate its infrastructure from the land upon which it sits at the northern end of Weaver Avenue and that necessary funding (of approximately \$55,000 plus GST) be provided by Council to facilitate this removal. The funding be "reimbursed"/credited following sale of the land.
  - (e) A further report be provided to Council following the receipt of advice from the Surveyor-General, prior to any further action being taken by the Administration in regard to this matter.

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### Introduction

Re-elected Members will be aware that this matter has been ongoing for some time. For the benefit of current Elected Members a brief precis of the history and actions to date is presented below.

At its meeting of 16 February 2016 Council considered a report regarding the potential closure of Portions of the road at the intersection of Packard Street and Allchurch Avenue, North Plympton. During discussion in relation to this matter the Council requested that the Administration consider the feasibility of closure (and potential subsequent sale) of other portions of road/land generally, and more particularly two sections of road abutting Craig Street, Cowandilla. This section of road is one of those.

On 17 January 2017 the Council considered a further report regarding the two parcels abutting Craig Street. In regard to the northern extent of Weaver Avenue, the Council was advised that whilst there may be a need to remove the SA Power Networks infrastructure on the eastern side of the road (and the need for Council to incur expenditure to facilitate this) consideration could be given to commence the road closure process for this section of road.

Subsequent investigation indicated that the other parcel - the northern extent of Chambers Avenue - had already been the subject of a road closure process some considerable time earlier and was now closed road.

The report further suggested that any funds which may arise from the sale of the northern extent of Weaver Avenue could be utilised to provide budget funding to permit the development of a landscape treatment plan for the northern extension of Chambers Avenue (at which point a pedestrian bridge provides a linkage over the channel to the Cowandilla Primary School) and/or other beneficial community purposes.

The Council resolved to proceed in accordance with the Administration's recommendations.

As a result of further investigations into the section of Weaver Avenue associated with the road closure process it was determined that the road (at that time) was designated private road. Accordingly, and prior to commencing actions to close the road, it became necessary to declare it to be "public" road (in accordance with the relevant provisions of the Local Government Act). This process occurred and Council resolved to open the road at its meeting of 4 September 2018. The relevant notice was published in the Government Gazette of 4 October 2018. Advice regarding this publication was provided to the Surveyor-General in November 2018 and the road was subsequently declared open.

Following the opening of the road, the road closure process was able to commence.

That process initially involved engagement of a surveyor to prepare a preliminary plan, identification of persons affected, placement of a notice in the Gazette and correspondence to the identified impacted parties detailing the nature of the proposal.

The portion of the road proposed to be closed is indicated as "A" in the attached preliminary plan (**Attachment 1**). An allotment with a southern frontage of approximately 15m, depth of approximately 43m and an area of 645m<sup>2</sup> could potentially be created as a result of this process.

## Discussion

The Roads (Opening and Closing) Act requires Council to undertake public consultation in relation to any road that it seeks to close (or open). Further, the Act requires that:

- *should any person make an objection or application in relation to the proposed road process, the Council must notify that person in writing of a time and place at which the Council will meet to consider all such objections and applications; and*
- *A person who has made an objection or application in relation to the proposed road process may, personally or by a representative, attend at the meeting held by the Council to consider the objections and applications, or at an adjournment of that meeting, and make submissions in support of his or her objection or application.*

Please also note that the decision as to whether or not the road should remain open or be closed rests with the Surveyor-General.

Public consultation for the proposed road closure of the northern portion of Weaver Avenue, Richmond commenced on 25 July 2019 and concluded at close of business on 23 August 2019.

The proposed closure was notified (as is required) in the Government Gazette of 25 July 2019 and letters were sent to all potentially impacted parties (adjoining property owners and utility providers) on 25 July 2019. In addition to this, copies of the relevant documentation were placed in the Hamra Library and Civic Centre, and information regarding the proposal was provided on Council's website.

Three submissions were received during the consultation period.

- The adjoining owner of the residential allotment on the eastern side of the road (Westside Housing Association), and the resident who currently resides in that property (Meri & Vahid Naku), lodged objections regarding the proposal (**Attachments 2 and 3**).
- SA Power Networks provided a submission in regard to the stobie pole and associated infrastructure which lies on the eastern side of the land (**Attachment 4**).
- A response was also received from the owners of the property (James and Desley Tilbrook) on the western side of the road (at 23 Craig Street) following closure of the public consultation period (**Attachment 6**).

Whilst this latter submission was received after the close of the consultation period, the Surveyor-General has requested that it be considered as a valid objection.

The grounds of the objection that were provided by the Westside Housing Association are as follows (the Administration's comments are in plain (non-bold) text following each matter):

**1. The sale of this section of Weaver Avenue would very likely reduce the value of our site as 19 Craig Street would no longer be a corner allotment with dual frontages to Craig Street and Weaver Avenue**

At question is whether the removal of the existing dual access available to the property would impact the value or development potential of the land. In circumstances where there is a formed road on the "side" of the property, removal of access is likely to exercise a negative impact on property value. The lack of a formed road, and the unlikelihood of Council creating a formed road, introduces a significantly greater degree of uncertainty regarding any detriment which may arise as a result of the proposed road closure.

The objector's property is located within the Residential Zone (Policy Area 20.)

The current Development Plan for this Zone/Policy Area (and the property's location - which lies within 400 metres of the centre zone on the north-eastern corner of Sir Donald Bradman Drive and Brooker Terrace) stipulates that any land division must create allotments with a minimum frontage of 9 metres and a minimum area of 300m<sup>2</sup>, other than where the land division is combined with an application for dwellings or follows an approval for dwellings on the site.

Given the above, the property could theoretically be subdivided (subject to Council consent) and two (detached, semi-detached or group) dwellings could be constructed upon it.

However, advice received from Council's planning section indicates that planning consent/development approval for any proposed division of the allotment would not be granted where the division was created by bisecting the existing allotment:

- In a north-south orientation - as the minimum frontage requirement would not be met; or
- In an east-west orientation - as Weaver Avenue is an unmade road.

Thus, division of the allotment would appear to only be theoretically possible.



The Administration acknowledges that there is likely to be a decrease in utility to the tenant/property owner which would arise following the closure of the road, however makes reference to the comments which address ground 2 of the objector's submission (below).

It is therefore suggested that any development potential inherent in the property at 19 Craig Street would not be impacted as a result of the proposed closure of the road. Further, whilst there will be a diminution of utility to the tenant (and/or property owner) arising as a result of the (proposed) road closure, for the reasons stated below in addressing ground 2 of the objector's submission, any reduction in the value of the property cannot be attributed to the future inability to access the carport(/veranda) at the rear of the property.

- 2. 19 Craig Street has a narrow driveway off Craig Street. Considerable expense has been occurred (sic) in good faith to establish a double car port at the rear with access of (sic) Weaver Avenue across the proposed sale area. Should access no longer be available or be restricted it would greatly affect our tenants access to their property**

The development application which sought approval to construct a carport at the rear of 19 Craig Street was lodged by the current resident (and objector The Naku's) in November 2010. Westside Housing Association provided an email statement with the development application which was lodged by Mr Naku indicating that it "has no objections to Mr Naku the tenant applying for Council consent to erect an approved carport/shelter at 19 Craig Street Richmond." At all relevant times Westside Housing Association has been the landowner of the property at 19 Craig Street, Richmond and at the time of lodgement of the application Westside was aware that the function of the structure may change, or that it may be used as other than a carport, at some point in time (i.e. vehicular access to it would not be required).

During consideration of the application the Administration sought further information and/or clarification from the applicant. In response to the information requested the applicant advised that:

*"I would like to state that we are able to access the carport at the end of the house...through our driveway. We can easily go through the driveway (at the front of the house), through our backyard and access the carport at the end of the house"; and*

*"We would like to confirm that we are happy to have temporary access to our carport from Weaver Avenue on the condition that the carport would become a verandah at the end of the time specified by the Council."*

When development approval for the structure was subsequently granted it contained (amongst others) the following condition:

- "4. This consent shall only subsist until such time as the unformed section of Weaver Avenue immediately adjacent the subject site is converted for use for residential purposes.*

*At this time the carport will revert for use as verandah only."*

On this basis it is evident that the resident was at all times aware that at some point in the future the road was likely to be closed and at, or shortly after, that time likely to be used for residential purposes. Given this information, it would appear that this ground of objection does not require further consideration.

Further, as there is existing driveway access from Craig Street to the property there is no requirement for the grant of an easement of necessity (to enable access from the northern extent of Weaver Avenue (north of Craig Street). Further, Council has not granted rights of access over the land nor has there been any legally acquired.

**3. We understand this section of Weaver Avenue proposed for closure and sale is subject to flooding (as advised by Council planning officer via telephone) and we are concerned on the potential impacts to our property as a result of any future development.**

Comment has been sought from, and provided by, Council's City Assets section in regard to this matter (and is reproduced hereunder).

The minimum finished floor level (FFL) of a new development outside a flood zone, is required to be 350mm above the adjacent street highest water table.

The three properties (19, 23 and the northern extent of Weaver Avenue in between) are within the 'up to 100mm' area of flood effect from Keswick and Brown Hill Creek flood plain mapping as nominated in Council's Development Plan.

The physical flood depth within these properties is approximately 100mm (at worst case scenario) and making allowance for the necessary freeboard (200mm) over and above the flood level, the minimum FFLs for the proposed development, to protect from flood inundation, would need to be in the vicinity of 300mm above the existing natural site levels within the footprint of the development or 350mm above adjacent street highest water table, whichever the greater.

It is common that the latter requirement (which is also the FFL requirement outside a flood zone) has a greater value within an 'up to 100mm' flood area.

It should be noted that when tidying up the site (i.e. any new proposed development of the northern extent of Weaver Avenue), the site level should be maintained at the existing level to minimise flood impact on neighbouring properties.

The grounds provided by the resident who currently resides in the property on the eastern side of the road (and has done so for some 9 or 10 years) are as follows (again the Administration's comments are provided in non-bold text):

**Since our move in, there has been a driveway and a car gate at the Northwest corner of the house. We have used this area to park our cars. Also, this driveway contained an old shed too.**

**Moreover, the western fence of the house which is next to Weaver Avenue has a side gate entry into the backyard of our property.**

**The closure of this road would impact our family severely. We have 3 adult children and they use the driveway at the Northwest corner of the house to park their vehicles and leave their work gear.**

**If Weaver Avenue is closed, then we cannot access anymore the driveway that we have been using and accessing since we moved into this property.**

As indicated above, the current (tenant) resident of the property at 19 Craig Street has been aware (since the lodgement of their application in November 2010 seeking development approval to construct a new carport at the rear, and in the north-western corner of the property) that this section of Weaver Avenue may at some point in time be unavailable for their use.

Further, and again as indicated above, the resident tenant has previously stated (in April 2011) that:

*"We would like to confirm that we are happy to have temporary access to our carport from Weaver Avenue on the condition that the carport would become a verandah at the end of the time specified by the Council".*

On these bases it is difficult to support the resident's request for the grant of an easement over the land (should the road be closed).

Further, the Roads (Opening and Closing) Act prescribes that:

*"Where an application for an easement has been made..... by a person as the **owner** (emphasis added) of adjoining or nearby land, the relevant authority may only make an order for the granting of the easement in favour of that person if the relevant authority is satisfied that the person's use or enjoyment of that adjoining or nearby land would be substantially affected if the easement were not granted."*

Thus, and in accordance with the legislation, the Council is unable to grant an easement in favour of the **tenant** who is currently residing at 19 Craig Street. (The owner of 19 Craig Street advised that it does not believe an easement will satisfactorily address the issues it has raised.)

The grounds provided by the owner of the property on the western side of the road (i.e. 23 Craig Street) are as follows (again the Administration's comments are provided in non-bold text):

**We purchased the property at 23 Craig Street, Richmond in December 1998 and have resided in it ever since. We were drawn to the property because it was a corner block and allowed us to have unfettered rear access to our property from Weaver Street, through the existing gates.**

The residents also state that should Council close the road.

**We would require access from Craig Street along the eastern side fence of our property, at least standard car width length, with additional space near the gates to allow us to back and park a trailer behind our gates**

Initially, and whilst a minor (and probably descriptive) matter, the Administration notes that gates on the eastern side of the property permit side (not rear) entry to the (rear of the) property.

The Administration also notes that the presence of a large tree within the property and close to the side gates at 23 Craig Street would appear to serve to restrict any car or trailer access to the property from these gates whilst that tree remains on the property (but acknowledges that the tree could be removed).

The owners of 23 Craig Street have requested that they be granted an easement (to permit them to be able to continue to access the side/rear of their properties) should Council determine to close the road.

Whilst an easement/right of way could be provided to the resident, this would clearly impact the final sale price - the greater the extent of the easement/right of way sought and granted, the greater the impact on sale price. Further, whilst there may be some potential to retain a portion of the road for the benefit of this resident the Council needs to be mindful that residential allotments in this location require a minimum frontage of 9 metres and a minimum site area of 300m<sup>2</sup>. (As indicated earlier within the report the frontage of the allotment would be a maximum of approximately 15m should the road be closed.)

Also and as indicated above, the Roads (Opening and Closing) Act prescribes that:

*"Where an application for an easement has been made..... by a person as the owner of adjoining or nearby land, the relevant authority may only make an order for the granting of the easement in favour of that person if the relevant authority is satisfied that the person's use or enjoyment of that adjoining or nearby land would be substantially affected if the easement were not granted."*

Given that there is existing vehicular access to the property from Craig Street, which is used by the owner/resident, it is difficult to form a view that the enjoyment of the adjoining land by the owner of 23 Craig Street would be *substantially* affected if the easement were not granted.

Additionally, and as with the property on the eastern side of the northern extent of Weaver Avenue, given that there is existing driveway access from Craig Street to the property there is no requirement for the grant of an easement of necessity (to enable access from the northern extent of Weaver Avenue (north of Craig Street)). Further, Council has not granted rights of access over the land nor has there been any rights to do so legally acquired.

As an aside, the Administration notes that until such time as the road was opened, i.e. essentially immediately prior to commencement of the process to close the road, this section of road was a private road. Thus, in the absence of any formal (or other) agreement with the owner(s) of the private road, any access to the properties over the private road by the owners (and/or residents) of the adjoining property at 23 Craig Street (and also the owner/resident of the property at 19 Craig Street, prior to the road being opened following the process undertaken by Council in 2018) would have essentially been provided at the "grace" of the owner(s) of the private road i.e. the access would not have been unfettered.

A query seeking further information and clarification regarding the proposal was also received from the mortgagor of the residential property on the western side of the road (23 Craig Street). The Administration responded to this query and no further correspondence was received from that party.

Finally, as per **Attachment 4**, due to the presence of its infrastructure on this portion of the road, SA Power Networks (SAPN) has advised that it would either require:

- a) relocation of the stobie pole and its associated infrastructure (at a cost to Council of approximately \$55,000 plus GST); or
- b) the grant of an easement 15m wide, for the length of the powerline. (Following further enquiry from the Administration, SAPN subsequently amended the extent of the easement to a width of 9.5 metres for the length of the power line- **Attachment 5**)

Even with the reduced width of 9.5 metres, it is apparent that the requirement for an easement of this extent would severely restrict Council's ability to deal with the land and/or its marketability. Accordingly, it is suggested that, if Council determines to proceed with closure of the road, with the intent of selling all or portion of the land, it advise SAPN of the need to relocate its infrastructure. As indicated above, and as previously foreshadowed in an earlier report, Council will be required to reimburse SAPN's costs (in the order of \$55,000 plus GST) arising as a result of this relocation work.

Whilst these costs will erode any monies that may be received from the sale of (portion of) the land, as indicated above, Council is left with little alternative other than to proceed in this manner for the created allotment/parcel to be marketable.

The Roads (Opening and Closing) Act specifies (at clause 16) the criteria that must be taken into account by the Council when determining whether to make a road process order and indicates that the Council must have regard to—

- (a) *any objections made by any person pursuant to this Act; and*
- (b) *the plans, principles, regulations and other matters to which regard must be had by assessment authorities for determining applications for development authorisation under the Development Act 1993 in relation to developments in the area to which the proposed road process order relates; and*

- (c) *whether the land subject to the road process is reasonably required as a road for public use in view of present and likely future needs in the area; and*
- (d) *alternative uses of the land subject to the road process that would benefit the public or a section of the public; and*
- (e) *any other matter that the authority considers relevant.*

The Administration acknowledges the above criteria and makes the following comments in regard to them, noting that discussions regarding the objections which have been received, and the relevant development criteria for the land in question, have already been considered within the report.

The land subject to the road process order would appear to not be reasonably required as a road for public use in view of present and future needs in the area. The land currently provides some utility to the properties that lie to the east and west of it but, given it is a no through road, does not offer any existing benefit(s) to the wider community. Further, as the nearest major road (Brooker Tce) is only approximately 200m to the east of Weaver Street, and as any extension of Weaver Street (to the north of the drainage channel) would bisect Cowandilla Primary School, it is unlikely that it would be reasonably required for any future needs for use by the wider community.

As indicated earlier in the report, should the road be closed and sold, the intent is that monies realised from the sale of it would be used to enhance, beautify and improve access and safety from, and to, Cowandilla Primary School for students (and others) who use the existing pedestrian bridge which crosses the drainage channel at the northern end of Chambers Street and for other similar community purposes. On the above bases it would appear that the proposed closure of the road may be supported.

Importantly, if Council determines to proceed with the road closure process (with the intent of selling all or portion of the land) it will be necessary for the Council to resolve to exclude the newly created allotment from the (default) classification of community land. If Council does not do this, the land will become community land and a sale of it could not occur without Council (and the Minister providing his/her consent) revoking the community land classification (subsequent to the processes that are involved to (endeavour to) achieve that outcome).

A valuation of the allotment which is proposed to be created, should the road be closed, has been obtained but will need to be updated. As the Council's intent is to sell any allotment which may be created as a result of the road closure process it is not appropriate to disclose the details of the valuation within this report (as it may prejudice the price which may be received). Should Members seek an understanding of the valuation they may contact the Administration for further information. Please also note the Administration will not undertake any further action in regard to this matter until such time as advice has been received from the Surveyor-General and a further report detailing that advice has been provided to the Council.

### **Climate Impact Considerations**

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

There is no direct climate impact in relation to the report.

## **Conclusion**

Following the necessary period of public consultation, and the relaxation/lifting of COVID-19 restrictions by the government and associated protocols by the Council, the Council is now able to consider the proposed closure of the northern most extent of Weaver Avenue Richmond (north of Craig Street). As is required under the relevant legislation persons who have lodged submissions/objections to the proposed closure have been provided with an opportunity to address the Council.

Should the Council determine to proceed with the closure the matter will be referred to the Surveyor-General for a final decision.

## **Attachments**

- 1. Weaver Avenue (portion) Proposed Road Closure - Preliminary Plan**
- 2. Letter from Westside Housing Authority objecting to proposal to close road**
- 3. Submission from resident of 19 Craig Street re proposed road closure**
- 4. Response from SA Power Networks (SAPN)**
- 5. Clarification from SA Power Networks (SAPN) re extent of easement and approximate cost to relocate infrastructure**
- 6. Submission from owner of 23 Craig Street**

PRELIMINARY PLAN No 17 / 0063		PRELIMINARY PLAN
MAP REF: 622847L      DEV. No.		
TITLE SYSTEM:		
TITLE REFERENCE FOR ROAD: CT 62158B1		
IRRIGATION AREA:		
HUNDRED: ADELAIDE		
AREA: RICHMOND		
COUNCIL: CITY OF WEST TORRENS		
PLAN UNDER THE ROADS (OPENING & CLOSING) ACT, 1991 ROAD TO BE CLOSED LETTERED A SEPARATE TITLE TO ISSUE FOR CLOSED ROAD A		
STATEMENTS CONCERNING EASEMENTS ANNOTATIONS AND AMENDMENTS		
PROPOSAL CERTIFIED CORRECT AS TO INTENT: SIGNED: <i>Larry Buss</i> X DATED: 27-02-2019      X PRINT FULL NAME: X TERRY JOSEPH BUSS AUTHORIZED OFFICER:		
I HEREBY CERTIFY THAT THE PORTIONS OF ROADS TO BE CLOSED LETTERED 'A' HERON IS PUBLIC ROAD WITHIN THE MEANING OF SECTION 3 OF THE ROADS (OPENING & CLOSING) ACT, 1991 AUTHORITY: D2469, D2633, F50754		
DATE: 13/02/2019      REF: PL8419 DAVID E PYPER LICENSED SURVEYOR		



14 August 2019

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

Dear Sir/Madam,

**RE: Submission: Objection to proposed road closure & sale**

On 25<sup>th</sup> July 2019 The City of West Torrens wrote to Westside Housing Association Inc advising of their intention to close and sell a section of Weaver Avenue Richmond.

Westside Housing Association Incorporated owns 19 Craig Street Richmond.

19 Craig Street corners onto the section of Weaver Avenue proposed for closure and sale.

Westside Housing Association has a long-term Community Housing tenant residing at this address.

We object to the proposed closure and sale on the following basis;

1. The sale of this section of Weaver Avenue would very likely reduce the value of our site as 19 Craig Street would no longer be a corner allotment with dual frontages to Craig Street and Weaver Avenue.
2. 19 Craig Street has a narrow driveway off Craig Street. Considerable expense has been occurred in good faith to establish a double car port at the rear with access of Weaver Avenue across the proposed sale area.  
Should access no longer be available or be restricted it would greatly affect our tenants access to their property.
3. We understand this section of Weaver Avenue proposed for closure and sale is subject to flooding (as advised by Council planning officer via telephone) and we are concerned on the potential impacts to our property as a result of any future development.

We do not believe an easement will satisfactory deal with the issues we have raised.

We request the opportunity to personally support this submission should the opportunity arise.

Yours sincerely

Paul Shannahan  
Manager Assets & Developments

CC Surveyor-General (Roads Unit) GPO Box 1354 Adelaide SAA 5001

478 Port Road West Hindmarsh 5007  
P 8155 6070 | E [admin@wha.org.au](mailto:admin@wha.org.au) | [www.wha.org.au](http://www.wha.org.au)



21 August 2019

The City of West Torrens  
165 Sir Donald Bradman Drive  
Hilton SA 5033  
[csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)

**Subject: Objection of Proposed Road Closure & Sale**

Dear Sir/Madam,

We are writing to you to express our objections for the proposal to close and sell a portion of Weaver Avenue, Richmond being that portion of Allotment 92 Deposited Plan 2633.

Our family has been living at the property 19 Craig Street, Richmond for nearly 10 years. We rent the property from Westside Housing Association.

Since our move in, there has been a driveway and a car gate at the Northwest corner of the house. We have used this area to park our cars. Also, this driveway contained an old shed, too.

Moreover, the western fence of the house which is next to Weaver Avenue has a side gate entry into the backyard of our property.

The closure of this road would impact our family severely. We have 3 adult children and they use the driveway at the Northwest corner of the house to park their vehicles and leave their work gear.

If Weaver Avenue is closed, then we can not access anymore the driveway that we have been using and accessing since we moved into this property. Our request is that:

- A. the sale/closure of Weaver Avenue is not completed
- B. If the sale/closure of Weaver Avenue goes ahead, we are allowed to continue to access by car the driveway at the back of our house through an easement

We hope that you will allow us to have the same access to our property that we have been having for nearly 10 years. This is very important to our family and we are prepared to support our submission personally.

Please contact us if you need any other information or would like to discuss our concerns further.

Yours Sincerely,

Meri Naku and Vahid Naku

██████████



Our Ref: EM/AJC:17/0063  
16 August 2019

Chief Executive Officer  
City of West Torrens  
By email: [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)

Attention: Steve Watson

Dear Steve,

**PROPOSED ROAD CLOSING: PORTION OF WEAVER AVENUE, RICHMOND  
PRELIMINARY PLAN NUMBER: 17/0063**

I refer to your earlier communications outlining this proposal.

SA Power Networks have a low voltage overhead powerline that feeds a pole located in the portion marked A on Preliminary Plan No. 17/0063. This infrastructure provides power to Allotment 13 in DP2469.

There are two options available to Council:

1. Pay to relocate/remove the existing infrastructure at an approximate cost of \$55,000 (GST exclusive); or
2. Provide an easement 15m wide over the length of the powerline to the pole in conjunction with the road closing.

On the assumption that Council will proceed with Option 2, I advise that SA Power Networks will require an easement 15 metres wide over the portion highlighted in blue on the attached drawing as set out below:

SA Power Networks of 1 Anzac Highway Keswick SA 5035 hereby makes application for a registered easement pursuant to Section 13 (3) of the Roads (Opening and Closing ) Act 1991 over the existing infrastructure.

The wording which SA Power Networks requires to create the registered easement is as follows:

*to Distribution Lessor Corporation its successors and assigns and its and their respective servants agents and licensees and all others authorised by them or any of them at all times hereafter and from time to time full and free right liberty licence power and authority:*

1. *To enter upon and to pass either with or without motor or other vehicles laden or unladen along or over the subject land*
2. *To erect and lay on the subject land poles conductors and other works for the transmission of electricity and to inspect repair alter remove and replace the same*
3. *To transmit electricity by means of such works.*

r:\corpaffairs\risk\reb\planning\letters - roads\council adv request for easement (17/0063).docx  
SA Power Networks ABN 13 332 330 749 a partnership of: Spark Infrastructure SA (No.1) Pty Ltd ABN 54 091 142 380, Spark Infrastructure SA (No.2) Pty Ltd ABN 19 091 143 038, Spark Infrastructure SA (No.3) Pty Ltd ABN 50 091 142 362, each incorporated in Australia; EKI Utilities Development Limited ABN 69 090 718 951, EKI Utilities Development Limited ABN 82 090 718 951, each incorporated in The Bahamas.

[www.sapowernetworks.com.au](http://www.sapowernetworks.com.au)

City of West Torrens  
Preliminary Plan: 17/0063

Page 2

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Please advise your surveyors to forward a copy of the final plan delineating our easement in due course.

A copy of this letter has been forwarded to the Surveyor-General (Roads Unit).

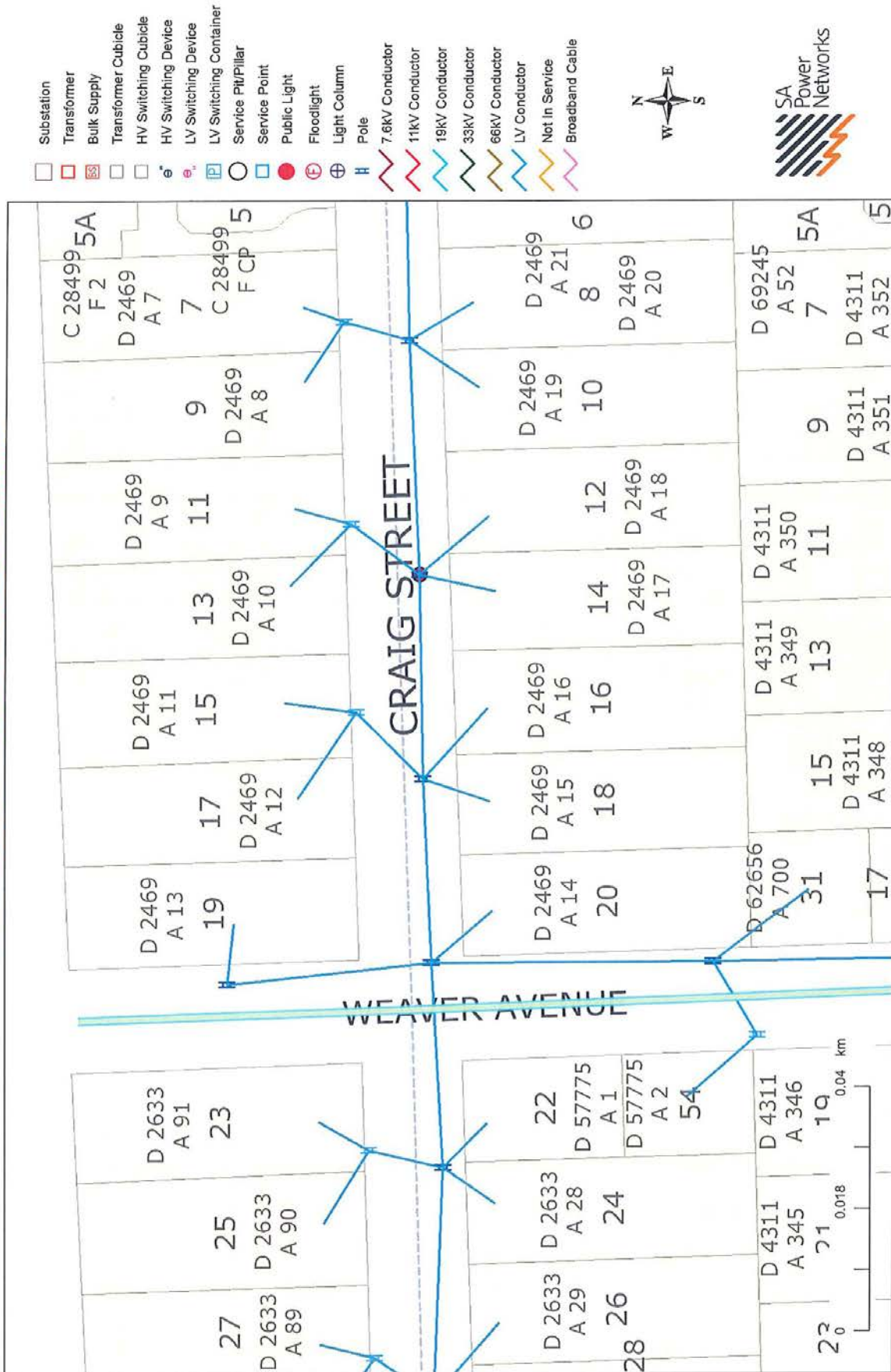
Should you require any further information on this matter do not hesitate to contact me on 8404 5897.

Yours sincerely



**Angela Clark**  
Easement Manager

**PPlan 17/0063 Weaver Avenue, Richmond**



16/08/2019 11:04 AM

**From:** Angela Clark  
**Sent:** Tuesday, 27 August 2019 11:13 AM  
**To:** Steve Watson  
**Subject:** RE: Weaver - request for easement

Hi Steve,

Sorry was away sick yesterday – please see below to your queries.

Kind regards,

Angela Clark  
**Easements Manager**  
**Registered Conveyancer**

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1 Anzac Highway, Keswick SA 5035  
[www.sapowernetworks.com.au](http://www.sapowernetworks.com.au)

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**From:** Steve Watson  
**Sent:** Tuesday, 27 August 2019 9:33 AM  
**To:** Angela Clark  
**Subject:** RE: Weaver - request for easement

Hi Angela,

Just wondering whether you have had any additional feedback re the extent of easement required by SAPN.

Whilst at this time it is likely that the Administration will recommend to Council that, should it desire to proceed with closure of the road, the SAPN infrastructure be removed/ relocated from the site, I would also like to be in a position to advise whether or not the width of easement sought is still 15m or whether it can be reduced as you have previously intimated. – I confirm that SA Power Networks would agree to a reduced width easement of 9.5m wide over the road to be closed.

I will also include reference to the approximate cost of \$55,000 plus GST for relocation of SAPN's infrastructure but prior to doing so just wish to confirm that this estimate is appropriate to include. Please note this is an approximate cost only which could change but happy for it to be included.

Thanks for your time and response.

Regards,

**Steve Watson**  
**Senior Property Assets Advisor**  
City of West Torrens

**From:** Angela Clark  
**Sent:** Monday, 19 August 2019 3:02 PM  
**To:** Steve Watson  
**Subject:** RE: Weaver - request for easement

Hi Steve,

It is not intended for the required easement to encroach into the adjoining allotment – 19 Craig Street.

I have asked if it is possible to reduce the easement size and am waiting on a response. But best case scenario, if this is possible, would still be an easement around 9.5m wide over the road that is to be closed.

Will provide a further response in the next couple of days.

Kind regards,

Angela Clark  
**Easements Manager**  
**Registered Conveyancer**

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1 Anzac Highway, Keswick SA 5035  
[www.sapowernetworks.com.au](http://www.sapowernetworks.com.au)



**From:** Steve Watson  
**Sent:** Monday, 19 August 2019 5:30 AM  
**To:** Angela Clark  
**Subject:** Weaver - request for easement

Hi Angela

Can I please confirm one matter in regard to SAPN's response.

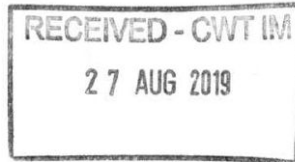
As discussed/confirmed SAPN's letter refers to a 15 metre wide easement.

I just wish to further confirm whether that 15 metres is intended to be 7.5 metres either side of the powerline (in which case some of it would be on the adjoining residential allotment east of the road i.e. 19 Craig St) or is it proposed to be 15 metres from the boundary of the residential property east of the road i.e. wholly on the road?

Thanks

**Steve Watson**  
**Senior Property Assets Advisor**  
City of West Torrens

20 August 2019



James & Desley Tilbrook  
23 Craig Street  
RICHMOND SA 5033

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

Dear Sir/Madam

**REQUEST FOR EASEMENT ON ALLOTMENT 92 DEPOSITED PLAN 2633 – PRELIMINARY PLAN 17/0063**

We, James Timothy Tilbrook and Desley Ann Tilbrook of 23 Craig Street, Richmond, SA 5033 raise objection and request an easement should you decide to go ahead with the proposed closure of Allotment 92 Deposited Plan 2633 – Preliminary Plan 17/0063 – Weaver Street, Richmond SA 5033.

We purchased the property at 23 Craig Street, Richmond in December 1998 and have resided in it ever since. We were drawn to the property because it was a corner block and allowed us to have unfettered rear access to our property from Weaver Street, through the existing gates.

We replaced the fence (including gates) along Weaver Street at our own expense not long after moving in. We regularly use these gates to access the rear of our property.

We would require access from Craig Street along the eastern side fence of our property, at least standard car width length, with additional space near the gates to allow us to back and park a trailer behind our gates.

We have attached a copy of your Preliminary Plan 17/0063 noting where access would be required in relation to where our gates are located.

Your sincerely

A handwritten signature in cursive script, appearing to read "James Tilbrook".

James Tilbrook

A handwritten signature in cursive script, appearing to read "Desley Tilbrook".

Desley Tilbrook

cc. Surveyor-General (Roads Unit)

<p>PRELIMINARY PLAN No 17 / 0063</p>	
<p>PRELIMINARY PLAN</p>	<p>MAP REF: 662641/L DEV. No.</p> <p>TITLE SYSTEM:</p> <p>TITLE REFERENCE FOR ROAD: CT18219931</p> <p>IRRIGATION AREA: 1</p> <p>HUNDRED: ADELAIDE</p> <p>AREA: RICHMOND</p> <p>COUNCIL: CITY OF WEST TORRENS</p>
<p>PLAN UNDER THE ROADS (OPENING &amp; CLOSING) ACT, 1991</p> <p>ROAD TO BE CLOSED LETTERED A</p> <p>SEPARATE TITLE TO ISSUE FOR CLOSED ROAD A</p>	<p>STATEMENTS CONCERNING EASEMENTS ANNOTATIONS AND AMENDMENTS</p>
<p>PROPOSAL CERTIFIED CORRECT AS TO INTENT:</p> <p>SIGNED: <i>Terry Buss</i></p> <p>DATED: 27-02-2019</p> <p>PRINT FULL NAME: TERRY JOSEPH BUSS</p> <p>AUTHORISED OFFICER:</p>	<p>STATEMENTS CONCERNING EASEMENTS ANNOTATIONS AND AMENDMENTS</p>
<p>THEY HEREBY CERTIFY THAT THE PORTIONS OF ROADS TO BE CLOSED LETTERED 'A' HERON IS PUBLIC ROAD WITHIN THE MEANING OF SECTION 3 OF THE ROADS (OPENING &amp; CLOSING) ACT, 1991</p> <p>AUTHORITY: D2469, D2633, F50754</p>	<p>DAVID E PYPER LICENSED SURVEYOR</p> <p>DATE: 13/02/2019 REF: PL8419</p>
<p>SCALE</p> <p>0 5 10 15 20 25 METRES</p>	<p><b>PyperLeaker</b> surveying services</p> <p>p 08 8373 3650 a 85 Goodwood Road Wajayville SA 5034 e info@pyperleaker.com.au</p>



## 17.5 Waiver of Land Management Agreement at 3 Alexander Court, Novar Gardens

### Brief

This report seeks Council's endorsement, as a party to a Land Management Agreement (LMA), to waive the Owner's Obligations of the LMA for a lightweight tubular fence at 3 Alexander Court, Novar Gardens.

### RECOMMENDATION

It is recommended to Council that it waives the Owners Obligations of the Land Management Agreement (dealing number 8282652) relating to a tubular fence proposed at 3 Alexander Court, Novar Gardens.

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### Introduction

On 17 June 2020 the landowner of 3 Alexander Court, Novar Gardens made a written request to the Chief Executive Officer to erect a fence on their property. The property is subject to an LMA between Council and the landowner relating to the future development of the land. The LMA (Dealing Number 8262652) was registered as part of a 38 allotment land division to achieve consistent development outcomes on the allotments created. The allotments subject to the LMA are located in Novar Gardens and are bounded by private residential properties in all directions as shown on the location map overleaf.

The Owner's Obligations section of the LMA specifies that:

- *The Owner hereby agrees that all development upon the land the subject of the Application, shall be undertaken in accordance with the provisions set out in the Novar Gardens Residential Guidelines (attached hereto and marked "Annexure A").*
- *The owner hereby agrees not to cause, suffer or permit any act or activity to occur upon the land the subject of the Application in contravention of the provisions and requirements contained within Novar Gardens Residential Guidelines.*

The LMA and Novar Gardens Residential Guidelines set requirements relating to building envelopes, setbacks, site coverage, building height, vehicle parking, private open space, privacy, roof form, building materials, energy conservation, fencing, domestic outbuildings and landscaping. A copy of the LMA and Novar Gardens Residential Guidelines is located within **Attachment 1**.

The land owner at 3 Alexander Court seeks to install a 1.2m black tubular fence, located entirely within the property boundaries of the site. The property at 3 Alexander Court is subject to the LMA and the associated Novar Gardens Residential Guidelines Clause 3.6 of the LMA states that Council has the ability to waive compliance by the land owner to comply with the whole or any part of the LMA. A waiver from the LMA can only occur if the landowner expresses in writing their request and the matter is approved by the Council. The decision to waive any requirements of an LMA must be made by Council and may not be made under staff delegation.



**Figure 1: Location Map**

It should be acknowledged that the proposed tubular fence does not have a masonry element that exceeds 1m nor does the overall height exceed 2.1m. In accordance with the *Development Regulations 2008*, Schedule 3, Part 4 (1)(f), the proposed fence is not classified as development. However in this unique instance, the proposed fence is in contravention of the subject LMA as it is not a fence type specifically listed nor is the siting as per the Novar Gardens Residential Guidelines. A plan, as well as supporting documents, are contained within **Attachment 2**. For this purpose, the installation of the proposed fence is only permitted if Council grants a waiver.

As part of the plans it is noted that there is a SA Water sewerage easement located along the northern portion of 3 Alexander Court and 6 Scott Court, Novar Gardens. The landowner sought approval from SA Water regarding the siting and location of the proposed fence over the easement. This is a separate matter and does not require any further consideration.

**Discussion**

The provision of the Novar Gardens Residential Guidelines applicable to the proposed tubular fence are contained in Section 11.0 Fencing and are as follows:

- *All fencing shall be constructed from either roll top or colour coated capped brush fencing or rendered masonry.*
- *No fencing is permitted forward of the building line.*
- *All fencing shall be a minimum height of 1800mm above the ground level or on top of retaining walls.*

The proposed tubular fence does not meet the provisions as it is not a brush or masonry fence, it will have a maximum height of 1.2m and will be located forward of the building line. In accordance with current legislation, a brush fence must not be constructed within 3 metres of a dwelling. This leaves a rendered masonry fence as the only viable option to comply with the LMA.

The owner has advised that they do not wish to construct a masonry wall as they do not wish to enclose their property from the adjoining neighbours, both within Alexander Court and those that reside in Scott Court. The intention of the proposed fence is to prevent any vehicles and pedestrians from utilising the private driveways of 3 Alexander Court and 6 Scott Court as a path between the two courts.

As can be seen from Figure 2 below, there is currently a lightweight chicken wire netting located within the property boundary of 3 Alexander Court. The proposed fence will replace the netting and will be of the same height. The proposed tubular style fence will be visually permeable and will enable views of the associated dwelling and surrounding properties located within Scott Court. As the height and style is fairly minimal, it maintains the open feel for the site, which is a positive attribute of the locality. For these reasons the proposed fence is considered appropriate.



**Figure 2: View of 3 Alexander Court from 6 Scott Court**

### **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 the report.

### **Conclusion**

The owners are seeking Council to waive the Owner's Obligations of the LMA for the installation of a tubular fence. The proposed tubular fence is considered to be an appropriate form of development within the locality and will contribute positively to the streetscape as well as provide security and safety to the owners at both 3 Alexander Court and 6 Scott Court.

### **Attachments**

- 1. Land Management Agreement and the Novar Gardens Residential Guidelines**
- 2. Proposed plans and supporting documentation**

Series N <sup>o</sup>	<b>8282652</b>
2	
Prefix	
AG	

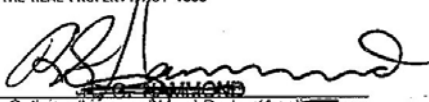
NOTES

1. This form may be used only when no panel form is suitable.

LANDS TITLES REGISTRATION  
OFFICE  
SOUTH AUSTRALIA

FORM APPROVED BY THE REGISTRAR-GENERAL

CERTIFIED CORRECT FOR THE PURPOSES  
OF THE REAL PROPERTY ACT 1886

  
~~Solicitor~~  
Solicitor/Licensed Land Broker/Applicant  
**R. G. HAMMOND**

BELOW THIS LINE FOR OFFICE USE ONLY

Date	Time		
<b>22 APR 1997</b>	<b>11:25</b>		
<b>FEES</b>			
R.G.O.	POSTAGE	ADVERT	NEW C.T.
<b>75</b>			

EXAMINATION

<u>CORRECTION</u>	<u>PASSED</u>
	

BELOW THIS LINE FOR AGENT USE ONLY

Lodged by: **NORMAN WATERHOUSE** AGENT CODE

Correction to: **NORMAN WATERHOUSE: NWAM**

TITLES, CROWN LEASES, DECLARATIONS ETC. LODGED WITH INSTRUMENT (TO BE FILLED IN BY PERSON LODGING)

1. ....
2. ....
3. ....
4. ....
5. ....

Assessor

PLEASE ISSUE NEW CERTIFICATES OF TITLE AS FOLLOWS

1. ....
2. ....
3. ....
4. ....
5. ....

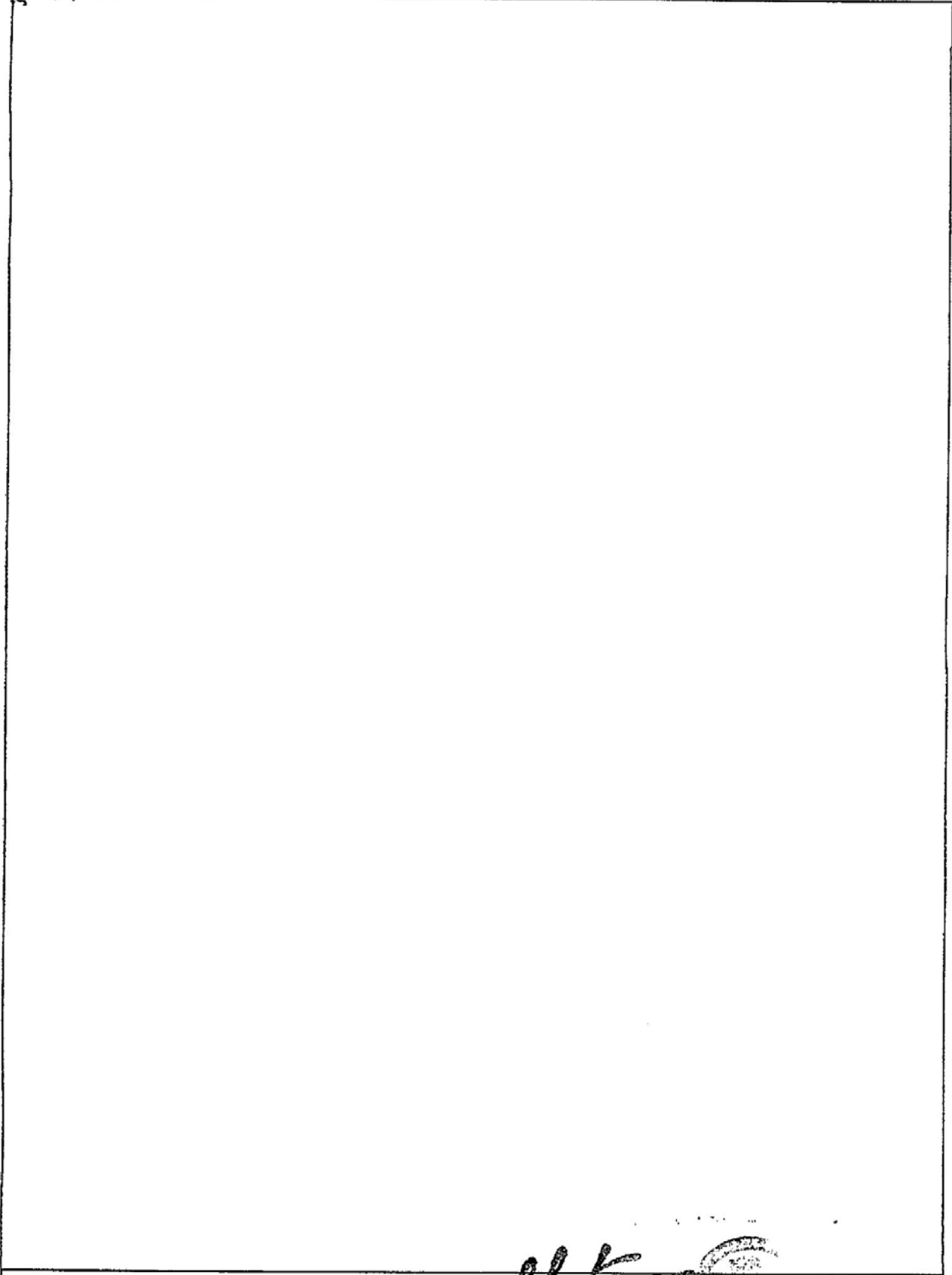
**DELIVERY INSTRUCTIONS (Agent to complete)**  
PLEASE DELIVER THE FOLLOWING ITEM(S) TO THE UNDERMENTIONED AGENT(S)

ITEM CTICL. REF.	AGENT CODE


SPSA 002065

75.00

22APR1997 010107631L1.0.



-5 MAY 1997

*Deputy Registrar* 

REGISTERED ...../...../19

REGISTRAR-GENERAL

Form B.2

Insert type of document here

APPLICATION TO REGISTER - DEVELOPMENT ACT, 1993 LAND MANAGEMENT AGREEMENT

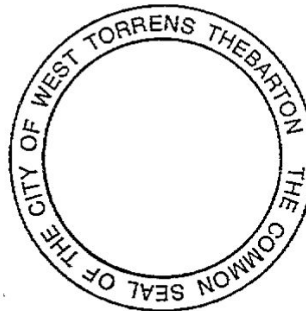
TO: THE REGISTRAR GENERAL

of 165 Burbridge Road Hilton SA 5033

THE CITY OF WEST TORRENS THEBARTON HEREBY APPLIES pursuant to the provisions of Section 57(5) of the Development Act, 1993 for the registration of the attached Deed dated the 2nd day of April 1997 and made between THE CITY OF WEST TORRENS aforesaid as the Council of the one part and MINISTER FOR EMERGENCY SERVICES as the Owner of the other part as a Land Management Agreement pursuant to Section 57(2) of the said Act. The said Deed binds WHOLE of the land comprised in Certificate of Title Register Book VOLUME 5256 FOLIO 111 and operates to control the future development of the said land. 5378 651

DATED the 2nd day of April 1997

THE COMMON SEAL of THE CITY OF WEST TORRENS THEBARTON was hereunto affixed in the presence of:



[Signature of Mayor]

Mayor

[Signature of City Manager]

City Manager

The Minister for the Environment and Natural Resources acting pursuant to Section 262a of the Crown Lands Act, 1929 HEREBY CONSENTS to the registration of the attached Land Management Deed.

THE COMMON SEAL of the MINISTER FOR THE ENVIRONMENT AND NATURAL RESOURCES acting pursuant to Section 262a of the Crown Lands Act, 1929, was hereunto affixed in the presence of:



[Signature of Minister]

The Minister for the Environment and Natural Resources acting pursuant to Section 262a of the Crown Lands Act, 1929 HEREBY CERTIFIES pursuant to Section 57(4) of the Development Act 1993 that no other person has a legal interest in the Land.

[Signature of Minister]

**THIS DEED** is made the 2nd day of April 1997

**BETWEEN:** **THE CITY OF WEST TORRENS THEBARTON** of 165 Burbridge Road, Hilton SA 5033 (hereinafter with its successors and assigns called "the Council") of the one part

**AND:** **MINISTER FOR EMERGENCY SERVICES** of Adelaide SA 5000 (hereinafter with his or its executors administrators successors and assigns as the case may be called "the Owner") of the other part

**WHEREAS:**

- A. The Owner is the proprietor of an estate in fee simple in the **WHOLE** of the land comprised in Certificate of Title Register Book VOLUME ~~5256~~ FOLIO ~~111~~ (hereinafter called "the Land"); 5378 651
- B. By a Development Application numbered 210/654/96 (hereinafter called "the Application") the Owner seeks development authorisation pursuant to the provisions of the Development Act, 1993 (hereinafter called "the Act"), from the Council, to develop the Land by dividing the land in two stages, the second stage involving the creation of 38 allotments (hereinafter called "the proposed Development");
- C. Pursuant to the provisions of Section 57(2) of the Act the Owner has agreed with the Council to enter into this Deed relating to the management preservation and conservation of the Land subject to the terms and conditions hereinafter mentioned.



**COMMISSIONER of STAMPS**  
 S.A. STAMP DUTY PAID \$10.00  
 ORIGINAL with 2 copies  
 15/04/97 11:46:55 443684.1  
 DEED

**NOW THIS DEED WITNESSETH** as follows:

**1. Interpretation**

- 1.1 The parties acknowledge that the matters hereinbefore recited are true and accurate and agree that they shall form part of the terms of this Deed.
- 1.2 In the interpretation of this Deed unless the context shall otherwise require or admit:
  - 1.2.1 Words and phrases used in this Deed which are defined in the Development Act 1993 shall have the meanings ascribed to them by that Act;
  - 1.2.2 References to any statute or subordinate legislation shall include all statutes and subordinate legislation amending consolidating or replacing the statute or subordinate legislation referred to;
  - 1.2.3 The term "the Owner" where the Owner is a company includes its successors, assigns and transferees and where the Owner is a person, includes his heirs, executors, administrators and transferees and where the Owner consists of more than one

[KAT226567/0000]

-2-

person or company the term includes each and every one or more of such persons or companies jointly and each of them severally and their respective successors, assigns, heirs, executors, administrators and transferees of the companies or persons being registered or entitled to be registered as the proprietor of an estate in fee simple to the Land or to each and every one of all separate allotments into which the Land may be divided after the date of this Deed subject however to such encumbrances, liens and interests as are registered and notified by memoranda endorsed on the Title thereof;

- 1.2.4 The term "person" shall include a corporate body;
  - 1.2.5 The term "the Land" shall include any part or parts of the Land;
  - 1.2.6 Words importing the singular number or plural number shall be deemed to include the plural number and the singular number respectively;
  - 1.2.7 Words importing any gender shall include every gender;
  - 1.2.8 Where two or more persons are bound hereunder to observe or perform any obligation or agreement whether express or implied then they shall be bound jointly and each of them severally;
  - 1.2.9 Any clause headings or marginal notes are for reference purposes only and shall not be resorted to in the interpretation of this Deed.
- 1.3 If any provision of this Deed shall be found by a court of competent jurisdiction to be invalid or unenforceable in law THEN and in such case the parties hereby request and direct such court to sever such provision from this Deed.
  - 1.4 The law governing the interpretation and implementation of the provisions of this Deed shall be the law of South Australia.

## **2. The Owner's Obligations**

- 2.1 The Owner hereby agrees that all development upon the land the subject of the Application shall be undertaken in accordance with the provisions set out in the Novar Gardens Residential Guidelines (attached hereto and marked "Annexure A").
- 2.2 The owner hereby agrees not to cause, suffer or permit any act or activity to occur upon the land the subject of the Application in contravention of the provisions and requirements contained within Novar Gardens Residential Guidelines.

## **3. Miscellaneous Provisions**

- 3.1 The Owner shall not grant any lease or licence easement or other right of any nature whatsoever which may give any person the right to possession

[KAT226567/0000]



-3-

or control or entry upon the Land upon any terms whatsoever unless such grant shall be expressed in writing and shall contain as an essential term thereof a covenant by the grantee not to do or omit to do or suffer or permit any other person to do or omit to do any act matter or thing upon the Land which would constitute a breach of the provisions of this Deed if such act matter or thing were done or omitted to be done by the Owner.

- 3.2 The Council and any employee or agent of the Council authorised by the Council may at any reasonable time enter the Land for the purpose of:
- 3.2.1 inspecting the Land and any building or structure thereupon;
- 3.2.2 exercising any other powers of the Council under this Deed or pursuant to law.
- 3.3 If the Owner is in breach of any provision of this Deed, the Council may, by notice in writing served on the Owner, specify the nature of the breach and require the Owner to remedy the breach within such time as may be nominated by the Council in the notice (being not less than twenty eight (28) days from the date of service of the notice) and if the Owner fails so to remedy the breach, the Council or its servants or agents may carry out the requirements of the notice and in doing so may enter and perform any necessary works upon the Land and recover any costs thereby incurred from the Owner.
- 3.4 If in a notice referred to in Clause 3.3 hereof the Council requires the removal of the building or structure from the Land the Council and its servants or agents are hereby authorised and empowered by the Owner to enter and remove the building or structure from the Land and to dispose of it in any manner determined by the Council provided that if the building or structure shall have any monetary value then the Council shall use its best endeavours to realise that monetary value and shall after the disposal account to the Owner and pay to him the realised value less all expenses incurred.
- 3.5 This Deed may not be varied except by a Supplementary Deed signed by the Council and the Owner.
- 3.6 The Council may waive compliance by the Owner with the whole or any part of the obligations on the Owner's part herein contained provided that no such waiver shall be effective unless expressed in writing and signed by the Council.
- 3.7 This Deed contains the whole agreement between the parties in respect of the matters referred to herein.
- 3.8 Notice shall for the purposes of this Deed be properly served on the Owner if it is:
- 3.8.1 posted to the Owner's last address known to the Council; or
- 3.8.2 affixed in a prominent position on the Land.

[KAT226567/0000]

- 3.9 The Council may delegate any of its powers under this Deed to any person.
- 3.10 The Owner hereby indemnifies the Council and agrees to keep it forever indemnified in respect of the whole of its costs and expenses of and incidental to the negotiation preparation stamping and registration of this Deed and the implementation including the enforcement of its terms.
- 3.11 The requirements of this Deed are at all times to be construed as additional to the requirements of the Development Act, 1993 and any other legislation affecting the Land.
- 3.12 Each party shall do and execute all such acts documents and things as shall be necessary to ensure that as soon as is possible after the execution of this Deed by all necessary parties this Deed is registered and a memorial thereof entered on the Certificate of Title for the Land pursuant to the provisions of Section 57(5) of the Development Act 1993 in priority to any other registrable interest in the Land save and except for the estate and interest of the Owner therein.

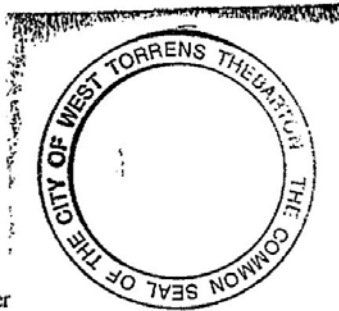
IN WITNESS WHEREOF the parties hereto have executed this Deed.

THE COMMON SEAL of  
 THE CITY OF WEST  
 TORRENS THEBARTON  
 was hereunto affixed  
 in the presence of:

*[Signature]*  
 \_\_\_\_\_  
*[Signature]*  
 \_\_\_\_\_

Mayor

City Manager



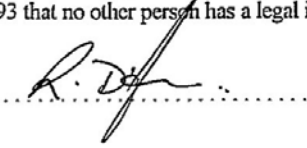
THE COMMON SEAL of  
 MINISTER FOR THE  
 ENVIRONMENT AND  
 NATURAL RESOURCES  
 acting pursuant to Section 262a  
 of the Crown Lands Act, 1929  
 was hereunto affixed  
 in the presence of:

*[Signature]*  
 \_\_\_\_\_  
 \_\_\_\_\_



[KAT226567/0000]

The Minister for the Environment and Natural Resources acting pursuant to Section 262a of the Crown Lands Act, 1929, HEREBY CERTIFIES pursuant to Section 57(4) of the Development Act 1993 that no other person has a legal interest in the Land.



[KAT226567/0000]

*ANNEXURE "A"***CONTENTS**

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- 1.0 BUILDING ENVELOPES**
- 2.0 SETBACKS**
  - 2.1 Front Boundary Setbacks
  - 2.2 Side Boundary Setbacks
  - 2.3 Rear Boundary Setbacks
  - 2.4 Zero Lot-Line Houses
- 3.0 SITE COVERAGE**
- 4.0 BUILDING HEIGHT**
- 5.0 VEHICLE PARKING**
  - 5.1 Minimum Number of Spaces
  - 5.2 Recreational/Commercial Vehicles
  - 5.3 Design of Garages and Carports
- 6.0 PRIVATE OPEN SPACE**
- 7.0 PRIVACY**
- 8.0 ROOF FORM**
- 9.0 BUILDING MATERIALS**
  - 9.1 Walls
  - 9.2 Roof
- 10.0 ENERGY CONSERVATION**
- 11.0 FENCING**
- 12.0 DOMESTIC OUTBUILDINGS**
- 13.0 LANDSCAPING**

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**APPENDIX 1**

2, 3, 4

## 1.0 BUILDING ENVELOPES

- The Building envelope for each single house allotment is shown on the detailed Building Envelope Plan - See Appendix 1. This plan forms part of the guidelines and gives effect to them. A dwelling must be sited within the building envelope subject to site coverage (refer Section 3.0) and other requirements set out in this document. Buildings which encroach outside the building envelope will only be approved if it can be shown that the encroachment will not result in a reduction of the amenity of the streetscape or to the amenity of surrounding property owners.

Only one dwelling will be permitted on each allotment.

## 2.0 SETBACKS

### 2.1 Front Boundary Setbacks

Front boundary setbacks should be in accordance with Table 1.

*Table 1*

BUILDING COMPONENT	SETBACK (m)
Main Face of Dwelling	5.0
Unenclosed Verandah/Portico etc	5.0
Garage/Carport	5.5

As a general design principle, garages and carports are preferred to be set back behind the main face of the dwelling by a minimum of 0.5 metres. However, in order to encourage housing diversity, variations to this principle are allowed.

### 2.2 Side Boundary Setbacks

- For dwellings (other than dwellings on corner allotments or zero lot line houses), a wall (excluding eaves) of a building (other than a wall of a garage or carport ) must not be nearer to any side boundary than 1.0 metre.
- A minimum 3.0 metre setback is required for any part of the building from the side boundary on a corner allotment.
- Garages and carports may be constructed to the side boundary where shown on the Building Envelope Plan (refer Appendix 1).

### 2.3 Rear Boundary Setbacks

Rear boundary setbacks for dwellings should be not be less than 1 metre, and such that the minimum criteria for garden areas is maintained in accordance with Section 6.0.

### 2.4 Zero Lot-line Houses

A zero lot-line house is a detached dwelling where one side boundary of the dwelling (other than a garage) is built on the allotment boundary in order to increase the amount of useable internal living space and external open space surrounding the dwelling. The zero lot line designations (refer Appendix 1) are not mandatory but are the preferred locations where they can occur.

### 3.0 SITE COVERAGE

- Minimum living area excluding carports, garages, verandahs, porticos, pergolas, balconies and outbuildings of a dwellings must be 130m<sup>2</sup> on all allotments.
- Maximum site coverage of dwellings, excluding unenclosed verandahs, pergolas, balconies and driveways, but including carports, garages and domestic outbuildings shall not exceed 60% of an allotments total area.

#### **4.0 BUILDING HEIGHT**

- Houses must not exceed two storeys in height.
- The total height of a single and two storey dwelling (as measured from the natural ground level to the highest point of the roof, excluding chimneys etc) must not exceed 7.0 and 9.0 metres respectively.
- An attic storey can be constructed within the roof line provided that it does not diminish the amenity of neighbouring houses.



2.4.3.1

## **5.0 VEHICLE PARKING**

### **5.1 Minimum Number of Spaces**

On-site vehicular parking shall be provided at a rate of at least two carports per dwelling. At least one of these carports shall be covered.

### **5.2 Recreational/Commercial Vehicles**

Recreational vehicles (eg caravans, boats etc) and commercial vehicles must not be parked on a regular basis on properties forward of any part of the building.

The City of West Torrens does not permit the parking of any private or commercial vehicles of 3 tonnes or more on any residential allotment.

### **5.3 Design of Garages and Carports**

Garages and carports must be provided either under the main roof, or if freestanding, the roof form and materials must match those of the associated dwelling.

## 6.0 PRIVATE OPEN SPACE

A private garden area should be provided for every dwelling, which:

- has a minimum area, in one contiguous area, of forty square metres (an area of less than 2 metres in width should not be included in this minimum area).
- does not incorporate driveways or parking areas
- is capable of containing a rectangle measuring 6.0 by 4.0 metres
- incorporates appropriate screen fencing to maintain privacy
- where practical is located on the northern or eastern side and adjoins and is directly accessible from the living areas of the dwelling

1. 3. 3. 3.

## 7.0 PRIVACY

To reduce the potential for overlooking of adjoining dwellings, upper storey windows of habitable rooms (eg bedrooms, lounges, dining rooms and studies) and balconies should:

- be located where direct views of the habitable rooms and private garden areas of adjoining dwellings are already obscured and will remain obscured; or
- be located in walls which have the furthest separation from adjoining dwellings or the boundaries of the development site.

Where direct overlooking of the habitable rooms or private garden areas of adjoining dwellings is unavoidable, alternative methods of providing daylight to habitable rooms should be adopted such as:

- the use of skylights
- the use of windows with sills which are a minimum of 1.7 metres above the upper storey floor level; or
- opaque glazing to a height of 1.7 metres above the upper storey floor.

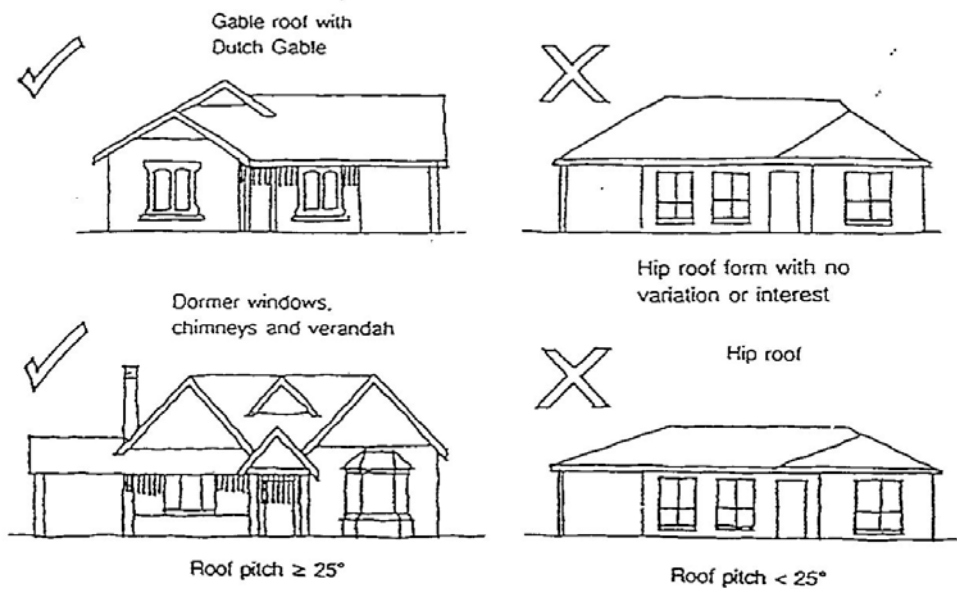
The potential for overlooking of adjoining dwellings from upper storey windows to habitable rooms or private garden areas from balconies should be minimised through measures such as the construction of screens, fencing and the planting of screen landscaping.

### 8.0 ROOF FORM

A roof form providing articulated shapes with hips, gables or other forms shall be encouraged and, where appropriate, the use of dormers, verandahs, balconies or other decorative architectural elements is encouraged. Roofs comprising plain hip forms are not permitted except for two storey dwellings and single storey rendered dwellings

Roofs shall have a minimum roof pitch of 25°.

Figure 1



## **9.0 BUILDING MATERIALS**

### **9.1 Walls**

External walls of dwellings should be constructed from the following range of building materials:

- Exposed, bagged or rendered brick
- Cement rendered concrete or cement rendered block wall
- Stone

Infill areas of walls, utilising painted or coated weatherboard, cement sheet, timber panelling and stucco, may be approved subject to design merit.

### **9.2 Roof**

- Roof materials should be selected from either pre-painted galvanised steel, tiles, slate or cement shingles (flat)
- White (not including off white) roofs are not permitted.

## 10.0 ENERGY CONSERVATION

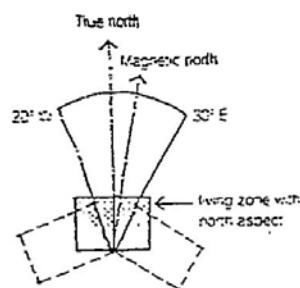
### 10.1 Principles

- When designing a home there are many features that can be included which will make living in the home more pleasant and will also save money on energy bills. The simplest way to achieve this is to take advantage of the sun's free energy in the winter and to protect the home from it in the summer
- The orientation of the house on the allotment can increase the ability to heat, or cool, the dwelling with minimum use of other forms of energy.
- Adopting energy efficient practices therefore benefits two groups - the householders, through reduced operating costs and higher levels of natural comfort and light; and the community, through reduced environmental impact.

### 10.2 Orientation of Living Areas and Private Open Space

- The required orientation of the living zones within houses is shown in Figure 2, that is, dwellings should have a north-facing (ie between 30° east and 20° west) room capable of being used as a living area.
- The degree to which living areas can achieve the desired orientation depends on the orientation of its allotment relative to the road layout.

Figure 2



Preferred orientation range for dwellings in temperate climate zones

Dwellings should generally:

- have living areas orientated northwards
- have bedrooms orientated southward and
- minimise the number and size of west facing windows

## 11.0 FENCING

The northern boundary fence of allotments 37 to 46 inclusive and the western Boundary fence of allotments 46 to 51 inclusive are to be constructed of 1.8 metre high (measured from the finished site level) pre-colour coated iron sheeting, the external colour of which is to be consistent across the width of the adjacent allotment(s) to the north and west respectively.

The cost of any fences or retaining walls required to the northern and western boundaries as outlined above will be expected to be carried out by the allotment owner, subject to the provisions of the Fences Act.

Any build-up of the site level above existing natural ground level is to be retained at the boundaries of the site by a suitable retaining wall. Such retaining wall is to be designed to accepted engineering standards, and not of timber construction if retaining a difference in ground level exceeding 200mm.

All other fencing shall be constructed from either roll top or colour coated capped brush or masonry.

No fencing is permitted forward of the building line.

All fencing shall be a minimum height of 1800mm above the natural ground level or on top of retaining walls.

## 12.0 DOMESTIC OUTBUILDINGS

Domestic outbuildings should:

- be setback at least 0.6 metres from the side and rear boundaries to ensure continuity of boundary fencing.
- not overshadow or block light from the windows of an adjoining dwelling
- be finished in materials and colours to match the associated dwelling, or be finished in colorbond or pre-painted galvanised cladding.
- not impinge on the on the minimum area of private open space for the dwelling (See Section 6.0)
- shall not have a total height exceeding 2.4 metres.



2.4.4.2

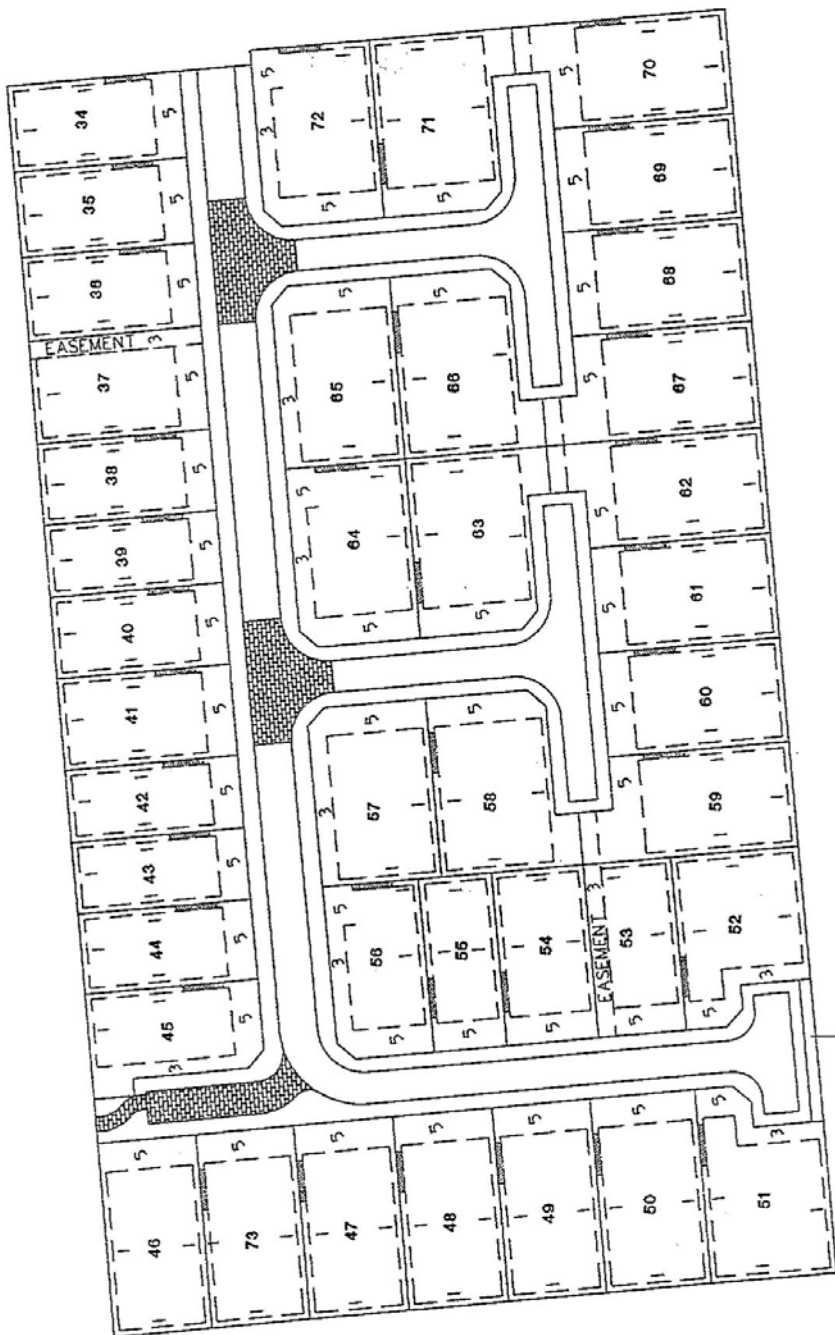
**13.0 LANDSCAPING**

Landscaping forward of the home (including side verges on corner allotments) should be established to the kerb alignment no more than 6 months from the completion date of the dwelling.



APPENDIX 1

ORIGINAL SHEET SIZE A3



DEV. No. 210 / D002 / 96

**NOVAR GARDENS  
BUILDING ENVELOPE PLAN**

PROJECT No.	A06396.80.003	SHEET	SCALE 1:750	REVISION	B
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1:3.5 DENOTES MINIMUM BUILDING SETBACK

▬ ZERO LOT LINE DESIGNATIONS ARE NOT MANDATORY

**SURVEYING CONSULTANTS**



**Alexander Symonds**  
 150 Collins Street  
 Melbourne VIC 3000  
 Australia  
 Tel: +61 (0)3 9419 3000  
 Fax: +61 (0)3 9419 3001  
 Email: info@alexandersymonds.com.au  
 Website: www.alexandersymonds.com.au

**From:**  
**To:** [Terry Buss](#)  
**Cc:**  
**Subject:** Fence enquiry - Novar Gardens  
**Date:** Wednesday, 17 June 2020 1:24:16 PM  
**Attachments:** [image001.jpg](#)  
[Easement enquiry - 3 Alexander Ct Novar Gardens.eml \(5.39 KB\).msg](#)

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Dear Mr Buss,

CT Volume 5435Folio 407  
3 Alexander Court Novar Gardens SA 5040

I am writing seeking confirmation that we are able to erect a side fence on the boundary of 3 Alexander Court and 6 Scott Court Novar Gardens as outlined below. I have discussed this with our neighbour, 6 Scott Court, and am now seeking confirmation from the WTCC to proceed.

Unfortunately over the years we have had many incidences with our properties being used as a thoroughfare including vehicles mounting the driveways to drive straight through.

We have had vehicles scratched as people walk through with their bikes, prams, dogs and work gear, etc. As you can appreciate the safety aspect of this issue can be alarming. The 2 properties and driveways are private residences.

I have had a chat with one of your Planning Officers and they said that there should not be any problems but I should write to you just to confirm.

SA Water has also confirmed that there are no restrictions on erecting a fence between the 2 properties over the sewer easement, copy of correspondence attached.

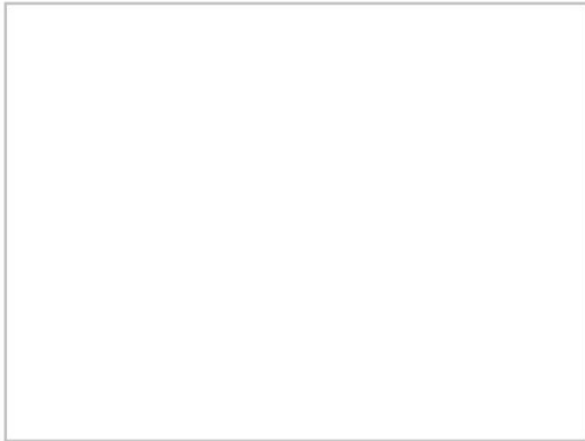
This fence will be positioned entirely on 3 Alexander Court property side in agreement with our neighbour in 6 Scott Court and will not distract from the appearance of the Avenues Estate.

Details of fence:-

Approx. 12 meters in length

Approx. 1.2 meters in height

Steel/aluminium tubular structure in black (example below)



-

I am looking forward to your response via email at your earliest convenience.

Kind regards  
Jacquie Hordacre

---

**From:**  
**To:** [Amelia De Ruvo](#)  
**Cc:**  
**Subject:** RE: 3 Alexander Court, Novar Gardens - Fence Enquiry  
**Date:** Tuesday, 14 July 2020 3:30:52 PM  
**Attachments:** [WTCC Fence App 2020 Att 1.pdf](#)  
[WTCC Fence App 2020 Att 2.docx](#)  
[Easement enquiry - 3 Alexander Ct Novar Gardens.eml \(5.39 KB\).msg](#)

---

Dear Amelia

CT Volume 5435Folio 407  
3 Alexander Court Novar Gardens SA 5040

Thank you for your email below requesting further information in relation to my email dated 17/6/20, copy attached, on erecting a fence.

I have tried to include all the details required for Council to consider this application at the next Council meeting on 4/8/20.

Fence description:  
Slimline black tubular construction  
Height of 1.2m  
Length of 12.5m

Please find attached :-

1. Site plan showing water easement, the 2 properties and where the proposed fence would be situated.
2. Aerial view of the 2 private properties/driveways with highlighted markings showing the proposed fence site, example of fencing style and also the visual aspect of why a fence is needed.
3. A copy of an email from David Baker, Technical Services Investigations, SA Water dated 24/12/18.

I understand Council would prefer the fence to be a height of 1.8m but we feel that this may detract from the aesthetics of the estate and make it feel like a complete divide. Perhaps the 1.2m fence would be a little less imposing.

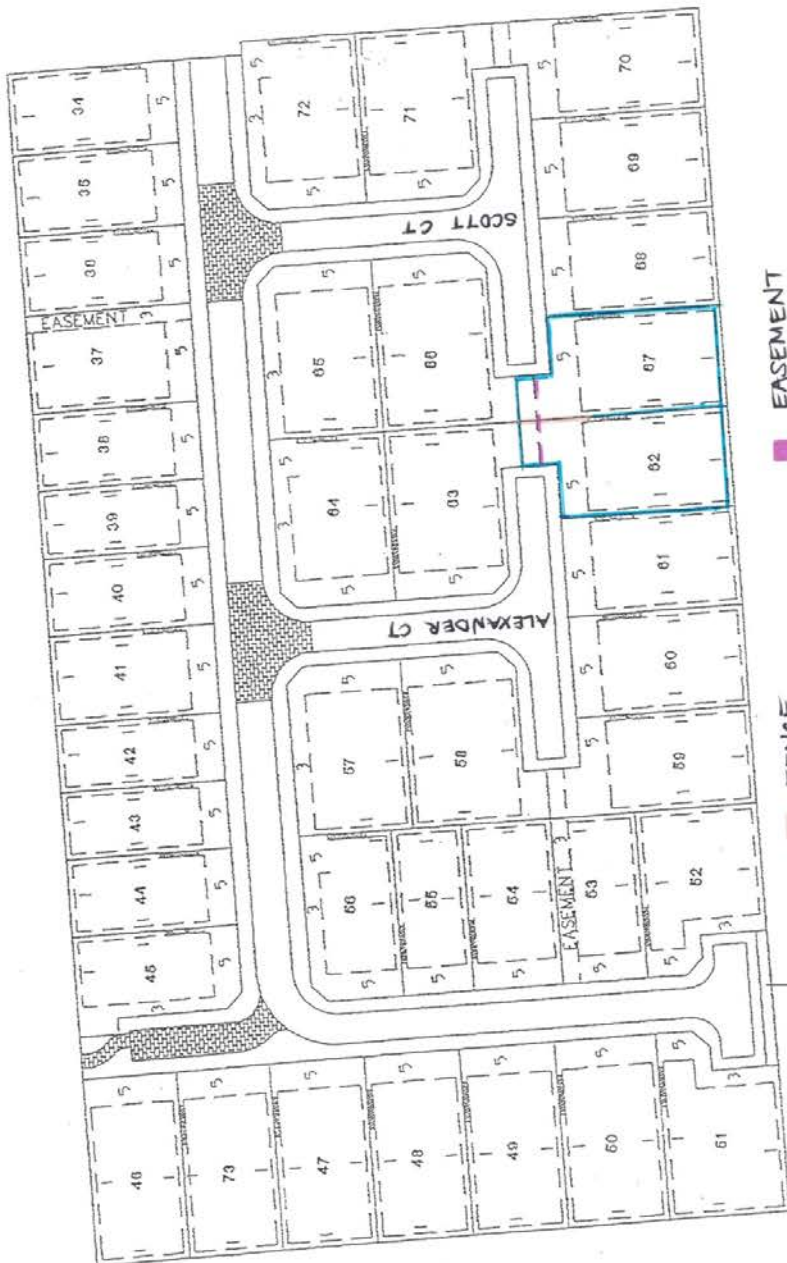
If you require any further information please do not hesitate to contact me.

Kind regards  
Jacquie Hordacre

---

APPENDIX 1

ORIGINAL SHEET SIZE A3



DEV. No. 210 / D002 / 96

NOVAR GARDENS  
BUILDING ENVELOPE PLAN

DRAWING No. A06096.80.003 SHEET SCALE 1:750 DIVISION B

1.3.5 DENOTES MINIMUM BUILDING SETBACK  
ZERO LOT LINE DESIGNATIONS ARE NOT MANDATORY

STARTING CONSULTANTS



Alexander Symonds  
 150 West 10th Street  
 New York, NY 10011  
 Tel: 212 333 3000  
 Fax: 212 333 3001  
 Sydney, Australia  
 150 West 10th Street  
 New York, NY 10011  
 Tel: 212 333 3000  
 Fax: 212 333 3001

ATTACHMENT 2



1. Proposed fence site marked in yellow.
2. Highlighted green area represents the 2 private properties/driveways that are used as a thoroughfare.



(photo of existing driveway on Alexander Ct side)



3. Example of the style of fence.

**From:** [Baker, David](#)  
**To:**  
**Cc:** [Technical Services Investigations](#)  
**Subject:** Easement enquiry - 3 Alexander Ct, Novar Gardens  
**Date:** Monday, 24 December 2018 11:48:37 AM

---

Hello Jackie,

A hedge across the sewer easement would be allowable.

You do have other options available such as fences, screening etc. across the easement.

You are welcome to call me if you would like to discuss these options further.

Regards,

**DAVID BAKER**

Customer Technical Services Team Leader  
SA Water

[www.sawater.com.au](http://www.sawater.com.au)

250 Victoria Square, Adelaide SA 5000  
GPO Box 1751, Adelaide SA 5001

Be green - read on the screen

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South Australian Water Corporation disclaimer

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## **17.6 2020 Local Government Association Annual General Meeting - Proposed Items of Business**

### **Brief**

This report seeks proposed items of business to the 2020 Local Government Association Annual General Meeting to be held on Thursday 29 October 2020 at the Adelaide Town Hall.

### **RECOMMENDATION**

It is recommended to Council that:

1. The report be received.

Or

2. .... be submitted to the Local Government Association as a proposed item of business.

---

### **Introduction**

This report advises that no draft items of business items were submitted to the Chief Executive Officer, in line with the approved process, by 14 July 2020 for consideration by GAROC or the LGA Board for inclusion in the agenda for the Local Government Association (LGA) 2020 Annual General Meeting (AGM) to be held on 29 October 2020 at the Adelaide Town Hall.

### **Discussion**

The purpose of the LGA's Annual General Meeting (AGM) is to consider items of strategic importance to the local government sector.

A report was presented to the 7 July 2020 meeting of Council calling for proposed items of business and appointment of voting delegates for the LGA's 2020 AGM.

At that meeting, Council resolved the voting delegates for the City of West Torrens be Mayor Michael Coxon with Deputy Mayor, Cr John Woodward as proxy. Council also approved the process for the submission, by Members, of draft items of business for the AGM.

Members were given to Tuesday 14 July 2020 to provide draft items of business to the Chief Executive Officer, no (0) draft items of business were received. Consequently, no items will be submitted to the GAROC or LGA Board for their consideration.

### **Climate Impact Considerations**

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

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

### **Conclusion**

This report advises of the outcome of the call for draft items of business for the LGA's 2020 AGM.

### **Attachments**

**Nil**

## 17.7 Call for Nominations for Local Government Association President and Greater Adelaide Regional Organisation of Councils Member

### Brief

The Local Government Association has invited Council to submit nominations for the position of Local Government Association President and one (1) nomination for a position on the West Regional Grouping of the Greater Adelaide Regional Organisation of Councils.

### RECOMMENDATION(S)

It is recommended to Council that:

1. Mayor/Cr.....be nominated to the Greater Adelaide Regional Organisation of Councils.

And/Or

2. Mayor/Cr.....be nominated for the position of Local Government Association President.

Or

3. The report be received.

### Introduction

The terms of the current President of the Local Government Association (LGA) and the West Regional Grouping Member to the Greater Adelaide Regional Organisation of Councils (GAROC) are due to expire at the 2020 LGA Annual General Meeting (AGM) on 29 October 2020. Consequently, the LGA is seeking nominations to those positions (**Attachments 1, 2 & 6 respectively**).

### Discussion

#### LGA President

The term of LGA President will commence from the conclusion of the 2020 AGM until the conclusion of the 2022 AGM.

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC). For the 2020/2022 term of office, nominations are for council members within the GAROC.

To be eligible for nomination, a person must be a council member and be a current member of the GAROC Committee and have been in that role for at least 1 year. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council. An extract from the LGA Constitution, fact sheet and position description for further information on eligibility and role responsibilities is attached (**Attachment 3**).

A completed Nomination Form (**Attachment 4**) and Candidate Information Sheet (**Attachment 5**) for the position of LGA President must be received by the Returning Officer, no later than 5pm **Friday 28 August 2020**.

## GAROC Member

The LGA is calling for nominations to fill two positions allocated to each Regional Grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2020 LGA AGM and to remain in office until the conclusion of the 2022 AGM.

As the City of West Torrens is a Member Council in the West Regional Grouping, Council is invited to submit one (1) nomination for the position on the West Regional Grouping of GAROC. A list of the GAROC Regional Groupings is attached (**Attachment 7**).

At the 2019 LGA AGM, members approved the establishment of four (4) GAROC Regional Groupings to take effect from the 2020 GAROC elections. Membership of GAROC to comprise two eligible members elected by a majority vote of the councils within each Regional Grouping, provided that each person elected for that Regional Grouping is from a different member council. Additionally, the Lord Mayor of the City of Adelaide is to be a standing member of GAROC.

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region. GAROC exists to assist in the achievement of the LGA's objects being:

- advocating to achieve greater influence for local government in matters affecting councils and communities;
- assisting member councils to build capacity and increase sustainability through integrated and coordinated local government; and
- advancing local government through best practice and continuous improvement.

GAROC will assist in the achievement of the LGA's objects by:

- supporting the activities of the LGA at a regional level;
- promoting communication between Members and between Members and the LGA;
- advocating in respect of matters which affect the GAROC Regional Group;
- encouraging engagement of Members within the GAROC Regional Group with GAROC and the LGA; and
- participating in policy development and implementation.

A nomination to the GAROC must be made by resolution of Council using the required Nomination Form (**Attachment 8**) and should include the Candidate Information Sheet (**Attachment 9**).

The Candidate Information Sheet requires nominees to provide details of their local government experience and knowledge, local government policy views and interests and any other details of leadership, board and corporate governance experience. If a ballot is required, the distribution of ballot papers to councils will include any information provided by the candidates to the Returning Officer in accordance with the GAROC Terms of Reference (**Attachment 10**).

All nominations and any accompanying candidate information must be received by the LGA no later than 5.00pm on **Friday 28 August 2020**.

## **Climate Impact Considerations**

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

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

## **Conclusion**

The Local Government Association is has invited Council to submit nominations for the position of LGA President and one (1) nomination for a position on the West Regional Grouping of GAROC, which must be submitted to the LGA by 5:00pm on Friday 28 August 2020.

## **Attachments**

1. **Circular - Nominations for LGA President and member of GAROC**
2. **Correspondence from Matt Pinnegar - Call for Nominations for LGA President**
3. **LGA Constitution, Fact Sheet and Position Description - LGA President**
4. **Nomination Form - LGA President**
5. **Candidate Information Sheet - LGA President**
6. **Correspondence from Matt Pinnegar - Call for Nominations for GAROC Member**
7. **List of GAROC Regional Groupings**
8. **Nomination Form - GAROC Member**
9. **Candidate Information Sheet - GAROC Member**
10. **GAROC Terms of Reference**



**Local Government Association  
of South Australia**

## Nominations for LGA President and members of SAROC and GAROC

**24th July 2020**

The LGA has called for nominations for the position of LGA President as well as for members of SAROC and GAROC to commence from the conclusion of the 2020 Annual General Meeting.

The LGA has sent letters to Councils calling for nominations for the position of LGA President as well as for members of SAROC and GAROC, to commence from the conclusion of the 2020 Annual General Meeting and to remain in office until the conclusion of the 2022 AGM. Nominations close 5pm Monday, 24 August 2020.

**Note: Deadline now extended to 5pm Friday 28 August 2020**

Copies of the relevant information, election timing, advice sent to councils, nomination forms etc. can be accessed from the links below:

- [LGA President](#)
- [SAROC Members](#)
- [GAROC Members](#)

In addition the following documents are provided relating to the roles and responsibilities of each position and the conduct of these elections in general:

- [LGA Constitution](#)
- [SAROC Terms of Reference](#)
- [GAROC Terms of Reference](#)

If you have any questions in relation to the election process, please contact LGA Director Governance & Legislation, Alicia Stewart, at [alicia.stewart@lga.sa.gov.au](mailto:alicia.stewart@lga.sa.gov.au) or 8224 2037.



The voice of local government.

In reply please quote our reference: ECM 713305 AS/AC

20 July 2020

[Redacted]  
 Chief Executive Officer  
 [Redacted]

[Redacted]  
**Emailed:** [Redacted]

Dear Mr [Redacted]

**Call for Nominations for LGA President**

The LGA hereby calls for nominations for the position of LGA President to commence from the conclusion of the 2020 Annual General Meeting (AGM) and to remain in office until the conclusion of the 2022 AGM. A nomination form for the position of President is attached and must be received by me, no later than **5pm Monday 24 August 2020**. Late nominations will not be accepted.

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC). For this election, nominations are for council members within GAROC. To be eligible for nomination, a person must be a council member and be a current member of the GAROC Committee and have been in that role for at least 1 year. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council. Please refer to the attached Fact Sheet and Position Description for further information on eligibility and role responsibilities.

Key (indicative) timings and relevant LGA Constitution provisions are outlined in the table below.

Indicative Timing	Headline	LGA Constitution Provision
	Office of President	Position of President – rotated between SAROC and GAROC (Clause 28.6).
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 29.1)
20 July 2020	Nominations Called	CEO to write to members calling for nominations for position of President at least 3 months before AGM (Clause 28.2)
24 August 2020	Nominations Close	Nominations <u>must</u> be received by the CEO no later than 5pm on the day specified for the close of nominations, being 24 August 2020 (Clause 28.7)

Indicative Timing	Headline	LGA Constitution Provision
	Office of President	Position of President – rotated between SAROC and GAROC (Clause 28.6).
	Nominations equal to vacancies	If only 1 nomination is received for President, the Chief Executive shall declare such person duly elected (Clause 29.3). If the number of persons nominated for the office of President exceeds 1 person then an election must be held (Clause 29.4).
7 September 2020	Ballot papers prepared and posted	CEO shall deliver ballot papers to each member at least 6 weeks before AGM (last date 17 September) (Clause 29.5.1)
19 October 2020	voting closes	The CEO as returning officer will determine when voting closes, being 19 October 2020
20 October 2020	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 29.5.6)
29 October 2020	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 29.5.8)
29 October 2020	President takes office	President takes office at the conclusion of the AGM (Clause 30.1)

#### Timing of LGA Election

The LGA Constitution provides for the election of LGA President, SAROC and GAROC members, and the LGA Board to take effect from the LGA's AGM, every other year. This enables the outgoing President to deliver their annual report and finance statements for the preceding year, before handing over to the incoming President.

#### Access to Members Information

Nominees may access the contact details of councils and elected members from the LGA database to assist in communicating with the sector during the election campaign. This information will be available upon request.

The LGA is writing separately to councils regarding the arrangements for the election of members to SAROC and GAROC.



Local Government Association  
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If you have any questions in relation to the election process, please contact me or Director Governance & Legislation Alicia Stewart on 8224 2037 or [alicia.stewart@lga.sa.gov.au](mailto:alicia.stewart@lga.sa.gov.au).

Yours sincerely

Matt Pinnegar

**Chief Executive Officer/ LGA Returning Officer**

CC: Mayor – via email

Attachments:

- 1 Extract from LGA Constitution – Section 28
- 2 LGA President Election Fact Sheet
- 3 LGA President Position Description
- 4 2020 Nomination Form – LGA President
- 5 Candidate Information Sheet



## Extract – LGA Constitution

### Clause 28 – Nominations for the Office of President

- 28.1 The office of President shall be elected by Members biennially.
- 28.2 In the year in which a new President is to be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members calling for nominations for the position of President.
- 28.3 Every Member is entitled to nominate an eligible person to the office of President.
- 28.4 To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- 28.5 To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- 28.6 The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- 28.7 A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.
- 28.8 If no nomination is received for the office of President under clause 28.7, then the Chief Executive shall call for additional nominations from and by the Delegates at the Annual General Meeting and will conduct an election at the meeting.

## LGA President Election Fact Sheet

### 1. Who can nominate a person?

All LGA member councils (**Members**) are entitled to nominate an eligible person to the office of President.

### 2. Who can be nominated?

To be eligible for nomination as a candidate in the 2020 President Election, a person must be a Council Member, and must be a current member of the GAROC Committee who has undertaken that role for a period of not less than 1 year.

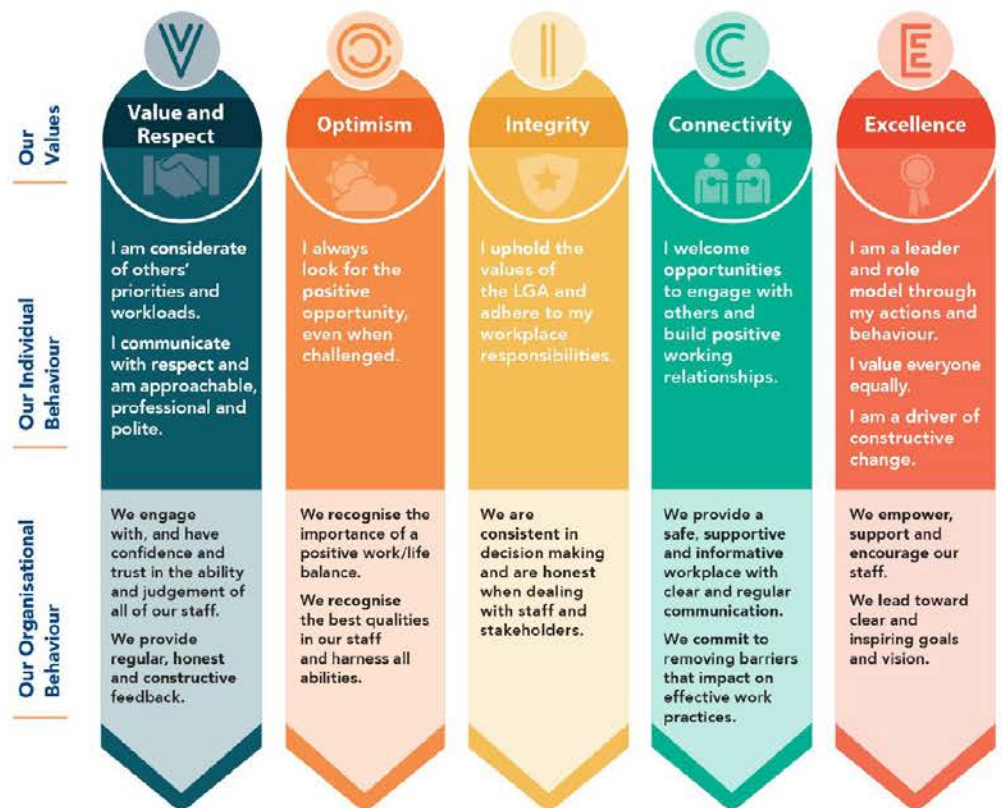
### 3. How is a nomination made?

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than **5:00pm on Monday 24 August 2020**.

### 4. What is the election process?

If only one eligible person is nominated, the CEO will declare such person duly elected. If the number of eligible persons nominated exceeds one person, then an election will be held. The CEO is the Returning Officer for any election for the office of President. The CEO will notify all Members of the nominated candidates and will conduct the election as follows (timings are indicative only):

1. The CEO will deliver ballot papers to each Member at least six weeks prior to the Annual General Meeting (no later than 17 September).
2. The ballot papers will list the candidates for election, specify the date of closure of the election as 19 October 2020, and be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer".
3. Each Member then determines by resolution the candidate it wishes to vote for and mark the ballot paper accordingly and place it in a sealed envelope for delivery to the CEO.
4. The CEO will nominate the date, time, and place for the counting of votes and will invite each candidate and a person nominated as the candidate's scrutineer to be present.
5. At the counting of the votes the CEO will produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes.
6. The candidate with the most votes will be deemed elected and the CEO will declare the candidate elected at the Annual General Meeting.
7. If candidates receive the same number of votes, the CEO will draw lots at the counting of the votes and the lot drawn will be the candidate elected.

LGA President	
<b>Position Title:</b>	LGA President
<b>Position Status:</b>	Elected for two year term
<b>Reporting Arrangements:</b>	This position reports to the LGA Board of Directors
<b>Location:</b>	Local Government House, 148 Frome Street, Adelaide
<b>Special Conditions:</b>	Some intra/interstate travel with overnight stays is required. Out of hours work required.
LGA Values and Behaviours	
	

## Position Description

Position
<p>The Board of Directors is the governing entity of the LGA.</p> <p>The Board of Directors consists of:</p> <ul style="list-style-type: none"> <li>• the President;</li> <li>• the Immediate Past President;</li> <li>• the chairperson of SAROC and the chairperson of GAROC; and</li> <li>• 6 additional persons (each of which must be a Council Member) with relevant business and governance experience elected in equal proportions from the Council Members of SAROC (3 persons) and the Council Members of GAROC (3 persons).</li> </ul> <p>Each Director must:</p> <ul style="list-style-type: none"> <li>• undertake his or her role as a Director honestly and act with reasonable care and diligence in the performance and discharge of functions and duties;</li> <li>• not make improper use of information acquired by virtue of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA;</li> <li>• not make improper use of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; and</li> <li>• not act in any matter where the Director has a conflict of interest (provided that an interest shared in common with all or a substantial proportion of the Directors will not be an interest giving rise to a conflict of interest).</li> </ul>
Functions, Duties and Powers
<p>1. Chair and lead the LGA Board of Directors who have the following roles, functions and duties:</p> <ul style="list-style-type: none"> <li>• The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members.</li> <li>• The functions of the Board of Directors include: <ul style="list-style-type: none"> <li>○ appointing a Chief Executive and superintending his or her performance;</li> <li>○ holding the Chief Executive accountable for the performance of the LGA Office;</li> <li>○ advocating for the LGA, the Members and the local government community;</li> <li>○ superintending the activities of the LGA;</li> <li>○ determining matters which may be placed on the agenda of a General Meeting; and</li> <li>○ undertaking such other functions as may be provided for, or envisioned by, this Constitution.</li> </ul> </li> <li>• The Board of Directors must ensure that: <ul style="list-style-type: none"> <li>○ the LGA acts in accordance with applicable laws and the Constitution;</li> <li>○ the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities;</li> <li>○ the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained;</li> </ul> </li> </ul>

- subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and
- the LGA performs to its business plan and achieves or better the financial outcomes projected in its budget.

2. The President shall:

- preside at all General Meetings and meetings of the Board of Directors, but in his or her absence a member of the Board of Directors chosen by the Board of Directors shall preside at the meeting.
- act as the principal spokesperson of the LGA.
- exercise other functions of the LGA as the LGA Board of Directors determines.
- represent the LGA to government, stakeholders and events.

#### The key responsibilities of the LGA President

The President acts as an important link between the Board and the organisation's management via the CEO. The President is responsible for leadership of the Board including:

- Facilitating proper information flow to the Board.
- Facilitating the effective functioning of the Board including managing the conduct, frequency and length of Board meetings.
- Communicating the views of the Board, in conjunction with the CEO, to the LGA's members, State and Federal Government, broader stakeholders and to the public.
- Facilitating open and constructive communications amongst Board members and encouraging their contribution to Board deliberations.
- Overseeing and facilitating Board, committee and Board member evaluation reviews and succession planning.
- Liaising and interfacing with the CEO as the primary contact between the Board and management.
- Liaising with and counselling, as appropriate, board members.

Inside the boardroom the President is responsible for the following:

- Acting as an important link between the Board and management but without necessarily preventing direct access of fellow directors.
- Establishing and maintaining an effective working relationship with the CEO.
- Setting the tone for the Board, including the establishment of a common purpose.
- Chairing Board meetings efficiently and shaping the agenda in relation to goals, strategy, budget and executive performance.
- Obtaining appropriate information to present to the Board.
- Encouraging contributions by all Board members and seeking consensus when making decisions.
- Motivating Board members and where appropriate dealing with underperformance.
- Overseeing the process for appraising the Board as a whole.
- Overseeing negotiations for the CEO's employment and evaluating the CEO's performance.
- Planning for CEO succession.
- Assisting with the selection of Board and Committee members.

**Eligibility Criteria**

As per clause 28 of the LGA Constitution:

- To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

**Performance/Accountability**

The Board of Directors will conduct an annual performance review to assess its performance as a Board and in meeting the LGA's objectives and strategies. This may include a review of individual Directors including the President.



The voice of local government.

## 2020 Nomination Form

### LGA President

<b>Name of Council submitting nomination</b>	<i>(insert name of council)</i>
<b>Nominee's (full name)</b>	<i>(insert title, first name and surname)</i>
<b>Declaration and signature of nominee</b>	<p>I hereby accept such nomination and consent to act as LGA President if so elected.</p> <p>Signature:</p> <p>.....</p>
<b>Council Resolution</b>	<p><i>(insert date &amp; resolution no.)</i></p> <p><i>(insert council resolution)</i></p>
<b>Signature and name of CEO (Nominating Council)</b>	<p>Signature:</p> <p>.....</p> <p><i>(insert name)</i></p>
<b>Dated</b>	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer**  
**Close of nominations 5:00pm Monday 24 August 2020**

## Candidate Information Sheet

### LGA President

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li><i>(insert details of leadership, board, corporate governance experience etc)</i></li> </ul>

**This form must accompany the Nomination Form**





The voice of local government.

In reply please quote our reference: ECM 713244 AS/AL

21 July 2020

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

**Emailed:**

Dear Mr Buss

### **Call for Nominations for GAROC Members**

The terms of the current members of the Greater Adelaide Regional Organisation of Councils (GAROC) expire at the 2020 LGA Annual General Meeting (AGM). The LGA hereby calls for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2020 LGA Annual General Meeting and to remain in office until the conclusion of the 2022 AGM. A nomination form for the position of member of GAROC is attached and must be received by me, no later than **5pm Monday 24 August 2020**. Late nominations will not be accepted.

At the 2019 LGA AGM, members endorsed the establishment of four (4) GAROC Regional Groupings to take effect from the 2020 GAROC elections, with membership of GAROC to comprise two eligible members elected by a majority vote of the councils within each Regional Grouping, provided that each person elected for that Regional Grouping is from a different member. Additionally, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

I write to you in your capacity as the Chief Executive Officer of a Member Council in the West Regional Grouping to invite one (1) nomination from your council for a position on the West Regional Grouping of GAROC. A list of the GAROC Regional Groupings is attached to this letter.

A nomination may only be made by resolution of the council and using the attached nomination form. The form must be signed by both the candidate nominated by the council to indicate his/her willingness to stand for election, and by you as the Chief Executive Officer of the nominating council. The nomination form must be accompanied by the attached candidate information sheet.

### **Voting**

The GAROC Terms of Reference (TOR) (extract attached) outlines the process as to how an election will occur. As the Returning Officer I am required to conduct a ballot if the number of nominations for each GAROC Regional Grouping exceeds the number of positions. If a ballot is required, the distribution of ballot papers to councils will include any information provided on the candidate information sheet.

### Timetable

Key (indicative) timings and GAROC TOR provisions are outlined in the following table:

Indicative Timing	Headline	GAROC TOR Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
20 July 2020	Nominations Called	CEO to write to members of GAROC Regional Groupings calling for nomination for position of members of GAROC at least 3 months before AGM (Clause 4.3.2)
24 August 2020	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination, being 24 August 2020 (Clause 4.3.4).
	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions for the Regional Grouping each candidate is elected and takes office at the conclusion of the AGM (Clause 4.4.3)
7 September 2020	Ballot papers prepared and posted	In the event of an election being required the CEO shall deliver ballot papers to each member of the relevant Regional Grouping at least 6 weeks before AGM GAROC (Clause 4.4.5(a))
19 October 2020	voting closes	The CEO shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f))
20 October 2020	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5(f))
29 October 2020	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 4.4.5(h))
29 October 2020	Takes office	GAROC members take office at the conclusion of the AGM (Clause 4.5)
29 October 2020	Voting for Board Members	GAROC should meet at the conclusion of the AGM to elect 3 of its members (plus its Chair) to the Board of Directors (Clause 6.4.1 and 6.4.2) who's term of office commences after the AGM.

### LGA Board Appointments

Under the LGA Constitution and the GAROC TOR, once members are elected to GAROC, these members will then elect a Chair and three GAROC members to form the LGA Board of Directors. These GAROC LGA Board Directors will be accompanied by their equivalent from SAROC, as well as the President and Immediate Past President, to form the ten (10) member LGA Board of Directors.



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If you have any questions in relation to the election process, please contact me or LGA Director Governance & Legislation Alicia Stewart on 8224 2037 or [alicia.stewart@lga.sa.gov.au](mailto:alicia.stewart@lga.sa.gov.au).

Yours sincerely

Matt Pinnegar

**Chief Executive Officer/ LGA Returning Officer**

CC: Mayor – via email - [mayorcoxon@wtcc.sa.gov.au](mailto:mayorcoxon@wtcc.sa.gov.au)

Attachments:

- 1 List of GAROC Regional Groupings
- 2 Extract from LGA GAROC TOR – Section 4
- 3 2020 Nomination Form – GAROC
- 4 Candidate Information Sheet

## List of GAROC Regional Groupings

<b>GAROC Regional Grouping</b>	<b>Members</b>
<b>Adelaide</b>	Adelaide City
<b>North</b>	Gawler Playford Salisbury Tea Tree Gully
<b>West</b>	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
<b>South</b>	Marion Mitcham Onkaparinga
<b>East</b>	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville



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## 2020 Nomination Form

### GAROC

<b>Nominee's Council</b>	<i>(insert name of council)</i>
<b>Nominee's Name (full name)</b>	<i>(insert title, first name and surname)</i>
<b>Regional Grouping</b>	<i>(Select one)</i> <input type="checkbox"/> North <input type="checkbox"/> West <input type="checkbox"/> South <input type="checkbox"/> East
<b>Declaration and signature of nominee</b>	I hereby accept such nomination. Signature: .....
<b>Signature and name of Nominating Council's CEO</b>	Signature: ..... <i>(insert name)</i>
<b>Dated</b>	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer  
Close of nominations 5:00pm Monday 24 August 2020**

## Candidate Information Sheet

### GAROC

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li><i>(insert details of leadership, board, corporate governance experience etc)</i></li> </ul>

**This form must accompany the Nomination Form**

## Extract – GAROC Terms of Reference

### Clause 4 – GAROC

#### 4. GAROC

##### 4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.

##### 4.2. Membership

4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

##### 4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:

- (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
- (b) only a Council Member can be nominated to GAROC.

4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (Close of Nominations). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

##### 4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.

- 4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.
- 4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in clause 4.2.1, then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.
- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
  - (b) the ballot papers shall:
    - (i) list the candidates for election;
    - (ii) specify the day of closure of the election;
    - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
  - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
  - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
  - (e) on receipt of the envelopes the Chief Executive must:
    - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
    - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
  - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
  - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
  - (h) in respect of an election for the purposes of clause 4.2.1, the 2 candidates from a Regional Grouping of Members with the most votes shall be deemed elected in respect of that Regional Grouping of Members and the Chief Executive shall declare the candidates elected at the Annual General Meeting; and
  - (i) in the case of candidates for membership positions described in clause 4.2.1 from a Regional Grouping of Members receiving the same number of votes, the Chief



Executive shall draw lots at the counting of the votes to determine which candidate is elected.

- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.
- 4.4.7. The Chief Executive may, in his or her discretion, delegate any of his or her powers, functions or duties to an Executive Officer of a Regional Grouping of Members who shall act accordingly for the conduct of elections for the purpose of clause 4.2.1 in respect of the Regional Grouping of Members relevant to that Executive Officer.

## 17.8 Nominations sought for the Local Government Finance Authority Board of Trustees Brief

This report seeks nominations to the Local Government Finance Authority Board of Trustees.

### RECOMMENDATION

It is recommended to Council that:

..... be nominated for the Local Government Finance Authority Board of Trustees.

Or

The report be received.

### Introduction

The Local Government Finance Authority of South Australia (LGFA) is a body corporate established under the *Local Government Finance Authority Act 1983* and is administered by a Board of Trustees (LGFA Board). The LGFA provides investment and lending solutions to South Australian Local Government.

The Local Government Association (LGA) has called for nominations (**Attachment 1**) for a local government representative and deputy on the Committee. This representative can be either a qualified council member or employee of a council.

### Discussion

The LGFA is administered by a Board of Trustees and works for the benefit of Councils and other Local Government Bodies within South Australia.

The LGFA bring finance solutions to South Australian Councils and other Local Government Bodies and offer a range of competitive loans and investment products to members.

#### *Term and Appointment*

Appointments to the Committee are for a period of two years, commencing 1 January 2021. The current representative positions are held by Ms Annett Martin (City of Charles Sturt) and Mr Michael Sedgman (The Rural City of Murray Bridge).

#### *Remuneration and meeting frequency*

Members of the Board receive an annual income of \$7,400 for attendance at meetings. The LGFA Board meets approximately six times per year.

#### *Eligibility*

The LGFA have advised that it would be advantageous for a nominee to have an interest or background in finance to appropriately contribute to the operations of the Authority.

#### *Nomination Process*

In accordance with the Local Government Association (LGA) Appointments and Nominations to Outside Bodies Policy, the Nominations Committee of the LGA Board of Directors may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors which may include the Nominations Committee conducting interviews or requesting the details of referees. Further information is available on the Call for Nominations Information Sheet (**Attachment 2**).

A nominee will only be accepted following a resolution of Council and must be submitted using the appropriate Nominations Form (**Attachment 3**) and submitted to the LGA with a curriculum vitae by close of business on **Wednesday 16 September 2020**.

Terry Buss, Chief Executive Officer, has expressed interest in being nominated to the Local Government Finance Authority Board of Trustees.

### **Climate Impact Considerations**

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

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

### **Conclusion**

The LGA has called for nominations to the Local Government Finance Authority of South Australia.

### **Attachments**

1. **Local Government Association - Call for Nominations for the Local Government Finance Authority of Trustees**
2. **Part A - Call for Nominations Information Sheet**
3. **Part B - Nominations Form**



**Local Government Association  
of South Australia**

## Nominations sought for Local Government Finance Authority Board of Trustees

### 24th July 2020

The LGA is seeking nominations for a local government representative on the Local Government Finance Authority Board of Trustees. Nominations must be submitted by 5pm Wednesday 16 September 2020.

The Local Government Finance Authority of South Australia (LGFA) is a body corporate established under the *Local Government Finance Authority Act 1983* and is administered by a Board of Trustees (LGFA Board). The LGFA provides investment and lending solutions to South Australian Local Government.

The LGA is seeking nominations from suitably qualified council members, or employees of a council or other local government entity, to fill a two-year term commencing from 1 January 2021.

Members receive an annual income of \$7,400 for attendance at meetings. The LGFA Board meets approximately 6 times per year.

In accordance with the LGA *Appointments and Nominations to Outside Bodies Policy*, the Nominations Committee of the LGA Board of Directors may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors; this may include the Nominations Committee undertaking interviews and/or requesting details of referees. 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 the selection criteria to be addressed by the nominee.

The nominee and council are required to complete the [Nominations Form \(Part B\)](#) and forward to [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au) by **5pm Wednesday 16 September 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 Nominations Form or forwarded separately by **5pm Wednesday 16 September 2020**.

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

**PART A**

## LGA Appointments and Nominations to Outside Bodies — Call for Nominations

Local Government Finance Authority Board of Trustees	
<b>Governing Statute (if applicable)</b>	<i>Local Government Finance Authority Act 1983</i>
<b>Purpose/Objective</b>	Board of Trustees for the management of the Local Government Finance Authority, providing investment and lending solutions to South Australian Local Government.
<b>Administrative Details</b>	6 meetings per annum Remuneration: \$7,400 per annum
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>Local government knowledge and experience</li> <li>Financial Acumen</li> </ul>
<p><i>In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees.</i></p>	
<p><b>Liability and indemnity cover</b></p> <p><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></p>	
<p><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</p>	

**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

Local Government Finance Authority Board of Trustees	
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>	



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**PART B**

**SECTION 2: NOMINEE to complete**

<b>&lt; Name of Outside Body &gt;</b>	
<b>Nominee Details</b>	
<b>Full Name</b>	<b>Gender</b>
<b>Home / Postal Address</b>	
<b>Phone</b>	<b>Mobile</b>
<b>Email</b>	
<b>Why are you interested in this role?</b>	
<b>CV</b>	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>
<b>Response to selection criteria (if applicable)</b> <small>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</small>	<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: <ul style="list-style-type: none"><li>• _____</li></ul>	
<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: _____	

## 17.9 Nominations sought for the State Bushfire Coordination Committee

### Brief

This report seeks nominations to the State Bushfire Coordination Committee.

### RECOMMENDATION

It is recommended to Council that:

1. Cr..... be nominated for the State Bushfire Coordination Committee.

Or

2. This report be received.

---

### Introduction

The State Bushfire Coordination Committee (Committee) is a statutory body under the *Fire and Emergency Services Act 2005* established to formulate a framework for coordination of bushfire management in the country and in designated urban bushfire risk areas.

The Local Government Association (LGA) has called for nominations (**Attachment 1**) for a local government representative and deputy on the Committee.

### Discussion

The Committee provides leadership and maintains oversight of emergency management planning in South Australia. It has a vision of a "*safe and strong SA through a shared commitment to resilience*". The Committee aims to achieve this through: understanding risks and how they may affect the South Australian community; encouraging sustained behavioural change across the entire community; and focusing on reducing the consequences of emergencies. Committee responsibilities are listed in the Terms of Reference (**Attachment 2**).

All South Australian regions have bushfire management committees that are overseen by the State Bushfire Coordination Committee. The committees have the key functions of coordinating bushfire management by way of strategic level planning and implementation activities including community engagement programmes.

#### *Term and Appointment*

Appointments to the Committee are for a period of three years, commencing Friday 14 November 2020. The current local government representatives are Cr Shiralee Reardon of the City of Salisbury and her deputy is Cr Heidi Greaves of the City of Onkaparinga. Both are eligible for re-appointment.

#### *Remuneration and meeting frequency*

Members of the Committee receive a sitting fee of \$206 per session plus travel expenses. The Committee meet four times per year, of 2-3 hours duration and are held at metropolitan locations.

#### *Nomination Process*

The *Fire and Emergency Services Act 2005* requires the LGA to provide a panel of three nominees from which the Minister will select the appointee and deputy. 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 3**) 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 **Close of Business, 28 August 2020**, and must include a completed nomination form (**Attachment 4**), a response to the selection criteria (no more than 2 pages) and a current Curriculum Vitae.

The LGA Board of Directors will consider the nominations at its meeting on Thursday 17 September 2020.

### **Climate Impact Considerations**

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

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

### **Conclusion**

This report provides information with regard to the LGA's call for nominations to the State Bushfire Coordination Committee.

### **Attachments**

1. **Circular - Nominations sought for the State Bushfire Coordination Committee**
2. **Terms of Reference - State Bushfire Coordination Committee**
3. **Call for Nominations (Part A) - State Bushfire Coordination Committee**
4. **Nomination Form (Part B) - State Bushfire Coordination Committee**



## Nominations sought for the State Bushfire Coordination Committee.

**17th July 2020**

The LGA is seeking nominations for a local government representative and deputy on the State Bushfire Coordination Committee for a term commencing Friday 14 November 2020.

### **State Bushfire Coordination Committee**

The State Bushfire Coordination Committee is a statutory corporation to which the provisions of the [Fire and Emergency Services Act 2005](#) apply.

The State Bushfire Coordination Committee provides leadership and maintains oversight of emergency management planning in South Australia. It's vision is a "safe and strong SA through a shared commitment to resilience" which it aims to achieve by: understanding risks and how they may affect the south Australian community, encouraging sustained behavioural change across the entire community, and focusing on reducing the consequences of emergencies. Committee responsibilities are listed in the [Terms of Reference](#).

Appointments to the State Bushfire Coordination Committee are for a period of three years, commencing Friday 14 November 2020.

Four meetings per year, of 2-3 hours duration are held at metropolitan locations. Sitting fees are \$206 per session plus travel expenses.

The current local government representative is Cr Shiralee Reardon of the City of Salisbury and her deputy is Cr Heidi Greaves of the City of Onkaparinga. Both are eligible for re-appointment.

The *Fire and Emergency Services Act 2005* requires the LGA to provide a panel of three nominees from which the Minister will select the appointee and deputy. In accordance with section 36A of the *Acts Interpretation Act 1915* the panel of nominees must include at least one male and one female.

### **Changes to LGA Appointments and Nominations Processes**

In December 2019 the LGA Board of Directors endorsed a new [LGA Appointments and Nominations to Outside Bodies Policy](#), which provides for varied rigour in the examination of nominees that is commensurate with the responsibilities and strategic importance of the Outside Body.

Under the policy, the LGA Board of Directors may set selection criteria to be addressed by nominees; if selection criteria have been set these will be specified in the [Call for Nominations Information Sheet \(Part A\)](#).

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 \(Part B\)](#) asks nominees whether they want to be listed on the database.

The policy establishes a Nominations Committee of the LGA Board of Directors, which may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors.

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.

### **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 Friday 28 August 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 Friday 28 August 2020.

The LGA Board of Directors will consider nominations received at its meeting on Thursday 17 September 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.

# Terms of Reference

## STATE BUSHFIRE COORDINATION COMMITTEE

VERSION	V1.0
DATE	APRIL 2013
REVIEW	JUNE 2015
STATUS	APPROVED
CONFIDENTIALITY	C3-RESTRICTED
DIVISION	PREPAREDNESS OPERATIONS



# Terms of Reference

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*The terms of reference for the State Bushfire Coordination Committee have been prepared in accordance with the guidelines issued by the Government of South Australia for "Improving the Effectiveness of Government Boards and Committees" (Department of the Premier and Cabinet Circular PC022, 19 September 2012).*

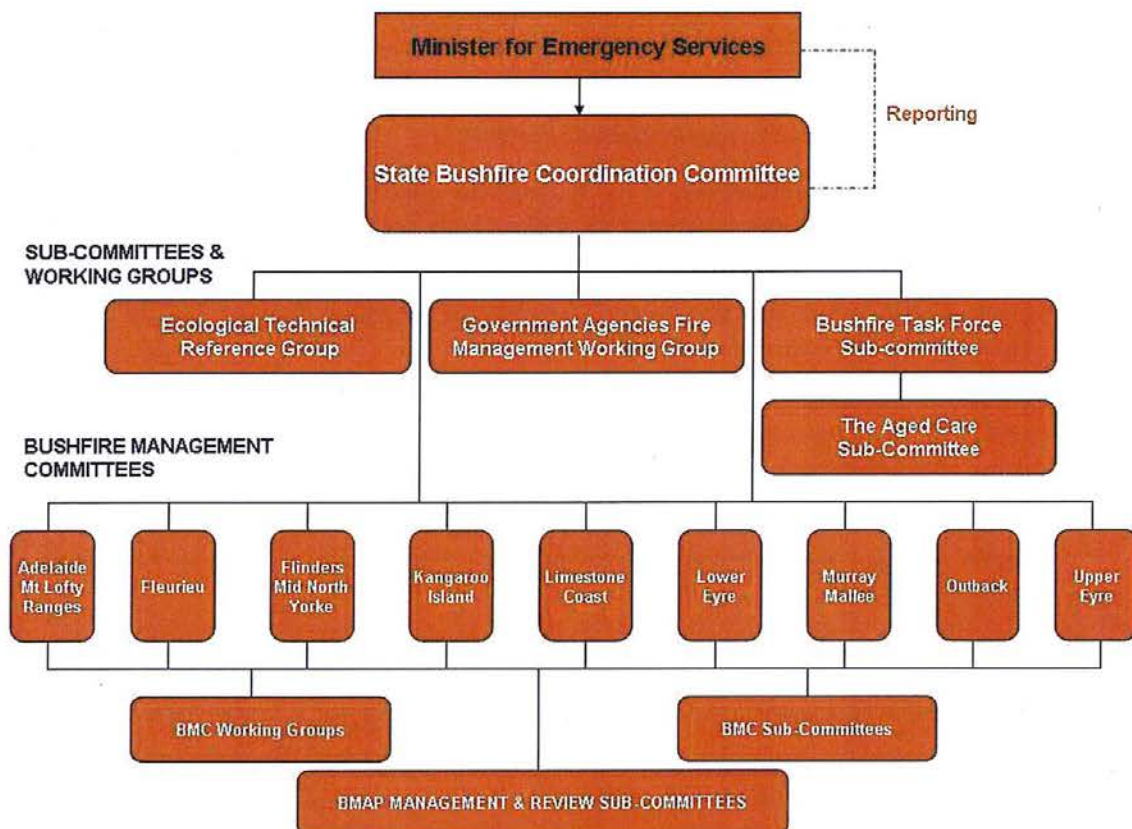
# Terms of Reference

## 1. Purpose

The State Bushfire Coordination Committee (SBCC) is a statutory body established under the *Fire and Emergency Services Act 2005* (SA) to formulate a framework for coordination of bushfire management in the country and in designated urban bushfire risk areas.

All South Australian regions have bushfire management committees that are overseen by the SBCC. The committees have the key function of coordinating bushfire management by way of strategic level planning and implementation activities including community engagement programmes.

## 2. Structure



# Terms of Reference



## 3. Membership

Under section 71 of the Act, the membership of the SBCC consists of\*:

**Chair:**

- The Chief Officer, SA Country Fire Service (SACFS) (*ex officio*);

**Executive Officer:**

- SACFS is responsible for providing an officer of SACFS to undertake this role.

**Members:**

- 1 officer of SA Metropolitan Fire Service (SAMFS), nominated by SAMFS;
- 1 officer of SACFS (not being an officer who holds office as a volunteer member of SACFS), nominated by SACFS;
- 1 volunteer member of SACFS, nominated by the Country Fire Service Volunteers Association (CFSVA);
- 1 police officer, nominated by South Australian Police (SAPOL)
- 1 officer of the administrative unit of the Public Service primarily responsible for assisting the relevant Minister in the administration of the *National Parks and Wildlife Act 1972*, nominated by the Chief Executive of that administrative unit;
- 1 officer of the South Australian Forestry Corporation (ForestrySA), nominated by the South Australian Forestry Corporation;
- 1 officer of the administrative unit of the Public Service primarily responsible for assisting the relevant Minister in the administration of the *Highways Act 1926*, nominated by the Chief Executive of that administrative unit;
- 1 officer of the administrative unit of the Public Service primarily responsible for assisting the relevant Minister in the administration of the *Electricity Act 1966*, nominated by the Chief Executive of that administrative unit;
- 1 officer of the administrative unit of the Public Service primarily responsible for assisting the relevant Minister in the administration of the *Development Act 1993* with experience in development in bushfire prone areas, nominated by the Chief Executive of that administrative unit;
- 1 officer of the administrative unit of the Public Service primarily responsible for assisting the relevant Minister in the administration of primary industry in the State, nominated by the Chief Executive of that administrative unit;

*\*Note: Changes to names of agencies or entities will be recorded in SBCC minutes and updated in Terms of Reference as part of the formal review of this document.*

# Terms of Reference

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- 1 officer of the South Australian Water Corporation (SA Water), nominated by the South Australian Water Corporation;
- 1 person nominated by the Bureau of Meteorology (BOM);
- 1 person nominated by the Local Government Association (LGA);
- 1 person nominated by the Native Vegetation Council (NVC);
- 1 person nominated by the Outback Areas Community Development Trust;
- 1 person nominated by the Natural Resources Management Council (NRM);
- 1 person nominated by the Primary Producers SA Inc (PPSA)
- 1 person nominated by the Conservation Council of South Australia Incorporation

Each member must nominate a deputy to attend in their stead.

## 4. Responsibilities

The Committee reports to the Minister for Emergency Services and is responsible for:

- Advising the Minister on bushfire prevention in the country and designated urban bushfire risk areas;
- Advising the Minister on matters related to bushfire management;
- Promoting the State-wide coordination and integration of policies, practices and strategies relating to bushfire management activities;
- Providing guidance, direction and advice to Bushfire Management Committees and resolving any issues that may arise between 2 or more Bushfire Management Committees. Specifically:
  - (a) providing guidance and instruction to the BMCs on their required functions and tasks;
  - (b) identifying and advising the BMCs of any relevant policies that govern BMC activities;
  - (c) having direct and regular contact with the BMCs regarding decisions being made that effect the individual BMCs
- Preparing and keeping under review the State Bushfire Management Plan and keeping under review the extent to which:
  1. Bushfire Management Area Plans; and
  2. Policies, practices and strategies adopted or applied by bushfire management committees are consistent with the State Bushfire Management Plan. The State Bushfire Management Plan must be reviewed at least once every four years.



# Terms of Reference

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- Overseeing the implementation of the State Bushfire Management Plan and reporting to the Minister on any failure or delay in relation to the implementation of the Plan;
- Preparing, or initiating the development of, other plans, policies, practices, codes of practice or strategies to promote effective bushfire management within the State;
- Convening forums to discuss bushfire management issues, and to promote public awareness of the need to ensure proper bushfire management within the State;
- In the exercising and performance of its powers and functions:
  1. have due regard to the impact of its actions on the environment; and
  2. seek to achieve a proper balance between bushfire prevention and proper land management in the country.

## 5. Meetings of Members

### 5.1 Chair

If the Chair is not available for a scheduled meeting, it is the responsibility of the Committee to elect an acting Chair prior to the meeting commencing. The acting Chair should be any member of the Committee, except the Executive Officer.

### 5.2 Frequency

The State Bushfire Coordination Committee meets quarterly.

### 5.3 Attendance at Meetings

Members are required to attend a majority of meetings.

Members need not be physically present at a meeting in order to participate in a decision of the Committee and may participate by telephone, video link-up, etc.

### 5.4 Deputies

Each member will nominate one deputy to represent them at meetings that they are unable to attend.

### 5.5 Out-of-Session Protocol

An out-of-session protocol has been developed for the Committee to ensure discussions and decisions are able to be provided outside of the quarterly meetings.

### 5.6 Quorum

The quorum for an SBCC meeting is half of its members (rounded up to the nearest whole number), plus one. Should there not be a quorum, the meeting will be rescheduled.

# Terms of Reference

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## 5.7 Consensus

The Committee will usually make decisions using a consensus approach. Where the Committee is unable to reach consensus then a vote will be undertaken. A decision supported by a majority of the votes cast at a meeting of the Committee at which a quorum is present is the decision of the Committee.

## 5.8 Conflict of Interest

If a member of the Committee believes that a conflict of interest exists or would be perceived to exist in respect of any matter placed before the Committee, that member should declare the interest and not take any part in the discussions or decisions in respect of that matter.

## 5.9 Confidentiality of Deliberations and Decisions

Where agreed by the Committee, members will keep confidential the deliberations of the Committee including the positions adopted by individual members of the Committee.

## 5.10 Secretary and Resourcing

The SBCC Executive Officer is responsible for arranging administrative support, including preparation and distribution of agendas and minutes and any correspondence related to the Committee.

## 5.11 Agenda and Papers

A notice of meeting time and date will be provided to SBCC members at least 14 days prior to the meeting. An agenda, business papers and copies of the minutes from the last meeting should be circulated to members at least 7 days before the meeting.

## 5.12 Minutes

Minutes are to be recorded for each meeting, detailing outcomes and action items. Minutes are in draft form until approved at the next meeting subject to such modifications as are deemed necessary. A copy of draft minutes, together with action items are distributed to SBCC members and Executive Officers of each BMC within 15 working days of each SBCC meeting.

## 5.13 Policy Register

The SBCC Executive Officer is to maintain a policy register including the date of adoption and the date of issue of each policy by the SBCC. This register and the policy documents shall be publicly accessible on the SA CFS website.

## 5.14 Retention of Records

Committee minutes and records shall be retained in accordance with the provision of the State Records Act 1997.

# Terms of Reference

## 5.15 Observers and Guests

Observers and guests may attend at the request or invitation of the SBCC. They may not take part in the meeting unless permitted by the Chair. Observers and guests are not permitted to participate in any voting or consensus process conducted in a meeting for the purpose of reaching a decision in any matter.

## 6. Reporting

### 6.1 Annual Reports

The Committee must on or before 31 August in each year, provide SA Country Fire Service a report on the activities of the Committee and each Bushfire Management Committee during the preceding financial year.

### 6.2 Specific Reports

The Committee may be requested by written notice from the Minister or the Commission to provide specific reports relating to the performance, exercise or discharge of any aspect of its functions, powers or responsibilities. Such reports are to be provided in the timeframe specified in the written notice.

## 7. Review

These terms of reference are to be reviewed every three years, following review of the full membership of the Committee

## 8. References

- Fire and Emergency Services Act 2005*
- State Records Act 1997*
- State Emergency Management Plan Annex K
- State Bushfire Coordination Committee Guideline

### RECORD OF AMENDMENTS

DATE	VERSION	AUTHOR	DESCRIPTION

**PART A**

## LGA Appointments and Nominations to Outside Bodies — Call for Nominations

<b>State Bushfire Coordination Committee</b>	
<b>Governing Statute</b>	Section 71(2)(xiii) Fire and Emergency Services Act 2005
<b>Purpose/Objective</b>	Provides leadership and maintains oversight of emergency management planning in South Australia. Vision is a "safe and strong SA through a shared commitment to resilience" which it aims to achieve by: understanding risks and how they may affect the South Australian community, encouraging sustained behavioral change across the entire community, and focusing on reducing the consequences of emergencies.
<b>Administrative Details</b>	Four meetings are held per year with a session fee of \$206.
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>Local government knowledge and experience</li> <li>Experience in an area that is relevant to bushfire prevention or management</li> <li>Respond to the purpose of the committee (as outlined above)</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: LGA Nominations Coordinator at <a href="mailto:nominationscoordinator@lga.sa.gov.au">nominationscoordinator@lga.sa.gov.au</a> or 8224 2000</b>	



The voice of local government.

**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

State Bushfire Coordination Committee	
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>	



The voice of local government.

**PART B**

**SECTION 2: NOMINEE to complete**

State Bushfire Coordination Committee			
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"/>		
Response to selection criteria (if applicable) <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"/>		
<p><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></p> <p>Yes <input type="checkbox"/> OR No <input type="checkbox"/></p> <p>If Yes, please list any fields of interest or Outside Bodies of interest:</p> <ul style="list-style-type: none"> <li>• _____</li> </ul>			
<p><b>Undertaking:</b></p> <p><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></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Signature of Nominee: _____</p>			

## 17.10 Nominations sought for the SA Flood Warning Consultative Committee

### Brief

This report seeks nominations to the SA Flood Warning Consultative Committee.

### RECOMMENDATION

It is recommended to Council that Mr Andrew King or ..... be nominated for the SA Flood Warning Consultative Committee.

---

### Introduction

The SA Flood Warning Consultative Committee (Committee) is a non-statutory committee with the primary purpose of providing oversight of the flood warning services the Bureau of Meteorology provides in South Australia.

The Local Government Association (LGA) has called for nominations (**Attachment 1**) for a local government representative to the Committee. This representative can either be an officer of a council or an elected member.

### Discussion

Flooding is possible throughout South Australia; the Bureau's riverine flood warning service is mainly focused on catchments around the Mount Lofty ranges but also provides warnings for the large ephemeral rivers in the outback that feed Lake Eyre. The flood warning services continue to expand and will soon include the Light and Wakefield rivers and the River Murray.

The issue of flood and stormwater management is an important issue to the local government sector. The local government sector has been involved with the Committee since its inception in the early 1990s, most recently with an LGA staff member sitting on the Committee.

#### *Term and Remuneration*

Appointments to the Committee are for a period of two years and is not remunerated.

#### *Meeting Frequency*

The Committee meets every 6 months at the Bureau of Meteorology on South Terrace, Adelaide.

#### *Nomination Process*

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 **Close of Business, 9 September 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.

The LGA Board of Directors will consider the nominations at its meeting on 22 October 2020. The Committee is classified as a Primary Nomination Class 2 for the purposes of the LGA Appointment and Nominations to Outside Bodies Policy, meaning the Nominations Committee of the LGA Board of Directors may undertake preliminary assessment of nominees prior to consideration by the Board of Directors.

### *Nominations received*

The administration has received a nomination from Andrew King, Coordinator Engineering Services, City Assets.

### **Climate Impact Considerations**

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

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

### **Conclusion**

The LGA has called for nominations to the SA Flood Warning Consultative Committee.

### **Attachments**

- 1. Circular - Nominations sought for the SA Flood Warning Consultative Committee**
- 2. Call for Nominations (Part A) - SA Flood Warning Consultative Committee**
- 3. Nomination Form (Part B) - SA Flood Warning Consultative Committee**





**Local Government Association  
of South Australia**

## Nominations sought for SA Flood Warning Consultative Committee

**15th July 2020**

The LGA is seeking nominations for a local government representative on the SA Flood Warning Consultative Committee.

The SA Flood Warning Consultative Committee (FWCC) is a non-statutory committee with the primary purpose of providing oversight of the flood warning services the Bureau of Meteorology provides in South Australia.

Flooding is possible throughout South Australia; the Bureau's riverine flood warning service is mainly focused on catchments around the Mount Lofty ranges, but also provides warnings for the large ephemeral rivers in the outback that feed Lake Eyre. The flood warning services continue to expand and will soon include the Light and Wakefield rivers and the River Murray.

The issue of flood and stormwater management is an important issue to the local government sector. The local government sector has been involved with the FWCC since its inception in the early 1990s, most recently with an LGA staff member sitting on the FWCC.

The LGA is seeking interest from suitably qualified council members or local government employees who can make an informed and meaningful contribution to FWCC for the benefit of all councils.

The appointment will be for a period of two years. FWCC meetings every six-months at the Bureau of Meteorology on South Terrace, Adelaide. This position is not remunerated.

Only nominations submitted following 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 the 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 **Wednesday 9 September 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 **Wednesday 9 September 2020**.

The LGA Board of Directors will consider nominations received at its meeting on **22 October 2020**. The FWCC is classified as a Primary Nomination Class -2 for the purposes of the LGA Appointment and Nominations to Outside Bodies Policy, meaning the Nominations Committee of the LGA Board of Directors may undertake preliminary assessment of nominees prior to consideration by the Board of Directors.

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

SA Flood Warning Consultative Committee	
<b>Governing Statute (if applicable)</b>	Not applicable
<b>Purpose/Objective</b>	<p>Oversight of the flood warning services the Bureau of Meteorology provides in South Australia.</p> <p>The Bureau's riverine flood warning service is mainly focused on catchments around the Mount Lofty ranges, but also provides warnings for the large ephemeral rivers in the outback that feed Lake Eyre. The flood warning services continue to expand and will soon include the Light and Wakefield rivers and the River Murray</p>
<b>Administrative Details</b>	The SA Flood Warning Consultative Committee meets every two years at the Bureau of Meteorology on South Terrace. The position is not remunerated. The term is two years.
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>Local government knowledge and experience</li> <li>Experience in asset management, particularly flood and water management for local government</li> <li>Skills in project management and community engagement</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	



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**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

SA Flood Warning Consultative Committee	
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>	



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**PART B**

**SECTION 2: NOMINEE to complete**

SA Flood Warning Consultative Committee	
Nominee Details	
<b>Full Name</b>	<b>Gender</b>
<b>Home / Postal Address</b>	
<b>Phone</b>	<b>Mobile</b>
<b>Email</b>	
<b>Why are you interested in this role?</b>	
<b>CV</b>	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>
<b>Response to selection criteria (if applicable)</b> <small>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</small>	<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"/>
<p><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></p> <p>Yes <input type="checkbox"/> OR No <input type="checkbox"/></p> <p>If Yes, please list any fields of interest or Outside Bodies of interest:</p> <ul style="list-style-type: none"> <li>• _____</li> </ul>	
<p><b>Undertaking:</b></p> <p><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></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Signature of Nominee: _____</p>	

## 17.11 Amazone Tower Legal Advice - Confidential Order Review

### Brief

This report presents the annual review of the confidential order applied to report *Item 21.1 - Amazone Tower Legal Advice* at the 6 August 2019 Meeting of Council in accordance with the provisions of Section 91(9)(a) of the *Local Government Act 1999*.

### RECOMMENDATION(S)

It is recommended to Council that:

1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 6 August 2019, pursuant to 91(7) and 91(7)(b) of the *Local Government Act 1999*, in respect of confidential *Item 21.1 - Amazone Tower Legal Advice*, Council orders that report *Item 21.1 - Amazone Tower Legal Advice*, the Minutes arising, attachments and any associated documentation presented to the 6 August 2019 meeting of Council, continues to be retained in confidence in accordance with Section 90(3)(h) and (i) of the *Local Government Act 1999*, and not be available for public inspection for a further 12 month period, on the basis that the information relates to the threat of litigation against Council and the Council's consideration of related legal advice.
2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.

---

### Introduction

Section 91(9)(a) of the *Local Government Act 1999* (the Act) requires that any confidential order (the Order) made by Council, pursuant to sections 90(3)(d)(i) of the Act, that operates for a period exceeding twelve (12) months must be reviewed by Council at least once every year.

### Discussion

At its 6 August 2019 meeting, Council ordered that the agenda item 21.1 - Amazone Tower Legal Advice, the Minutes arising, attachments and any associated documentation, having been considered by the Council in confidence under Section 90(3)(h) and (i), be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, because of the threat of litigation against Council to remove and relocate the Amazone Tower from the Jubilee Park and the Council's consideration of related legal advice.

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

### 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

As the confidential order applied by Council at its 6 August 2019 meeting in relation to *Item 21.1 - Amazone Tower Legal Advice* has been in place for twelve (12) months, Council is required to review it annually and determine whether it should be revoked or remain in situ. As the report provides legal advice to Council in relation to the threat of litigation, it is recommended that the confidential order remains in place for a further 12 months.

### Attachments

Nil

## 17.12 Information Services Security Audit - Confidential Order Review

### Brief

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

### RECOMMENDATION(S)

It is recommended to Council that:

1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 17 October 2016 meeting of the Audit and Risk Committee and reviewed at Council's 3 October 2017, 18 September 2018 and 6 August 2019 meetings, pursuant to 91(7) and 91(7)(b) of the *Local Government Act 1999*, in respect of confidential *Item 10.1 - Information Services Security Audit*, Council orders that report *Item 10.1 - Information Services Security Audit*, the Minutes arising, and any associated documentation presented to the 17 October 2016 meeting of the Audit and Risk Committee, continues to be retained in confidence in accordance with section 90(3)(e) of the *Local Government Act 1999*, and not be available for public inspection for a further 12 month period, on the basis that the report deals with matters affecting the security of Council as the information related to an audit of the level of vulnerability within Council's public internet perimeter and disclosure would severely expose and subsequently compromise the security of information contained in Council's information technology networks to the detriment of both Council and the public and, as such, is contrary to the public interest.
2. Pursuant to s91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.

---

### Introduction

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

### Discussion

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

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

### 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**

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

**Attachments**

**Nil**

**18 LOCAL GOVERNMENT BUSINESS**

Nil

**19 MEMBER'S BOOKSHELF**

Nil

**20 CORRESPONDENCE****20.1 New Providers of DPTI Road Maintenance Services**

Correspondence has been received from the Executive Director Road and Marine Services of the Department of Planning, Transport and Infrastructure, Emma Kokar, regarding the new providers of DPTI road maintenance services (**Attachment 1**).

**20.2 Value of LGA Membership for the City of West Torrens**

Correspondence has been received from the President of the Local Government Association SA, Mayor Sam Telfer, regarding value of the 2019 LGA membership for the City of West Torrens (**Attachment 2**).

**20.3 Removal of vegetation at Priceline Stadium**

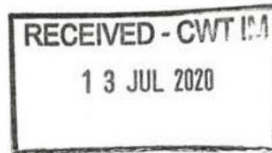
Correspondence has been received from the Chief Executive Office of Netball SA, Bronwyn Klei, acknowledging Council's letter dated 13 July 2020 in relation to the removal of vegetation at Priceline Stadium (**Attachment 3**).

**RECOMMENDATION**

That the correspondence be received.

**Attachments****20.1 New Providers of DPTI Road Maintenance Services****20.2 Value of LGA Membership for the City of West Torrens****20.3 Removal of vegetation at Priceline Stadium**





Government of South Australia

Department of Planning,  
Transport and Infrastructure

In reply please quote 2017/13375/01  
Enquiries to Sue Edwards  
Email sue.edwards2@sa.gov.au

**ROAD AND MARINE  
SERVICES**

77 Grenfell Street  
Adelaide SA 5000

GPO Box 1533  
Adelaide SA 5001

ABN 92 366 288 135

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

Dear Mr Buss,

*NEW PROVIDERS OF DPTI ROAD MAINTENANCE SERVICES*

I am pleased to advise that the South Australian Government has awarded contracts for the maintenance of the Department of Planning, Transport and Infrastructure's (DPTI's) road network across four zones, as follows:

- Zone 1 Adelaide Metropolitan – DM Roads
- Zone 2 Regional South – Fulton Hogan
- Zone 3 Regional North – DM Roads
- Zone 4 Outback – Lendlease Boral Joint Venture

The contracts extend a 20-year partnership with industry and will ensure the Government continues to provide reliable and safe access for road users and deliver value for money for the community.

The contracts are for up to 13 years, commencing 2 November 2020, and encompass the following scope of works across the department's sealed and unsealed road network:

- Routine, specific and cyclical road maintenance
- Emergency response
- Mechanical, electrical and intelligent transport systems (to be delivered state-wide by the Zone 1 provider)
- Minor capital improvements and annual renewal works programs.

Under the new delivery model, from November 2020 DPTI will no longer be able to provide services to maintain Council traffic signals, pedestrian crossings and school crossings.

The new contracts will continue to have a strong focus on exploring opportunities with Local Government to work together to realise joint efficiencies and strengthen local capability, capacity and employment.

Similar to current arrangements, the contracts include:

- Provisions that enable Councils to purchase services offered under the contracts at the same pricing as negotiated by DPTI.
- Key performance indicators to monitor the involvement of Local Government and local businesses.

Existing sub-contracting arrangements with Councils for maintenance of DPTI road assets will remain in place.

To clarify which provider will be servicing your part of the state, maps of the new contract zones are available online at [www.dpti.sa.gov.au/infrastructure/road\\_projects/modernising\\_road\\_maintenance](http://www.dpti.sa.gov.au/infrastructure/road_projects/modernising_road_maintenance).

If you would like to meet with me to discuss the Department's new approach to delivery of road maintenance services, please contact Sue Edwards at [sue.edwards2@sa.gov.au](mailto:sue.edwards2@sa.gov.au) to arrange a suitable time.

Yours sincerely,



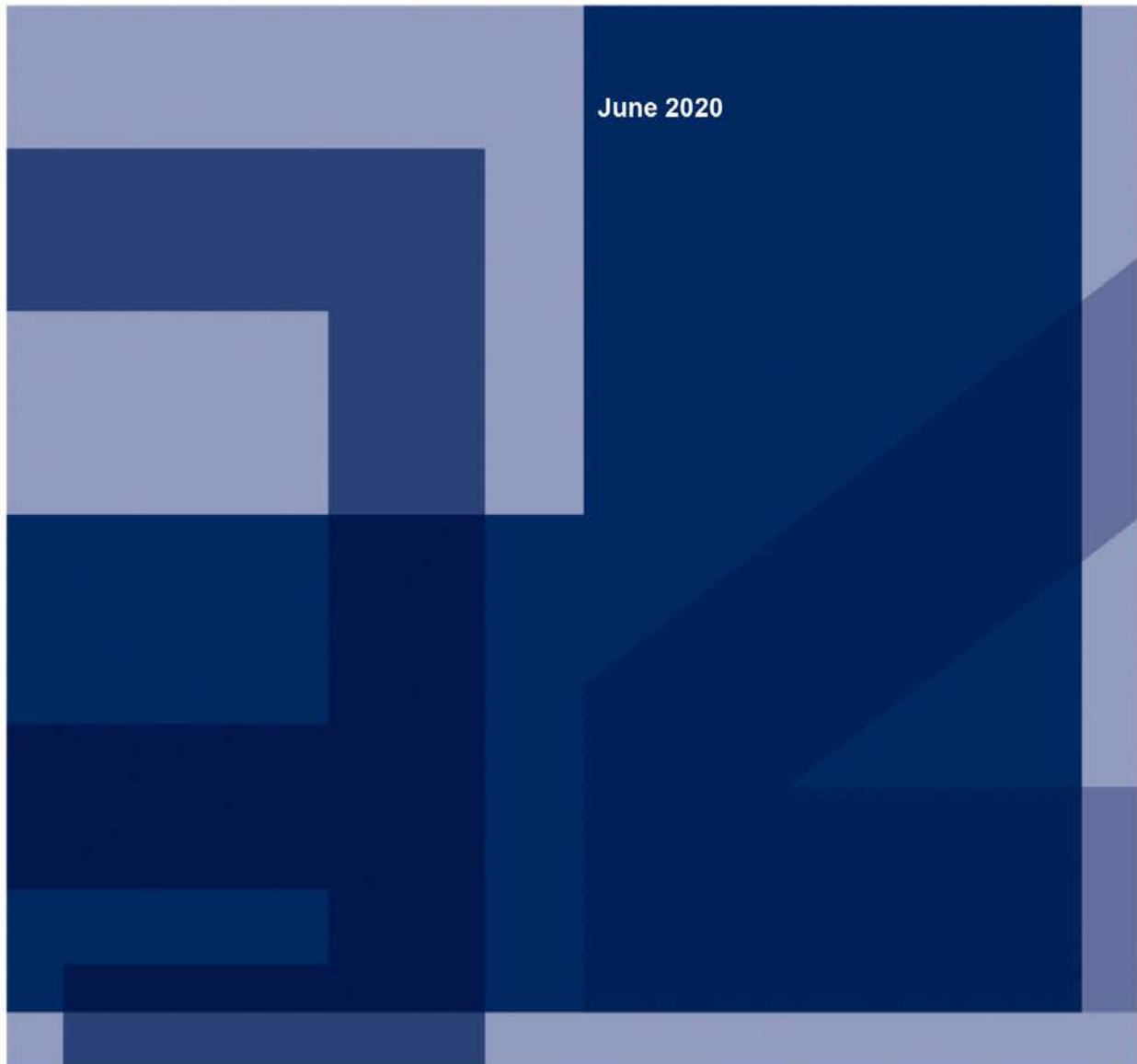
Emma Kokar  
Executive Director, Road and Marine Services

8 July 2020



The voice of local government.

## Value of LGA membership – City of West Torrens





The voice of local government.

## Membership of your LGA

For over fifty years, the Local Government Association of South Australia (LGA) has been a strong and united voice for councils and has provided members with access to a broad range of services and benefits that assist and advance our sector.

By being a member of the LGA, the City of West Torrens is receiving very significant financial benefits from savings and contributions – for councils and for ratepayers.

We are better together.

In the past 12 months, councils have supported each other through bushfires, drought and COVID-19, and the LGA has been there every step of the way.

A strong and united membership has been critical to local government's response to the COVID-19 pandemic. Our members were provided access to information, advice, guidelines, templates and training that enabled councils to move swiftly to maintain the delivery of essential services to support their communities.

As a membership organisation, it is important that we are meeting the needs of our member councils and providing value for money. For the past five years, the LGA has prepared an annual Value Proposition to calculate the value of the services and activities. The annual development of a Value Proposition has now been enshrined in the LGA's Constitution as one of the LGA's obligations to its members.

Our annual Value Proposition is prepared by respected accountancy firm UHY Haines Norton using an independently developed methodology.

Our 2019 value proposition identified value delivered by the LGA to the local government sector exceeding \$141 million, and notes that on average this represents more than \$2.4 million benefit to each council.

That report can be found on the LGA's website at <https://www.lga.sa.gov.au/lgamembership>.

Your Council's subscription to the LGA to access these financial and non-financial benefits for 2018-19 was \$75,718.00.

I am pleased to provide you with a tailored value proposition, based on the programs, activities and services relevant to your council.

We have recently started working with UHY Haines Norton on our 2020 LGA Value Proposition and look forward to providing you a copy of that report in the coming months.

Thank you for supporting the LGA. We look forward to working with you and your council to deliver even more positive outcomes that will benefit South Australian communities.

A handwritten signature in black ink, appearing to read 'S. Telfer'.

**Mayor Sam Telfer**

## Highlights

The following key outcomes were delivered by the LGA for the City of West Torrens in 2018-19.

LGA Service	Value
 Savings* on fee-based and free LGA training days attended by City of West Torrens staff and members.	<b>\$7,624.85</b>
 Estimated savings* from access to opportunities through LGA Procurement primarily in: access to model documents, tools and advice; savings from using VendorPanel; savings on electricity tender; and savings on LGAP contracts.	<b>\$325,778.18</b>
 Supplementary Local Road Funding contribution*: The LGA successfully advocated for \$40m over two years by securing ALGA support at Federal level. Formula (85%) plus applications (15%). The City of West Torrens received this grant in 2018/19.	<b>\$304,655.00</b>
 Grant administered by the LGA and allocated for CWMS work in 2018-19.	<b>\$22,000.00</b>
 LGA Workers Compensation Scheme savings* vs Return To Work SA, special distribution, risk incentive allocation, claims reductions, health checks, WHS training and advice, use of Skytrust software, and investment income.	<b>\$312,289.51</b>
 LGA Mutual Liability Scheme special distributions, risk incentive allocation, risk program and specialist advice, claims reductions and investment income.	<b>\$184,086.00</b>
 LGA Asset Mutual Fund performance bonus, special distribution, risk management services and investment income.	<b>\$128,381.00</b>
<b>Total</b>	<b>\$1,284,814.54</b>

In addition to the above, the following benefits are available to all LGA member councils. These programs provide benefits to all councils, or where asterisked, are at the discretion of each council to access.

<b>LGA Services</b>	<b>Value / savings</b>
Awareness campaign – savings	\$51,000
Public health funding – contribution*	\$700
State wage case – savings	\$1,500
On-line services – election candidate’s website	\$10,000
Climate change support*	\$2,700
Emergency management – savings*	\$51,000
Council elections campaign	\$12,800
Legal delegation templates – savings*	\$10,000
Planning – implementation of legislation changes – savings*	\$11,000
Policies and Guidelines – savings*	\$54,200
LGFA banking - savings	\$126,500
<b>Total per council</b>	<b>\$331,400</b>

\*Note, UHY Haines Norton defines savings as a Council spending less due to LGA membership and contributions as funds received by Councils due to LGA work.

The full value report by UHY Haines Norton also identifies a long list of LGA services that are provided as a part of LGA subscriptions but are challenging to accurately ascribe a dollar value for councils. These include the LGA’s ongoing relationships and advocacy to State and Federal Governments and Parliaments.

The LGA has an extensive suite of templates, manuals, codes and guidelines available to member councils. New documents included a model policy and procedure for public interest disclosures; employee code of conduct guidelines and a social media guide for elected members. Others include council specific guidance on a broad range of council functions, including:

- Governance
- Planning
- Child Protection
- Audit Committees
- Treasury Management
- Internal Financial Controls
- Community Engagement
- Emergency Management
- Climate Change
- Legislative Updates

Standard Operating Procedures are available for activities such as: evidence collection, barking and wandering dogs, fire hazards, removing vehicles, parking, expiating offences and unclaimed goods.



The voice of local government.

Other LGA services that may be accessed by councils include:

**Additional LGA services**

- Access to significant grant programs such as the Local Government Research and Development Scheme and State Local Government Infrastructure Partnership program. The LGA manages several government grant programs.
- From 2002, the LGA hosted 56 council websites using the LGA's content management system, *Unity*, which was available to members at a discounted fee. The LGA has been working with Squiz over the past 12 months to provide members with a flexible, technically superior and sustainable platform at a price that delivers unrivalled value for money.
- Council and the community can use the LGA's *My Local Services* App – allowing the community to log issues (i.e graffiti removal) and find out local information. *My Local Services* is provided to member councils at a highly competitive discounted fee.
- Access to 518 circulars issued by the LGA in 2018-19 – including policy updates, regulation and legislation changes, nominations to industry bodies and other general notifications
- Ability to post jobs on an LGA local careers website that received over 55,000 hits per month in 2018-19
- Access to many forums in 2018-19 covering topics such as: planning, waste and recycling, local government reform, regional public health planning, ageing well and elected member leadership.
- LGA Procurement has harnessed the buying power of South Australian councils to deliver pre-negotiated contracts, saving councils time and money in engaging with suppliers. With signed contracts already in place, this is the easiest and lowest-risk avenue to market for councils looking to secure the best value outcomes for their communities. Over 30 managed contracts are available for councils to use. Managed contracts available to councils include:
  - customer contact services
  - fuel services
  - debt collection
  - ICT services and hardware
  - Microsoft licencing
  - bitumen and minor civil works
  - motor vehicles
  - plant and machinery
  - trucks
  - salary packaging services
  - telecommunications
  - smart cities services
  - solar panels
  - office supplies

LGA services such as LGASA Legal Connect deliver significant savings and create efficiencies for the local government sector. They reduce spends and deliver a unique value proposition that provide significant benefit to councils, which in turn benefits ratepayers through the delivery of greater public value.





The voice of local government.

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Adelaide SA 5000  
GPO Box 2693  
Adelaide SA 5001  
T (08) 8224 2000  
F (08) 8232 6336  
E [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au)

[www.lga.sa.gov.au](http://www.lga.sa.gov.au)





27<sup>th</sup> July 2020

Michael Coxon  
Mayor  
City of West Torrens

Via email: Kathleen Allen

155 Railway Terrace  
Mile End South SA 5031

PO Box 2082  
Hilton Plaza SA 5033

P 08 8238 0500  
F 08 8238 0555  
E info@netballsa.asn.au

Netball SA ABN 12 814 437 874  
Affiliated with Netball Australia

Dear Mr. Coxon,

[www.netballsa.asn.au](http://www.netballsa.asn.au)

Thank you for your letter dated 13<sup>th</sup> July regarding the removal of vegetation at Priceline Stadium.

Prior to the re-development, the car park at Priceline Stadium was identified as having significant OH&S issues for Netball SA and its patrons. Many of the trees were in poor health, suffering from a lack of water and air, and presenting trip and crash hazards to patrons.

As a result of the reconfiguration works at Priceline Stadium, we have been able to improve public safety, access and egress through the following:

- Relocation of the Accessible Car Parks to the front of the building
- Upgrade and improved lighting; and
- Improve traffic management, including a drop off zone at the stadium entrance and dedicated walkways

A landscaping plan was integral to the redevelopment and is attached for your information. The plantings were completed in early 2020.

I confirm that Netball SA sought and obtained the relevant advice/approvals from the State Commission Assessment Panel (SCAP), with consent from the landowner the Office for Recreation, Sport and Racing.

In order to inform our community, Netball SA also created a communique that was distributed via social media and emails, an example of which is below.

<https://sa.netball.com.au/news/stadium-works>

I hope this provides some clarity for the community. Please let me know if you require any additional information.

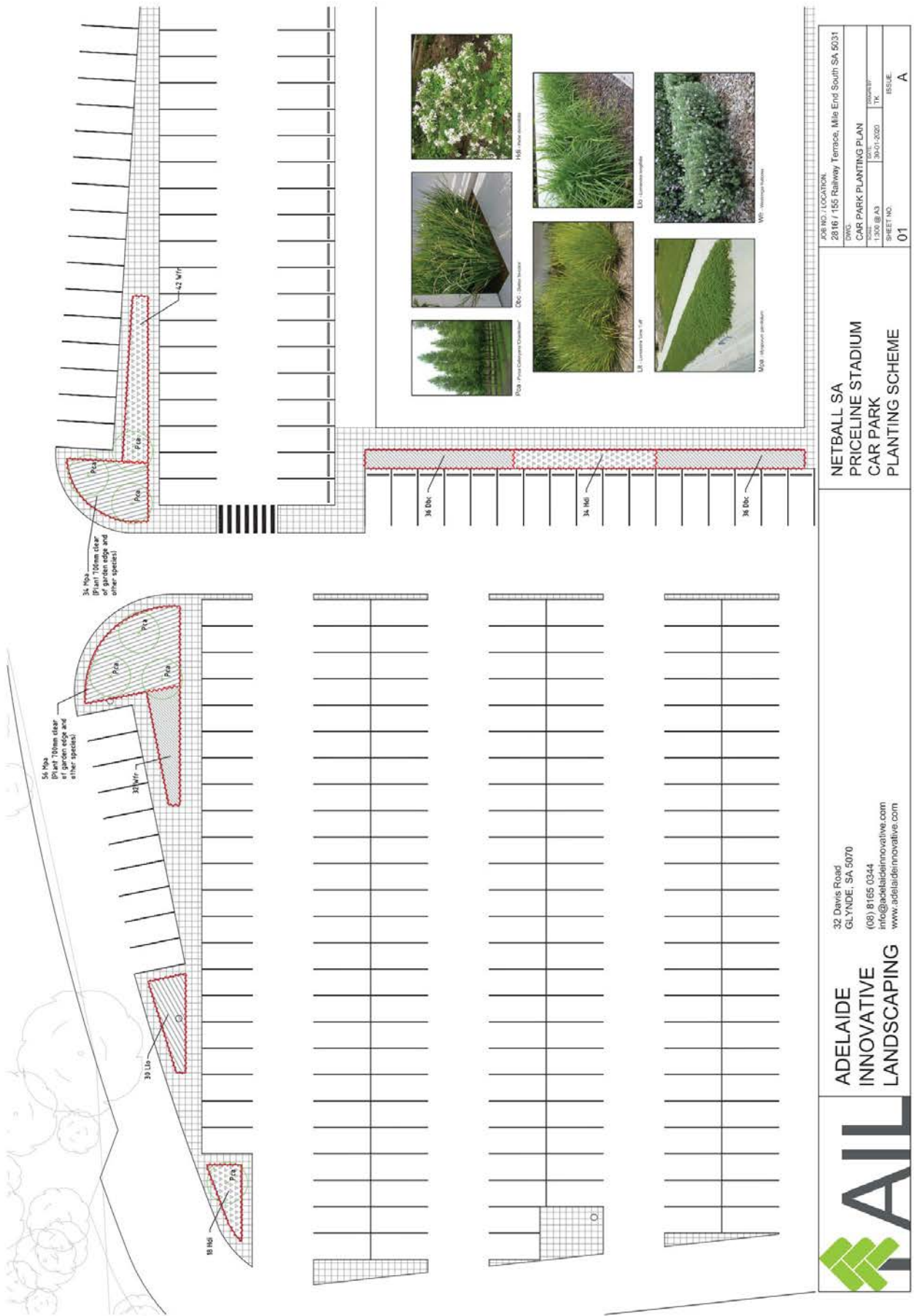
Regards,

(not signed as sent electronically)



**Bronwyn Klei**  
CEO





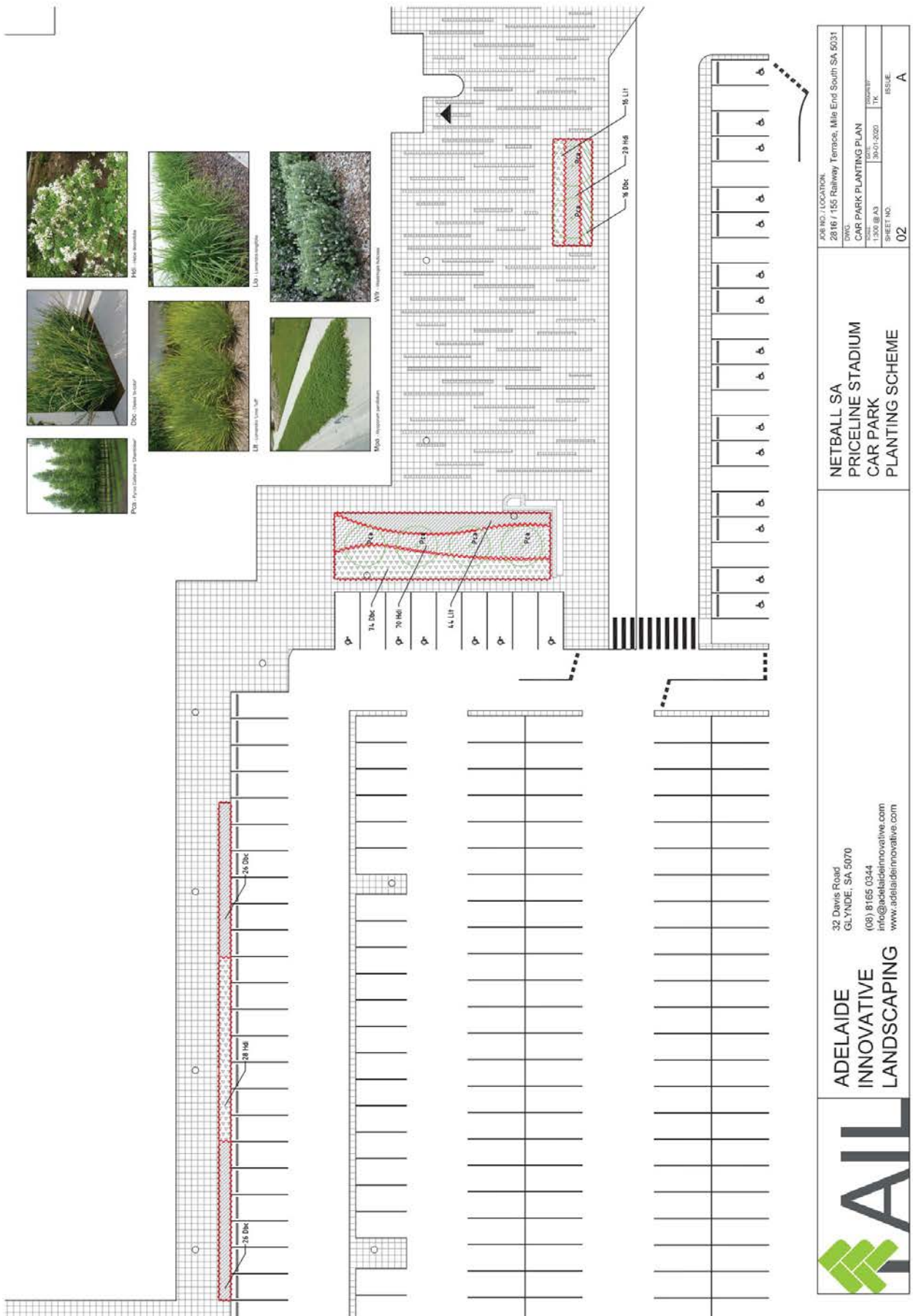
PROJECT LOCATION	2816 / 155 Railway Terrace, Mile End South SA 5031
TOWN	CAR PARK PLANTING PLAN
SCALE	1:300 @ A3
DATE	30-01-2020
DESIGNED BY	TK
CHECKED BY	
SHEET NO.	01
ISSUE	A

**NETBALL SA  
PRICELINE STADIUM  
CAR PARK  
PLANTING SCHEME**

32 Davis Road  
GLYNDE, SA 5070  
(08) 8165 0344  
info@adelaideinnovative.com  
www.adelaideinnovative.com

**ADELAIDE  
INNOVATIVE  
LANDSCAPING**







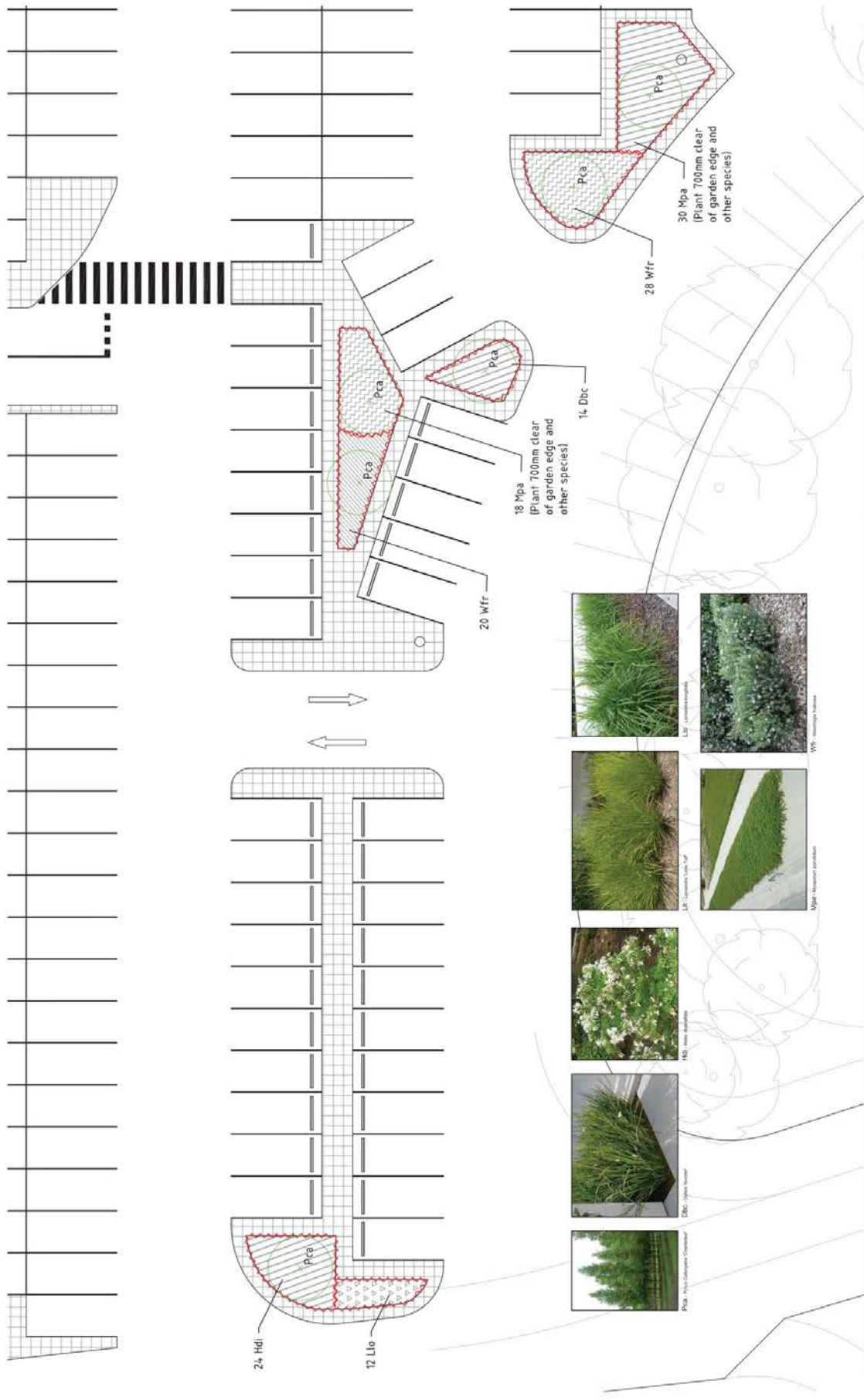
JOB NO. / LOCATION 2816 / 155 Railway Terrace, Mile End South SA 5031	
TOWN CAR PARK PLANTING PLAN	DRAWN BY TK
SCALE 1:300 @ A3	DATE 20-01-2020
SHEET NO. 03	ISSUE A

PRICELINE STADIUM  
CAR PARK  
PLANTING SCHEME

32 Davis Road  
GLYNDE, SA 5070  
(08) 9155 0344  
info@adelaidelandscape.com  
www.adelaidelandscape.com

ADELAIDE  
INNOVATIVE  
LANDSCAPING





JOB NO. / LOCATION 2816 / 155 Railway Terrace, Mile End South SA 5031	
TOWN CAR PARK PLANTING PLAN	
SCALE 1:200 @ A3	DATE 30-01-2020
DRAWN BY TK	ISSUE A
SHEET NO. 04	

**PRICELINE STADIUM  
CAR PARK  
PLANTING SCHEME**

32 Davis Road  
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info@adelaideinnovative.com  
www.adelaideinnovative.com

**ADELAIDE  
INNOVATIVE  
LANDSCAPING**



**From the Office of the Mayor**

13 July 2020

Bronwyn Klei  
Chief Executive  
Priceline Stadium  
155 Railway Terrace  
MILE END SOUTH SA 5031

Via email:

Dear Ms Klei

**Re: Removal of vegetation - Priceline Stadium car park**

My Council has received numerous complaints from local residents regarding the removal of trees from the Priceline Stadium car park.

At its meeting of 7 July 2020, Council resolved that I write to the Office for Sport and Recreation requesting information regarding what is being proposed for landscaping for the newly developed carpark for the Netball SA at Priceline Stadium.

However, in the interim while I am waiting on a response from the Office, I hope that you may be able to offer me some immediate feedback.

I would appreciate your response to the above to allow me to advise members of my community.

Should you wish to discuss this matter with me I can be contacted on 0402 212 002 or [mcoxon@wtcc.sa.gov.au](mailto:mcoxon@wtcc.sa.gov.au).

Yours sincerely

**Michael S Coxon**  
Mayor

Cc. Office for Sport, Recreation and Racing Senior Venues Manager ([anthea.shem@sa.gov.au](mailto:anthea.shem@sa.gov.au))

## **21 CONFIDENTIAL**

### **21.1 Appointment of Members to the Brown Hill and Keswick Creeks Stormwater Board**

#### **Reason for Confidentiality**

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

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

#### **RECOMMENDATION**

It is recommended to Council that:

1. Pursuant to Section 90(2) of the *Local Government Act 1999*, Council orders, that the public, with the exception of the Chief Executive Officer, members of the Executive and Management Teams in attendance at the meeting, and meeting secretariat staff, be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 21.1 Appointment of Members to the Brown Hill and Keswick Creeks Stormwater Board, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Section 90(3)(a) because the premature disclosure of this information would be unreasonable given it contains personal information relating to the applicants which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council.
2. 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>
	Nil	
<b>8</b>	<b>Questions without Notice</b> .....	<b>1</b>
<b>9</b>	<b>Motions with Notice</b> .....	<b>1</b>
	Nil	
<b>10</b>	<b>Motions without Notice</b> .....	<b>1</b>
<b>11</b>	<b>City Services and Climate Adaptation Reports</b> .....	<b>2</b>
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	11.5 Community Services Activities Report - June/July 2020 .....	75
<b>12</b>	<b>Meeting Close</b> .....	<b>87</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 Services and Climate Adaptation Standing Committee held on 3 March 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 SERVICES AND CLIMATE ADAPTATION REPORTS

### 11.1 Planning Reform - Local Design Review Scheme - Response to Draft Scheme

#### Brief

The *Planning, Development and Infrastructure Act 2016* (the Act) enables South Australia's new planning system to place greater emphasis on high-quality design. One of the ways it will do this is by creating more opportunities to participate in Design Review under a new Local Design Review Scheme (the Scheme) prior to the lodgement of a development application.

#### RECOMMENDATION

The Committee recommends to Council that the feedback contained in **Attachment 1** of the Agenda report be approved and submitted to the Office for Design and Architecture South Australia (ODASA) as Council's response to the draft Local Design Review Scheme.

---

#### Introduction

The *Planning, Development and Infrastructure Act 2016* enables the new planning system to place greater emphasis on high-quality design. One of the ways that this will be implemented into the new planning system is through creating more opportunities to participate in Design Review prior to lodgement of an application, such as that proposed in the consultation guide (**Attachment 2**) and the draft Scheme itself (**Attachment 3**).

#### Discussion

Through section 121 of the Act, the Minister for Planning (the Minister) is to establish a Local Design Review Scheme (the Scheme), for use when a person, who is considering undertaking a type of development specified in the Planning and Design Code, may apply to a design panel for design advice.

Design review is an independent evaluation process where a panel of built environment experts (a design panel) review the design quality of a development proposal before it is lodged for assessment. The report highlights that design review is most effective when undertaken early in the planning and design process to effect positive change. Proponents are typically encouraged to participate in more than one design review session, however it is a completely 'opt in' process on the applicants part.

The role of design review is not to re-design development proposals, but rather to identify and discuss opportunities to encourage high-quality design. In particular, design review provides the opportunity to obtain design advice in relation to:

- a) the form or content of a proposed development;
- b) how the proposed development might be changed or improved;
- c) other relevant matters that may assist with the assessment of the development; and/or
- d) other matters that may be relevant to the design of the proposed development.

The design advice is a summary of the design review session and is provided to the proponent to assist with design development. The design advice is also provided to the relevant authority when the development application is lodged so that it may be subsequently used for the purposes of development assessment. The Act requires that any design advice provided by a design panel under this Scheme must be taken into account by the relevant authority when it is undertaking its assessment of the relevant development.

Council may choose whether or not to make Local Design Review available within the council area.

The draft Scheme provides several options for providing Local Design Review in their area:

- a) a council may establish their own design panel; or
- b) a group of councils may establish a joint design panel; or
- c) a council may procure a design panel from an independent provider on an 'as needs' basis.

In the context of the ongoing Planning Reforms the Administration recommend that further information on the benefits is required to enable Council to make an informed decision whether to consider implementing the proposed Scheme. The following advice is suggested to be provided to ODASA in response to the consultation for their consideration in the finalising of the Local Design Review Scheme:

- Provide more detail around the type of developments that may be identified for Local Design Review;
- Cost of panels versus fee for use and generally, more information made available on cost benefits for such a scheme;
- Background research and analysis of demand and likely uptake of the service including whether industry has been engaged prior to draft scheme being released on consultation; query has been raised whether this puts in place additional bureaucracy that may be seen as a barrier to accessing an opt in system;
- Recourse available to the relevant authority should an application not reflect the advice provided to the proponent; and
- Confirmation that the Design Review advice will relate to policy provisions contained within the Code to help provide additional weight to both advice and policy once a development assessment is commenced.

Further to the above, the City of West Torrens is experiencing undesirable impacts from infill development as it relates to:

- loss of tree canopy,
- reduction in car parking,
- increased urban heat,
- stormwater impacts, and
- general loss of amenity.

This is due to smaller scale developments including demolition of a single dwelling with replacement of 3 or more dwellings as opposed to other complex developments including multi-storey mixed-use developments and apartments (residential flat buildings). It is unclear whether the Local Design Review process is suitable for these smaller scale developments, particularly as it is an opt-in process. As the Scheme is currently proposed it may be only taken up by larger, complex developments.

It is recommended that the Scheme explore how and what development is identified for design review, giving consideration for the accumulative impact of smaller ad hoc development, particularly, in areas where amenity and sensitive urban design is a high priority.

It is considered that the scheme presents a unique opportunity for infill development to be considered for design review with the aim to provide design based solutions to alleviate the abovementioned concerns and promote sustainable development outcomes.

The proposed feedback is attached in **Attachment 1**.

Notwithstanding the above feedback, a precursory review of the Scheme suggests that the Scheme appears to provide an opportunity to work with an applicant to get better results for all stakeholders and acknowledges the benefits of early pre-lodgement advice for complex development applications, particularly in light of the new assessment timeframes

### **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 are many opportunities for new built form in the City of West Torrens to be able to mitigate the impacts of climate change through inclusion of water sensitive urban design, use of sustainable materials, consideration of urban heat impacts, energy efficient design, landscaping etc.

The Design Review Scheme has the potential to include design professionals with expertise in minimising the impacts of climate change through sustainable building design.

The Design Review Scheme could enable the identification and recommendation of sustainable building opportunities early in the design process. The ability of the Design Review Scheme to influence the use of sustainable design practices will be limited to the extent the Planning and Design Code requires these measures.

### **Conclusion**

Feedback is being sought on the consultation draft of the *Local Design Review for South Australia*. Feedback has been prepared by the relevant departments for Council's consideration, approval and submission by the closing date of 21 August 2020.

### **Attachments**

- 1. Draft City of West Torrens Response to Draft Local Design Review Scheme**
- 2. Local Design Review Scheme - Consultation Guide**
- 3. Draft Local Design Review Scheme for Consultation**

XX August 2020

ODASA Consultation  
28 Leigh Street  
ADELAIDE SA 5000

Via: [DPTI.ODASAconsultation@sa.gov.au](mailto:DPTI.ODASAconsultation@sa.gov.au)

To Whom It May Concern,

**RE: Draft Local Design Review Scheme**

Thank you for the opportunity to review the draft Local Design Review Scheme (the Scheme), which is currently on public consultation. Council understands that the Planning, Development and Infrastructure Act 2016 enables the new planning system to place greater emphasis on high-quality design. It is understood that one of the ways it will do this is by creating more opportunities to participate in Design Review such as that proposed by the draft Scheme.

Council has reviewed the draft Scheme, which seeks to set out consistent procedural requirements for councils who wish to provide Local Design Review within their communities, as well as independent Design Review providers. On review of the Scheme, the following comments are provided for consideration in the drafting and consideration of the Scheme, firstly, Council would like to acknowledge that the Scheme appears to provide an opportunity to work with an applicant to get better results for all stakeholders and acknowledges the benefits of early pre-lodgement advice for complex development applications, particularly in light of the new assessment timeframes

For Council to make an informed decision on whether to implement a Local Design Review Panel in any capacity, the following information is sought and provided for your consideration in drafting the Scheme:

- Provide more detail around the type of developments that may be identified for Local Design Review;
- Cost of panels versus fee for use and generally, more information made available on cost benefits for such a scheme;
- Background research and analysis of demand and likely uptake of the service including whether industry has been engaged prior to draft scheme being released on consultation; query has been raised whether this puts in place additional bureaucracy that may be seen as a barrier to accessing an opt in system;
- Recourse available to the relevant authority should an application not reflect the advice provided to the proponent; and
- Confirmation that the Design Review advice will relate to policy provisions contained within the Code to help provide additional weight to both advice and policy once a development assessment is commenced.

Further to the above, the City of West Torrens is experiencing undesirable impacts from infill development as it relates to:

- loss of tree canopy,
- reduction in car parking,
- increased urban heat,
- stormwater impacts, and
- general loss of amenity.

This is due to smaller scale developments including demolition of a single dwelling with replacement of 3 or more dwellings as opposed to other complex developments including multi-storey mixed-use developments and apartments (residential flat buildings). It is unclear whether the Local Design Review process is suitable for these smaller scale developments, particularly as it is an opt-in process. As the Scheme is currently proposed it may be only taken up by larger, complex developments.

It is recommended that the Scheme explore how and what development is identified for design review, giving consideration for the accumulative impact of smaller ad hoc development, particularly, in areas where amenity and sensitive urban design is a high priority.

It is considered that the scheme presents a unique opportunity for infill development to be considered for design review with the aim to provide design based solutions to alleviate the abovementioned concerns and promote sustainable development outcomes.

Council looks forward to engaging with the ODASA and DPTI on the draft Local Design Review Scheme, particularly before forming a decision about whether a Council may implement a Local Design Review Panel and if so, in what capacity. Should you wish to discuss the contents of this letter further, please contact Hannah Bateman, Manager City Development on 8416 6333.

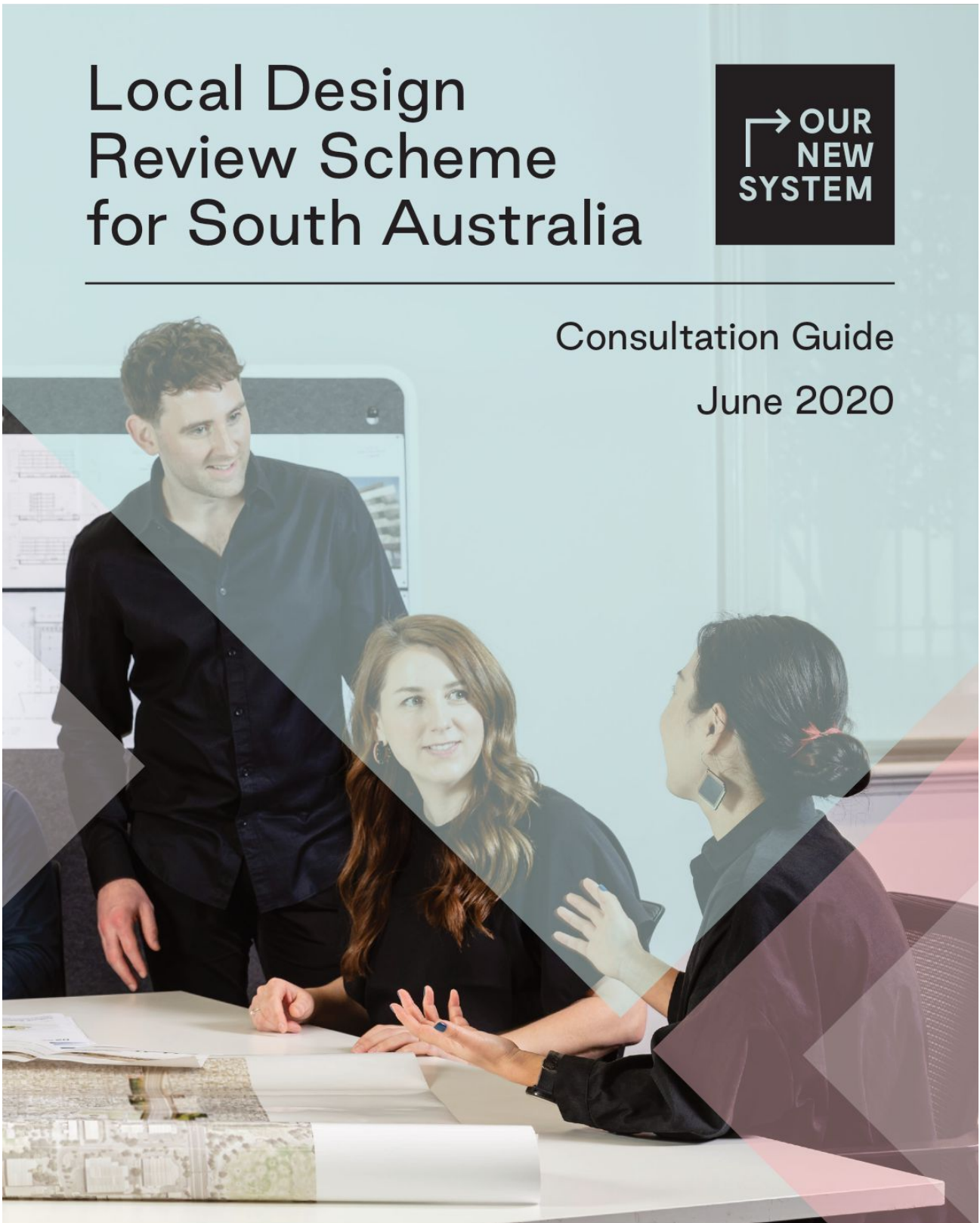
Yours sincerely,

**Terry Buss PSM**  
Chief Executive Officer  
City of West Torrens

# Local Design Review Scheme for South Australia



Consultation Guide  
June 2020



**Government of South Australia**  
Department of Planning,  
Transport and Infrastructure

**OFFICE FOR  
DESIGN+  
ARCHITECTURE SA**

## Local Design Review Scheme for South Australia

## Contents

Introduction	1
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Design Review in South Australia	3
Local Design Review	4
Features of the Local Design Review Scheme	6
Have your say	10

*Design Review is a pre-lodgement service that supports high-quality design outcomes, improves access to independent design expertise and assists with informed decision-making during development assessment.*

Cover image by Sam Noonan



## Consultation Guide

## Introduction

Design quality of the built environment not only relates to the ‘look and feel’ of buildings and places, but how successfully they meet the needs of the people who use and experience them. High-quality design helps to make buildings and places better for people, our environment and economy.

The *Planning, Development and Infrastructure Act 2016* (PDI Act) enables South Australia’s new planning system to place greater emphasis on high-quality design. One of the ways it will do this is by creating more opportunities to participate in Design Review under a new Local Design Review Scheme (the Scheme).

This draft Scheme sets out consistent procedural requirements for councils who wish to provide Local Design Review within their communities, as well as independent Design Review providers.

The Office for Design and Architecture South Australia (ODASA) has prepared the draft Scheme on behalf of the Minister for Planning in collaboration with the State Planning Commission, council staff from across the State and peak industry bodies who might provide Local Design Review.

Feedback on the draft Scheme is now being sought from councils, industry professionals and any other interested parties. It is envisaged the Local Design Review Scheme will come into operation with the Phase Three Planning and Design Code.

This consultation guide provides additional background information for the draft Local Design Review Scheme.



## Local Design Review Scheme for South Australia

### Design Review

Design Review is an independent evaluation process where a panel of built environment experts review the design quality of a development proposal before it is lodged for assessment.

The role of Design Review is not to redesign proposals, but rather to identify and discuss opportunities to encourage high-quality design.

Design Review provides the opportunity for proponents to obtain independent design advice from the panel. The design advice is a summary of the Design Review session and is provided to the proponent to assist with design development.

The design advice is also provided to the relevant authority for consideration during development assessment.

The benefits of Design Review include:

- supporting high-quality design
- improving access to independent and expert design advice early in the planning and design process
- supporting consistent and informed planning decisions
- facilitating collaboration between allied professionals that can positively contribute to professional development



## Design Review in South Australia

State Design Review has operated successfully in South Australia since 2011 and is currently available to larger-scale development proposals assessed by the State Commission Assessment Panel (SCAP) and referred to the South Australian Government Architect, including:

- developments with a value of \$10 million or more within the City of Adelaide
- developments with a value of \$3 million or more in Port Adelaide Regional Centre Zone (City of Port Adelaide Enfield)
- developments of five storeys or more in the:
  - » Inner Metropolitan Adelaide Urban Corridor Zones
  - » District Centre (Norwood) Zone (City of Norwood Payneham & St Peters)
  - » District Centre (Jetty Road) Zone and Residential High Density Zone (City of Holdfast Bay)

State Design Review will continue to be available for these projects in the new planning system.

For more information about State Design Review, please visit the ODASA website ([odasa.sa.gov.au](http://odasa.sa.gov.au)).



## Local Design Review Scheme for South Australia



## Local Design Review

Councils across South Australia are increasingly offering design advisory services to proponents in varying formats. The draft Scheme is designed to establish a consistent approach to delivering Local Design Review that will support council staff, private sector professionals and proponents.

Local Design Review under the Scheme will be:

- optional for councils to make available
- available to classes of development that are specified in the Planning and Design Code before they are lodged for assessment
- voluntary for proponents
- advisory

The PDI Act requires that any design advice provided by a design panel under the Local Design Review Scheme must be considered by the relevant authority during development assessment.

If a proponent chooses not to participate in Local Design Review, no design advice will be provided to the proponent or the relevant authority.

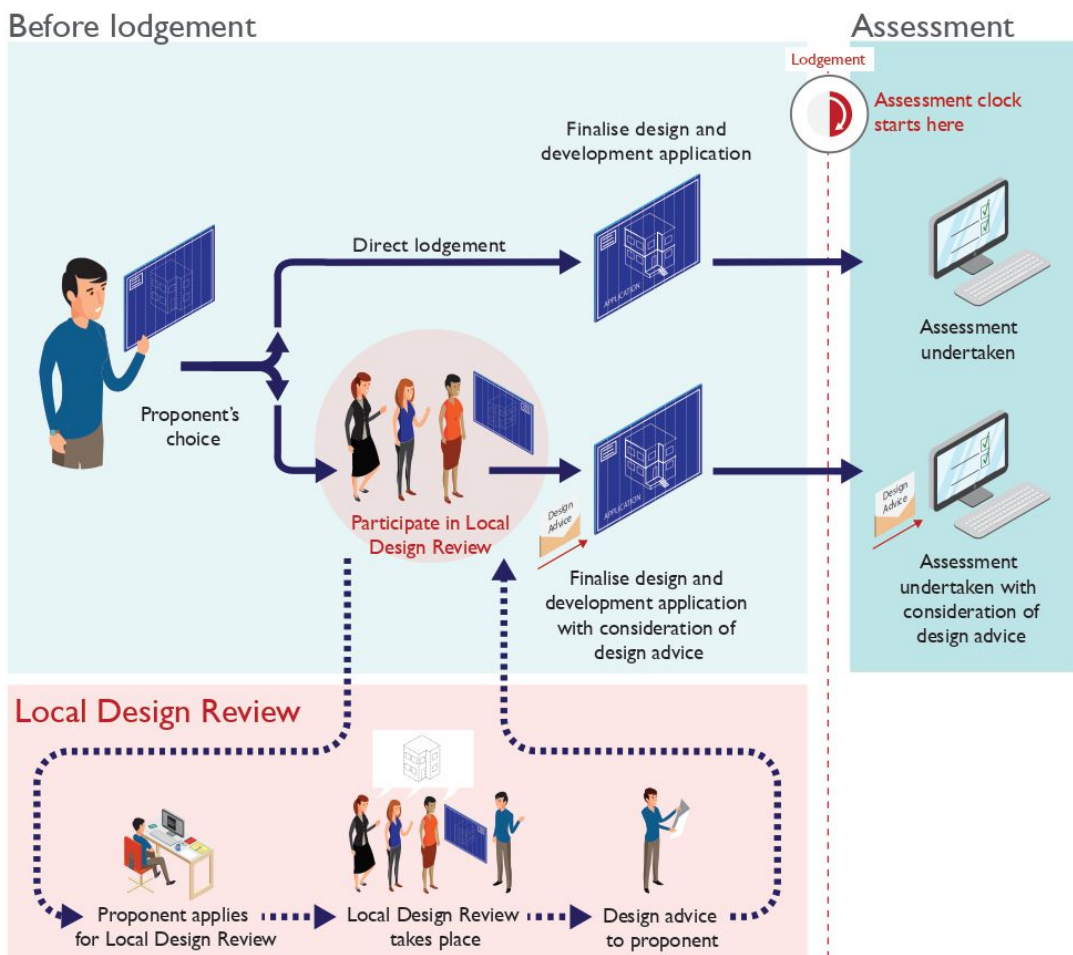
The diagram on the opposite page illustrates how Local Design Review will operate within the context of South Australia's planning process.

Consultation Guide



Design Review  
Image by Sam Noonan

## Local Design Review within the planning process



## Local Design Review Scheme for South Australia

### Features of the Local Design Review Scheme

#### Availability of Local Design Review (section 2.1 of the draft Scheme)

All councils in South Australia will have a choice whether or not to make Local Design Review available in their area. If so, the council will need to work with the State Planning Commission to specify the eligible classes of development in the Planning and Design Code (the Code). The classes of development may be identified spatially (via an Overlay) and/or by certain criteria, such as building height or development that affects a heritage place.

The process for including the eligible classes of development within the Code is currently being considered by the State Planning Commission and the Department of Planning, Transport and Infrastructure (DPTI). Views on this are encouraged during consultation.

#### Provision of Local Design Review (section 2.2 of the draft Scheme)

The draft Scheme provides councils with flexibility for providing Local Design Review in their area:

1. a council may establish their own design panel; or
2. a group of councils may establish a joint design panel; or
3. a council may procure a design panel from an independent provider on an 'as needs' basis.

This flexibility is designed to provide councils with options when considering the availability of Local Design Review.

#### Registration to carry out Local Design Review (section 2.3 of the draft Scheme)

Registration under the draft Scheme would be required by those councils or independent providers who will establish their own design panel to carry out Local Design Review.

The diagram on the opposite page summarises the options for councils in relation to Local Design Review under the draft Scheme.

## Options for council registration

Availability	Provision	Registration
<p>Council decides to make Local Design Review available in their area.</p> <p><i>Council will need to work with the State Planning Commission to specify the eligible classes of development and include them within the Planning and Design Code.</i></p>	<p>▶ Council decides to establish their own Local Design Review panel.</p>	<p>YES</p>
	<p>▶ A group of councils decide to establish a joint Local Design Review panel.</p>	
	<p>▶ Council decides not to establish their own Local Design Review panel.</p> <p><i>Council will need to engage an independent provider if an application for Local Design Review is made.</i></p>	<p>NO</p>
<p>Council decides not to make Local Design Review available in their area.</p>	<p>-----▶</p>	

Local Design Review Scheme for South Australia

## Features of the Local Design Review Scheme

### Panel member selection process (section 2.5 of the draft Scheme)

All independent providers and any councils who choose to establish their own or a joint Local Design Review panel will need to recruit panel members. The draft Scheme sets out the competencies in relation to the qualification and experience requirements for panel members.

### Training (section 2.7 of the draft Scheme)

All panel members must complete an induction program that is in accordance with guidelines provided by the South Australian Government Architect before they can be involved in Local Design Review under the Scheme.

The induction program guidelines will be set out in guidance material once the Scheme is finalised.

### Applying for Local Design Review (section 3.1 of the draft Scheme)

A proponent who wishes to participate in Local Design Review must apply to the council before lodging their development application for assessment. The PDI Act requires that a council must accept an application for Local Design Review if it is for a class of development that is specified in the Code.

### Undertaking Local Design Review (Part 4 of the draft Scheme)

The specific roles and responsibilities for individuals involved in a Local Design Review session are identified in the draft Scheme.

### Preparing design advice (Part 5 of the draft Scheme)

The draft Scheme sets out the process for preparing design advice and providing it to the proponent in a timely manner. It is intended that design advice is provided to the proponent within 10 business days after a Local Design Review session takes place.

A standardised template for drafting design advice will be included in guidance material once the Scheme is finalised.

### Data collection and sharing (section 6.1 of the draft Scheme)

Every registered council or independent body will be required to collect data on all projects that undergo Local Design Review. It is envisaged that the South Australian Government Architect will use this data to prepare a report on Local Design Review.



## Consultation Guide

**Complaint management** (section 6.4 of the draft Scheme)

A proponent who participates in Local Design Review may lodge a complaint in relation to a process or outcome under the Scheme. The complaint must be lodged with the council or independent provider who will have the primary opportunity to manage and resolve the matter.

**Code of conduct** (Part 7 of the draft Scheme)

All persons or bodies who operate under the Scheme will be subject to a statutory duty outlined in Section 15 of the PDI Act.

A council or independent body registered under the Scheme may prepare additional code of conduct requirements that must be read in conjunction with the requirements under the PDI Act.

**Guidance material**

The finalised Local Design Review Scheme will be accompanied by a guide that will be designed to support councils and independent providers who register to carry out Local Design Review. The guide will provide centralised and up-to-date information, advice and tools that may offer assistance with:

- design panel member recruitment
- training and induction requirements
- preparing for a successful Design Review session
- drafting design advice (including any templates)
- data collection
- any other useful information

The guide will be produced and maintained by ODASA.

## Have your say

The draft Local Design Review Scheme is available for public comment until Friday 21 August 2020.

Feedback received will help to finalise the Local Design Review Scheme for South Australia.

Please ensure you provide your feedback on the draft Scheme through any of the following channels:

- **Email:** [DPTI.ODASAconsultation@sa.gov.au](mailto:DPTI.ODASAconsultation@sa.gov.au)
- **Online:** [yoursay.sa.gov.au/local-design-review-scheme](https://yoursay.sa.gov.au/local-design-review-scheme)
- **Post:** ODASA Consultation, 28 Leigh Street, Adelaide SA 5000

If you would like to speak with someone about Local Design Review, please contact the Office for Design and Architecture South Australia (ODASA) on 8402 1884 during business hours (9am – 5pm, weekdays).

For more information about South Australia's new planning system, please visit the SA Planning Portal ([sapanningportal.sa.gov.au](https://sapanningportal.sa.gov.au)).



**Government of South Australia**

Department of Planning,  
Transport and Infrastructure

**OFFICE FOR  
DESIGN +  
ARCHITECTURE** SA

# Local Design Review Scheme for South Australia



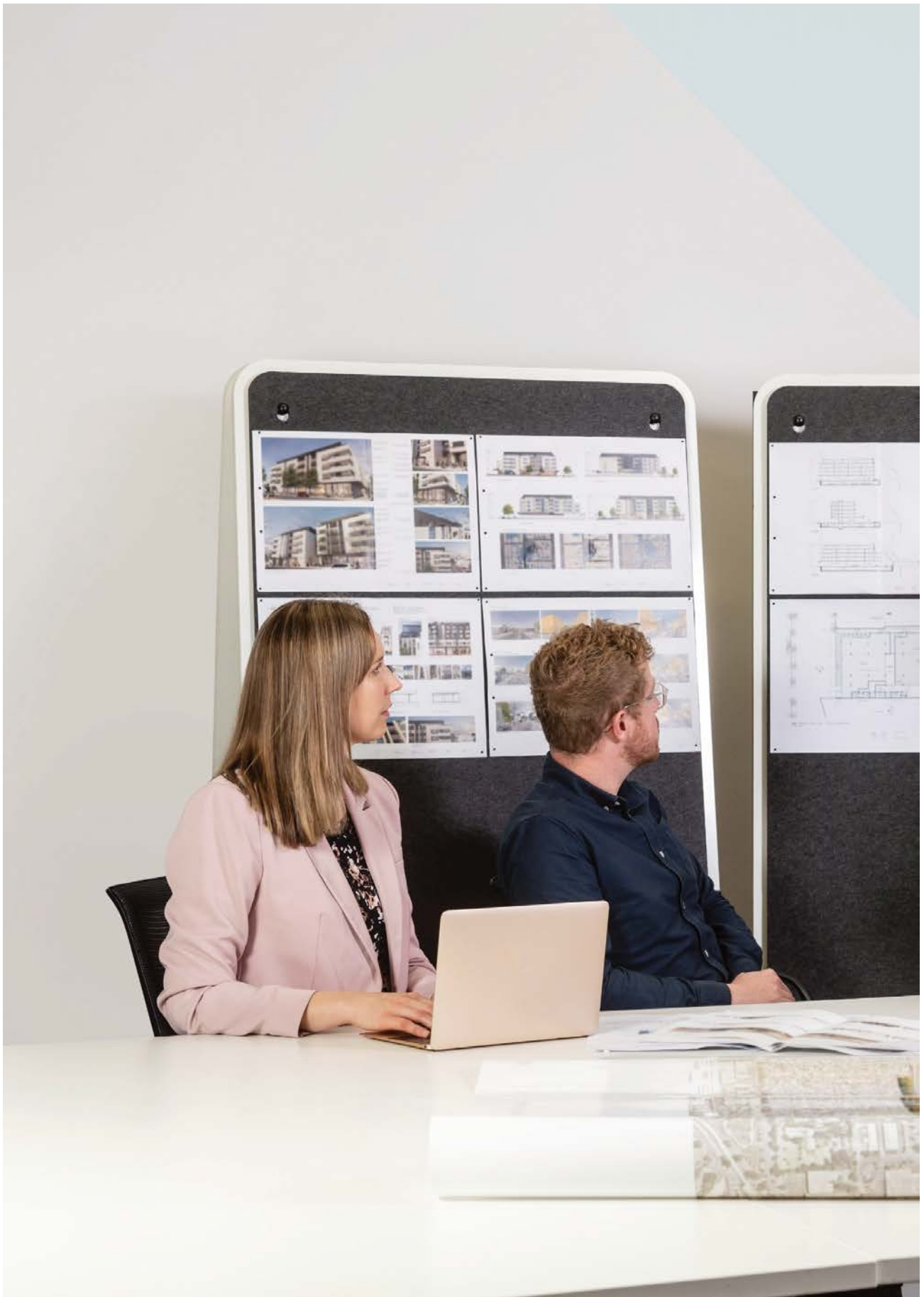
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June 2020



**Government of South Australia**  
Department of Planning,  
Transport and Infrastructure

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*Design Review is a pre-lodgement service that supports high-quality design outcomes, improves access to independent design expertise and assists with informed decision-making during development assessment.*



Image by Sam Noonan

Design quality of the built environment not only relates to the 'look and feel' of buildings and places, but how successfully they meet the needs of the people who use and experience them. High-quality design helps to make buildings and places better for people, our environment and economy.

The *Planning, Development and Infrastructure Act 2016* enables South Australia's new planning system to place greater emphasis on high-quality design. One of the ways it will do this is by creating more opportunities to participate in Design Review under a new Local Design Review Scheme (the Scheme).

This draft Scheme sets out consistent procedural requirements for councils who wish to provide Local Design Review within their communities, as well as independent Design Review providers.

The Office for Design and Architecture South Australia (ODASA) has prepared the draft Scheme on behalf of the Minister for Planning in collaboration with the State Planning Commission, council staff from across the State and peak industry bodies who might provide Local Design Review.

Feedback on the draft Scheme is now being sought from councils, industry professionals and any other interested parties. It is envisaged the Local Design Review Scheme will come into operation with the Phase Three Planning and Design Code.

A consultation guide has been prepared to provide additional background information for the draft Local Design Review Scheme.

Cover image by Sam Noonan

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## I. Introduction

### I.1. Legislative Context

Section 121 of the *Planning, Development and Infrastructure Act 2016* (the **Act**) enables the Minister for Planning (the **Minister**) to establish a design review scheme (the **Scheme**), where a person who is considering undertaking types of development specified in the Planning and Design Code may apply to a design panel for design advice.

It is intended that design review under this Scheme be available to development proposals that will be assessed by local relevant authorities in South Australia.

### I.2. Design Review

Design Review is an independent evaluation process where a panel of built environment experts (a **design panel**) review the design quality of a development proposal before it is lodged for assessment. Design Review is most effective when undertaken early in the planning and design process to effect positive change during design development. Proponents are typically encouraged to participate in more than one Design Review session.

The role of Design Review is not to redesign development proposals, but rather to identify and discuss opportunities to encourage high-quality design. In particular, Design Review provides the opportunity to obtain advice (**design advice**) in relation to:

- a) the form or content of a proposed development;
- b) how the proposed development might be changed or improved;
- c) other relevant matters that may assist with the assessment of the development; and/or
- d) other matters that may be relevant to the design of the proposed development.

The design advice is a summary of the Design Review session and is provided to the proponent to assist with design development. The design advice is also provided to the relevant authority when the development application is lodged so that it may be subsequently used for the purposes of development assessment.

The Act requires that any design advice provided by a design panel under this Scheme must be taken into account by the relevant authority when it is undertaking its assessment of the relevant development (insofar as may be relevant to the assessment of the proposed development by the relevant authority).



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### 1.3. Principles of Design Review

It is important that Design Review is carried out using a robust process and that it offers consistently high standards in the quality of advice. Design Review under this Scheme is informed by the following Principles of Design Review:

- a) **Independent**  
Design Review should be conducted by people who are not connected with the proponent or decision-makers so as to avoid any conflicts of interest.
- b) **Expert**  
Design Review should be carried out by appropriately experienced design experts who have training in delivering constructive feedback. Design advice is most effective when carried out by the professional peers of project designers.
- c) **Multidisciplinary**  
Design Review should combine the perspectives of architects, landscape architects, urban designers and other specialist experts to provide a complete and rounded assessment.
- d) **Accountable**  
A design panel and its advice should be clearly seen to be supporting the public's interest.
- e) **Transparent**  
Information about Design Review, panel membership, funding and governance should be available to the public.
- f) **Timely**  
Design Review should take place as early in the design process as possible so as to effect positive change during design development and to avoid reworking.
- g) **Advisory**  
A design panel should not make decisions or give direction; it offers impartial advice and recommendations to the panel Chair and to the proponent.
- h) **Objective**  
Design Review should appraise development proposals according to reasoned and objective principles, rather than stylistic tastes or subjective opinion.
- i) **Accessible**  
The recommendations arising from Design Review should be expressed in terms that design teams, decision-makers and proponents can clearly understand and apply.

Local Design Review Scheme for South Australia

#### 1.4. Principles of Good Design

Design Review under this Scheme and the resulting design advice must be guided by South Australia's *Principles of Good Design* as published in the *design quality policy* under section 59 of the Act.

The Principles of Good Design are:

- a) **Context**  
Good design is contextual because it responds to the surrounding environment, and contributes to the existing quality and future character of a place.
- b) **Inclusive**  
Good design is inclusive and universal because it creates places for everyone to use and enjoy, by optimising social opportunity and equitable access.
- c) **Durable**  
Good design is durable because it creates buildings and places that are fit for purpose, adaptable and long-lasting.
- d) **Value**  
Good design adds value by creating desirable places that promote community and local investment, as well as enhancing social and cultural value.
- e) **Performance**  
Good design performs well because it realises the project's potential for the benefit of all users and the broader community.
- f) **Sustainable**  
Good design is sustainable because it is environmentally responsible and supports long-term economic productivity, health and wellbeing.

## 1.5. Objects of the Scheme

The objects of this Scheme are to—

1. Support development that demonstrates high-quality design.
2. Improve access to independent and expert design advice early in the planning and design process.
3. Support consistent and informed planning decisions.
4. Support South Australia's planning system meet the objects of the Act in section 12, including to—
  - a) support and enhance the State's liveability and prosperity in ways that are ecologically sustainable and meet the needs and expectations, and reflect the diversity, of the State's communities by creating an effective, efficient and enabling planning system;
  - b) promote certainty for people and bodies proposing to undertake development while at the same time providing scope for innovation; and
  - c) promote high standards for the built environment through an emphasis on design quality in policies, processes and practices, including by providing for policies and principles that support or promote universal design for the benefit of people with differing needs and capabilities.
5. Demonstrate practical application of the *Principles of Good Planning* identified in section 14 of the Act, particularly—
  - a) high-quality design;
  - b) activation and liveability; and
  - c) sustainability.

## 1.6. Operation

This Scheme will come into operation on [date to be determined].

## 1.7. Interpretations

In this Scheme, unless the contrary intention appears—

**Act** means the *Planning, Development and Infrastructure Act 2016*;

**applicant** means a proponent who has submitted an application for design review under this Scheme;

**Chief Executive** means the Chief Executive of the Department of Planning, Transport and Infrastructure;

**code** of conduct means the code of conduct referred to in Part 7 of this Scheme;

**Commission** means the State Planning Commission;

**constituent council** means a council that has obtained, or that is a member of a group of councils that have obtained, the registration as a Local Design Review Administrator under this Scheme;

**council** means a council constituted under the *Local Government Act 1999*;

**Department** means the Department of Planning, Transport and Infrastructure;

**design panel** means one or more design panel members (including the panel Chair) selected for a design review session;

**design review** session means the design review of a proposed development;

**designated entity** means a Local Design Review Administrator or Independent Design Review Administrator;

**Government Architect** means the South Australian Government Architect;

**Independent Design Review Administrator** means the person or body recognised by the Department to administer design review under this Scheme;

**Local Design Review Administrator** means the council or group of councils recognised by the Department to administer design review under this Scheme;

**Minister** means Minister for Planning;

**panel Chair** means the Chair of a design panel;

**panel member** means a member of a design panel (including the panel Chair);

**panel member pool** means one or more pre-qualified panel members from which a design panel is selected;

**proponent** means a person, persons or body considering the undertaking of development;

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**registered architect** means a person who is registered as an architect under the *Architectural Practice Act 2009*;

**relevant authority** means any relevant authority under section 82 of the Act.

**Note:** Section 14 of the *Acts Interpretation Act 1915* provides that an expression used in an instrument made under an Act has, unless the contrary intention appears, the same meaning as in the Act under which the instrument was made.

## 2. Establishing Design Review

### 2.1. Development to which this Scheme will apply

Design review under this Scheme will be available to any class of development specified by the Planning and Design Code.

### 2.2. Relevant Designated Entity

If a council determines to make design review available in its area by participating in this Scheme, design review in its area will be carried out—

- (a) if the council is a constituent council – by a design panel supplied by the constituent council's Local Design Review Administrator; or
- (b) in any other case – by an Independent Design Review Administrator in accordance with the provisions of this Scheme.

### 2.3. Registration as a Designated Entity

1. The Chief Executive Officer of a council, or a group of two or more Chief Executive Officers of councils, may seek registration as a Local Design Review Administrator for the purposes of this Scheme.
2. A person, body or any other appropriate entity, including a professional association, or a group of two or more professional organisations, may seek registration as an Independent Design Review Administrator for the purposes of this Scheme.
3. An application for registration as a designated entity must—
  - a) be made to the Chief Executive; and
  - b) be in the approved form determined by the Chief Executive; and
  - c) include any information specified in the approved form; and
  - d) be accompanied by any registration fee under the *Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019*.
4. The Chief Executive may, as the Chief Executive thinks fit, accept or refuse any application for registration as a designated entity under this Scheme.
5. Registration under this Scheme will be for a period of 3 years and may be renewed by the Chief Executive from time to time on a new application for registration under this Scheme.
6. The Chief Executive must ensure that a record of current designated entities and their panel members is maintained on the SA planning portal.

## 2.4. Design Panel Membership

1. Each designated entity may establish one panel member pool under this Scheme.
2. All persons within a panel member pool established by a Local Design Review Administrator must be independent from the council and any relevant authority appointed by that council.
3. Each design panel must have a panel Chair.
4. Where a design panel is made up of one person, this person will be taken to be the panel Chair.
5. Where the proposed development includes built form, the panel Chair must be a registered architect.

## 2.5. Design Panel Selection Process

1. The panel member selection process for any designated entity must be advertised publicly, including on the SA planning portal, for a minimum of 15 business days.
2. All panel members and Chairs must have at least—
  - a) a tertiary degree in a relevant field, such as—
    - i. Architecture;
    - ii. Ecologically Sustainable Design;
    - iii. Landscape Architecture;
    - iv. Urban Design; and
  - b) 10 years of professional experience relating to that field.
3. The designated entity must be satisfied that—
  - a) in addition to the competencies in section 2.5.2, a successful panel member is highly experienced within their field; and
  - b) the panel member pool provides a sufficient representation of the expert skills required for design review; and
  - c) panel Chairs can fulfil the responsibilities outlined in Part 4.3 to a high standard.
4. The designated entity must provide the names of the successful applicant(s) to the Chief Executive within 10 business days of the applicant(s) being notified of the outcome of their application(s).

## Local Design Review Scheme for South Australia

**2.6. Engagement of Panel Members**

1. The designated entity must provide each panel member with a contractual agreement.
2. A contractual agreement provided under this section must be accompanied by a copy of the code of conduct requirements under Part 7 of this Scheme.
3. The designated entity must ensure contracts for panel members are current and valid.

**2.7. Induction of Panel Members**

All panel members must complete an induction program prepared in accordance with the Government Architect guidelines prior to being involved in design review under this Scheme.

**2.8. Administrative Requirements**

A designated entity must have sufficient resources to meet the requirements outlined in this Scheme.





## 3. Preparing for Design Review

### 3.1. Documentation

1. The Chief Executive must ensure that the information required from a proponent to apply for design review under this Scheme is published on the SA planning portal.
2. The Chief Executive must ensure that the application form for design review under this Scheme is published on the SA planning portal.

### 3.2. Application Process

1. A proponent who is seeking to participate in design review under this Scheme must apply to the council before lodging their development application with the relevant authority.
2. The application must—
  - a) be in the form approved by the Commission; and
  - b) include any information specified in the approved form; and
  - c) be lodged via the method outlined in the approved form; and
  - d) be accompanied by any relevant fee prescribed by the *Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019*.
3. The council may require an applicant—
  - a) to provide such additional documents or information as may be reasonably required to assess the application; and
  - b) to remedy any defect or deficiency in any application or accompanying document or information required under this Scheme.
4. If an application for design review under this Scheme is made in relation to a class of development specified in the Planning and Design Code, the council must approve the application for design review.
5. If the council is not a constituent council, the council must forward the application and accompanying information to an Independent Design Review Administrator, taking into account the kind of development to which the application relates, and request that they supply a design panel.
6. After receiving a request for a design panel from a council, the Independent Design Review Administrator must take all reasonable steps to establish a design panel for the council within 5 business days.

## 4. Undertaking Design Review

### 4.1. Role of the Designated Entity

A designated entity must, on receiving a valid application for design review under this Scheme—

- a) establish a suitable design panel for the design review session from their panel member pool; and
- b) coordinate panel member and Chair attendance (and panel members and Chairs should, so far as reasonably practicable, be the same persons when undertaking multiple reviews for the same project); and
- c) assist panel members and Chairs to identify any conflicts of interest and maintaining a register of any such conflicts; and
- d) coordinate proponents and other stakeholder attendance; and
- e) coordinate and distribute design review session agendas; and
- f) prepare and provide the design panel briefing prior to the design review session; and
- g) coordinate preparation of the design review venue; and
- h) assist the panel Chair to minute the discussion from the design review session.

### 4.2. Role of the Design Panel

1. The design panel established for each design review session must have an understanding of local design and planning challenges, opportunities and priorities, commercial viability and government policy relevant to the proposal.
2. Panel members must—
  - a) make themselves available for design review sessions where practicable; and
  - b) review the design review agenda and briefing notes prior to the design review session; and
  - c) identify any conflicts of interest, inform the designated entity of any such conflicts before the design review session, and not participate in any design review session where a conflict exists; and
  - d) be objective when reviewing projects; and
  - e) provide constructive feedback (whether supportive or critical); and
  - f) treat all information acquired through performing any function relating to this Scheme confidentially.

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### 4.3. Role of Design Panel Chair

In addition to the responsibilities in section 4.2, the panel Chair must—

- a) welcome attendees and begin the design review session; and
- b) facilitate the design review session in an objective and considerate manner; and
- c) demonstrate strong critical and analytical skills; and
- d) communicate clearly in an accessible manner; and
- e) respectfully manage panel members, proponents or other stakeholders who express strong or conflicting opinions; and
- f) synthesise and summarise disparate or conflicting views; and
- g) summarise the panel discussion in a clear and concise manner; and
- h) close the design review session.

## 5. Design Advice

### 5.1. Preparing Design Advice

1. The panel Chair must prepare the design advice arising from the design review session.
2. The design advice must be in the format approved by the Chief Executive and—
  - a) be an accurate summary of the design review session; and
  - b) where possible, use clear and accessible language; and
  - c) include the design review session number; and
  - d) specify the date on which the design review session occurred; and
  - e) reference any design advice resulting from previously undertaken design review sessions for the relevant development proposal; and
  - f) outline the design panel's involvement with the project, including any site visits; and
  - g) include the contact information of the council; and
  - h) remain confidential.

### 5.2. Provision of Design Advice

1. The panel Chair must finalise the design advice and provide a copy to the designated entity as soon as practicable after signing the design advice.
2. Where design review is carried out by an Independent Design Review Administrator, the council must provide a copy of the signed design advice to the proponent.
3. It is intended that a copy of the signed design advice be provided to the proponent within 10 business days after the design review session.

### 5.3. Correction of Errors

If design advice is found to contain an error, the designated entity may withdraw it and request it be corrected by the panel Chair, and then re-issue it. The report must retain its original date and be clearly marked with an explanation of reissue.

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#### 5.4. Lodging Design Advice with a Development Application

1. The proponent must provide a complete copy of the most recent design advice and previous iterations of design advice, if there have been two or more design review sessions, to the relevant authority when submitting their development application.
2. The proponent must include a response to the design advice, including a summary of any changes made to the proposal since the most recent design review session.
3. The council should undertake a concurrence check of the proponent's response to the design advice and the lodged development application before assessment, and alert the relevant authority of discrepancies.

#### 5.5. Status of the Design Advice in the Planning System

1. In considering a development application that was subject to design review under this Scheme, the relevant authority must take into account the design advice (insofar as may be relevant to the assessment of proposed development by the relevant authority).
2. The relevant authority should consider how the lodged proposal has responded to the design advice provided by the design panel.

## 6. Monitoring, Performance and Complaints

### 6.1. Annual Evaluation

1. The designated entity must undertake an annual evaluation on the impacts and benefits of design review in a format determined or approved by the Government Architect.
2. Each annual evaluation will relate to a financial year.
3. To undertake the evaluation, the designated entity must collect data on each project that was the subject of design review in the relevant year including—
  - a) the class of development; and
  - b) the address or site of the proposed development; and
  - c) any relevant planning zone, subzones and overlays; and
  - d) the estimated development cost; and
  - e) the Panel members and Chair; and
  - f) the number of design review sessions undertaken; and
  - g) project status as at the end of the financial year (if known); and
  - h) any other information that the Government Architect thinks fit.
4. The designated entity must provide the complete evaluation report to the Government Architect within three months of the end of the financial year.

### 6.2. Feedback

A proponent may provide feedback to the council on their experiences of design review under this Scheme, the quality of the design advice they received, and the impact it had on the final outcome.

### 6.3. Data Storage

Designated entities and councils participating in this Scheme must store all data collected under this Scheme securely and take such steps as may be reasonably necessary or appropriate to keep it confidential.

## 6.4. Complaints

1. A proponent may lodge a complaint to the designated entity under this Scheme, if the proponent—
  - a) believes that the designated entity failed to comply with, or acted in contravention of, the Act or any regulations under the Act with respect to any matter associated with this Scheme; or
  - b) believes that there has been a breach of the code of conduct; or
  - c) believes that the written design advice is not an accurate representation of the discussion from the design review session.
2. A complaint made under this Scheme must—
  - a) be made in the form approved by the designated entity; and
  - b) contain particulars of the allegation on which the complaint is based; and
  - c) include any other information specified by the designated entity.
3. The designated entity may refuse to investigate a complaint or, having accepted a complaint for investigation, may refuse to investigate it further, if it appears that—
  - a) the matter raised by the complaint is trivial; or
  - b) the complaint is frivolous or vexatious or is not made in good faith; or
  - c) it would be more appropriate for proceedings to be initiated in a court or tribunal constituted by law, or for the matter to be handled by another authority; or
  - d) there is some other good reason not to proceed (or further proceed) with the matter under this Scheme.
4. While no action may be brought against a panel member on the basis of any advice or other action given or taken by a design panel under section 121(8) of the Act, the designated entity may, at the conclusion of any complaints resolution process—
  - a) decide to take no further action on the complaint; or
  - b) undertake any consultation or further inquiry as the designated entity thinks fit; or
  - c) amend the design advice; or
  - d) make recommendations to the panel member; or
  - e) caution or reprimand the panel member; or
  - f) recommend that a person no longer hold office as a panel member under this Scheme; or
  - g) take such other action as the designated entity thinks fit.

## 7. Code of Conduct

### 7.1. Introduction

This Part provides for standards of conduct and professionalism that are to be observed by all persons and bodies operating under the Act.

For the purposes of the Act, all persons and bodies performing a function under this Scheme must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of the design review scheme under the Act.

A designated entity may also develop and maintain other code of conduct requirements for the purposes of this Scheme.

These standards and requirements constitute a code of conduct and must be read in conjunction with the requirements under the Act.

### 7.2. Requirements under the Act

All persons or bodies operating under this Scheme are subject to a statutory duty under section 15 of the Act as follows:

- (1) *It is expected that a person or body that—*
  - (a) *seeks to obtain an authorisation under this Act; or*
  - (b) *performs, exercises or discharges a function, power or duty under this Act; or*
  - (c) *takes the benefit of this Act or is otherwise involved in a process provided by this Act,**will—*
  - (d) *act in a cooperative and constructive way; and*
  - (e) *be honest and open in interacting with other entities under this Act; and*
  - (f) *be prepared to find reasonable solutions to issues that affect other interested parties or third parties.*
- (2) *Without limiting subsection (1), a person or body performing, exercising or discharging a function, power or duty under this Act must—*
  - (a) *exercise professional care and diligence; and*
  - (b) *act honestly and in an impartial manner; and*
  - (c) *be responsible and accountable in its conduct; and*
  - (d) *comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.*
- (3) *The Minister may, after taking into account the advice of the Commission, establish and maintain service benchmarks for the purposes of this section.*
- (4) *The principles and benchmarks under this section—*
  - (a) *do not give rise to substantive rights or liabilities; but*
  - (b) *may lead to action being taken on account of a breach of a code of conduct or professional standard that applies in relation to a relevant person or body.*



## Have your say

The draft Local Design Review Scheme is available for public comment until Friday 21 August 2020.

Feedback received will help to finalise the Local Design Review Scheme for South Australia.

Please ensure you provide your feedback on the draft Scheme through any of the following channels:

- **Email:** [DPTI.ODASAconsultation@sa.gov.au](mailto:DPTI.ODASAconsultation@sa.gov.au)
- **Online:** [yoursay.sa.gov.au/local-design-review-scheme](https://yoursay.sa.gov.au/local-design-review-scheme)
- **Post:** ODASA Consultation, 28 Leigh Street, Adelaide SA 5000

If you would like to speak with someone about Local Design Review, please contact the Office for Design and Architecture South Australia (ODASA) on 8402 1884 during business hours (9am – 5pm, weekdays).

For more information about South Australia's new planning system, please visit the SA Planning Portal ([sapanningportal.sa.gov.au](https://sapanningportal.sa.gov.au)).



**Government of South Australia**  
Department of Planning,  
Transport and Infrastructure

**OFFICE FOR  
DESIGN+  
ARCHITECTURE SA**

## 11.2 AdaptWest in Action - Program Update

### Brief

This report provides an update on *AdaptWest in Action*, a climate adaptation program being implemented across the Western Adelaide Region in partnership with the Cities of Charles Sturt and Port Adelaide Enfield.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

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### Introduction

The AdaptWest region is comprised of critical Local, State and Federal infrastructure and is home to more than 21,000 businesses and 300,000 residents.

The *AdaptWest Climate Change Adaptation Plan* was approved by Council in October 2016. This Plan seeks to ensure that the communities, environment and businesses and industries of the Western Adelaide Region remain productive and can respond positively to the challenges and opportunities presented by a changing climate.

Now in the implementation phase, the *AdaptWest in Action 3-year Action Plan 2019-2022* (Action Plan) was approved by Council at its 20 August 2019 meeting following extensive consultation with Elected Members and staff across the three councils. The Action Plan provides a forward program for projects which deliver against the key priorities of the Plan including:

- Protecting coastal assets and environment
- Enhancing open and green spaces to cool the urban environment
- Managing stormwater to protect and enhance where people live and work
- Increasing the resiliency of transport and essential services
- Improving residential dwellings to be resilient to climate change
- Building strong and connected communities;
- Preparing businesses and industry to be aware and resilient.

### Discussion

Key outcomes were delivered as part of the *AdaptWest in Action 3-year Action Plan* during the 2019/20 financial year, and are summarised in **Attachment 1**.

Key achievements include:

- Coastal and Inundation Modelling Report
- Communications and Engagement Plan
- Development of the AdaptWest Action Plan 2019-2022
- Smart Irrigation Trial in partnership with SA Water
- Climate Change Governance Assessment
- *Urban Trees and People's Backyards Mitigate Extreme Heat in the Western Adelaide Region* report published in conjunction with Macquarie University.
- Residential Building Retrofit Project (Phase 1) to determine the capacity of AdaptWest member councils and the identified private and public sector partners to deliver targeted climate adaptation focused building upgrades to vulnerable households in the AdaptWest region.

The City of West Torrens works in partnership with the Cities of Charles Sturt and Port Adelaide Enfield. Each of the three councils contribute an annual budget to jointly fund a Regional Coordinator on a part-time, 0.8 FTE basis and drive implementation of the Action Plan across the region. As part of 2020/21 budget, \$65,000 was requested towards the continued engagement of the Regional Coordinator (\$40,000) and implementation of key projects in alignment with the 3-year Action Plan (\$25,000). At this stage the operational budget of \$25,000 has not been approved due to the impact of COVID-19 on Council's budget. The Cities of Charles Sturt and Port Adelaide Enfield have committed the full funding amount as part of their 20/21 financial year budget.

Despite this, there is a significant body of work which can still be achieved, and the Administration will be looking at alternative ways for West Torrens to contribute to the program, seek grant funding and continue the successful collaboration with our regional partners to ensure a program of climate adaptation can continue to be implemented across the Western Adelaide Region.

The program has successfully operated on a minimal budget in the past, and has been able to achieve significant outcomes due to the optimisation of grant funding and partnerships with other organisations which have provided significant value to the program at little or no cost to the participating councils. For example, in the 2019/20 financial year, approximately \$170,000 was secured by AdaptWest, again as a result of the strength of its partnerships.

The AdaptWest in Action Implementation Plan 20/21 (**Attachment 2**) outlines a forward program of work for the current financial year in alignment with the 3-year implementation plan.

### **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.)*

Council's participation in the AdaptWest Climate Change Adaptation Program provides positive outcomes for addressing climate change across the Western Adelaide Region and the City of West Torrens in partnership with our regional supporters. It seeks to improve the resilience of our community to climate change, and provide a forward plan to address the identified issues.

### **Conclusion**

This report provides an update on the actions which are being progressed as part of the Council approved *AdaptWest in Action Implementation Plan*.

### **Attachments**

1. **AdaptWest Program Summary 2019/20**
2. **AdaptWest Implementation Plan and Budget 20/21 (Draft)**

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
<p><b>Develop alternative approaches to funding adaptation</b></p>	<p>Seek partnerships and leverage funding opportunities</p> <p>Funding Climate Change responses</p>	<p>Establish links with other adapting regions with focus on governance and collaboration projects</p> <p>Promote / expand the use and implementation of the Western Adelaide Urban Heat Mapping project</p> <p>Identify opportunities for coordinated cross regional funding</p>	<p>Update / On-going</p>	<p>The AdaptWest Regional Coordinator works closely with regional counterparts to ensure a coordinated approach to climate adaptation activities across AdaptWest and the broader metropolitan region.</p> <p>A summary as follows:</p> <ul style="list-style-type: none"> <li>• Adaptation Practitioners Network – a group of local and state government representatives that meet quarterly to exchange information and share project updates.</li> <li>• On-going working relationship with the Resilient South, Resilient East and Resilient Hills and Coasts project teams. This has included being a member of the Canopy Working Group to share information and project ideas with council officers from the Regional Climate Partnerships / adaptation regions.</li> <li>• Coordinated a workshop with Macquarie University to present research outcomes and canvas opportunities for further collaboration across sector</li> </ul> <p>Urban Heat Mapping project was used to inform AdaptWest projects and broader decision-making across council, including:</p> <ul style="list-style-type: none"> <li>• National Disaster Resilience Program - Residential Building Retrofit for Climate Adaptation</li> <li>• Macquarie University heat mapping project,</li> <li>• SA Water Smart Irrigation Trial.</li> </ul> <p>There was also an advocacy approach that seeks inclusion of heat maps as a planning overlay in a letter to the State Planning Minister (AdaptWest Planning Policy Position Statement September 2019).</p>

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
<p><b>Increase Urban Greenness</b></p>	<p>Planning and building controls to enhance, protect and preserve urban canopy on both private and public open space.</p>	<p>Identify options to incorporate urban greening into all major projects for both council and on privately owned land.</p> <p>Review policy options for the retention of tree canopy</p> <p>Acquire and use LiDAR</p> <p>Develop with DEW the 'Trees are Cool' graphic package</p>	<p>Update / On-going</p> <p>Update / On-going</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Ongoing feedback has been provided to responses associated with the Planning and Design Code.</p> <ul style="list-style-type: none"> <li>• Letter to Minister Knoll with the Planning Policy Position statement expressing concern with canopy loss on public and private land.</li> <li>• Work associated with early stage scoping of an Urban Tree Vulnerability to Climate Change project</li> </ul> <p>Region purchased Sate Government LiDAR data that shows a tree classification layer.</p> <p>AdaptWest was on the steering group for the 'Trees are Cool' graphical communications tools with the Department of Environment and Water. Graphics are available for use by the AdaptWest councils</p>
<p>Provide cool/green refuges</p>	<p>Macquarie University research project – Investigating effect of urban trees</p>	<p>The study examined the role that trees and other vegetation in front and backyards play in mitigating extreme heat conditions. Results demonstrated the importance of trees within private open space and that “<i>urban development and densification must be carefully planned and performed to ensure that vegetation is retained and possibly expanded over time</i>”.</p> <p>Full report can be found here: <a href="https://researchers.mq.edu.au/en/publications/urban-trees-and-peoples-yards-mitigate-extreme-heat-in-western-ad">https://researchers.mq.edu.au/en/publications/urban-trees-and-peoples-yards-mitigate-extreme-heat-in-western-ad</a></p>		

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
		Adapt West Urban Greening- Inter-council working group	Established / On-going	Group comprised of representatives from each of the regional councils forming a reference group for urban greening / tree projects.
		SA Water Smart Irrigation Trial research project (2019/2020)	Completed for summer 19/20	<p>A partnership with SA Water to investigate how efficient and cost-effective irrigation can be used in our parks and open spaces to cool the surrounding environment during heatwaves.</p> <p>Air temperature and soil moisture sensors were installed across several project sites in the AdaptWest region and will provide ongoing monitoring to measure the cooling effect (duration and distance from watered location).</p>
<p><b>Plan and Design climate resilient buildings, places and spaces</b></p>	<p>Improve regulations and standards to better accommodate climate change risks</p>	<p>NDRP - AdaptWest in Action - Residential Building Retrofit for Climate Adaptation</p>	Completed	<p>The <i>Residential Building Retrofit for Climate Adaptation</i> project was partly funded through the Natural Disaster Resilience Program (NDRP). Stage 1 of the project aimed to determine the capacity to deliver targeted building upgrades to vulnerable households in the AdaptWest region. It draws directly on the previously completed heat mapping work.</p> <p>As a key part of this project a literature review was conducted as a desktop review of 17 national and international programs considered by AdaptWest and The Energy Project (project consultant) as potential delivery models or information sources for the project. A mix of technical and funding programs were reviewed. The following key learnings from the Literature Review have directly informed a proposed delivery model:</p> <ul style="list-style-type: none"> <li>• Low-income housing stock is often poorly constructed and maintained leading to practical limitations in the opportunity to cost-effectively improve the building envelope.</li> <li>• The installation of split system air-conditioner(s) improve:                         <ul style="list-style-type: none"> <li>- thermal comfort (in summer &amp; winter)</li> <li>- liveability</li> </ul> </li> </ul>

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
				<p>- mobility and mental health</p> <ul style="list-style-type: none"> <li>• Air-conditioning use has been shown to reduce heat-related morbidity and mortality.</li> <li>• While air-conditioning can increase energy consumption the replacement of existing inefficient air-conditioners and heaters with efficient split system air conditioners can considerably reduce energy consumption and costs.</li> <li>• Coupling air-conditioning systems with solar power can deliver improved thermal comfort without high electricity bills.</li> <li>• Including a bill check to ensure households are receiving appropriate tariffs is a simple, effective opportunity.</li> <li>• Respectful community engagement is critical to project success.</li> <li>• Partnering with organisations that are already trusted by participants is crucial.</li> </ul> <p><b>The outcomes of the project include the following:</b></p> <ul style="list-style-type: none"> <li>• A substantial literature review that can continue to be used in the design interventions in vulnerable households.</li> <li>• The development and preliminary costing of proposed interventions for vulnerable households.</li> <li>• The development of collaborative relationships with three Community Housing Providers that may bear fruit if funding for implementation becomes available.</li> <li>• The evidence presented in the project report highlights the scale of the problem and provides detail of the issues with tangible solutions. This information will be beneficial for the sector.</li> <li>• The project may be considered a 'shovel ready project', that could leverage stimulus funding linked to COVID-19 recovery.</li> </ul>



## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
	Council as a leader – Western Region policy relating to sustainable public building	Utilise Western Adelaide Heat Mapping to inform heat island mitigation	Completed	Highlights include: <ul style="list-style-type: none"> <li>• Planning policy position statement was developed to respond to concerns raised by the planning reforms (see below)</li> <li>• The NDRP vulnerable household retrofit for climate adaptation project (as above)</li> <li>• Project with Macquarie University to utilise the heat mapping and LiDAR to analyse the impact that vegetation has on reducing household heat exposure (as above)</li> </ul>
	Highlight climate adaptation and advocate for improved building standards	Develop Planning Policy Position Statement	Completed	Position Statement developed with regional councils and endorsed by Elected Members at respective council meetings. Was signed by the regional Mayors and sent to Minister for Planning Stephen Knoll MP.
	Incorporate climate change considerations into land use planning	CoolSeal trial implementation – evaluation and monitoring (on-going, individual council setting)	Completed	AdaptWest monitoring project within City of Charles Sturt and communicating with other regions.
	Education and advice to climate proof heritage buildings	Investigate opportunities to further incorporate climate change considerations into the design and development of public space	On-going	Incorporated into 20/21 Budget Implementation Plan.

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
		developed by AdaptWest regional councils		
	Design and deliver cooler/flood ready public spaces	Communications strategy	Investigation for 20/21	Incorporated into 20/21 Budget Implementation Plan.
<b>Education and awareness raising</b>	Engage in programs to educate and inform community and stakeholders – emphasis on vulnerable residents.	Develop brochure on climate adaptation and home design - <i>'Designing and Constructing your Home'</i> booklet.	Investigation for 20/21	Incorporated into 20/21 Budget Implementation Plan. Looking at opportunities for inter-regional cooperation to develop a resource that could be used by councils metro-wide
Educate homeowners and builders - climate resilient home design and retrofit	Educate homeowners and builders - climate resilient home design and retrofit	Drive AdaptWest website as key public facing communications tool	On-going	The website will continue to be utilised as a key communications tool – it is available at <a href="http://www.adaptwest.com.au">www.adaptwest.com.au</a>
Plan and engage strategic	Plan and engage strategic	Communication strategy	Update / On-going	AdaptWest and The City of West Torrens hosted the 2019 Sustainable House Day Showcase at Thebarton Community Centre. AdaptWest Regional Coordinator spoke at the event.

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
<b>Build Community Connectedness</b>	communication opportunities  Supporting vulnerable community members. Identify ways to embed climate change across council community services / development / recreation / place making	CALD community outreach / communications program – reflect cultural diversity of region in communications plan	In-progress	Also, engagement with numerous education and public speaking opportunities including lectures delivered at Adelaide University and University of SA, updates and engagement with the LGA, GBCA, The Surveying & Spatial Sciences Institute, Liveable Cities Conference 2019 and Parks and Leisure Australia (SA) conference.  Incorporated into 20/21 Budget Implementation Plan
		Undertake climate survey to base line awareness and attitudes to climate change adaptation	In-progress	Incorporated into 20/21 Budget Implementation Plan
		Investigate alternative and creative means to communicate and engage with different audiences (Communication Plan)	Planning stage	Incorporated into 20/21 Budget Implementation Plan

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
		Use demographic data to better empower communities	Planning stage	The engagement strategy to be part of the AdaptWest communications plan implementation incorporated into 20/21 Budget Implementation Plan.
		Continue to use of spatial data to inform risk assessments	On-going	Incorporated into 20/21 Budget Implementation Plan.
Use risk assessment approaches to prioritise adaptation responses	Apply AdaptWest data to guide decision-making	Risk / governance assessment workshop	In-progress	Climate Change Governance Assessment started Initial workshop has been held with key staff from across the three councils. Stage One of project underway that includes internal council staff survey, interviews with council staff, report and subsequent workshop with council staff. The project analyses the consideration of climate change adaptation within a risk and governance framework against ten principal indicators.
	Consider adaptation risk assessments against planning policy and across AdaptWest council operations.			
	Embed climate change adaptation thinking across council policy and operations.	Develop on-going key advocacy plan	On-going / In-progress	On-going work into years 2 and 3 of three-year action plan informed by communications plan and the climate change risk and governance assessment.

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
	Continue to support the regional Zone Emergency Management process and its focus on heat waves and floods	Monitor on-going implementation of measures outlined and identified in Western Adelaide Coastal and Inundation Modelling Report including coastal protection and development	On-going	AdaptWest Regional Coordinator to give a regular status report at on-going WZEMP meetings
<b>Manage urban runoff to mitigate flood risk and improve water quality and reuse</b>	Communicate existing flood risk / work with stakeholders to reduce flood risk	Incorporate overarching statements about climate adaptation into Council's asset management plans	Completed (release of report)	Coastal and inundation Modelling Report The report was provided to each of the AdaptWest Councils following stakeholder briefings. Report being used to assist in the preparation of stormwater management plans.
<b>Embed climate considerations into asset management plans</b>	Incorporate climate change adaptation in asset management plan updates	Develop and promote living shorelines	On-going	Work associated with the climate change risk and governance assessment would inform the consideration of climate change in asset management plans

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
<b>Coastal protection measures</b>	Investigate further soft protection measures including - sand dunes, beaches and living shorelines contribute to enhancing and protecting coastal assets.	Develop and promote dune care and restoration work	Monitoring	Monitor and evaluate work that is being done in individual council setting.
		Identify ways to implement measures outlined and identified in Western Adelaide Coastal and Inundation Modelling Report	Monitoring	Monitor and evaluate work that is being done in individual Council setting.
	Investigate hard protection measures such as physical barriers including sea walls and barrages may be required to protect assets and infrastructure.	Identify ways to implement measures outlined and identified in Western Adelaide Coastal and Inundation Modelling Report	Monitoring	As above.

## AdaptWest in Action Key Projects - Financial Year 19/20 Update

Priority Adaptation Objective	Major themes and areas of focus	Project setting	Status	Progress update - financial year 2019/20
<p><b>Relocate assets and infrastructure away from high risk areas</b></p>	<p>Use mapping and data to correlate high risk and climate exposed areas and infrastructure to proactively manage relocation options</p>			<p>Longer term project – years 2 and 3</p>

**AdaptWest in Action Budget Implementation Plan 20/21**

**Commentary on AdaptWest Directions for 20/21:**

This implementation plan will improve the awareness of AdaptWest through a capacity building program of work, with an on-ground education and advocacy focus

**AdaptWest in Action 20/21 will:**

- Focus on communications and community resilience
- Highlight urban heat, greening and cooling, canopy loss awareness and urban infill issues within a climate adaptation lens
- Advocate and educate for the construction of climate responsive homes in the region
- Build on a climate change risk and governance framework in engagement with key regional stakeholders and embedding climate change in council operations

**Highlights include:**

- Implementation of the strategic communications plan and integration with the Red Cross Climate Champions program
- The development of a canopy retention guide aimed at multiple stakeholder audiences
- The development of a climate resilient homes brochure primarily aimed at owner / occupiers (new home builds)
- A survey to baseline community attitudes and awareness of climate change issues
- Running a major event for the region
- Continual focus on broadening the understanding of climate risk and governance
- Integration of arts and cultural activities to extend messaging to different stakeholders

PLEASE NOTE: Some of the program of work outlined below will be dependent upon on-going Council funding of the 'AdaptWest in Action' Action Plan.

Priority action item from AdaptWest plan	19/20 on-going projects	20/21 Projects from Action Plan	Internal / external / advocacy project	20/21 budget <sup>1</sup> RC = aspects of program met under Regional Coordinator role	Commentary (what is this, how will it be done, what is it related to)	Outcomes sought	Project Lead RC=Regional Coordinator WG=Working Group UG=Urban Greening Group	Partner agencies / council resources	Time line
Increase Urban Greenness	Advocacy for increased urban canopy retention at point of development	Canopy retention policy to preserve street scape and open space canopy	Advocacy / education – external	RC	Project will work with internal and external stakeholders to address climate change adaptation issues associated with canopy loss due to infill development.	Stronger protection of existing canopy / design outcomes	RC/WG/UG	State Government (Green Adelaide) WSSA, Regional Climate Partnerships (RCP), AdaptWest Urban Greening working group	On-going
	Canopy retention policy to preserve street scape and open space canopy	Develop guide for homeowners to retain	Advocacy – internal / external	RC	Examine each AdaptWest council policy to perform a gap and alignment analysis, work back into the Regional Urban Greening working group to look at interregional cooperation to establish common policy settings / shared information	Building partnerships for robust climate risk assessments. Promote cool/green refuges (outcomes of SA Water project)	RC/UG	AdaptWest Urban Greening working group - e.g. WTCC 'Trees in Challenging Spaces' project, Which Plant Where decision support tool project outcomes and trial sites	Q1
			Advocacy – external	RC	Develop simple messaging for homeowners around protecting and enhancing canopy cover – for urban		RC/UG	Planning policy and Planning and development teams in	Q1

<sup>1</sup> Budget amounts are shown as either actual budget allocation figures, or as a component that will be allocated within the Regional Coordinators (RC) work



	<p>Plan and Design climate resilient buildings, places and spaces</p>	<p>Investigate opportunities to further incorporate climate change considerations into the design and development of public space developed by AdaptWest regional councils</p>	<p>canopy cover</p>	<p>Advocacy – internal</p>	<p>RC</p>	<p>This work is on-going and is likely to evolve further from the Climate Risk and Governance assessment that is currently being undertaken at a regional level.</p>	<p>Councils to include design and delivery of climate change ready public spaces</p>	<p>RC/UG/WG</p>	<p>Open space, urban design teams – handled through the settings derived from the AdaptWest Urban Greening Working Group.</p>	<p>On-going</p>
		<p>Stage 2 of NDRP project (pending funding)</p>	<p>Advocacy – internal / external</p>	<p>No</p>	<p>Advocacy project designed to highlight the project outcomes from Stage 1 of the NDRP project back into council programs, State Government and Community Housing Providers.</p>	<p>The Community Housing Provider sector and / or other associated agencies take up recommendations from the project</p>	<p>RC</p>	<p>Community Housing Providers, South Australian Housing Authority,</p>	<p>Q1</p>	
		<p>Develop advocacy plan to address issues with National Construction Code (NCC)</p>	<p>Advocacy – external</p>	<p>RC</p>	<p>Develop advocacy and submission for the NCC to improve climate change resilience and adaptation-based measures within the Building Code of Australia.</p>	<p>Interregional submission to the NCC</p>	<p>RC/WG</p>	<p>Planning and development teams in council</p>	<p>Q1 – by August 2020 - Proposal for Change template would need to be submitted</p>	
		<p>Promote adaptive reuse and provide education and advice to address heritage buildings</p>	<p>Advocacy – internal / external</p>	<p>RC</p>	<p>Develop resource that highlights best practice guidelines when working with adaptive reuse of heritage buildings to make them more resilient to climate change – topics could include for example embodied energy / embodied carbon, improving energy efficiency / thermal comfort, highlighting grants / subsidies available to building owners.</p>	<p>Online resource that can be used across the region.</p>	<p>RC/WG</p>	<p>Potential for funding to be sourced to develop resource – working with partner agencies such as heritage consultants / architects, council heritage advisors</p>	<p>Q2</p>	
<p>Education and awareness raising</p>		<p>Develop brochure on climate adaptation and home design - 'Designing and Constructing your Home booklet</p>	<p>External – education / advocacy</p>	<p>RC</p>	<p>Develop resource targeted at residents who are aiming to build new homes in the Western Adelaide Region. Topics to include energy efficiency, thermal performance, design optimisation for climate, insulation, windows, cross ventilation, materials, WSUD, heat island, etc.</p>	<p>Education of homeowners and builders encouraging climate resilient home design and retrofit.</p> <p>Use the resource to educate as to the importance of these considerations, liveability, total cost of ownership, utility cost reduction, affordable living, lifecycle cost, greening and cooling</p>	<p>RC/WG</p>	<p>Opportunity to work in with the other Regional Climate Partnerships to develop a joint resource.</p>	<p>Q2</p>	
		<p>Heatwave action planning</p>	<p>External</p>	<p>No</p>	<p>Develop funding application (based on previous Age Friendly SA proposal)</p>	<p>Community resource aimed at residents 'aging in place' to encourage greater awareness of heatwave risk</p>	<p>RC/WG</p>	<p>Community care teams within council. Age care providers, research teams</p>	<p>TBC</p>	

			Investigate residential energy efficiency at point of sale disclosure	Internal / external – education / advocacy	RC	Literature / policy review of program settings to determine whether energy efficiency disclosure at point of sale or lease is a viable policy setting for educating and driving higher performance residential home sales through better design and retrofit options. Investigations would focus on capacity building and education.	Trial the adoption of a voluntary disclosure program that has enough levers / inducements to drive change	RC/WG	Other Regional Climate Partnerships	Q3
<b>Build Community Connectedness</b>	Adapt West Communication strategy CALD community outreach program – reflect cultural diversity of region in communications plan	Internal / External – education / advocacy	RC – aspects also funded within the Red Cross Climate Champions allocation – (\$30,000) Dependant on on-going council funding	Internal / External – education / advocacy	RC	Communications strategy was produced in 19/20. A key aspect of this strategy is the engagement with the diverse communities of Western Adelaide. By partnering with the Red Cross Climate Champions program, AdaptWest can reach out to a diverse range of community stakeholders and establish self-directed groups to work on local climate change adaptation initiatives.	Climate Champions operating successfully within Western Adelaide leveraging off the Red Cross program to deliver climate adaptation messaging and opportunities to a diverse range of stakeholders with a particular focus on the CALD communities that are a feature of Western Adelaide.	RC/WG	Red Cross and partner agencies, other Regional Climate Partnerships, community organisations, regional libraries, community engagement teams within council	Q2 (on-going)
	Undertake climate survey to base line awareness and attitudes to climate change adaptation	External / Internal – research / education	RC	External / Internal – research / education	RC	Aim to undertake a broad community survey of attitudes to climate change – use this demographic data to understand and baseline what the awareness of climate change is the community, the penetration of AdaptWest, opportunities to collaborate with key stakeholders and provide data to base forward decision making on.	Survey results analysed providing internal and external data on community attitudes to climate change – use this to build the regional picture of climate change adaptation awareness and be able to further target key areas of social vulnerability and information requirements in the community.	RC/WG	Community engagement teams within the councils. Survey and data analysis.	Q1
	Investigate alternative and creative means to communicate and engage with different audiences (Communication Plan)	Internal / External – advocacy / education	No	Internal / External – advocacy / education	No	Develop an accessible and creative engagement program based on AdaptWest plan, data and communications plan to imaginatively respond to different networks and stakeholders to deliver key messages and information to the diverse community in Western Adelaide.	A series of arts and cultural activities that support a diversity of views and stories about places, history, cultural expression, resilience and vulnerability, to shape an alternative discourse as to what climate change adaptation looks like and how it is experienced within our communities.	RC/WG	Regional arts and culture organisations, council community development, arts and culture projects	Q4
	Use demographic data to better empower communities	Internal	RC	Internal	RC	Use data derived from communications plan and survey of attitudes to climate change to better appreciate community attitudes and potential points of stakeholder engagement – will feed into the Red Cross Climate Champions program	Report - Understanding of diversity of views within different stakeholders / demographics	RC/WG	Community engagement	Q1 and on-going
	Identify and promote opportunities to use council	Internal / external	RC	Internal / external	RC	Work back into council community resilience teams to better understand what council facilities are available to community members during adverse event conditions.	Compilation of existing data, promotion through communication channels	RC/WG	Council community resilience teams. Community care teams, community centres	Q3

			assets as refuges – what are the local opportunities	External – advocacy / education	No	Launch the Climate Champions program with an associated event(s) in the region, for example a film screening (e.g. the film 2040) and community forum with invited guests	Well attended launch and forum	RC/WG	Community development staff, venue hire, community news and social media teams to promote event	Q2
			Climate Champions program with Red Cross	Advocacy / Education – internal and external	Yes - \$30,000 Dependant on on-going council funding	Preliminary investigations undertaken with Red Cross (July 2020) to hosting the climate champions program in AdaptWest. Red Cross are redeveloping program for 20/21	See above – Establishment of self-directed community adaptation groups that operate across stakeholder demographics – and reflect the diverse range of communities in Western Adelaide.	RC/WG	Community teams	Q2 (on-going)
Use risk assessment approaches to prioritise adaptation responses	Continue use of spatial data to inform risk assessments			Advocacy internal / external	RC	Heat mapping / integrated hazard mapping, flood mapping	Needs analysis and further promote the use and uptake of integrated hazard mapping – seek inclusion of such data in the PDI (Planning Code)	WG	Council teams / DPTI	Q3
	Risk / financial assessment workshop for executive and EM teams				Yes (carry over from 19/20 - \$17,850)	Outcomes of the risk and governance assessment communicated back to executive and EM teams with a workshop setting at the conclusion program.	Workshop undertaken with project consultants	RC/WG	Climate Planning / Edge Environment	Q1
	On-going advocacy – project setting to look at key outcomes from Executive/EM workshop – (risk/finance)			Advocacy – internal	Yes (carry over from 19/20 - \$17,850)			RC/WG		TBC
	Develop on-going key advocacy plan			Advocacy – internal	RC			RC/WG		TBC
Manage urban runoff to mitigate flood risk and improve water quality and reuse	Monitor on-going implementation of measures outlined and identified in Western Adelaide Coastal and Inundation Modelling Report including coastal planning, coastal protection and development			Advocacy / education – internal	RC	Use the Western Adelaide Coastal and Inundation Modelling Report to drive awareness and understanding of flooding		WG		On-going
Embed climate considerations into asset management plans	Incorporate overarching statements about climate adaptation into council's asset			Advocacy – internal / external	RC	Continue to work with the AdaptWest council's asset teams to integrate climate change factors into council asset management plans	Climate Change is considered and incorporated into all AMP	WG	Council asset planners	Q3

Coastal protection measures	management plans (on-going) Develop and promote living Shorelines Develop and promote dune care and restoration work Identify ways to implement measures outlined and identified in Western Adelaide Coastal and Inundation Modelling Report	Advocacy – internal / external	RC	Continue to work with and monitor stakeholder engagement to identify opportunities for regional action.	RC / WG	On-going
Relocate assets and infrastructure away from high risk areas (note this project sits in 2.1/22)						

Year at a glance

Legend – timelines



Projects		20/21 Forward plan			
19/20 on-going projects	20/21 Projects from Action Plan	Q1	Q2	Q3	Q4
	Canopy retention policy to preserve street scape and open space canopy				
	Develop guide for homeowners to retain canopy cover				
	Stage 2 of NDRP project (pending funding)				
	Develop advocacy plan to address issues with National Construction Code (NCC)				
Undertake climate survey	Develop and plan engagement and awareness				

to base line awareness and attitudes to climate change adaptation	raising activities based on survey outcomes				
Risk / financial assessment workshop for executive and EM teams					
	Promote adaptive reuse and provide education and advice to address heritage buildings				
	Develop brochure on climate adaptation and home design - 'Designing and Constructing your Home booklet'				
Adapt West Communication strategy CALD community outreach program – reflect cultural diversity of region in communications plan					
	Run major engagement event in region				
	Climate Champions program with Red Cross				
	Investigate residential energy efficiency at point of sale disclosure				
	Identify and promote opportunities to use council assets as refuges – what are the local opportunities				
Continue to use of spatial data to inform risk assessments					
Incorporate overarching statements about climate adaptation into council's asset management plans (on-going)					
Investigate alternative and creative means to communicate					

and engage with different audiences (Communication Plan)	Heatwave action planning (TBC)					
Investigate opportunities to further incorporate climate change considerations into the design and development of public space developed by AdaptWest regional councils	Advocacy for increased urban canopy retention at point of development					
Use demographic data to better empower communities						
On-going advocacy – project setting to look at key outcomes from Executive/EM workshop – (risk/finance)						
Develop on-going key advocacy plan						
Monitor on-going implementation of measures outlined and identified in Western Adelaide Coastal and Inundation Modelling Report including planning, coastal protection and development						
Develop and promote living Shorelines						
Develop and promote dune care and restoration work						
Identify ways to implement						

measures outlined and identified in Western Adelaide Coastal and Inundation Modelling Report				
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**AdaptWest Budget - 2020/21**

**Please note: not all items in this budget are likely to be endorsed by each partner council.**

	Activity Code	Total
Salaries and on-costs (inc phone)	Similar to 2019/20	\$105,000.00
Meeting costs/catering	Food/entertainment	\$5,000.00
General project costs	Printing	\$10,000.00
Governance project - stage 2	Consultants	\$45,000.00
Red Cross Climate Champions	Contractors	\$30,000.00
		\$195,000.00

### 11.3 Regulatory Services Activity Report

#### Brief

This report provides information on the activities of the Regulatory Services Department for the twelve months to 30 June 2020.

#### RECOMMENDATION

The Committee recommends to Council that the report be received.

#### Introduction

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

#### Discussion

502 parking expiation notices were issued in the June quarter, along with 31 warnings. 271 review requests were received.

<b>Parking Enforcement Report</b>				
<b>Fines Waived and Warnings Issued</b>				
<b>2019/20 Financial Year</b>				
Report Meeting 4 August 2020				
<b>Grounds</b>	<b>1 July - 31 Mar 2020</b>	<b>1 Apr - 30 Jun 2020</b>	<b>Year to Date Total</b>	<b>%</b>
<b>Parking Fines Waived</b>				
- Compelling humanitarian grounds	53	0	53	7.2
- Unavoidable offence	107	3	110	15.0
- Technical, trivial or petty	266	0	266	36.3
- Defective notice	211	39	250	34.2
- Administrative error	1	0	1	0.1
- Other	50	2	52	7.1
<b>Totals</b>	<b>688</b>	<b>44</b>	<b>732</b>	<b>100.0</b>
<b>Reason</b>	<b>1 July - 31 Mar 2020</b>	<b>1 Apr - 30 Jun 2020</b>	<b>Year to Date Total</b>	<b>%</b>
<b>Warnings Issued</b>				
- Proximity to intersection - minor	25	2	27	3.7
- Not angle/parallel park; Footpath/Verge	43	6	49	6.7
- Part driveway/ramp blocked	60	3	63	8.6
- Permits Incorrectly Displayed	23	0	23	3.1
- Motorist moved on	101	16	117	16.0
- Other	84	4	88	12.0
<b>Totals</b>	<b>336</b>	<b>31</b>	<b>367</b>	<b>100.0</b>



## Parking Expiations

Council's parking fines budget of \$750,000 (as revised) for the 12 months to 30 June 2020 was exceeded by \$15,288, with actual income being \$765,288. Expiation numbers fell significantly in 2019/20, as shown in the table below, for reasons which included:

- Covid-19 has reduced parking numbers in both the streets of West Torrens and at the airport, and this has in turn reduced infringement / expiations levels;
- Parking expiation levels have been impacted by a more educational approach being taken to parking enforcement, with cautions and warnings being issued; and
- Staffing issues, including turnover and vacancies, have adversely impacted.

<b>Expiations</b>	<b>4<sup>th</sup> Quarter 2019/20</b>	<b>Total for 2019/20</b>
Parking Expiations 2018/19	3,082	13,258
Parking Expiations 2019/20	502	8,368
Airport Expiations 2019/20	4	2,127

## COVID-19 Compliance Monitoring

Due to the escalation of the COVID-19 cases in early April, 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 comply with social distancing measures, public gatherings and non-essential business directions are adhered to.

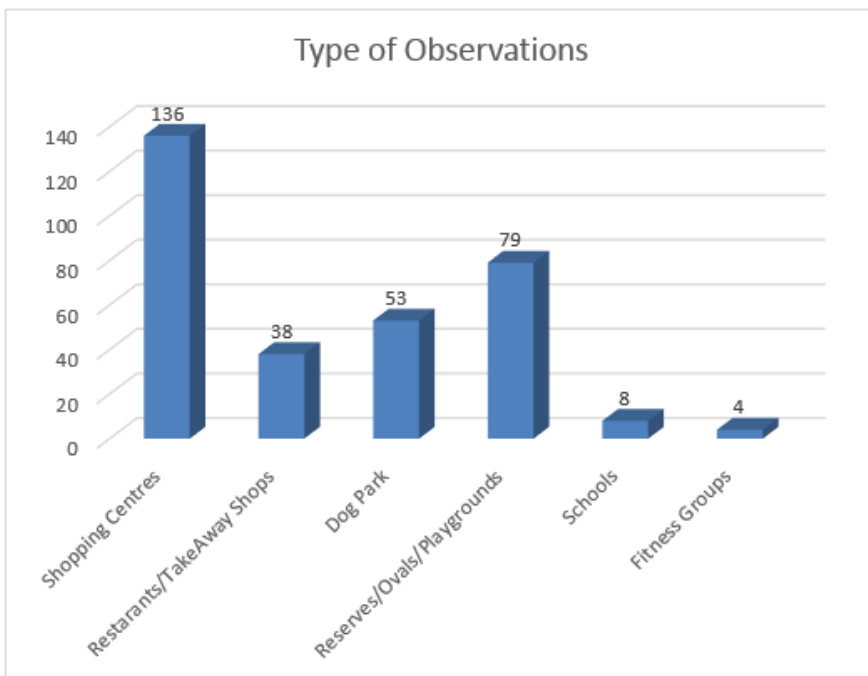
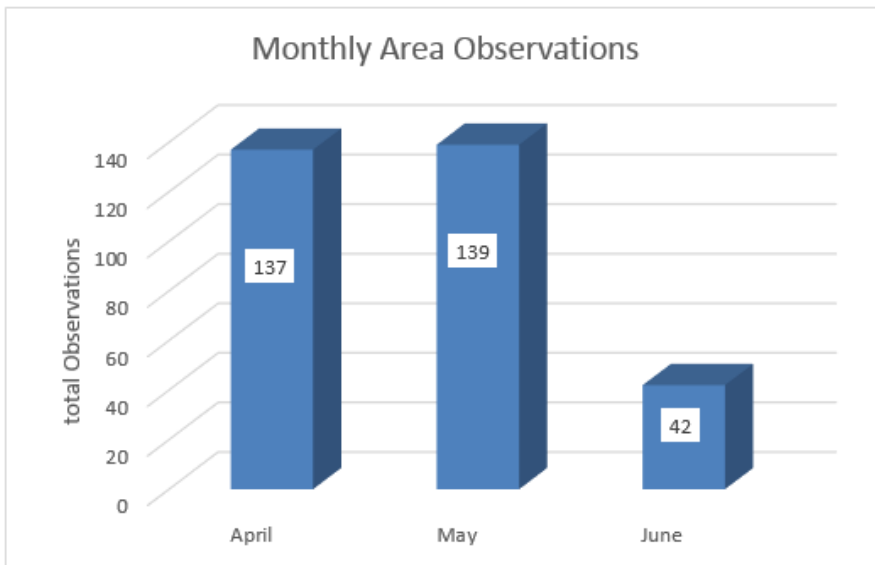
The Local Government Functional Support Group announced the introduction of Council compliance checks, to formalise the collaboration with SAPOL in response to the monitoring and surveillance of COVID-19 declarations. This expands on Council's obligations to conduct public health monitoring to ensure the health and well-being of the community.

This required Council to develop and submit a local compliance plan. The plan identified critical locations, compliance check activities, frequency of these checks and the resources provided by Council to undertake these checks. A very important part of this plan was the reporting, both daily and real time, using the i-Responda app., a resource for SA local government workers to use during emergencies for timely access to reminders, checklists, action plans, joint operating guidelines and plans to assist in making safe and effective decisions.

Environmental Health and Compliance field officers undertook both scheduled and ad-hoc monitoring and submitted reports as these were conducted.

Proactive compliance monitoring on businesses and public areas continued throughout the initial period of easing of restrictions until mid-June, when COVID safe plans were introduced. Environmental Health Officers are continuing to monitor in relation to COVID safe plans as part of their ordinary roles during inspections or in response to reports or complaints.

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



**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**

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

**Attachments**

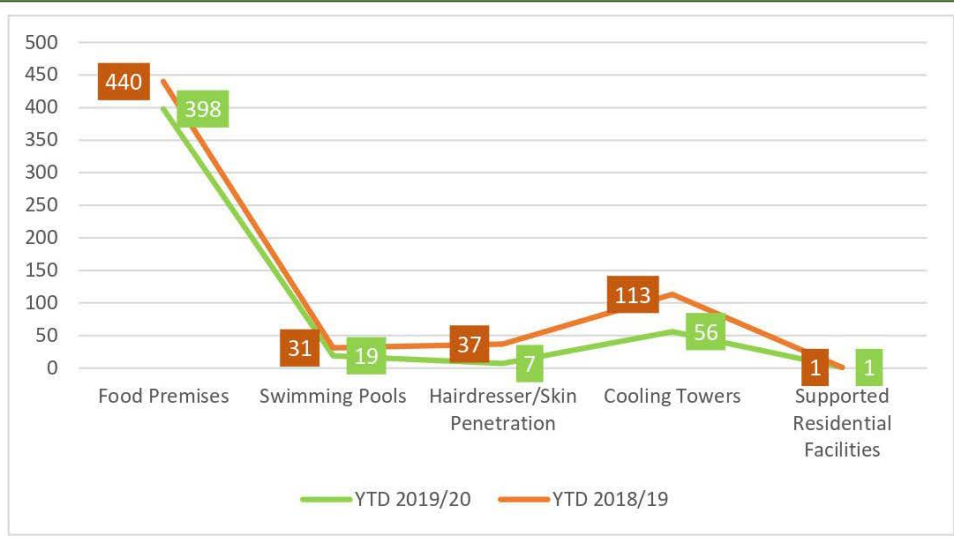
- 1. Regulatory Services Activities Report**

**ENVIRONMENTAL HEALTH - April to June 2020**

**Routine Inspections**

**Total Inspections**

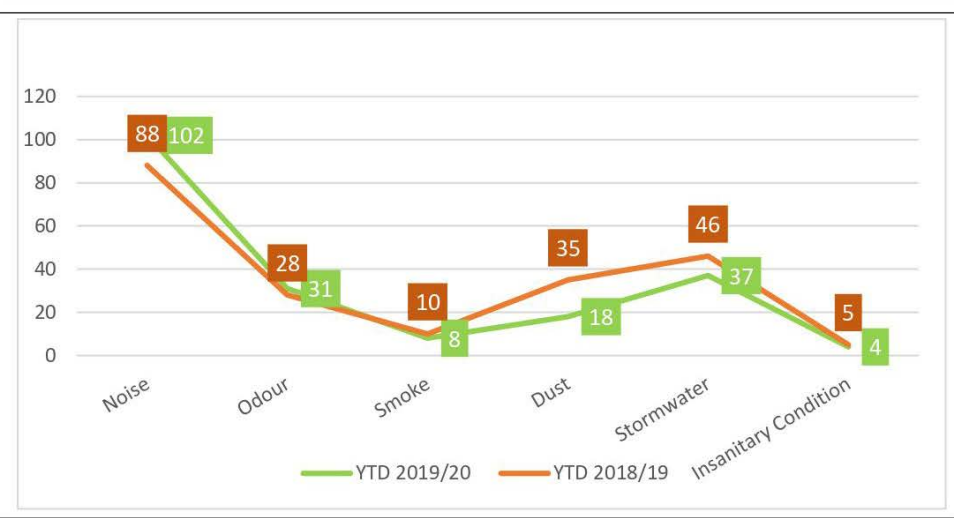
**YTD**  
 2019/20 = 570  
 2018/19 = 752



**Environmental Nuisance**

**Total Inspections:**

**YTD**  
 2019/20 = 294  
 2018/19 = 268

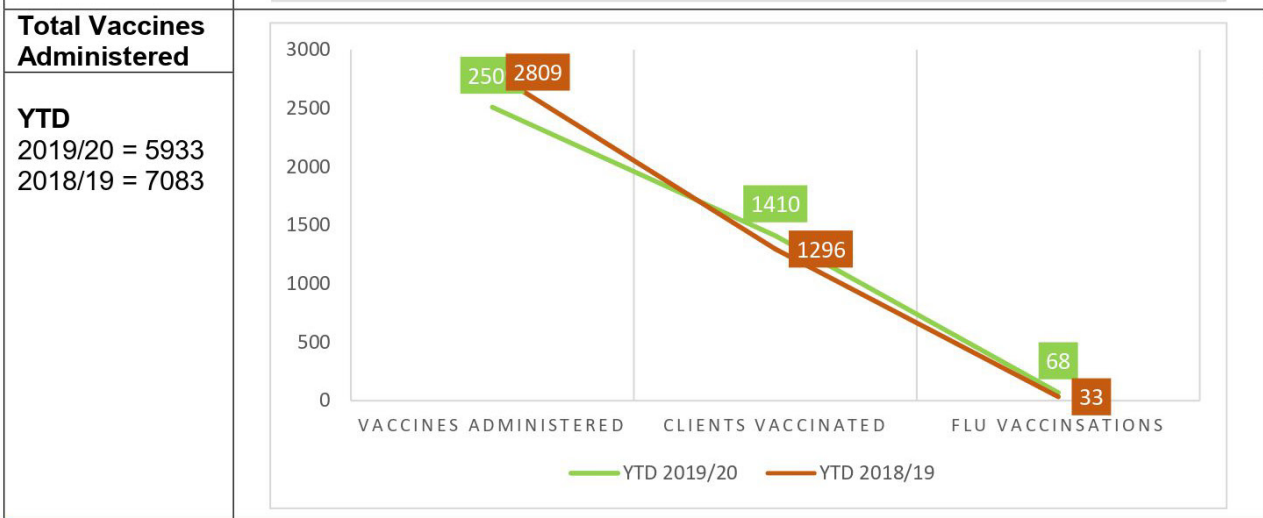
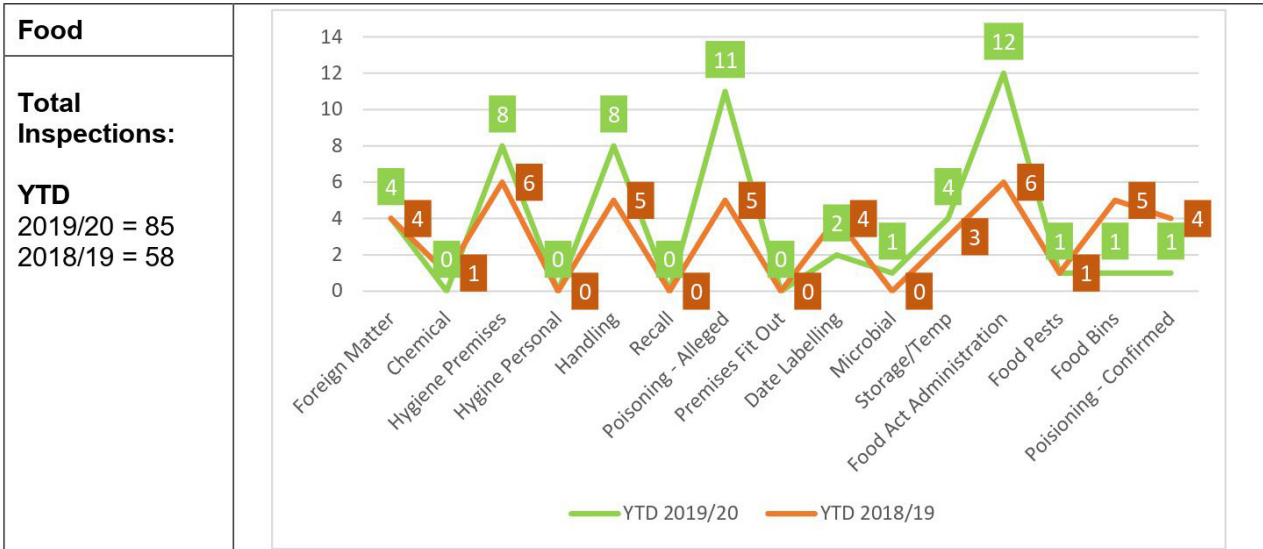


**Public Health**

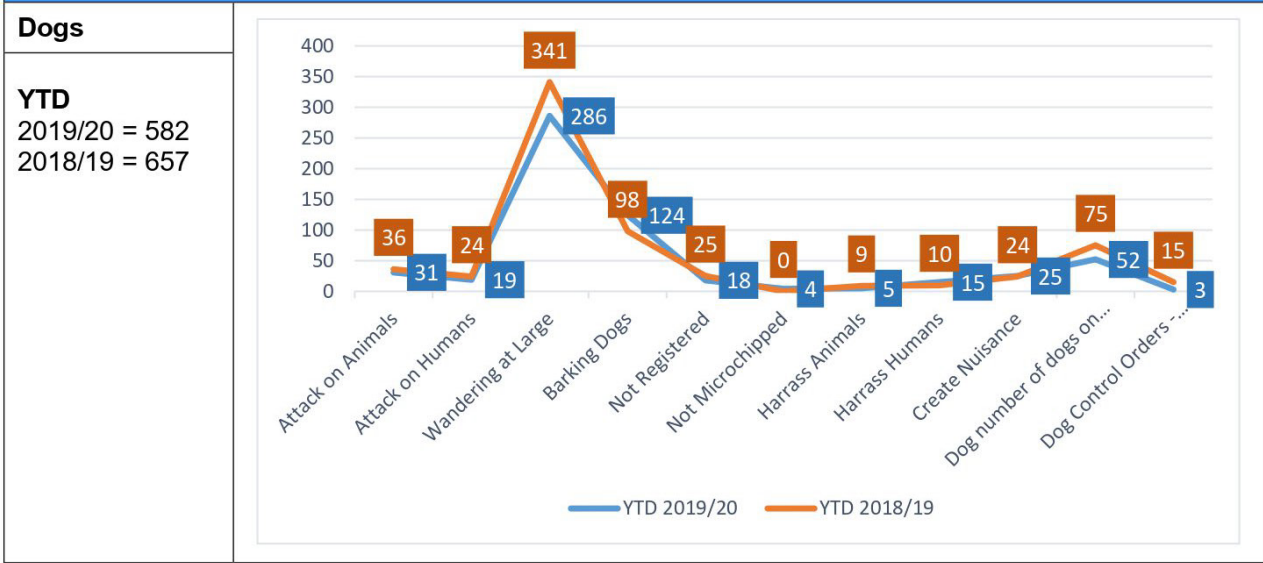
**Total Inspections:**

**YTD**  
 2019/20 = 60  
 2018/19 = 74

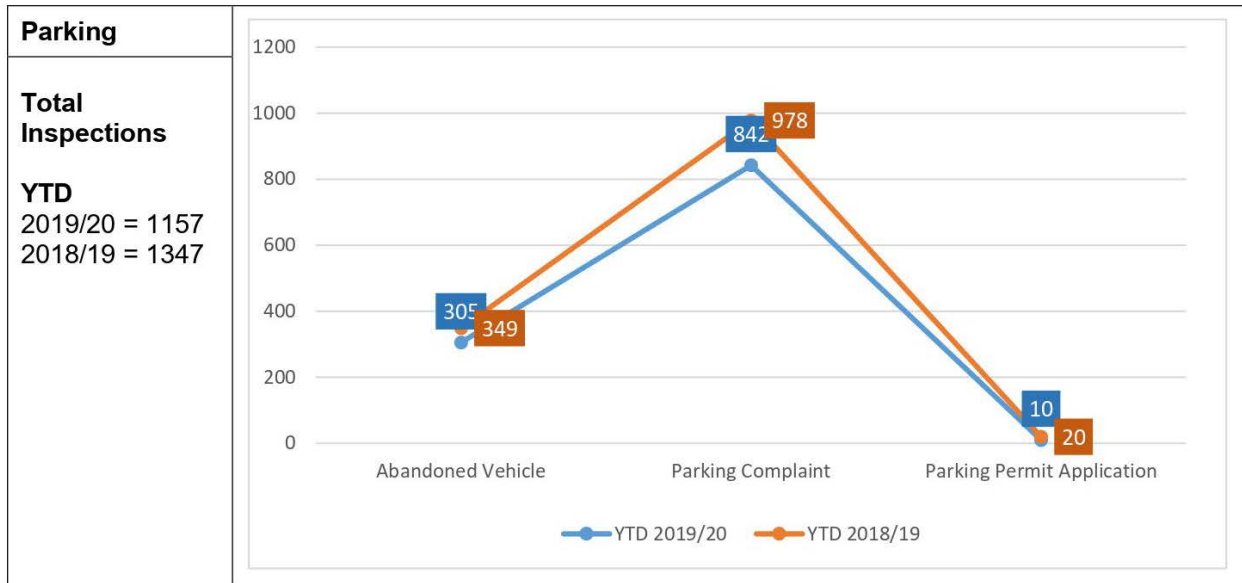




**COMPLIANCE - April to June 2020**



<p><b>Other Animals</b></p> <p><b>Total Inspections:</b></p> <p><b>YTD</b> 2019/20 = 208 2018/19 = 134</p>	<table border="1"> <thead> <tr> <th>Category</th> <th>YTD 2019/20</th> <th>YTD 2018/19</th> </tr> </thead> <tbody> <tr> <td>CATS CREATING A NUISANCE</td> <td>34</td> <td>22</td> </tr> <tr> <td>OTHER ANIMALS CREATING A NUISANCE</td> <td>72</td> <td>46</td> </tr> <tr> <td>BEES ON PUBLIC LAND</td> <td>36</td> <td>28</td> </tr> <tr> <td>EUROPEAN WASP NEST SIGHTING</td> <td>66</td> <td>38</td> </tr> </tbody> </table>	Category	YTD 2019/20	YTD 2018/19	CATS CREATING A NUISANCE	34	22	OTHER ANIMALS CREATING A NUISANCE	72	46	BEES ON PUBLIC LAND	36	28	EUROPEAN WASP NEST SIGHTING	66	38									
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<p><b>Environment</b></p> <p><b>Total Inspections:</b></p> <p><b>YTD</b> 2019/20 = 355 2018/19 = 249</p>	<table border="1"> <thead> <tr> <th>Category</th> <th>YTD 2019/20</th> <th>YTD 2018/19</th> </tr> </thead> <tbody> <tr> <td>Unsightly Yard</td> <td>51</td> <td>47</td> </tr> <tr> <td>Overgrown Fire Hazard</td> <td>84</td> <td>66</td> </tr> <tr> <td>Overhanging Branches Private property</td> <td>147</td> <td>78</td> </tr> <tr> <td>Council Tree Damage</td> <td>35</td> <td>24</td> </tr> <tr> <td>Backyard Burning</td> <td>30</td> <td>31</td> </tr> <tr> <td>Weed Control - Caltrop Removal</td> <td>8</td> <td>3</td> </tr> </tbody> </table>	Category	YTD 2019/20	YTD 2018/19	Unsightly Yard	51	47	Overgrown Fire Hazard	84	66	Overhanging Branches Private property	147	78	Council Tree Damage	35	24	Backyard Burning	30	31	Weed Control - Caltrop Removal	8	3			
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Weed Control - Caltrop Removal	8	3																							
<p><b>Roads &amp; Footpaths</b></p> <p><b>Total Inspections:</b></p> <p><b>YTD</b> 2019/20 = 180 2018/19 = 200</p>	<table border="1"> <thead> <tr> <th>Category</th> <th>Series1 (YTD 2019/20)</th> <th>Series2 (YTD 2018/19)</th> </tr> </thead> <tbody> <tr> <td>Business on a Road</td> <td>21</td> <td>15</td> </tr> <tr> <td>Development Damage</td> <td>32</td> <td>54</td> </tr> <tr> <td>Damaged Driveways</td> <td>42</td> <td>48</td> </tr> <tr> <td>Obstructing Footpath/Road</td> <td>49</td> <td>68</td> </tr> <tr> <td>A Frame Signs</td> <td>5</td> <td>10</td> </tr> <tr> <td>Sleeping on Council...</td> <td>23</td> <td>5</td> </tr> <tr> <td>Hoarding / Skip Bins</td> <td>8</td> <td>0</td> </tr> </tbody> </table>	Category	Series1 (YTD 2019/20)	Series2 (YTD 2018/19)	Business on a Road	21	15	Development Damage	32	54	Damaged Driveways	42	48	Obstructing Footpath/Road	49	68	A Frame Signs	5	10	Sleeping on Council...	23	5	Hoarding / Skip Bins	8	0
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## **11.4 Service Centre Activities Report**

### **Brief**

This report provides information on Service Centre activities for the fourth quarter of the 2019/20 financial year.

### **RECOMMENDATION**

The Committee recommends to Council that the report is received.

---

### **Introduction**

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

As a key stakeholder who represents all the departments within the organisation, our service provision contributes to the quality, brand and reputation of CWT.

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

### **Discussion**

The Service Centre provided service continuity during the peak of COVID-19 and were very proactive in working with other departments to assist customers and the community to remain at home. This included working with waste staff to develop processes for 'online' waste vouchers and kitchen caddy / compost bag home deliveries.

Customer Service Officers were also trained in the process of dealing with rates payment arrangements in anticipation of increasing enquiries from ratepayers impacted by Covid-19 and in need of Council assistance. This enables customers to have their arrangements put in place at the first point of contact.

The Service Centre worked closely with media staff to ensure our social media communication and responses were aligned with the messaging and advice from SA Health. We developed advertisements for Facebook to promote 'stay safe at home' to encourage customers and the community to remain at home whilst we continued to provide service to meet their needs via other channels including phone, live chat, email and SMS.

We operated from a temporary service desk within the Civic Centre to provide protection for staff and customers, and triaged front counter enquiries for planning and development assistance when the planning and development desk was by appointment only.

Protective screens were introduced to our existing service desk providing additional protection for staff and customers. Once installed, the Service Centre relocated to this space.

Processes and procedures were rapidly changing on a regular basis and with the assistance of the Information Technology team a temporary knowledge base was created where internal information related to COVID-19 service changes were recorded and maintained by the Service Centre to ensure a consistency of information for customer communication.

Interestingly, there has been a decline in the number of phone contacts during the fourth quarter of 15 per cent compared to the same time last year.

The Service Centre email channel has experienced an increase of 59 per cent and this is mainly because of waste voucher requests being available via this method.

Customer Service staff processed the following receipts for the quarter.

<b>Service Centre Percentage of Total Receipts</b>
<b>9.47%</b>

Total Receipts - 26027					
Advam Credit Card	Bank Cheque	Cash Payment	Direct Debit	EFTPOS	ePathway
1268	9	262	387	376	3099
Journal	Library Card Payment	Money Order	Online Services	Cheque	
119	18	2	19956	531	

Service Centre Receipts - 2466					
Advam Credit Card	Bank Cheque	Cash Payment	EFTPOS	Library Card Payment	Money Order
1268	9	262	376	18	2
Cheque					
531					

During the fourth quarter 2,917 customer requests were received, 56 per cent being raised through the Service Centre.

The main contact drivers for the quarter were Planning and Development with 2,912 enquiries, followed by Compliance with 2,418 enquiries.

Enquiry	Total Calls
Enquiry City Assets	382
Enquiry City Operations	1,300
Enquiry Community Development	883
Enquiry Compliance	2,064
Enquiry Development	2,494
Enquiry Environmental Health	311
Enquiry Finance	1,983
Enquiry Human Resources	21
Enquiry Information Services	53
Enquiry Library	160
Enquiry Mayor CEO	50
Enquiry Service Centre (general)	693
Enquiry Strategy	85
Enquiry Waste Management	1,280
Enquiry Work Health and Safety	4
<b>Grand Total</b>	<b>11,763</b>



Enquiry	Total Live Chats
Enquiry City Assets	66
Enquiry City Operations	358
Enquiry Community Development	112
Enquiry Compliance	354
Enquiry Development	418
Enquiry Environmental Health	106
Enquiry Finance	246
Enquiry Human Resources	10
Enquiry Information Services	12
Enquiry Library	260
Enquiry Mayor CEO	18
Enquiry Service Centre (general)	986
Enquiry Strategy	20
Enquiry Waste	688
<b>Grand Total</b>	<b>3,654</b>

## Customer Feedback

One of the strategic pillars of the West Torrens' experience framework is to 'measure and evolve the customer experience'. A robust customer experience program measures both the employee (internal) and customer (external) experience.

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

CWT is using Qualtrics which is software designed to measure customer experience across all departments they interact with. Currently customers who have contacted us via telephone receive a SMS to prompt them to complete a survey that has questions that are targeted to capture customer satisfaction, customer ease and net promoter scores (which is customer sentiment). The data and insights provides CWT with identified pain points and reinforces the positives. Analysis of data reinforces what our customers think of CWT and what is important to them as a customer and identifies pain points to greater inform continuous improvement opportunities, accountability, ownership and alignment with the West Torrens' experience across the organisation.

Our current trial survey has a question which captures frontline satisfaction with the Customer Service Officer they have interacted with from the Service Centre.

The survey was put on hold during April and May and commenced again in June.

To date for the Service Centre customers satisfaction is 4.38 out of 5.

Some customer comments include;

*Staff were so kind and positive. Very happy with my interactions. Thank you so much for your help.*

*Staff were really helpful.*

*I have always experienced very polite and helpful staff at the first point of contact in the West Torrens Council thank you*

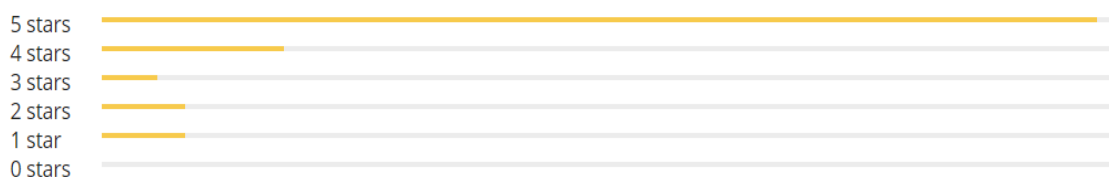
*An operator by the name of Dot was just fantastic a great help and you definitely have a good one there don't lose her she is very friendly and helpful!*

Customer Service Officer Satisfaction Overview 

4.38



298 Responses



We have continued to survey our customers via live chat regarding their interactions. A snapshot of the feedback provided from our live chat survey when asked 'Do you have any other feedback that you would like to provide?' includes:

*Debbie was very helpful and prompt. Solved my problem quickly.*

*All very efficiently handled, as usual*

*Thank you for offering the live chat feature, it's so much easier and quicker than making a phone call.*

*Adele was very helpful. Answered question quickly.*

*Wendy was very helpful!*

Due to safety concerns we have temporarily ceased capturing customer feedback via our Rate It app at the front counter.

### 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 an overview of the key activities of the Service Centre for the fourth quarter of the 2019/20 financial year.

### Attachments

Nil

## 11.5 Community Services Activities Report - June/July 2020

### Brief

This report details the activities of the Community Services Department for June and July 2020.

### RECOMMENDATION

The Committee recommends to Council that the Community Services Activities Report - June and July 2020 be received.

---

### Introduction

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

### Discussion

The key projects and activities undertaken by the Department during the months of June and July 2020 are as follows:

#### Community Recovery Plan

The City of West Torrens Community Sustainability Recovery Group (CSRG) was established to act as an advisory group to the Executive during the current Covid-19 Pandemic through to the recovery stage. The CSRG is responsible for developing a CWT Community Recovery Plan and making recommendations to the Executive to support the City of West Torrens community.

The purpose of the CSRG and the Community Recovery Plan is to ensure a coordinated approach to the Covid-19 Pandemic community recovery stage. The main focus is on how the City of West Torrens as an organisation will facilitate and promote community connectedness and contribute to the recovery and outreach to vulnerable and 'at risk' residents. The main actions in the Community Recovery Action Plan include:

- The restoration of library services
- The restoration of community centres services
- The restoration of community development activities
- The establishment of a Community Leaders Recovery Group
- The integration of disaster recovery and resilience into the community development program
- The support and delivery of information to vulnerable residents
- The development of a community directory/mapping tool

#### Community Centres and Hamra Centre

After an 8 week period of closure, Council's community centres and the Hamra Centre reopened their doors to the community in a staged process in line with the *SA Health Roadmap for Easing COVID 19 Restrictions*. There were 3 stages between 8 May 2020 and 29 June 2020. Each stage required COVID Plans, various restrictions, risk assessments, community education and sanitisation protocols. The Centres are all now open to the public with safety precautions in place to adhere to requirements regarding personal distancing, density and cross-infection as detailed in the respective Covid Safe Plans. The Hamra Centre is averaging approximately 2500 visitors per week and the Community Centres are being booked out with groups and activities (with COVID Management Plans in place if applicable).

## Arts & Culture

### **SALA 2020**

The City of West Torrens has partnered with Mrs Harris' Shop/Gallery for this year's SALA exhibition. The exhibition is a Stobie Pole Art exhibition. Most of the art pieces were created by local artists in consultation with the residents of the streets. A total of 37 Stobie Poles on and around Jervois Street in Torrensville make up the art exhibition. Appropriate protocols have been put in place to manage physical distancing etc.



### **Barbara Hanrahan Collection**

Barbara Hanrahan was a local (Thebarton) residents who was a famous Australian artist, printmaker and writer. Barbara Hanrahan's art has been displayed in the library for many years. It has now been brought to focus with name plaques, and more information about the Community Tapestry project coordinated in 2000 by the Library Services Team. The team have also sourced all 15 of Barbara Hanrahan's books as well as her biography (written by Annette Stewart) for reference and display. A copy of each book is also available for borrowing from the Local History Collection.



## Children and Youth

### **School Holiday Program**

The July 2020 School Holiday program focussed on activities for families to enjoy at home and in their local neighbourhood outdoor spaces. The program was jam-packed with online, at-home, outdoor and non-digital activities (**Attachment 1**). It also included activity/game/craft bags that were available for families to collect at the Hamra Centre during the library.

**Story-Time**

The Children's Baby-Time, Toddler-Time and Story-Time session have continued to be provided by way of online live sessions streamed through the Hamra Centre Facebook page. The team have connected with the community through AUSLAN and stories to National and International events such as National Simultaneous Story Time, World Environment Day, Reconciliation Week and Refugee Week. The feedback and engagement have continued to be very positive especially as it means the activity is able to reach more people and children, especially those working parents who are unable to attend the Hamra Centre with their children during the Centre's opening hours. The Team is planning to continue on-line activities in some way when the live sessions at the Hamra Centre are reinstated. In July, the new Story-Time garden outside the Hamra Centre was launched with a special Baby-Time session in the garden. The feedback about the garden has been overwhelmingly positive from the community.



**Teen Book Tasters**

The Facebook Live format was used to create a program called Teen Book Taster. This gives youth fiction fans a chance to get an insight into new, awarded and topical reads. Over June and July the key themes included Indigenous issues around Reconciliation Week, LGBTQ+ books for Pride Month and Refugee stories during Refugee Week. The team are focusing on a range of issues, genres and age ranges to create a diverse collection of book reviews.

Ageed and Adult Services

**Ageing Well**

The team continued the weekly *Monday Wheels* program for the Monday social group of about 40 older residents who normally meet for lunch at Plympton Community Centre. Team Members go out and deliver a cake and coffee to the residents on Monday mornings and stay a while for a 'driveway chat'. Many participants have said that this is the highlight of their week. Another couple of rounds of activity/entertainment packs were delivered to older socially isolated residents. The staff have enjoyed seeing the resident's creative works, meeting their pets and learning more about their stories.



**Vulnerable and 'At Risk' Residents**

The team continued weekly phone calls to the list of vulnerable and 'at risk' residents. Over 200 residents have now been assisted with food hampers or vouchers through Foodbank. These CWT residents included older people with no support and on low incomes, struggling families on very low incomes and international students with no family or supports. The feedback continues to be positive with people feeling extremely grateful to CWT and overwhelmed by the assistance and support from Council.

**Climate Impact Considerations**

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

All Community Services programs have, when relevant, implemented climate adaptation strategies.

**Conclusion**




Details on the activities of Community Services are provided for the information of Council.



**Attachments****1. CWT July School Holiday Program**

# Get with the Program

## School Holiday activities July 2020

Due to COVID-19 our school holiday program is a bit different, but there's plenty of ideas to help you get active, explore the local area and try something new. Bookings for online activities where bookings are required will open at 10am Monday 29 June at [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)

 [cityofwesttorrens](https://www.facebook.com/cityofwesttorrens)  
 [@westtorrens](https://twitter.com/@westtorrens)  
 [westtorrens](https://www.instagram.com/westtorrens)

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City of West Torrens  
Between the City and the Sea

# Get with the Program



## Online connection

### Lego Club

You're invited to join the library's Lego Club! Enjoy the challenge of creating, designing and building.

**Time:** Weekly challenge videos released on Mondays at 3.30 pm. Share your creation on our Facebook page and join in the fun!

### Lego Club Zoom Meet Up!

Catch up with other Lego Clubbers, complete our challenge and show off your creations! Book to receive a Zoom meeting invitation.

**Recommended ages:** 6 - 12 years.

**Time:** Monday 13 July, 3.30pm.

Bookings required.

To register, go to [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)

### City of West Torrens Community Cookbook

Do you have a great recipe which has helped you get through isolation? A family favourite passed down through generations? What about an accidental discovery that has now become a regular on your plate? If so, we want to hear from you!

We are putting together the City of West Torrens Community Cookbook so everyone can share their favourite foods and get inspired by others.

**Recommended ages:** All ages.

To submit your recipe, go to: [westtorrens.sa.gov.au/cookbook](http://westtorrens.sa.gov.au/cookbook)



## Fun stuff to learn

### Chess School of SA

Join Mato for a workshop and chess tournament online. All abilities are welcome. Via Cisco Webex meeting. Access to a home computer or tablet and internet access is essential. All information including set up will be emailed to the parent before the first session.

**Recommended ages:** 6 - 12 years.

**Time:** Tuesday 14 July, 11am - 1pm.

Bookings required. To register, go to [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)



### Learn a new card game!

Garbage is an easy-to-learn card game that can be enjoyed by two or more players. Be the first player to get your cards in the right sequence to win this game! Find the video tutorial and written explanation for how to play garbage here.

**Recommended ages:** 4 and above.

Go to:

[gathertogethergames.com/garbage](http://gathertogethergames.com/garbage)

### The Crash Course

Awesome fast paced learning for older kids on a variety of subjects.

**Recommended ages:** 10 - 17 years.

Go to: [thecrashcourse.com/](http://thecrashcourse.com/)

### National Geographic Kids

A great resource for learning about a range of topics as well as activity ideas.

**Recommended ages:** 6 - 14 years.

Go to: [natgeokids.com/au/](http://natgeokids.com/au/)

### NASA Climate Kids

A great resource for learning about climate science with activities too.

**Recommended ages:** 8 - 12 years.

Go to: [climatekids.nasa.gov](http://climatekids.nasa.gov)

## Being outdoors and getting active

### Soccer skills video workshops

Join Emanuel from State Soccer for a series of videos that will be released over the school holidays, all about improving and maintaining your abilities to play with a soccer ball. You'll learn everything from juggling to shooting to trapping the ball with style.

**Recommended ages:** 5 - 17 years.

**Time:** Each video will release on our Hamra Centre Library Facebook and YouTube channel at midday on Sunday 5 July, Sunday 12 July, Saturday 18 July and Sunday 19 July.

### Footy Fundamentals with AFL Max video workshop

Join AFL Max for a video all about the fundamental skills used in Australian rules football. This video will cover topics including kicking, handballs, marking, ground ball takes, bouncing and tackling. You'll understand the importance of learning these skills properly, and the correct techniques required to execute them effectively.

**Recommended ages:** 10 - 14 years.

**Time:** The video will release at our Hamra Centre Library Facebook and YouTube channel at midday on Tuesday 7 July.



### Health Hustle video workshop

Tune in with Cristie from Proactive for an energetic and fun fitness routine to get you moving and feel good.

**Recommended ages:** 5 - 9 years.

**Time:** The video will release at our Hamra Centre Library Facebook and YouTube channel at midday on Thursday 9 July.





Photo: Danielle Cerullo

### Dance video workshop with Type Talent

Unleash your inner performer and dance like your favourite pop stars. Learn basic moves, warm ups, dance techniques and perform a short routine with one of Type Talent's dance instructors.

Recommended ages: 10 - 17 years.

**Time: The video will release at our Hamra Centre Library Facebook and YouTube channel at midday on Saturday 11 July.**

### Strength and fitness video workshop

Join us for an all-round session designed to get everything moving, and start focusing on muscle groups including core, strength exercises and cardio. A fun session which can be made as challenging as you want it to be, and a great way to get out of your head and back into your body!

Recommended ages: 10 - 17 years.

**Time: The video will release at our Hamra Centre Library Facebook and YouTube channel at midday on Thursday 16 July.**

### Mini Ballers @ Home

A basketball program with a focus on learning basic fundamental basketball skills at home. No matter if you know the game or not, this is for everyone aged 5 - 10 years at any ability. Each week there will be a new series of videos on Basketball SA's Facebook and Instagram presented by local players. They'll provide skills and games that can be played alone and in limited spaces to help junior basketballers stay active and develop their game.

Recommended ages: 5 - 10 years.

Go to: [basketballsas.com.au/play/mini-ballers-home-1](https://basketballsas.com.au/play/mini-ballers-home-1)

### Our Big Backyard

Explore the parks and natural spaces in your community and be a part of the Our Big Backyard project in West Torrens. Check out their Facebook page, share your favourite outdoor activities and contribute to this amazing community resource!

Facebook: @ourbigbackyardwt

## Wellbeing and mindfulness

### Tai chi with Deb

Tai chi has many benefits for young people including improving focus, relieving stress, calming the mind and improving balance and flexibility. Tune in with Deb for a Tai Chi instructional video that will help keep you healthy in mind and body.

Recommended ages: 5 - 17 years.

**Time: The video will release at our Hamra Centre Library Facebook and YouTube channel at midday on Tuesday 14 July.**

### Fresh make-up for teens

Register via Eventbrite, and join Larissa Jones on Zoom for a hands-on masterclass in natural makeup to bring out your natural beauty and boost your self-esteem.

Recommended ages: 12 - 25 years.

**Time: Thursday 16 July, 11am - 1pm**

Bookings required.

To register, go to [westtorrens.sa.gov.au/gwp](https://westtorrens.sa.gov.au/gwp)

### Stop your worries with Mindful Kiddo and Child SA

Videos and printable materials that are focused on understanding anxiety and helping children and their carers to deal with worries.

Mindfulness and Emotional Regulation Being mindful can be a fun and effective way to nurture the awareness of mind-body connection for children.

#### Body Balance and Fun games

Children can learn how to use their body to release stress, anxiety and difficult emotions.

Recommended ages: 4 - 12 years.

**Time: Monday, Wednesday, Friday throughout the school break.**

New videos added on specific days - previous materials available anytime.

Bookings required. To register, go to [westtorrens.sa.gov.au/gwp](https://westtorrens.sa.gov.au/gwp)



### Kinderling

Need help getting the kids to sleep? Bedtime Explorers is Kinderling's super-popular relaxing meditation podcast designed specifically for little ones. Featuring mindfulness coach Amy Taylor-Kabbaz, each episode invites kids on an imaginative journey, using easy-to-learn meditation techniques to get them ready for bed.

Recommended ages: 0 - 7 years.

Go to: [bit.ly/2zz2LODh](https://bit.ly/2zz2LODh)

### Headspace

Headspace helps young Australians between 12 to 25 years of age with mental health, physical health, and managing work and study.

Recommended ages: 12 - 25 years.

Go to: [headspace.org.au/covid-19/](https://headspace.org.au/covid-19/)

### Open Your World

Head to this new website to access a range of resources and supports, from cooking courses and language classes to nature, arts and culture activities.

Recommended ages: All ages.

Go to: [openyourworld.sa.gov.au/](https://openyourworld.sa.gov.au/)

### What are the 5 ways to wellbeing?

A group of teenagers made a short film about what the '5 Ways to Wellbeing' mean to them, using their lives and their ideas.

Recommended ages: 10 - 17 years.

Go to: [youtu.be/yF7Ou43Vj6c](https://youtu.be/yF7Ou43Vj6c)

### Apps to help with mental health

These tools focus on coping with anxiety, depression and difficult circumstances via techniques such as meditation and connection.

Recommended ages: 5 - 17 years.

Go to: [commonsensemedia.org/lists/apps-to-help-with-mental-health](https://commonsensemedia.org/lists/apps-to-help-with-mental-health)

## Art and Craft

### Art Gallery of SA art at home

Be inspired by great artworks and try these free art activities at home.

Recommended ages: 3 - 12 years.

Go to: [agsa.sa.gov.au/join-give/membership/start-art-club/start-home-activities/](https://agsa.sa.gov.au/join-give/membership/start-art-club/start-home-activities/)

### Art for Kids Hub

Find all kinds of art lessons for kids, including how to draw, paint and make origami. All you need is something to draw with, some paper and colouring supplies.

Recommended ages: 4 and above.

Go to: [artforkidshub.com/](https://artforkidshub.com/)



**Crayola**

Find a range of craft activities on the Crayola website.  
 Recommended ages: 3 and above.  
 Go to: [crayola.com.au/crafts/](http://crayola.com.au/crafts/)

**Curious Creatures Drawing workshops with local illustrator Lauren Mullinder**

Every week we will share a new drawing workshop with you to create and design Curious Creatures based on your submitted prompts! Everyone can join in, there's no age limit or requirements. All you need is a pencil and some paper. For those who want to draw digitally, we recommend a Wacom or a tablet with pen.  
 Recommended ages: 7 - 14 years  
 Go to: [laurenmullinder.com/curious-creatures.html](http://laurenmullinder.com/curious-creatures.html)

**Mo Willems Daily Drawing Lessons**

Mo Willems, the author of one of our favourite books 'Don't let the pigeon stay up late' is uploading daily drawing lessons on YouTube with lunch doodles.  
 Recommended ages: All ages  
 Go to: [bit.ly/3043590](http://bit.ly/3043590)

**Jeannette Rowe**

Visit the official website of one of Australia's best-selling preschool children's authors. There are a range of free activities.  
 Recommended ages: All ages  
 Go to: [jeannetterowe.com.au/dloads\\_colpages.html](http://jeannetterowe.com.au/dloads_colpages.html)

**Culture**

**MetKids**

Tour New York's Met Museum on their Met Kids website. Hop in their virtual time machine and search by time period, idea or location to uncover artworks and objects from the museum.  
 Recommended ages: All ages  
 Go to: [metmuseum.org/art/online-features/metkids/](http://metmuseum.org/art/online-features/metkids/)

**NASA's Mission Operations Virtual Tour**

Take a 360-degree virtual tour of NASA's Space Telescope Operations Control Centre where the Hubble Space Telescope is operated.  
 Recommended ages: All ages  
 Go to: [nasa.gov/content/goddard/hubble-360-degree-virtual-tour](http://nasa.gov/content/goddard/hubble-360-degree-virtual-tour)

**State Library of SA - Remember my story COVID-19**

The State Library of South Australia is looking for written documents, videos, photos, audio recordings or illustrations in digital format, which will help tell our story to future generations.  
 Recommended ages: All ages  
 Go to: [bit.ly/2MnXGRU](http://bit.ly/2MnXGRU)

**Hands on science**

**Little Bang Discovery Club On Demand**

Conduct experiments at home with your young scientist. Over four sessions, this hands-on program will allow children to be the scientist and instruct their lab-partner parents to combine everyday objects and experiences with scientific methods.  
 Register via Eventbrite to receive the website links to access the on demand sessions.  
 Recommended ages: 3 - 5 years  
 Bookings required.  
 To register, go to [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)



**Questacon at home**

Wherever you are, be inspired by science and learn about the way our world works through a variety of fun experiments and activities you can do at home. Activities for kids in kindergarten to those in year 12.  
 Recommended ages: 3 - 17 years  
 Go to: [questacon.edu.au/discover/questaconathome](http://questacon.edu.au/discover/questaconathome)

**Activities to do by yourself**

**Photography Challenges**

Are you interested in taking photos or want to further your photographic knowledge? Join us for a series of challenges throughout the holidays where we will explore the fundamentals of photography. Share your snaps of what your community looks like to you with #CWTphotofun on Facebook and Instagram or email your photos to [impact@wtcc.sa.gov.au](mailto:impact@wtcc.sa.gov.au)  
 With your permission we may display some of the photos on our projector screens at the Hamra Centre Library facing the Memorial Gardens.  
 Recommended ages: 10 - 17 years  
**Time: The challenges will release on our Hamra Centre Library Facebook and Instagram pages at midday every Monday, Wednesday and Friday during the school holidays.**



Photo: Marco Xu

**The ultimate Lego animation guide**

Learn what it takes to become an expert in stop motion brickfilming through this 5-week animation tutorial series!  
 Recommended ages: 10 - 17  
 Go to: [bit.ly/2U7MPA5](http://bit.ly/2U7MPA5)

## Activities to do as a family

### Kahoot!

Start a fun game show from your living room! Even if you can't gather in person, playing Kahoot! with your family and friends is a great way to stay connected, have some fun together and even learn something new along the way.

Recommended ages: 5 - 17 years  
To download the Kahoot! App go to: [kahoot.com/home/family-friends/](https://kahoot.com/home/family-friends/)

### Nature Art & Crafts presented by Nature Play SA

A blend of Nature Play SA's ever-popular natural elements-program and festival favourites! Use natural materials and household items to create and share. Be sure to bring along your imagination as we create nature masks, leaf rainbows, and nature frames using items foraged from our very own gardens. The session will be structured with a 30 minute Zoom meeting, then one hour for the activity, followed by a 30 minute sharing session.

Recommended ages: 4 - 12 years  
**Time: Monday 6 July, 10am - 12noon**  
Bookings required.  
To register, go to [westtorrens.sa.gov.au/gwp](https://westtorrens.sa.gov.au/gwp)



### Family, Nature and COVID 19

A free online guide from Nature Play SA to support families.

Recommended ages: All ages  
Go to: [bit.ly/3dv6S2U](https://bit.ly/3dv6S2U)

### Your Wild Imagination

Join Brooke Davis the author of *Your Wild Imagination* via her webpage to learn about creating flower crowns, wood whittling and finger knitting.

Recommended ages: 2 - 10 years  
Go to: [wildimagination.com.au/](https://wildimagination.com.au/)

### 50 great short walks and hikes for kids in SA

There are loads of great short walks and hikes around South Australia for kids, with opportunities to explore rock formations, big trees, caves, creeks, waterfalls and see wildlife. Many of these spots have playgrounds too, so pack a picnic and enjoy a great family day out.

Recommended ages: All ages  
Go to: [walkingsa.org.au/news/fifty-great-south-australian-short-walks-and-hikes-for-kids/](https://walkingsa.org.au/news/fifty-great-south-australian-short-walks-and-hikes-for-kids/)

## Reading, literacy and numeracy

### Australian Young Writer's Creative Writing Competition - writer support group

Join Josie via Zoom for a brainstorming session to help you write for the Australian Young Writer's Creative Writing Competition. Highlighting the issue of mental health and illness you can write a play, poem or story to be submitted by 31 July 2020.

For more details visit [mhfa.org.au/CMS/australian-young-writers---creative-writing-2020](https://mhfa.org.au/CMS/australian-young-writers---creative-writing-2020)  
Recommended ages: 12 - 18 years  
**Time: Tuesday 7 July, 11am - 12noon.**  
Bookings required.

To register, go to [westtorrens.sa.gov.au/gwp](https://westtorrens.sa.gov.au/gwp)

### Baby and Toddler Time on Facebook

Join Mel to sing, dance and have some fun learning simple rhymes and songs, the alphabet and numbers!

Recommended ages: 0 - 3 years  
**Time: On the Hamra Centre Library Facebook page every Tuesday and Thursday from 10.30am.**



### Shakespeare Unbound

Like Shakespeare's stories but think the old-fashioned language is hard to follow? ABC Education and Bell Shakespeare bring you some of Shakespeare's most famous scenes set in the modern day. Then meet the actors to hear their interpretations.

Recommended ages: 13 - 17 years  
Go to: <https://ab.co/36UeucZ>

### Story Time on Facebook

Join Josie to read, rhyme and sign. Have fun while building language and literacy. Recommended ages: 0 - 5 years, but all ages are welcome.

**Time: On the Hamra Centre Library Facebook page Wednesday and Friday from 10.30am.**

### Story Time at home

Grab a literacy pack with a story and activity suitable for babies to pre-schoolers. Collect from the Hamra Centre Library.

### Teen Book Taster

Join Josie for taste of what's new in teen fiction on Facebook Live from 4pm on Fridays.

**Time: On the Hamra Centre Library Facebook page every Friday from 4pm.**

## Online resources: available to library members via our website

The below resources can all be accessed at [westtorrens.sa.gov.au/CWT/content/Library/Library\\_resources\\_collections/eResources](https://westtorrens.sa.gov.au/CWT/content/Library/Library_resources_collections/eResources)

### Busy Things Online

For early learners of all aptitudes and abilities. 120 learning games for 3 to 6 year olds.

### Kanopy

Free on-demand streaming access to more than 30,000 films, including:

- rare and hard-to-find titles
- film festival favourites
- indie and classic films
- world cinema.

Films can be streamed from any computer, television, mobile device or platform by downloading the Kanopy app for iOS, Android, AppleTV or Chromecast.

### Libby Online

Free access thousands of downloadable eBooks and eAudiobooks to your computer, tablet or mobile device, available 24/7 through Public Libraries SA.

### Studiosity

For students from year 3 to 12, TAFE or University. Studiosity connects students to qualified expert tutors for individual real-time conversations about:

- home work
  - assignments
  - exam preparation
  - study questions
  - CV and job applications
- \*Available to West Torrens residents only.

### Story Box Library Online

Enjoy story time, any time! Story Box Library has been created for children to view stories online being read aloud by a range of storytellers. Story Box also features:

- a continually expanding library of storytelling segments including Australian content
- short films showing the creative process behind the books.
- at home activities for each story.
- captions option with each story.



### 10 Monkeys Online

10monkeys.com is a maths learning tool to help 6 to 10 year old kids learn basic mathematical skills in a fun game-like environment. 10 Monkeys features:

- more than 200 maths challenges
- adjustable skill levels.
- fun themes and scoring sheets.

## Additional support needs

### Brain Pop online learning

Brain Pop is a group of educational websites with over 1000 short animated movies together with quizzes and related materials, covering science, social studies, English, maths, engineering and technology, health, and arts and music.

Recommended ages: 6 - 17 years

Go to: [brainpop.com/](http://brainpop.com/)

### SPELD - Online Resources

SPELD SA provides free online resources to help with literacy and numeracy teaching and ideas to help those with specific learning difficulties.

Recommended ages: All ages

Go to: [speld-sa.org.au/free-resources.html](http://speld-sa.org.au/free-resources.html)

### MOD at UniSA

MOD aims to inspire young people about science and technology, showcasing how research shapes our understanding of the world to inform our futures. From 26 March to 2 August visit their moderated and private MOD.craft Minecraft server and collaborate on a community-built fantasy garden.

Recommended ages: 15 - 25 years

Go to: [mod.org.au/events/mod-craft/](http://mod.org.au/events/mod-craft/)

## Activities that don't require a device

### Mystery Busy Bags

Grab one of our school holiday Mystery Busy Bags and explore new activities and ideas. Mystery Busy Bags are available for ages 5 - 9 and 10+ and can be picked up from the Hamra Centre Library. One bag per household. Only for residents of the City of West Torrens.

### Story Time at home

Grab a literacy pack with a story and activity suitable for babies to pre-schoolers. Packs can be picked up from the Hamra Centre Library.

### Sidewalk chalk and playing cards giveaways

Drop by the Hamra Centre Library to grab a free pack of sidewalk chalk and playing cards to keep you busy at home! Please note: only one of each item per household. Only for residents of the City of West Torrens.

### DIY Book Club

Start your own book club with your friends. Read books on a theme, genre, by an author or read the same book at the same time. Then meet up and discuss.

### Premiers' Reading Challenge

Use the school holidays to complete the challenge. Forms can be obtained from the Hamra Library Centre. Books have stickers on the spines so can find them on the shelves, or search the catalogue using 'Premiers' Reading Challenge'.

### Hamra Centre Library - normal opening hours are back

With COVID-19 restrictions now easing, we're excited to have our customers coming back to us - in person. We've certainly missed everyone and we can't thank you enough for your patience and support during this unusual time. While we're still not back to the way we were before, we're certainly on the right track! Browse and borrow all of our books, DVDs, CDs, puzzles and board games. Programs are still temporarily suspended, however as restrictions ease, this will change. Keep up-to-date via our website, social media or contact us on 8416 6228. Please do not come in if you feel unwell.

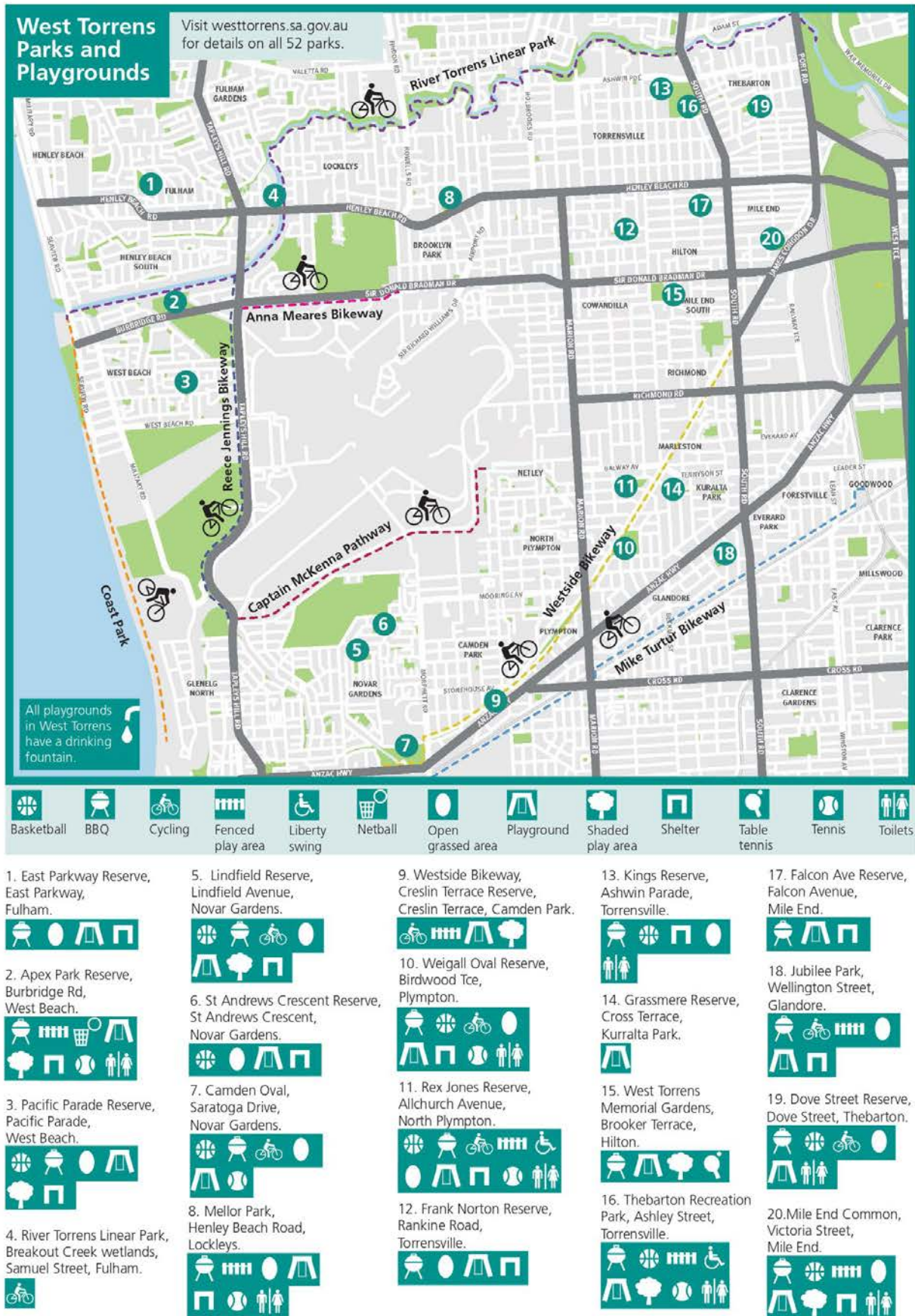
### Request a book for the library

Want to suggest a book for the library collection? Ask our staff how to complete a 'purchase request form' or complete a form via the catalogue.

### Playgrounds and Bike Paths Map

Check out the map on the next page and explore West Torrens. There are heaps of bike paths, playgrounds and outdoor spaces that offer lots of ways to get outside and be active. Try these activities:

- Organise a play date at Jubilee Park.
- Walk your dog along the River Torrens Linear Park.
- Have a family BBQ and play tennis at Rex Jones Reserve.
- Explore nature at Apex Park wetlands and playground.
- Take your skateboard or BMX to the skate bowl at Kings Reserve.
- Explore the dry creek bed from Grassmere Reserve.
- Fly a kite in Mellor Park.
- Take a frisbee, a football and a friend to Lindfield Reserve.
- Take your family for a ride along the Westside Bikeway.
- Go bug catching at Breakout Creek.



### Bookings

- The following activities require bookings:
  - Throughout the holidays: Little Bang Discovery Club On Demand.
  - Every Monday, Wednesday, Friday during the holidays: Stop your worries with Mindful Kiddo and Child SA.
  - Sunday 5 July, Sunday 12 July, Saturday 18 July and Sunday 19 July: Soccer skills video workshops.
  - Monday 6 July: Nature Art & Crafts presented by Nature Play SA.
  - Tuesday 7 July: Australian Young Writer's Creative Writing Competition - writer support group.
  - Tuesday 7 July: Footy Fundamentals with AFL Max video workshop.
  - Thursday 9 July: Health Hustle video workshop.
  - Saturday 11 July: Dance video workshop with Type Talent.
  - Monday 13 July: Lego Club Zoom Meet Up!
  - Tuesday 14 July: Chess School of SA.
  - Tuesday 14 July: Tai chi with Deb.
  - Thursday 16 July: Fresh make-up for teens.
  - Thursday 16 July: Strength and fitness video workshop.

- Please be aware that some activities have small participant numbers and as a result book out quickly.
- There are no waiting lists for activities.
- Event bookings can be made online at [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp) or by phone on 8416 6228 during library opening hours.
- Event bookings are managed through the Eventbrite website and your booking is only confirmed if you receive a confirmation email from Eventbrite. If this does not occur, please try again or contact us. You are allowed up to 8 minutes to complete your booking before your session times out.
- If you are unable to attend an activity after making a booking, it is essential you notify us of your cancellation.
- You can notify us by:
  - Email [library@wtcc.sa.gov.au](mailto:library@wtcc.sa.gov.au).
  - Phone on 8416 6228 during library open hours, or alternatively contact our Service Centre on 8416 6333 between 8.30am and 5pm Monday through Friday.
  - In person at the Hamra Centre Library, 1 Brooker Terrace, Hilton.
  - Failure to notify us of your cancellation within 24 hours of the activity may result in being refused entry to future activities.

### Wet / inclement weather

For outdoor programs, please check [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp) on the morning of the program for any location updates. If heavy rain or storms are forecasted, programs may be moved indoors or cancelled.

### Sun Smart / hot weather

For outdoor programs please ensure that children wear appropriate clothing and/or sunscreen. Slip, slop, slap, seek and slide. Outdoor programs may be cancelled or relocated inside if the Bureau of Meteorology forecast the temperature to be 36 degrees or above. Please check [www.westtorrens.sa.gov.au/gwp](http://www.westtorrens.sa.gov.au/gwp) on the morning of the program for any updates.

### Behaviour

- The City of West Torrens does not tolerate unacceptable behaviour.
- Should unacceptable behaviour occur, the participant(s) will first receive a warning; if the unacceptable behaviour persists, the participant(s) will be asked to leave the activity/premises.



**12 MEETING CLOSE**

CITY OF WEST TORRENS



# **ATTACHMENT**

# **UNDER SEPARATE COVER**

**Council**

**4 August 2020**

Item 17.1 - Adoption of the Budget and Annual Business Plan  
and Declaration of the Rates for 2020/21



**Table of Contents**

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**17.1 Adoption of the Budget and Annual Business Plan and Declaration of the Rates for 2020/21**

Attachment 1 Recommended Budget and Annual Business Plan 2020/21 ..... 1



# 2020/21

## Recommended budget and annual business plan

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**Executive Summary**

## Introduction

This Budget and Annual Business Plan for 2020/21 is in a form adopted by Council on 10 December 2019. Key aspects of the combined budget and annual business plan include:

- An 'executive summary' to explain key aspects of the document and a 'glossary of terms';
- Strategic fundamentals that underpin the budget, including information from Council's community plan;
- Forward estimates and the ten year financial plan of the Council;
- A capital budget, including commentary and detailed information on the full capital works program;
- Operational budget information, including divisional level commentary, financial details and information on objectives, key activities, performance measures and budget highlights;
- Information on rates and rate modelling;
- Summary financial statements, including those specified in Regulation 5 of the Local Government (Financial Management) Regulations 2011.

The document is based on the divisional structure of the Council and meets all requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011.

## Strategic Fundamentals

The *Towards 2025 Community Plan* was adopted in September 2014, and subsequently updated in May 2017, it provides the strategic focus for the budget, annual business plan and long term financial plan of the Council. It has six broad themes, as follows:

- Community life;
- Natural environment;
- Built environment;
- City prosperity;
- Financial sustainability;
- Organisational strength.

Key influences on this budget and annual business plan of the Council are the themes of financial sustainability and the built environment, in particular:

- Sustainability;
- Asset management;
- Stormwater flood mitigation.

These strategic fundamentals provide the basis for forward estimates and Council's long term financial management plan which show:

- An ongoing operating surplus and a positive operating surplus ratio;
- A projected sustainability ratio which is favourable;
- A manageable level of debt;
- Favourable cash and cash reserve projections.

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**Responding to Covid-19****(a) Background**

The coronavirus (Covid-19) pandemic presents many challenges for Council. Like other businesses, Council is a complex medium-sized enterprise experiencing many of the same challenges as other small to medium businesses, however we are often the first point of contact for our community as we play a key role in supporting local businesses and many others during such challenging times.

Our community and many local businesses are all facing unprecedented challenges and stress during this time and are increasingly looking to Council for help. Council does not generally have capacity or set aside funding in its budgets for crisis management, bringing additional financial pressures as we continue to deliver essential services and support to our community, whilst at the same time limiting budget increases and maintaining our financial sustainability.

Council will also now need to consider its capital expenditure program and the timing of its delivery, with significant business decisions needed to implement required process, policy and business model changes, to ensure we can continue to provide the necessary services. At the same time we will need to ensure that we do not close down important strategic priorities that will position the Council well for the recovery and the future beyond the pandemic.

There are also other considerations that need to be made especially around managing the workforce through this current situation. Differing demands on the business need to be properly resourced to ensure that capacity load is identified across the entire business and staff are deployed to support areas that are facing increased pressure.

Council has already implemented a number of measures that have provided help with local community economic support including:

- Permit relief, ranging from refunds to suspending fees for new permits and easing processes to enable fast tracking of permits and applications;
- Rent rebates for tenants, sporting clubs and community groups occupying Council buildings;
- Interest free rate deferrals and payment relief for all ratepayers; and
- Establishment of business networks for support and information.

These were however unbudgeted items and, coupled with the impact of reduced revenue, will have a considerable impact on the financial position of the council and its ability to deliver services and invest in the areas necessary to ensure sustainability into the future.

This proposed budget endeavours to minimise the financial impact on ratepayers while providing the expected level of amenities and services as we recover from the coronavirus pandemic.

**(b) Operational Expenditure**

Council's operational expenditure has been reduced significantly in the wake of Covid-19, with an amount of \$2.14 million taken out of the initial draft budget that was going to be presented to Council prior to the pandemic and the lockdown measures that followed. All expense lines have been reviewed aggressively, with most reduced. These reductions are unprecedented, but so are the difficulties we face as a Council and a community.



Key Covid-19 related changes included the following:

- A reduction in staffing related costs of \$1.3 million, which included the removal of a pay increase for all Council staff in 2020/21, the suspension of staff uniform entitlements for one year, a 50 per cent reduction of staff travel, conference and training budgets, and removal of budgeted overtime. New positions have also been removed;
- The suspension of the festival / events program for 2020/21, with an amount of \$163,000 added to the supplementary list of unfunded initiatives;
- The removal of \$585,500 in professional / consultant fees across most business areas of the Council;
- A reduction of \$55,533 in the catering / entertainment budget.

Some budget lines have needed to be increased, including financing costs because of budget and rate payment delays impacting Council's cash flow position.

These measures are expected to challenge and may unsettle Council operations, but are considered necessary in response to the impact of Covid-19. They change the look of the operational expenditure budget significantly, which is to be expected, with a modest expenditure increase now being budgeted before depreciation of \$392,115, up 0.8 per cent, relative to the original 2019/20 budget. We saw an increase of \$3.25 million or 7.2 per cent last budget.

(c) Capital Expenditure

Council also reduced its first draft of the capital budget in initially responding to Covid-19, but to a much lesser extent than occurred with the operational budget. A reduction of \$625,100 was made, largely to the plant and equipment budget.

Maintaining capital expenditure programs as best we can is considered a priority given the need for stimulus measures in 2020/21 to help kick-start the local economy post Covid-19.

(d) Income

Covid-19 has impacted Council's income budget and may impact further in time. Adjustments attributable to Covid-19 include:

- A reduction of \$250,000 following a decision by Council on 31 March 2020 to offer a relief package to property leaseholders and ratepayers impacted by Covid-19;
- A reduction of \$200,000 to the parking income budget, a sizeable component of which is airport related;
- A reduction in income of \$70,000 from the closure of the Thebarton Community Centre.

Action was also taken in response to Covid-19 to reduce the proposed rate increase from an intended 2.5 per cent to 1.0 per cent, which further reduced income by \$810,000. Rate equivalent payments from Adelaide Airport Limited have likewise been reduced by \$320,000, but this may require further adjustment given recent developments.

Council remains heavily rate dependant following these changes, with 87.7 per cent of its income derived from rates and rate equivalent payments, as shown in the chart on page 8.

**(e) Covid-19 Reserve Fund**

This budget response to Covid-19 has resulted in a reserve fund of \$651,514 being created for rate relief and / or stimulus measures to be taken. This is being added to the amount of \$1.07 million already established via the March budget review process.

**A Balanced Budget**

Council's operating statement in the proposed 2020/21 budget projects a surplus from operations of \$7,507,094 as follows, based on a 1.0 per cent rate increase:

	\$
Income	69,778,728
Expenditure	62,271,634
	<hr/>
Operating Surplus	<b>7,507,094</b>
	<hr/>

Note that the surplus above is an indicator of operating performance, including the funding of asset depreciation, not an indicator of the cash surplus of the Council. Capital expenditure referred to on the next page is not included in the expenditure above.

The proposed rate increase is 1.4 per cent lower than that projected in last years' budget. A modest increase in 2020/21 is considered necessary in the face of loan repayment and waste management cost pressures and the impact it has on the forward estimates and strategic fundamentals of the Council.

A rate increases of 2.4 per cent is projected for 2021/22, with 2.3 per cent thereafter, to address Council's strategic priorities, in particular sustainability, asset management and stormwater flood mitigation.

An increasing but manageable level of indebtedness is projected in the forward estimates of the Council.

After adjusting for reserve movements, including the Covid-19 reserve fund, a nominal cash surplus of \$20,531 is also projected.

**Operational Expenditure**

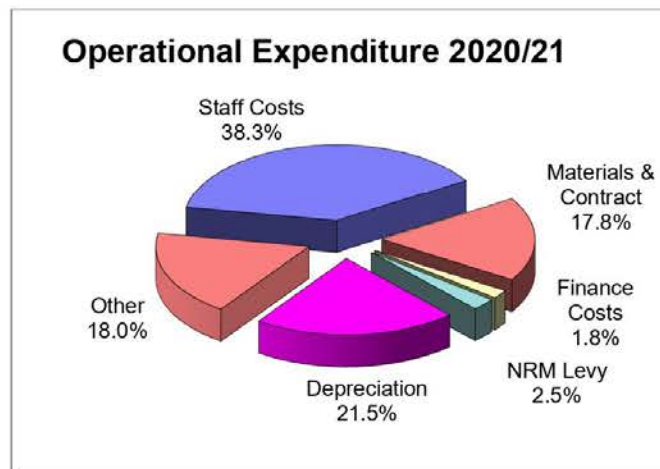
Operational costs across all areas of the Council before depreciation are increasing by \$392,115 or 0.8 per cent, the key movements being:

- Employment costs have decreased by \$542,145 or 2.2 per cent over the original budget estimates for 2019/20 (an increase of \$1,243,103 or 5.4 per cent occurred last budget);
- Finance related costs are budgeted to increase by \$460,563 or 69.0 per cent, being impacted by interest on new loans of \$301,000 and the provision of \$165,000 for the use of CAD borrowing to cover cash flow impacts from budget and rate payment delays;

- Councils' waste contract budget is increasing by \$883,000 or 15.8 per cent over that budgeted in 2019/20, the key increases being:
  - Recycling / China sword increases of \$370,000;
  - Waste levy increases, including flow-on increases from 2019, totalling \$257,000;
  - New contract increases of \$190,000.
- Contractor and materials budgets are otherwise increasing by \$224,437 or 5.1 per cent, with provision made for depot waste disposal charge increases (\$48,000) and PDI related resourcing needs (\$145,000);
- General operating costs have been reduced by \$795,872 or 17.2 per cent, which includes reductions in professional / consultant fees (\$591,880) and catering and entertainment (\$54,997);
- Council related expenditure reductions total \$95,320, down 4.1 per cent, and include a reduction in street lighting (\$49,782) and levies and charges (\$40,000);
- The Regional Landscape (RL) levy collected by Council on behalf of the SA Government is increasing by \$24,060 or 1.6 per cent.

Depreciation is set to increase by \$1,701,585 or 14.5 per cent based on current asset values and the impact of ongoing capital expenditure programs.

The following operational expenditure is budgeted in 2020/21, with more detailed information provided in the body of the budget document:

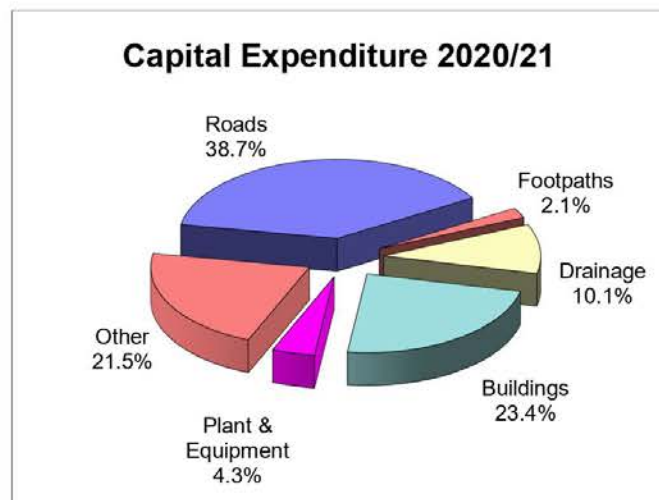


**Capital Expenditure**

Key aspects of the capital budget include:

- \$27.282 million is budgeted in 2020/21, an increase of \$2.341 million compared to 2019/20 budget. This includes an increase in grant and loan funded capital budget of \$3.412 million or 64.9 per cent to \$8.664 million, offset by a decrease in rate funded capital and capital works of \$1.071 million or 5.4 per cent, to \$18.617 million;
- \$13.846 million is budgeted for the transport program (\$12.736 million in 2019/20), largely for roadworks, but included are amounts of \$1.445 million for street lighting (\$695,000 in 2019/20) and \$563,776 for the replacement, remediation and construction of footpaths and pathways (\$655,305 in 2019/20);
- An amount of \$6.382 million is budgeted for land and buildings (\$4.98 million in 2019/20) including \$2.1 million in loan funding for redevelopment of community facilities and \$1.25 million for the Kings Reserve / Thebarton Oval redevelopment, largely loan funded;
- An amount of \$2.746 million is being committed to drainage and related construction, including \$1.346 million for the Brown Hill Keswick Creek project and \$650,000 for a stormwater upgrade in Packard Street North Plympton;
- \$3.125 million is budgeted for the recreation program (\$1.570 million in 2019/20), including \$485,000 for the ongoing playground upgrade program, \$775,000 for reserve irrigation, \$530,000 for reserve development and \$285,000 for the Linear Park;
- Rate funded expenditure on plant, equipment and furniture totals \$1.182 million (\$1.534 million in 2019/20).

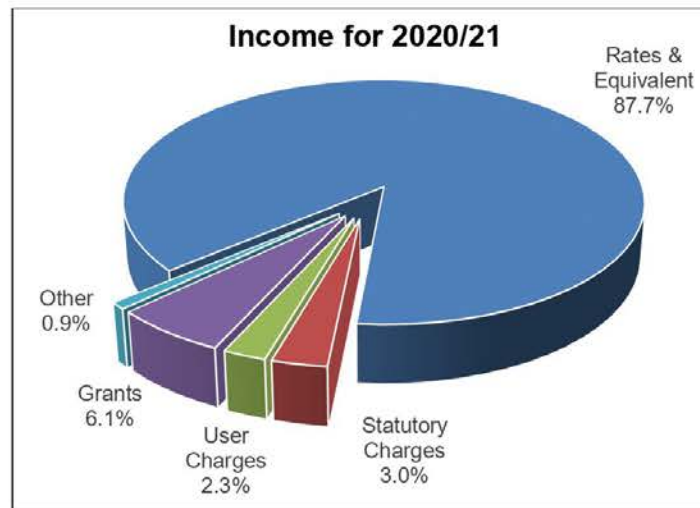
The following capital expenditure is budgeted in 2020/21, with more detailed information provided in the body of the budget document:



**Rating in 2020/21**

An overall average rate increase of 1.0 per cent excluding growth is proposed for 2020/21, 1.4 per cent lower than that foreshadowed in the forward estimates of last years' budget, given the impact of Covid-19. It is not proposed that more of the rate burden be moved from one land use to another this year, something that last occurred in the 2012/13 financial year.

The city's income has largely been generated from rates and rate equivalent payments over the years, comprising 87.7 per cent of total revenue in 2020/21, as shown in the chart below. West Torrens aims for rate revenue to be collected on an equitable basis, and for this reason has adopted differential rates for a number of years, to take into account the level of services provided to different types of properties, to reflect the cost of providing services to those categories of properties, as well as the need to encourage specific types of activities within the city. The differential rates have proven to be effective in achieving the desired results for West Torrens, and it is proposed that the practice be continued into 2020/21. The Local Government Act 1999 allows local governments to adopt differential rates.



Valuation volatility is relatively low again this year, reflecting in part that our general valuation is set by the Valuer-General as at 1 January of each year. Rate rebate and remission policies are in place to assist ratepayers affected by hardship or disproportionate rate increases, and rate postponement for seniors is now mandatory in certain circumstances under Local Government Act provisions.

**Strategic Fundamentals**

---

## Introduction

The *Towards 2025 Community Plan* was adopted in September 2014, and subsequently updated in May 2017, it provides the strategic focus for the budget, annual business plan and long term financial plan of the Council.

The community plan is structured into six broad themes, four community focused and two corporate focused, as follows:

- Community life;
- Natural environment;
- Built environment;
- City prosperity;
- Financial sustainability;
- Organisational strength.

## Community Life

Long term strategies for community life are as follows:

- Aspiration: A community that embraces diversity
  - Recognise and celebrate our diverse community and facilitate opportunities for community connection.
  - Instil a sense of identity and pride within the West Torrens community.
- Aspiration: Active, healthy and learning communities
  - Encourage all members of the community to pursue active and creative lifestyles.
  - Facilitate life-long learning.
  - Encourage community awareness of services and resources so they can make informed life choices.
  - Foster health, wellbeing and safety within the community.
- Aspiration: An engaged community
  - Encourage the community to participate in opportunities to influence Council's decision making.

## Natural Environment

Long term strategies for the natural environment are as follows:

- Aspiration: Reduction of our ecological footprint
  - Facilitate the minimisation of waste production and maximise resource recovery.
  - Progress towards a water-sensitive city.
  - Prepare for and respond to the challenges of a changing climate.

- Aspiration: Enhanced natural environment
  - Protect and enrich local biodiversity, waterways and the coast.

### **Built Environment**

Long term strategies for the built environment are as follows:

- Aspiration: A well-designed built environment
  - Facilitate development that meets the needs of the community.
  - Facilitate retail, commercial and industrial activity that is compatible with neighbouring land uses.
  - Foster well-being and safety within the built form.
  - Minimise the risk of flooding to existing communities and future developments.
- Aspiration: An appealing and valued open space network
  - Develop a network of open spaces across the city, based on a balance of environmental, social and economic factors.
- Aspiration: Accessible and reliable transport infrastructure
  - Facilitate the healthy, safe and effective movement of people through the city.

### **City Prosperity**

Long term strategies for city prosperity are as follows:

- Aspiration: A thriving business environment
  - Encourage economic growth and productivity.
- Aspiration: A vibrant city
  - Foster a vibrant and inviting city.

### **Financial Sustainability**

Long term strategies for financial sustainability are as follows:

- Aspiration: Sustainable financial management
  - Employ sustainable financial management principles.
- Aspiration: Proactive asset management
  - Ensure assets are utilised and maintained at their optimum.



### Organisational Strength

Long term strategies for organisational strength are as follows:

- Aspiration: Strong partnerships and working relationships
  - Foster strong partnerships and working relationships with other organisations.
- Aspiration: Leading governance and technology
  - Adopt leading governance and information technology systems and practices.

### Key Influences

Key influences on the budget and annual business plan of the Council are the themes of financial sustainability and the built environment, in particular:

- Sustainability;
- Asset Management;
- Stormwater Flood Mitigation.

*Sustainability* refers to Council's ability to manage its finances so it can meet spending commitments, both now and in the future, and ensure future generations of taxpayers do not face an unmanageable bill for services provided to the current generation.

*Asset management* refers to a systematic, structured approach to the maintenance, upgrade and operation of assets, on a whole of life basis, combining engineering principles with sound business practice and economic rationale, and providing the tools to facilitate a more organised and flexible approach to making decisions necessary to meet community expectations.

*Stormwater flood mitigation* refers to measures aimed at minimising the impact of floods in the West Torrens' community, including mitigation works associated with Brown Hill and Keswick Creeks.

### Rationale for the Focus on Asset Management and Sustainability

Concerns continue to be raised in local government circles about the capacity of councils to be financially sustainable. It has been reported that:

- The financial sustainability of councils is vital to the interests of ratepayers, the community and the state, and is an important pillar of efficient and effective local government;
- Not all councils have the types of policies and practices in place that lock-in their financial sustainability;
- Not all councils in South Australia are financially sustainable, as evidenced by their high operating deficits and substantial infrastructure renewal and replacement backlogs;

- Unless the spending of unsustainable councils is cut or other governments come to the rescue, substantial rates increases are inevitable. The current or prospective financial performance and position of councils has been assessed as being not strong enough to absorb likely future developments and unanticipated financial shocks;
- More strategic expenditure decisions by local government – and more rigorous funding policies – must be pursued by local government.

Being a financially viable and sustainable Council received the strongest of all responses in a budget related Community Panel survey in December 2012 involving 181 respondents.

### **Rationale for the Focus on Flood Mitigation**

The 2016 Stormwater Management Plan (SMP) for the Brown Hill Keswick Creek (BHKC) catchment was approved by the Stormwater Management Authority (SMA) and subsequently gazetted on 7 March 2017. Based on the current modelling associated with this plan, it is estimated that damage across the whole catchment from a 100 year average recurrence interval flood will cost \$122 million and affect 2,077 properties in the absence of flood mitigation action being taken.

Cost estimates associated with the flood mitigation required were reduced following a revision of the hydrology in 2013 from an estimate of \$160 million to \$140 million, with the City of West Torrens' share now being in the vicinity of \$22.9 million, based on both federal and state funding being provided. A commitment by the commonwealth has yet to be secured for the project.

There are a number of other flooding risks that exist within the city that are not associated with the BHKC catchment. These are the subject of ongoing assessment, with the implementation of flood mitigation systems intended.

### **Implications for the City of West Torrens**

The key influences of sustainability, asset management and stormwater flood mitigation need to be viewed in terms of the following:

- Council has management responsibility for community assets valued at \$1.078 billion;
- Accumulated depreciation on Council assets totals \$303 million, being 37.5 per cent of all depreciable assets, and it is not funded by specific cash reserves;
- West Torrens has asset renewal and maintenance backlogs, most recently demonstrated to Council in reports on the condition of Council owned buildings;
- West Torrens Council has significant ongoing capital expenditure needs, particularly in relation to drainage infrastructure;
- The most recent cost estimates associated with the BHKC system mitigation works are in the region of \$140 million;
- A capital renewal expenditure spike could occur sometime into the future, possibly around the year 2050.

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### Legislative Changes

Legislative changes followed reports on financial sustainability in local government, and they incorporated the need for councils to:

- Address issues of sustainability, and prepare long-term asset and financial management plans;
- Prepare annual business plans that report on budget parameters, rating structures and policies, strategic plans, and Council's long-term asset and financial management plans;
- Report on financial indicators, including indicators of financial sustainability;
- Establish Audit Committees, and more rigorous and transparent processes of internal review;
- Consult with the community on budget and rating proposals prior to budgets being adopted and rates being declared.

We also have the Local Government (Stormwater Management) Amendment Act 2007 in place which has established a Stormwater Management Authority with responsibilities that include planning and undertaking stormwater management works on behalf of councils.

Further changes to legislation are expected in the near future.

### Emerging Financial Issues

Council has responded strongly to the asset management and sustainability agenda, with work undertaken to revisit and update asset data, including condition assessment information, particularly in relation to infrastructure assets. This work is substantially completed for Council's road and footpath network, and building assets, with work in progress on drainage and land improvements.

Emerging issues for Council to consider from this and other work undertaken include:

- Drainage mitigation, including the need to commit at least at least \$20 million to BHKC drainage works, most of which is in the next 15 years;
- Projections in the asset management plans of the Council that \$121.1 million needs to be committed over the next ten years to road, kerbing and footpath maintenance and remediation works;
- Projections that up to \$28.5 million needs to be committed by Council to building maintenance and remediation works over the next ten years, based on current property holdings;
- Local drainage works, still being assessed by Council's asset management staff, may require expenditure totalling \$80 million over the next 30 years;
- The need to commit increasingly to initiatives associated with water management, renewable energy, energy efficiency and reducing carbon emissions.

The long term impact of the Covid-19 pandemic on the finances of the Council will also need to be taken into consideration.

**Forward Estimates**

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**Introduction**

The strategic fundamentals described in this document provide the basis for the forward estimates and Council's long term financial plan. They are prepared pursuant to the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011.

Key assumptions made in compiling these forward estimates and Council's long term financial plan are discussed in this section, along with summary projections and key financial indicators.

Detailed information, including long term financial statements, is provided in the 'Ten Year Financial Plan' section of this document.

**Forward Capital Expenditure Estimates**

Key assumptions made in relation to capital budget estimates include the following:

- \$15.1 million is committed to drainage works for the Brown Hill Keswick Creek (BHKC) project over a ten year period from the 2020/21 financial year, in addition to funds already committed, all of which is to be funded from the loan program;
- Council commits to rate funded capital works totalling \$121.1 million over a ten year period commencing in 2020/21 to fund road and footpath works identified in the infrastructure and asset management plans of the Council;
- Council commits to rate funded capital works for road construction and other capital works, totalling \$6.7 million in the 2020/21 budget, and that a level of funding is to be continued into the future;
- Council has rate funded local drainage commitments of \$750,000 from the 2020/21 financial year, with indexed increases annually thereafter;
- Loan funded capital drainage works, excluding BHKC, will be \$650,000 in the 2020/21 budget, then \$2.7 million indexed annually thereafter;
- Loan funding of \$1.0 million for Breakout Creek is budgeted in both the 2021/22 and 2022/23 financial years;
- Roads to recovery funding will end with a grant of \$617,418 in 2023/24;
- Capital expenditure on Council owned buildings, excluding hub and special developments, will be \$1.8 million in the 2020/21 budget, with indexed increases per annum thereafter;
- The capital budget for the replacement of plant, furniture and equipment will be \$1.2 million in 2020/21, and it has been indexed to cover estimated depreciation levels into the future.

## Budget and Annual Business Plan

## Forward Estimates

Expenditure projections for 2020/21 and each of the next three years based on these assumptions are as follows:

	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Rate Funded Infrastructure	14,601,801	14,320,613	14,597,421	15,315,652
Rate Funded Local Drainage	750,000	767,250	784,897	802,949
Loan - Drainage / Bridges / Light	1,750,000	3,460,557	2,727,071	2,795,248
Loan - Brown Hill / Keswick Cr	1,345,711	1,383,752	1,418,346	1,453,804
Grants	1,268,884	1,283,216	1,297,864	1,312,834
Community Facilities	2,302,500	2,000,000	1,500,000	1,500,000
Building Other	4,080,000	2,496,530	2,586,980	2,681,528
Plant, Furniture & Equipment	1,182,300	1,746,670	1,786,844	1,827,941
<b>Total</b>	<b>27,281,196</b>	<b>27,458,588</b>	<b>26,699,422</b>	<b>27,689,956</b>

**Forward Revenue Estimates**

Forward revenue estimates have been extrapolated from an assessment of historical revenue movements, and what is expected to arise into the future. Key assumptions include the following:

- Council is prepared to increase rate revenue by 2.4 per cent plus growth in 2021/22 and 2.3 per cent thereafter;
- Rate equivalent payments by Adelaide Airport Limited will increase in line with the above rate increases;
- Statutory charges, which include parking, animal management and Development Act income, will increase by 2.2 per cent each year;
- User charges, which include property related income and transfer station royalties, will increase by 2.2 per cent each year;
- Grant income (roads to recovery grants excepted) will increase by 2.2 per cent per annum over the forecast period from 2020/21;
- Other income, excluding insurance premium refunds, will increase by 2.1 per cent over the forecast period from 2020/21.

Council's forward estimates will need to be adjusted if rate capping is introduced over the forecast period, although that appears unlikely at this stage.

## Budget and Annual Business Plan

## Forward Estimates

Forward revenue estimates are as follows:

	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Rates	55,827,820	58,045,096	60,214,506	62,464,291
Rate Equivalents	5,380,000	5,564,211	5,749,110	5,940,153
Statutory Charges	2,071,620	2,335,904	2,387,294	2,439,814
User Charges	1,603,975	1,838,936	1,879,392	1,920,739
Grant & Subsidies	4,287,188	3,653,020	3,719,803	3,788,055
Other Income	608,125	702,436	717,179	732,236
<b>Total</b>	<b>69,778,728</b>	<b>72,139,602</b>	<b>74,667,284</b>	<b>77,285,288</b>

### Forward Operational Expenditure Estimates

Operational expenditure increases have been extrapolated from an assessment of historical cost movements, and what is expected to arise into the future. Key assumptions include:

- Employee cost increases are significantly contained in 2020/21, then increasing by a modest 2.5 per cent in 2021/22 and thereafter, with little allowance for the addition of new staff;
- Contract and material expenditure increases of 2.8 per cent each year in support of Council's maintenance works program, including building and infrastructure maintenance. This includes an allowance for an increase in waste related charges;
- A depreciation expense increase of up to 3.0 per cent based on projected asset value movements;
- Finance charges include interest repayments on loans taken, and are estimated on the basis of loans projected to be taken using borrowing rates ranging between 2.45 and 2.95 per cent.

Forward operational expenditure estimates are as follows:

	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Employee Costs	23,864,811	24,789,431	25,409,167	26,044,396
Contractual Services	9,984,867	10,490,604	10,757,607	11,031,480
Materials	1,079,450	1,104,278	1,129,676	1,155,659
Finance Charges	1,127,939	1,096,809	1,232,087	1,325,943
Depreciation	13,412,965	13,815,932	14,231,133	14,658,943
Other Expenses	12,801,601	13,987,662	14,430,962	14,890,087
<b>Total</b>	<b>62,271,634</b>	<b>65,284,716</b>	<b>67,190,632</b>	<b>69,106,509</b>

**Forward Loan Estimates**

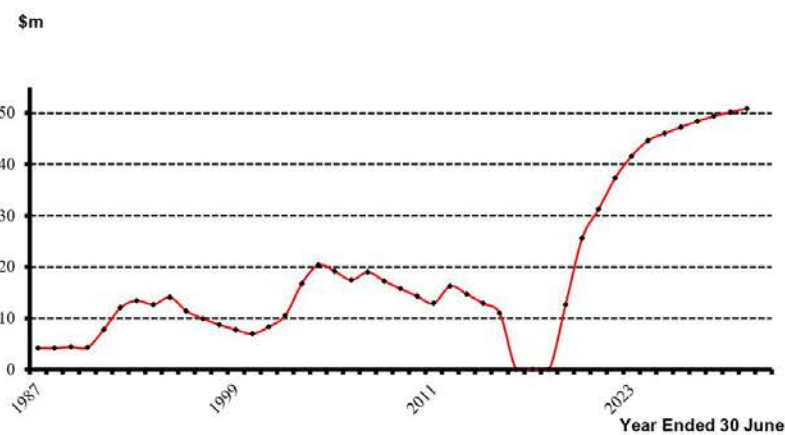
A loan program of \$52.12 million is projected in future dollar terms over the next ten years (down from \$54.84 million last budget), as follows:

	<b>\$m</b>
Local drainage	27.13
BHKC project	15.12
Various other	12.40
Works overhead	(2.54)
	-----
<b>Total</b>	<b>52.12</b>
	-----

This comprises the following:

Financial Year	Local Drainage \$	Brown Hill Keswick Drainage \$	Various Other	Works Overhead \$	Total Loans \$
2020/21	650,000	1,345,711	4,600,000	(59,091)	6,536,620
2021/22	2,660,557	1,383,752	3,800,000	(314,596)	7,529,713
2022/23	2,727,071	1,418,346	2,500,000	(247,916)	6,397,501
2023/24	2,795,248	1,453,804	1,500,000	(254,113)	5,494,939
2024/25	2,865,129	1,490,149	0	(260,466)	4,094,812
2025/26	2,936,757	1,527,403	0	(266,978)	4,197,183
2026/27	3,010,176	1,565,588	0	(273,652)	4,302,112
2027/28	3,085,431	1,604,728	0	(280,494)	4,409,665
2028/29	3,162,567	1,644,846	0	(287,506)	4,519,907
2029/30	3,241,631	1,685,967	0	(294,694)	4,632,904
<b>Total</b>	<b>27,134,568</b>	<b>15,120,294</b>	<b>12,400,000</b>	<b>(2,539,506)</b>	<b>52,115,355</b>

The indebtedness trend of the Council, with future loans structured over fixed 20 year terms, is projected as follows:





## Budget and Annual Business Plan

## Forward Estimates

Asset sales, including the sale of the Marion Road depot, can be used to offset this predicted level of borrowing.

Council was debt free for almost three years from the end of the 2015/16 financial year, but a resumption of borrowing is expected to result in indebtedness increasing to peak at just over 50 million in the late 2020's.

### Loan Repayments

Loan repayments to service projected loans, based on borrowing rates of 2.45 per cent until 2024/25 and 2.95 per cent thereafter, along with 20 year fixed loan terms, will be as follows:

Year	Projected Repayments \$	Increase/ (Decrease) \$
2020/21	1,691,847	576,828
2021/22	2,433,269	741,422
2022/23	3,183,968	750,698
2023/24	3,590,504	406,536
2024/25	3,937,143	346,640
2025/26	4,197,353	260,209
2026/27	4,476,673	279,320
2027/28	4,762,976	286,303
2028/29	5,056,438	293,461
2029/30	5,357,235	300,798

Council's current and projected loan program will impact loan repayments consistently over the forecast period, but these increases are manageable within the framework of the ten year financial plan.

Loan repayments as a percentage of rates is the industry accepted benchmark to assess a Council's relative indebtedness. The percentages for West Torrens based on the actual and projected loan program are as follows:

Year	Loans % of Rates
2020/21	3.0
2021/22	4.2
2022/23	5.3
2023/24	5.7
2024/25	6.1
2025/26	6.2
2026/27	6.4
2027/28	6.6
2028/29	6.7
2029/30	6.9

These percentages are extremely low by local government standards, with up to 25 per cent considered manageable.

### Key Financial Indicators

The forward financial estimates of the Council have provided the basis of key financial indicator projections in relation to Council's:

- Operating result;
- Sustainability;
- Loan servicing capacity;
- Liquidity.

#### (a) Operating Result

An operating surplus represents the extent to which operating income exceeds operating expenditure, including depreciation, and is projected each year, as follows:

Financial Year	Operating Surplus \$	Operating Surplus Ratio %
2020/21	7,507,094	10.8
2021/22	6,854,886	9.5
2022/23	7,476,652	10.0
2023/24	8,178,779	10.6
2024/25	8,336,642	10.5
2025/26	9,194,825	11.2
2026/27	10,081,840	11.8
2027/28	11,019,208	12.5
2028/29	12,010,765	13.2
2029/30	13,057,274	13.8

A strong ongoing operating result is a positive indicator of financial viability for the City of West Torrens. LGA Information Paper 9 *Financial Indicators* (May 2015) suggests an operating break even position, or better, over time and an operating surplus ratio of between zero and 10 per cent on average. It is a positive that West Torrens is projected to operate beyond this range, demonstrating a strength in capital expenditure programs.

Note that the surpluses above are not cash surpluses and do not take capital expenditure programs into account.

#### (b) Sustainability

The sustainability ratio shows the extent to which capital expenditure on the renewal and replacement of assets matches the rate at which these assets are used or consumed, with the amount spent divided by the total depreciation expense. Achieving a break even result of 100 per cent or better demonstrates that the cost of consumption of assets in any one year is being met by current rates and current ratepayers.

## Budget and Annual Business Plan

## Forward Estimates

Financial Year	Capital Expenditure \$	Depreciation Expense \$	Sustainability Ratio %
2020/21	14,089,685	13,412,965	104.5
2021/22	14,130,663	13,815,932	102.3
2022/23	14,235,705	14,231,133	100.0
2023/24	14,785,766	14,658,943	100.9
2024/25	15,687,964	15,099,748	103.9
2025/26	15,877,423	15,553,945	102.1
2026/27	16,587,026	16,021,943	103.5
2027/28	16,518,888	16,504,166	100.1
2028/29	17,148,657	17,001,049	100.9
2029/30	18,049,195	17,513,040	103.1

A sustainability ratio which is greater than 90 per cent but less than 110 per cent is the benchmark used in local government. This was achieved or is projected to be achieved in all years.

LGA Information Paper 9 suggests the same ratio range when benchmarking capital expenditure incurred against capital expenditure outlays in Infrastructure and Asset Management Plans (IAMP's), rather than depreciation. Forward capital estimates are matched over the ten year forecast period to the IAMP's adopted by Council, as shown in the table that follows.

Program	IAMP Amount \$m	10 Year Plan \$m	Met %
<b>Roads Program</b>			
Reseal / Maintenance	32.336	32.336	100
Reconstruction Renewal	31.876	31.876	100
Kerb & Gutter	39.481	39.481	100
<b>Footpath Program</b>			
Renewal	12.800	12.800	100
Construction	4.560	4.560	100
<b>Building Program</b>			
Renewal Expenditure	28.173	28.173	100

Additional amounts are included in the ten year financial plan to cover drainage and other infrastructure renewal works, along with new capital works. There is little need for renewal expenditure on stormwater assets over the next ten years, although Council is currently developing a stormwater masterplan that will clarify future capital expenditure requirements. Throughout the 2019/20 financial year Council staff continued to develop a more detailed assessment of the assets covered by the recreation program.

**(c) Loan Servicing Capacity**

To meet a structured long term asset renewal and replacement program, Council will need to commit to a loan program that will result in loan liabilities increasing from zero to \$55.5 million in 2029/30 - a sizeable but manageable increase as demonstrated below. Borrowing interest rates ranging from 2.45 to 2.95 per cent have been estimated, along with future 20 year fixed borrowing terms.

Loan repayments as a percentage of rates is the industry accepted benchmark to assess a Council's relative indebtedness. The percentages for West Torrens based on the actual and projected loan program are as follows:

Financial Year	Projected Loan Repayments	Loans to Rates
	\$	%
2020/21	1,691,847	3.0
2021/22	2,433,269	4.2
2022/23	3,183,968	5.3
2023/24	3,590,504	5.7
2024/25	3,937,143	6.1
2025/26	4,197,353	6.2
2026/27	4,476,673	6.4
2027/28	4,762,976	6.6
2028/29	5,056,438	6.7
2029/30	5,357,235	6.9

A percentage between zero and 25 per cent would normally be considered as being reasonable.

Budget and Annual Business Plan

Forward Estimates

**(d) Liquidity**

Based on the assumptions used, a relatively balanced budget is achieved in each year for the next ten years in terms of the projected cash flow of the Council, net of cash reserves, as follows:

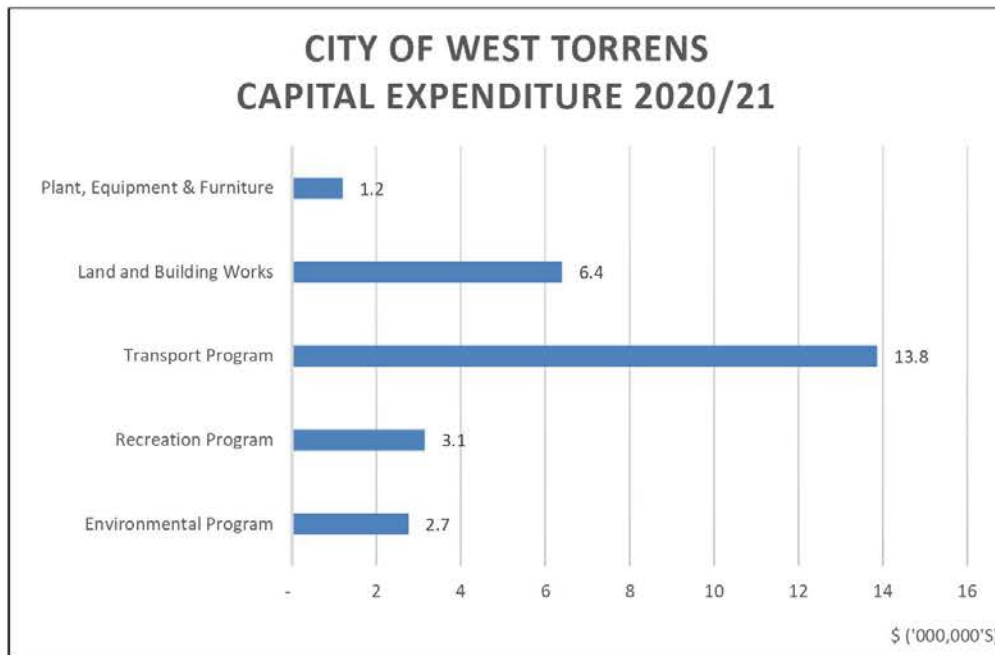
<b>Financial Year</b>	<b>EOY Cash Estimate</b>	<b>Net Reserves</b>	<b>Surplus/ (Deficit)</b>
2020/21	6,892,797	6,872,266	20,531
2021/22	7,056,646	7,036,093	20,552
2022/23	7,230,032	7,204,014	26,017
2023/24	7,401,695	7,376,133	25,561
2024/25	7,573,698	7,552,556	21,143
2025/26	7,750,136	7,733,388	16,748
2026/27	7,939,095	7,918,742	20,353
2027/28	8,109,131	8,108,729	402
2028/29	8,302,952	8,303,466	(514)
2029/30	8,509,900	8,503,071	6,829

**Capital Budget**

**Introduction**

The capital budget for 2020/21 totals \$27,281,196 as follows:

	<b>\$</b>
<b>Capital Works</b>	
Environmental Program	2,745,711
Recreation Program	3,125,000
Transport Program	13,845,685
<b>Sub Total</b>	<b>19,716,396</b>
<b>Capital</b>	
Land and Building Works	6,382,500
Plant, Equipment & Furniture	1,182,300
<b>Sub Total</b>	<b>7,564,800</b>
<b>Total</b>	<b>27,281,196</b>



Council also reduced its first draft of the capital budget in initially responding to Covid-19, but to a much lesser extent than occurred with the operational budget. A reduction of \$625,100 was made, largely to the plant and equipment budget.

Maintaining capital expenditure programs as best we can is considered a priority given the need for stimulus measures in 2020/21 to help kick-start the local economy post Covid-19.

## Budget and Annual Business Plan

## Capital Budget

The capital budget as a result of these changes and others made by Council following review now shows an increase in spending of \$2,340,677 or 9.4 per cent over what was budgeted in 2019/20. Rate funded capital spending has however fallen by \$1,071,465 or 5.4 per cent, but this can be addressed longer term.

These movements are shown in the following table:

	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>Variance</b>
	\$	\$	\$
<b>Rate funded</b>			
City works funds	13,600,984	15,351,801	1,750,817
Plant & Equipment	1,533,750	1,182,300	(351,450)
Land and Buildings	4,553,818	2,082,986	(2,470,832)
<b>Sub Total</b>	<b>19,688,552</b>	<b>18,617,087</b>	<b>(1,071,465)</b>
<b>Other funded</b>			
Grants	1,254,860	1,968,398	713,538
Reserves / Assets Sales	0	0	0
Loans	3,997,107	6,695,711	2,698,604
<b>Sub Total</b>	<b>5,251,967</b>	<b>8,664,109</b>	<b>3,412,142</b>
<b>Total Capital Expenditure Budget</b>	<b>24,940,519</b>	<b>27,281,196</b>	<b>2,340,677</b>

Capital funding from other than rates totals \$8,664,109, as shown in the following table:

	\$
Brown Hill and Keswick Creeks (Loan)	1,345,711
Packard Street Cut-off Drain (Loan)	650,000
Redevelopment - community facilities (Loan)	2,100,000
Thebarton Oval Redevelopment (Loan)	1,000,000
Thebarton Community Centre Upgrade Stage 2 (Loan)	500,000
LED street lighting upgrade (Loan)	1,100,000
Roads to recovery (Grant)	617,418
Urban local road (Grant)	651,466
Lockleys Oval - football oval lights (Grant)	425,000
Apex Park - toilet facility (Grant)	225,000
Camden Oval - football oval lights upgrade (Grant)	49,514
<b>Total</b>	<b>8,664,109</b>



### Environment Program

The drainage budget comprises the following:

- \$350,000 for minor drainage upgrades and replacement works, including the following:
  - Replacement / upgrade of side entry pits and junction boxes, minor pipe replacements and upgrades due to damage and / or failure;
  - Stormwater pump station improvements;
  - Refurbishment of existing rain garden sites;
  - Asset conditioning, planning and minor investigations into the current drainage network.
- \$250,000 for outfall drain interface works in Stirling Street, Thebarton;
- \$150,000 for floor repairs in Keswick Creek, Keswick;
- \$650,000 for a stormwater upgrade in Packard Street, North Plympton;
- \$1,345,711 in loan funding as Council's contribution toward various works associated with the Brown Hill Keswick Creek project.

### Recreation Program

Recreation works include the following:

- \$485,000 for new, replacement and upgraded playgrounds, based on a program developed in response to an audit report on playground safety undertaken in 2018. Nominated playgrounds for 2020/21 are:
  - 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;
  - Shade sail shelters (sites to be confirmed);
  - Additional gym equipment, selected locations;
  - Minor playground equipment;
  - Playground safety barrier fencing.
- \$530,000 for reserve upgrades, including:
  - Weigall Oval, Plympton - improvements to include additional reserve furniture and shelters;
  - Apex Park, West Beach - improvements to include additional reserve furniture and shelters, with funding for the investigation / planning for the next stage of the reserve upgrade;
  - Moss Avenue Dog Park, Marlestone;
  - Streetscape upgrade - Sir Donald Bradman Drive (staged);
  - Streetscape upgrade - James Congdon Drive (staged);
  - Minor reserve improvements and upgrades;
  - Ongoing gazebo upgrades and replacements;
  - Various fencing and bollard replacements on reserves;

## Budget and Annual Business Plan

## Capital Budget

- 
- Turf replacement and sundry reserve pathway upgrades;
    - Staged annual program to install new surrounds for litter bins;
    - Staged annual program to install new / replacement drinking fountains.
  - \$260,000 for projects along the River Torrens Linear Park, including:
    - Continuation of a staged pedestrian upgrade / replacement lighting project (LED) to meet Australian standards and improve safety for users;
    - Selected areas of re-vegetation;
    - Path upgrades / reconstruction;
    - General fencing and the installation of retaining walls and barrier protection.
  - \$25,000 for the ongoing reseal of various pathway sections along the River Torrens Linear Park in order to meet the current path width standard;
  - \$775,000 for irrigation system upgrades for the following reserves:
    - Westside Bikeway, Marleston / Plympton (staged annual project, to continue the expansion of the selected areas within the linear park);
    - Camden Oval complex and surrounds, Novar Gardens;
    - River Torrens Linear Park (Michael Street), Lockleys;
    - River Torrens Linear Park (Autumn Avenue), Lockleys;
    - Britton Street Reserve, West Richmond;
    - James Congdon Drive and Sir Donald Bradman Drive, Mile End (verge areas);
    - Sir Donald Bradman Drive, Brooklyn Park (centre island median);
    - Captain McKenna Bikeway, Brown Hill Creek / Adelaide Airport, (section by the bikeway);
    - Weigall Oval, Plympton (bore and pump replacement);
    - Apex Park, West Beach (staged expansion of existing irrigation systems);
    - General irrigation equipment, including controllers, with the upgrade of network and backflow meter equipment.
  - \$50,000 for the staged resealing and reconstruction of various sections of city bikeways, a program that will be ongoing, subject to annual funding provision;
  - \$325,000 for the construction of two new tennis courts, including fencing (Glenlea Tennis Club) and minor repairs to Kesmond Reserve tennis courts;
  - \$550,000 for the staged upgrade of Kings Reserve and Thebarton Oval. Staged funding for the works as scoped from the Kings Reserve Masterplan for the development of the open space area;
  - \$125,000 for upgrades / improvements to open space / reserves / car park areas;

## Budget and Annual Business Plan

## Capital Budget

**Transport Program**

Funding totals \$13,445,685 (\$12,735,844 in 2019/20) as follows:

	\$
Road maintenance program	5,854,843
Road reconstruction program	4,692,066
Other road works	2,735,000
Footpath program	563,776
<b>Total</b>	<b>13,845,685</b>

**Road Maintenance Program**

In order to ensure that the Council manages its road assets (surface, pavement, kerb and gutter) in a manner most appropriate for the community, a commitment has been made to a road Infrastructure Asset Management Plan, which ensures adequate provision is made for existing and future infrastructure so that assets are fully utilised, i.e. their design life is achieved in a cost effective manner.

This years' capital works program for roads has been based on an updated and Council adopted Infrastructure and Asset Management Plan, which has taken into consideration the strategic report *City of West Torrens Transport Strategy - Transportation for the Next Generation 2025*. The schedule of capital works for roads is based on the principles / methodologies developed in the implementation of a ten year capital works program following a condition audit of Council's network undertaken in 2015 upon which Council's current long term financial plan is based. The schedule of works also considers customer requests.

This year Council has modelled a 10 year renewal program that includes road surface rejuvenation treatments and a kerbing program that provides for kerb and gutter work to be undertaken the year prior to the seal resurfacing.

This year's capital works program for road maintenance totals \$5,854,843 as follows:

	\$
Reseal / road maintenance program	2,465,706
Kerb and gutter program	3,389,137
<b>Total</b>	<b>5,854,843</b>

Details are provided later in this section, and include works from customer requests and a recent reconditioning audit of the road network.

### Road Reconstruction Program

Council's road reconstruction program totals \$4,692,066 and comprises the following:

- Alexander Avenue, Ashford (Herbert Road to Day Avenue) (detailed design);
- Thanet Street, Brooklyn Park (Henley Beach Road to Marshall Terrace);
- Shannon Avenue, Glenelg North (Warren Avenue to McLachlan Avenue);
- Somerset Avenue, Hilton (Davenport Terrace to Sir Donald Bradman Drive);
- Fulham Park Drive, Lockleys (Corona Avenue to Property No. 47);
- St. Anton Street, Marleston (Sutton Terrace to Aldridge Terrace);
- Desmond Avenue, Marleston (Sutton Terrace to Marion Road);
- Stirling Street, Marleston (Bakers Road to South Road);
- Road Reserve, Marleston (Moss Avenue to Ritchie Terrace);
- Henley Street, Mile End (Property No. 48 to Bagot Avenue);
- William Street, Mile End South (Property No. 34 to South Road);
- Harvey Terrace and Streeters Road intersection, Netley;
- Wyatt Street, North Plympton (Allchurch Avenue to Talbot Avenue);
- St. Andrews Crescent, Novar Gardens (Hoylake Street to Links Road);
- Owen Street, Plympton (Long Street to end);
- Weaver Avenue, Richmond (Lane Street to Shierlaw Street);
- Ballantyne Street, Thebarton (Dew Street to South Road);
- Pearson Street, Thebarton (Kintore Street to George Street);
- Albert Street, Thebarton (George Street to Maria Street) (detailed design);
- Jervois Street, Torrensville (Henley Beach Road to North Parade);
- Meyer Street, Torrensville (West Street to Property No. 76B);
- Mellor Avenue, Underdale (Arnold Street to adjacent property No. 32);
- Burbridge Road (Service Road), West Beach (Burbridge Road to Weston Street);
- Simcock Street, West Beach (Cambridge Avenue to city boundary).

This schedule of works provides a balanced approach to assist renewal and maintain strategic roads to an acceptable level whilst managing the expectations of the community and road users.

This program is subject to change, but details will be provided to Council if this occurs.

### Other Road Works

Other road works total \$2,735,000 and comprises:

- \$300,000 for the ongoing installation and upgrade of public bus shelters at identified sites;
- \$430,000 for the implementation of local area traffic management in Novar Gardens, Richmond and Hilton. Minor traffic management work at identified locations is also budgeted, including pavement bar layouts, pedestrian kerb ramps, stop and give way signage and line marking;
- \$560,000 for bicycle management schemes, including land purchase for the upgrade and renewal of the Rivers Torrens shared path, east of Hardy's Road, the upgrade of the Reece Jennings shared path and a new path linking Baroda Reserve and the Captain McKenna Bikeway;
- \$50,000 for the final staged upgrade of pedestrian lighting of the Westside Bikeway through Plympton / Camden Park;

## Budget and Annual Business Plan

## Capital Budget

- \$200,000 for the staged upgrade of new LED pedestrian lighting for the Sturt Creek shared pathway, (Anzac Highway to Pine Avenue);
- \$95,000 for minor street, off-street car parking and reserve / open space lighting upgrades throughout the city;
- \$1,100,000 for city-wide implementation of LED street lighting upgrades.

### Footpath Program

A condition assessment of Council's 553 kilometres of footpaths was undertaken in mid-2017 and it provided the basis for the forward renewal and maintenance program.

Concurrently with this assessment, Council developed an *Installation of New Footpath Priority System* report to determine the order in which new footpaths are installed within Council. The installation of new footpaths applies to:

- Local roads that do not have a footpath on either side of the road;
- Collector and arterial roads that do not have footpaths on both sides of the road; and
- Local roads when a footpath is required on both sides of the road due to high pedestrian demand, such as occurs in areas adjacent to bus routes, schools, shopping centres and nursing homes.

It is a Disability Discrimination Act requirement that there be a footpath on one side of all roads, for the safety and accessibility of pedestrians. Local and major collector roads which carry over 3,000 vehicles per day and are defined in Council's transport's strategy should have a footpath on both sides of the road for the safety of pedestrians, along with areas that have high pedestrian demand.

The findings of the above formed the basis of the updated *Footpath Infrastructure and Asset Management Plan* that was last adopted in December 2017. The objective of the plan is to provide a safe and practically manageable footpath and cycle / shared path network with an emphasis on the reduction in risk as opposed to aesthetics, and set priorities for the renewal and provision of new footpaths and cycle / shared paths. The functional level of service for footpaths has and will continue to consider community expectations, legislative compliance and future demand needs.

A review of the risks associated with our footpath assets was undertaken in 2013/14 and confirmed a high risk along arterial roads. Council in past budgets has allocated funds to commence risk mitigation works, and it is proposed that this be continued with a budget allocation to city wide footpaths for upgrades to occur at various locations.

The footpath schedule of works this year is made up of \$208,898 for footpath renewal, \$60,875 for new footpath construction and \$294,003 for footpath remediation. The following work is proposed:

#### Footpath Renewal Program \$208,898

- Surrey Road, Keswick (Everard Avenue to Richmond Road);
- St. Anton Street, Marleston (Sutton Terrace to Aldridge Terrace);
- Birdwood Terrace, North Plympton (Talbot Avenue to Allchurch Avenue);

## Budget and Annual Business Plan

## Capital Budget

**New Footpath Construction Program \$60,875**

- Macumba Avenue, Lockleys (Fulham Park Drive to end);
- Michael Street, Lockleys (Peter Street to Matt Street);
- Hardys Road (Wilford Avenue to Property No. 95 to 99);

**Footpath Remediation Program \$294,003**

- City wide footpath remediation - upgrade to arterial road footpaths at street tree locations.

This footpath program is subject to change, but details will be provided to Council if this occurs.

**Land and Buildings**

The capital expenditure budget for land and buildings totals \$6,382,500 (\$4,980,000 in 2019/20) and comprises:

- \$25,000 for upgrades of Council owned facilities to meet Disability Discrimination Act requirements, as identified in Council's Building Asset Management Plan (2017);
- \$25,000 for asbestos removal as part of an on-going program of minor works involving Council owned buildings that have been identified in Council's Building Asset Management Plan (2017);
- \$25,000 for fire system upgrades, as part of an on-going program of minor works to bring Council owned buildings up to current building rules standards, as identified in Council's Building Asset Management Plan (2017);
- \$30,000 for on-going electrical compliance minor upgrades of Council owned facilities in accordance with current electrical compliance regulations, as identified in Council's Building Asset Management Plan (2017);
- \$200,000 for on-going building compliance upgrades of Council owned facilities as identified in Council's Building Asset Management Plan (2017), with projects to include:
  - Public toilet facilities - upgrades and improvements to existing toilet facilities located on reserves;
  - Sports facilities / buildings - minor improvements to existing buildings at Camden Oval and Lockleys Oval;
  - Civic centre / depot - investigation / planning options for emergency power supply and backup systems;
  - Other building and compliance improvements works as identified.
- \$150,000 to fund the continuing upgrade (fifth stage), of the Star Theatre complex, as identified in the Forward Maintenance Plan report presented to Council on 2 February 2016. Works are as detailed in the ten year maintenance plan;
- \$200,000 to fund further upgrade work at Thebarton Theatre, which includes electrical wiring and power supply replacements, and building structure improvements over a four year staged program which commenced in 2017/18. These are essential works that have been identified as part of the fire compliance upgrade building works;

## Budget and Annual Business Plan

## Capital Budget

- 
- \$500,000 to fund staged building improvements and upgrades at the Thebarton Community Centre, a project that includes air-conditioning and the expansion of commercial kitchens;
  - \$75,000 to fund work associated with the upgrade of workshop and commercial tenant facilities at the Morphett Road depot;
  - \$250,000 for the staged upgrade and improvement of Plympton Community Centre, Plympton;
  - \$125,000 for the staged upgrade and improvement of Civic Centre air-conditioning;
  - \$832,500 to fund additional works associated with the ongoing upgrade of facilities at Lockleys Oval, Apex Park and Mellor Park. These works include staged improvements at:
    - Apex Park - Additional facilities and equipment for the building;
    - Lockleys Oval - Football / baseball scoreboard and additional football, baseball and tennis facilities / equipment;
  - \$220,000 for Camden Oval works, including staged improvements to the football oval scoreboard and training facilities; and staged improvements to the soccer clubrooms and training facilities;
  - \$1,250,000 for the Kings Reserve / Thebarton Oval complex redevelopment, including improvements to the building and associated facilities as detailed in the Kings Reserve masterplan;
  - \$100,000 for Richmond Oval for the staged commencement and implementation of the Venue Improvement Plan;
  - \$2,100,000 for redevelopment of community facilities;
  - \$25,000 to develop a masterplan for the improvement of facilities at Kesmond Reserve;
  - \$150,000 for accommodation improvements to the Civic Centre complex;
  - \$100,000 for the replacement of the security systems and CCTV improvements to the Civic Centre complex and Hamra Library.

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**Plant, Equipment and Furniture**

The capital budget for plant, equipment and furniture totals \$1,182,300 (\$1,533,750 in 2019/20) and comprises:

- \$174,500 for the replacement of 14 motor vehicles, (including 8 light commercial vehicles) in the Council fleet;
- \$49,000 for furniture and equipment in both the library (\$19,000) and the Thebarton Community Centre (\$30,000);
- \$137,000 for IT hardware and related infrastructure replacements (\$300,000 in 2019/20), including PC's, multi-function devices and printers;
- \$209,000 to replace / upgrade / purchase three tipper trucks, all of which are used in the general civil, horticultural and city clean maintenance areas. The trucks being replaced range in loading capacity from three to ten tonne and age from eight to ten years;
- \$157,800 for various items of City Operations' plant and equipment, including two new truck scales to be fitted to existing vehicles (\$17,000), the replacement of five trailers (\$80,800), the purchase of one additional slurry vacuum (\$23,500) and minor plant and equipment purchases (\$36,500);
- \$55,000 for the replacement of one backhoe loader for the civil and horticulture teams;
- \$50,000 for the replacement of one tractor for the maintenance of sporting ovals;
- \$300,000 for the replacement of one road sweeper;
- \$50,000 for a fleet management and monitoring system incorporating workshop maintenance diagnostics.



## Budget and Annual Business Plan

## Capital Budget

**Road Reseal / Rehabilitation and Kerb and Gutter Program**

Herbert Rd - (Farnham Rd to Property No 15)	Ashford
Beachway Av - (Airport Rd to Marshall Ter)	Brooklyn Park
Lipsett Ter - (Airport Rd to Clifford St)	Brooklyn Park
Lipsett Ter - (Elston St to Rushworth Av)	Brooklyn Park
Western Pd - (Marion Rd to Carnarvon Av)	Brooklyn Park
Capper St - (Carlton Rd to Stonehouse Av)	Camden Park
Carlisle St - (Creslin Ter to Carlton Rd)	Camden Park
Curzon St - (Victoria Av to Creslin Ter)	Camden Park
Whelan Av - (Melanto Av to Gardner St)	Camden Park
Ashburn Av - (Henley Beach Rd to Burnley St)	Fulham
Kandy St - (Raikoff Court to Chippendale Av)	Fulham
Riverside Dr - (Louise Av to Colwood Av)	Fulham
Grosvenor St - (Anzac Hwy to Property No 6)	Glandore
Grosvenor St - (Property No 16 to Forest St)	Glandore
Marlow Rd - (Hampton Rd to Richmond Rd)	Keswick
Cross Ter - (Daly St to Warwick Av)	Kurrallta Park
Daly St - (Cross Ter to Garfield Av)	Kurrallta Park
Mortimer St - (Selby St to South Rd)	Kurrallta Park
Selby St - (Anzac Hwy to Mortimer St)	Kurrallta Park
Franciscan Av - (Castlebar Rd to Property No 13)	Lockleys
Horsley St - (Frontage Rd to Corona Av)	Lockleys
Kent Ter - (End to Torrens Av)	Lockleys
Netley Av - (Rutland Av to Strathmore Av)	Lockleys
Sandilands St - (Dartmoor St to End)	Lockleys
Taylor Av - (Property No 14 to Rundle Av)	Lockleys
Wentworth St - (Brecon St to Darwin St)	Lockleys
Bakers Rd - (Major Av to Stirling St)	Marleston
Sarah St - (George St to Richmond Rd)	Marleston
St Anton St - (Cudmore Ter to Barnes Av)	Marleston
Henley St - (Henley Beach Rd to Property No 45)	Mile End
Parker St - (Rose St to Henley Beach Rd)	Mile End
Rankine Rd - (Elm Av to Property No 31)	Mile End
Victoria St - (Hughes St to King St)	Mile End
London Rd - (Railway Ter to South Rd)	Mile End South

## Budget and Annual Business Plan

## Capital Budget

**Road Reseal / Rehabilitation and Kerb and Gutter Program**

Fletcher St - (Pam St to Harvey Av)	Netley
Pembroke Av - (Ramsey St to Marion Rd)	Netley
Mooringe Av - (Deeds Rd to Property No 66)	North Plympton
Ayliffe Pl - (Ayliffe Pl to Stanford Av )	Novar Gardens
Coach House Dr - (Saratoga Dr to Old Dr)	Novar Gardens
Devlin Rd - (End to End)	Novar Gardens
Pine Av - (Bonython Av to Capri Av)	Novar Gardens
Crossley St - (Glenburnie Ter to Long St)	Plympton
Elizabeth Av - (Marion Rd to Maynard Rd)	Plympton
Gray St - (Mcarthur Av to End)	Plympton
Keily St - (Marion Rd to Owen St)	Plympton
Long St - (Anzac Hwy to Manfred St)	Plympton
Osborn Ter - (Property No 63 to Boswarva Av)	Plympton
Owen St - (Keily St to Anzac Hwy)	Plympton
Tilden St - (Mcarthur Av to James St)	Plympton
Zither St - (Anzac Hwy to Birkalla Ter)	Plympton
Holder Av - (Richmond Rd to Kingston Av)	Richmond
Kingston Av - (Brooker Ter to Deacon Av)	Richmond
Holland St - (Smith St to Light Tce)	Thebarton
Maria St - (James Congdon Dr to Property No 9)	Thebarton
Osman Pl - (Dew St to West Thebarton Rd)	Thebarton
Danby St - (Ashley St to North Pde)	Torrensville
North Pde - (Clifford St to Hayward Av)	Torrensville
Stephens Av - (Ashley St to Bray Av)	Torrensville
Joyce Av - (Garden Ter to End)	Underdale
Sherriff St - (Golden Glow Av to Hurtle St)	Underdale
Burbridge Rd (Service Road) - (Burbridge Rd to Weston St)	West Beach
Fawnbrake Cres - (Property No 15A to Property No 72)	West Beach
Indian Av - (Northern Av to Ingerson St)	West Beach
Ingerson St - (Davis St to Woodhead St)	West Beach
Leicester St - (Morley St to Norwich St)	West Richmond
Road Rejuvenation	Various Locations

Note: This schedule may change, but details on any changes will be provided to Council.

## Budget and Annual Business Plan

## Capital Budget

<b>ORIGINAL BUDGET 2019/20</b>	<b>REVISED BUDGET 2019/20</b>	<b>DESCRIPTION</b>	<b>2020/21 BUDGET</b>
<b><u>CAPITAL WORKS</u></b>			
<b><u>Environment Program</u></b>			
<b><i>Stormwater &amp; Drainage</i></b>			
350,000	556,527	Minor Drainage Upgrades and Replacement Work	350,000
0	787,750	Lockleys Catchment	0
0	96,502	Ashley St (West St to Hayward Ave)	0
0	56,704	BHKC - Down Stream South Rd and Gray St Bend	0
0	50,000	Plympton Green	0
0	229,868	Shannon Ave Pump Station	0
2,212,151	1,812,151	Stormwater Upgrade - Stirling Street, Thebarton	0
200,000	200,000	Stormwater Upgrade - Sheriff Street, Underdale	0
0	0	Stirling Street Outfall Interface	250,000
0	0	Keswick Creek- Everard	150,000
0	0	Packard St Cut-off Drain	650,000
<b><i>Other Environment</i></b>			
1,358,774	2,272,340	Brown Hill and Keswick Creeks	1,345,711
<b>4,120,925</b>	<b>6,061,842</b>	<b>Program Total</b>	<b>2,745,711</b>
<b><u>Recreation Program</u></b>			
<b><i>Parks &amp; Gardens</i></b>			
490,000	832,953	Playground Upgrade	485,000
400,000	616,565	Reserve Developments - Various	530,000
210,000	466,641	River Torrens Upgrade	260,000
25,000	80,943	River Torrens Path Upgrades	25,000
0	577,500	Kings Reserve Playspace	0
320,000	856,392	Reserve Irrigation Upgrades	775,000
50,000	50,000	Bikeway Path Upgrade and Reseal	50,000
<b><i>Sports Facilities</i></b>			
75,000	211,798	Tennis Court Upgrades	325,000
0	922,846	Thebarton Oval/ Kings Reserve	550,000
0	45,600	Airport Road	0
0	0	Car Parking Upgrade	125,000
<b>1,570,000</b>	<b>4,661,238</b>	<b>Program Total</b>	<b>3,125,000</b>

Budget and Annual Business Plan			Capital Budget
ORIGINAL BUDGET 2019/20	REVISED BUDGET 2019/20	DESCRIPTION	2020/21 BUDGET
<b><u>Transport Program</u></b>			
<i><b>Roads Sealed</b></i>			
9,467,163	11,655,127	City Funds/ULRG Funds/Carryovers	9,929,491
873,376	617,418	Roads to Recovery Grant Funds	617,418
<i><b>Other Transport</b></i>			
250,000	301,017	Bus Shelters	300,000
555,000	818,926	Traffic Management	430,000
240,000	386,911	Bicycle Management Schemes	560,000
695,000	1,107,337	Public Lighting	1,445,000
0	85,229	Bio-Science Precinct Works	0
<i><b>Bridges</b></i>			
0	33,308	Bridge Ancillary Works (as per Bridge Audit)	0
<i><b>Footpaths</b></i>			
178,139	178,139	Footpath Renewal Program	208,898
277,166	277,166	Footpath Construction Program	60,875
200,000	206,365	Footpath Remediation Program	294,003
<b>12,735,844</b>	<b>15,666,943</b>	<b>Program Total</b>	<b>13,845,685</b>
<b>18,426,769</b>	<b>26,390,023</b>	<b>TOTAL - CAPITAL WORKS</b>	<b>19,716,396</b>

## Budget and Annual Business Plan

## Capital Budget

<b>ORIGINAL BUDGET 2019/20</b>	<b>REVISED BUDGET 2019/20</b>	<b>DESCRIPTION</b>	<b>2020/21 BUDGET</b>
<b><u>Land and Buildings</u></b>			
25,000	25,000	DDA Upgrade Program	25,000
25,000	25,000	Asbestos Removal Program	25,000
25,000	39,000	Fire Systems Upgrades	25,000
30,000	30,000	Electrical Compliance Upgrades	30,000
200,000	200,000	Building Compliance Upgrade	200,000
200,000	316,742	Star Theatre - Building Compliance Works (Staged)	150,000
250,000	100,000	Thebarton Theatre Complex - Structural /Electrical Works	200,000
0	18,000	Peake Gardens Riverside Tennis Clubrooms	0
0	123,611	Thebarton Community Centre Upgrade Stage 2	500,000
0	100,000	Bluestone Cottage - Sir Donald Bradman Dr	0
400,000	400,000	Depot - 240/280 Morphett Rd - Upgrade Building Workshop	75,000
0	324,855	Depot - 112 Marion Rd - Decommission of Site	0
50,000	73,480	Plympton CC& Building Upgrade and Staged Works	250,000
0	200,000	Civic Centre Complex, Painting of External Building	0
0	125,000	Dog Kennels at Depot and Regular Services	0
0	18,000	Replacement of Hamra Library AC (Training Room)	0
125,000	125,000	Civic Centre Air-Conditioning [Replacement / Upgrade] - Staged	125,000
0	250,000	Camden Oval - Public Toilet Facilities (DDA)	0
3,000,000	7,030,260	Weigall Oval	0
650,000	6,202,210	Upgrade Lockleys Oval/Apex Park/ Mellor	0
0	52,884	Torrensville Bowling Club	0
0	40,931	WT Birkalla Soccer Club (Camden Oval) Financial Support	0
0	862,294	Camden Oval Community Facility-Other Consultant Fees	0
0	0	Apex Park	255,000
0	0	Lockleys Oval	577,500
0	0	Camden Oval	220,000
0	0	Kings Reserve / Thebarton Oval - Building Facilities	1,250,000
0	0	Richmond Oval - Staged Improvements	100,000
0	0	Redevelopment - Community Facilities	2,100,000
0	0	Kesmond Reserve, Keswick - Masterplan	25,000
0	0	Civic Centre (Ground Floor - Office / Lunchroom)	150,000
0	0	Civic Centre & Hamra - Security & CCTV upgrade	100,000
<b>4,980,000</b>	<b>16,682,267</b>	<b>Total Land and Buildings</b>	<b>6,382,500</b>

Budget and Annual Business Plan Capital Budget

ORIGINAL BUDGET 2019/20	REVISED BUDGET 2019/20	DESCRIPTION	2020/21 BUDGET
<b><u>Plant, Equipment and Furniture</u></b>			
156,000	198,469	Motor Vehicle Replacements	174,500
37,750	69,826	Furniture and Equipment	19,000
300,000	320,000	IT Hardware & Infrastructure Replacement	135,000
0	0	Community Centre Furniture & Equipment Replacement	30,000
0	7,000	Replacement RFID wand	2,000
20,000	29,000	Lockkeys Fit-Out for community programs and hire	0
0	57,000	Mercedes Sprinter Bus & Thebarton Digital Gallery	0
0	35,080	Animal unit for vehicle	0
25,000	152,287	Minor Depot Plant and Equipment	23,500
176,000	176,000	Replace Mowers (2019/20 x 3; 2020/21 x 1)	0
428,500	552,160	Replace Trucks/Tippers (2019/20 x 6; 2020/21 x 3)	209,000
22,500	22,500	Replace Trailers x 5	80,800
51,000	51,000	Truck scales x 2	17,000
0	0	Replace Backhoe Loader	55,000
0	0	Replace Tractor	50,000
0	0	Replace Road Sweeper	300,000
0	0	Fleet Management and Diagnostic System	50,000
0	0	Diesel fuel trailer (Backup/generators)	13,000
0	0	Slop mop slurry vacuum unit	23,500
51,000	51,000	Replace Community Bus	0
6,000	6,000	Thebarton Digital Art Gallery	0
95,000	95,000	Replace Chipper Truck	0
165,000	165,000	Replace Footpath Sweeper	0
<b>1,533,750</b>	<b>1,987,322</b>	<b>Total Plant, Equipment and Furniture</b>	<b>1,182,300</b>
<b>6,513,750</b>	<b>18,669,589</b>	<b>TOTAL - OTHER CAPITAL</b>	<b>7,564,800</b>
<b>24,940,519</b>	<b>45,059,612</b>	<b>TOTAL ALL CAPITAL EXPENDITURE</b>	<b>27,281,196</b>

Budget and Annual Business Plan			Capital Budget
ORIGINAL BUDGET 2019/20	REVISED BUDGET 2019/20	DESCRIPTION	2020/21 BUDGET
<b><u>CAPITAL INCOME</u></b>			
<b><u>Land and Buildings</u></b>			
0	-3,500,000	Sale of Marion Road Council depot	0
<b>0</b>	<b>-3,500,000</b>	<b>Total Land and Buildings</b>	<b>0</b>
<b>0</b>	<b>-3,500,000</b>	<b>TOTAL ALL CAPITAL INCOME</b>	<b>0</b>

**Operational Budget**



## Budget and Annual Business Plan

## Operational Budget

**Summary**

Council's operating statement in the 2020/21 budget projects a surplus from operations of \$7,507,094 as shown below, based on a 1.0 per cent rate increase. This rate increase is 1.4 per cent lower than that projected in last years' budget, due largely to the impact of Covid-19.

<b>Income</b>	<b>\$</b>
Rates and Rate Equivalents	61,207,820
Statutory Charges	2,071,620
User Charges	1,603,975
Grants and Subsidies	4,287,188
Sundry Income	608,125
	<hr/>
<b>Total Income</b>	<b>69,778,728</b>
	<hr/>
<b>Expenditure</b>	
Employee and Related	23,864,813
Material and Contract	11,064,317
Finance Costs	1,127,939
RL Levy	1,566,570
Depreciation	13,412,965
Other	11,235,030
	<hr/>
<b>Total Expenditure</b>	<b>62,271,634</b>
	<hr/>
<b>Operating Surplus</b>	<b>7,507,094</b>

Note that the surplus above is an indicator of operating performance, including the funding of asset depreciation, but is not an indicator of the cash surplus of the Council. Capital expenditure covered in the previous section of this document is not included in the expenditure above.

After adjusting for reserve movements, a small cash surplus of \$20,531 is projected.

**Operational Expenditure**

Council's operational expenditure has been reduced significantly in the wake of Covid-19, with an amount of \$1.8 million taken out of the initial draft budget that was going to be presented to Council prior to the pandemic and the lockdown measures that followed. All expense lines have been reviewed aggressively, with most reduced. These reductions are unprecedented, but so are the difficulties we face as a Council and a community.

Key changes included the following:

- A reduction in staffing related costs of \$1.3 million, which included the removal of a pay increase for all Council staff in 2020/21, the suspension of staff uniform entitlements for one year, a 50 per cent reduction in staff travel, conference and training budgets, and removal of budgeted overtime. New positions have also been removed;

## Budget and Annual Business Plan

## Operational Budget

- The suspension of the festival / events program for 2020/21, with an amount of \$163,000 added to the supplementary list of unfunded initiatives;
- The removal of \$585,500 in professional / consultant fees across most business areas of the Council;
- A reduction of \$55,523 in the catering / entertainment budget.

Some budget lines have needed to be increased, including financing costs because of budget and rate payment delays impacting Council's cash flow position.

These measures are expected to challenge and may unsettle Council operations, but are considered necessary in response to the impact of Covid-19. They change the look of the operational expenditure budget significantly, which is to be expected, with a modest expenditure increase now being budgeted before depreciation of \$392,115 up 0.8 per cent, relative to the original 2019/20 budget. We saw an increase of \$3.25 million or 7.2 per cent last budget. This is summarised as follows:

	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>Variance</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
Employee Costs	24,406,957	23,864,813	-542,145	-2.2%
Building, Equipment and Related	2,180,579	2,194,354	13,775	0.6%
General Expenses	4,959,910	4,131,714	-828,196	-16.7%
Bank and Finance Charges	667,376	1,127,939	460,563	69.0%
Council Related Expenses	2,328,747	2,433,427	104,680	4.5%
Contract and Material Expenses	9,956,880	11,064,317	1,107,437	11.1%
RL Levy	1,542,510	1,566,570	24,060	1.6%
Occupancy and Property Costs	2,600,594	2,650,535	49,941	1.9%
Internal Charges / Recoveries	-177,000	-175,000	2,000	-1.1%
<b>Sub Total</b>	<b>48,466,553</b>	<b>48,858,669</b>	<b>392,115</b>	<b>0.8%</b>
Depreciation	11,711,380	13,412,965	1,701,585	14.5%
<b>Total</b>	<b>60,177,933</b>	<b>62,271,634</b>	<b>2,093,700</b>	<b>3.5%</b>

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**Key Expenditure Movements**

Operational costs across all areas of the Council before depreciation are increasing by \$392,115 or 0.8 per cent, as shown on the previous page, the key movements being:

- Employment costs have decreased by \$542,145 or 2.2 per cent over the original budget estimates for 2019/20 (an increase of \$1,243,103 or 5.4 per cent occurred last budget);
- Finance related costs are budgeted to increase by \$460,563 or 69.0 per cent, being impacted by interest on new loans of \$301,000 and the provision of \$165,000 for the use of CAD borrowing to cover cash flow impacts from budget and rate payment delays;
- Council's waste contract budget is increasing by \$883,000 or 15.8 per cent over that budgeted in 2019/20, the key increases being:
  - Recycling / China sword increases of \$370,000;
  - Waste levy increases, including flow-on increases from 2019, totalling \$257,000;
  - New contract increases of \$190,000.
- Contractor and materials budgets are otherwise increasing by \$224,437 or 5.1 per cent, with provision made for depot waste disposal charge increases (\$48,000) and PDI related resourcing needs (\$145,000);
- General operating costs have been reduced by \$795,872 or 17.2 per cent, which includes reductions in professional / consultant fees (\$591,880) and catering and entertainment (\$54,997);
- Council related expenditure reductions total \$95,320, down 4.1 per cent, and include a reduction in street lighting (\$49,782) and levies and charges (\$40,000);
- The RL levy (previously known as the NRM levy) collected by Council on behalf of the SA Government is increasing by \$24,060 or 1.6 per cent.

Depreciation is set to increase by \$1,701,585 or 14.5 per cent based on current asset values and the impact of ongoing capital expenditure programs.

Operational expenditure, based on business functions of the Council, is as follows:



**Employment Costs**

Employment costs have decreased by \$542,145 or 2.2 per cent over the original budget estimates for 2019/20 (\$1,243,103 or 5.4 per cent last budget), it being noteworthy that:

- No provision has been made for a pay rise to occur in 2020/21;
- FTE numbers have not been increased;
- Corporate uniform budgets have been suspended for 2020/21, with a reserve created to allow for a small number of essential purchases to occur;
- Overtime is removed from the budget, with a reserve created to allow for essential overtime to be worked;
- A vacancy allowance of \$250,000 is factored into salary budgets.

The replacement of staff on leave is largely unfunded in the budget, apart from direct service providers such as the library and the Service Centre. A sufficient level of saving during the course of the year is expected to occur within the budget to fund any essential temporary staff replacements that may otherwise be required.

## Budget and Annual Business Plan

## Operational Budget

It is intended that only essential staff replacements occur in 2020/21, the expectation being that some positions will be abolished and some will not being filled during the year. All staff vacancies will required Executive sign-off before action to fill can be taken.

**Income**

All income is budgeted to increase by \$1,086,858 or 1.6 per cent over 2019/20 budget as follows:

	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Rates & Rate Equivalent Payments	60,307,510	61,207,820	900,310
Statutory Charges	2,449,400	2,071,620	-377,780
User Charges	1,735,606	1,603,975	-131,631
Grants - General Purpose Grant	1,263,500	1,279,936	16,436
Grants - Other	2,185,969	3,007,252	821,283
Sundry Income	749,885	608,125	-141,760
<b>Total</b>	<b>68,691,870</b>	<b>69,778,728</b>	<b>1,086,858</b>

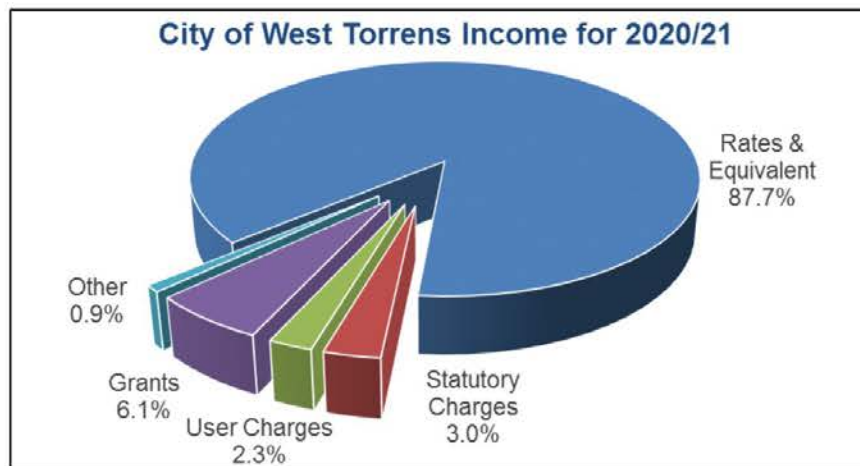
Covid-19 has impacted Council's income budget and may impact further in time. Adjustments attributable to Covid-19 include:

- A reduction of \$250,000 following a decision by Council on 31 March 2020 to offer a relief package to property leaseholders and ratepayers impact by Covid-19;
- A reduction of \$200,000 to the parking income budget, a sizeable component of which is airport related;
- A reduction in income of \$70,000 from the expected closure of the Thebarton Community Centre for the first 3 months of the financial year.

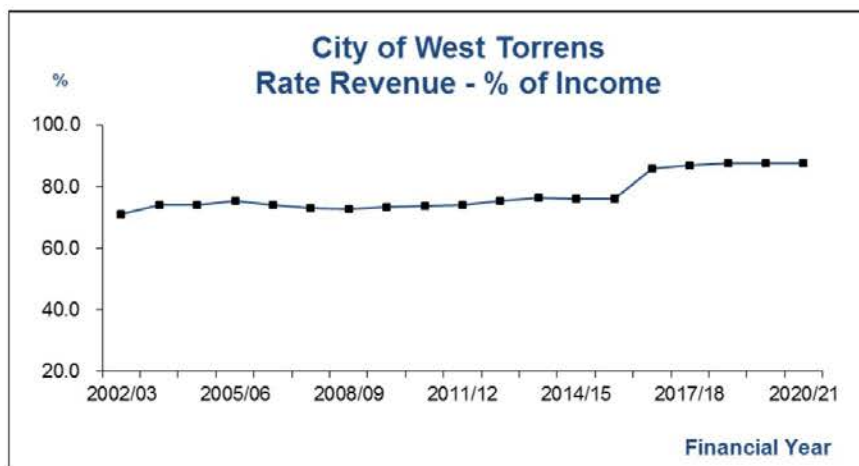
Action was also taken in response to Covid-19 to reduce the proposed rate increase from an intended 2.5 per cent to 1.0 per cent, which further reduced income by \$810,000. Rate equivalent payments from Adelaide Airport Limited have likewise been reduced by \$320,000, but this may require further adjustment given recent developments.

**Rate Income**

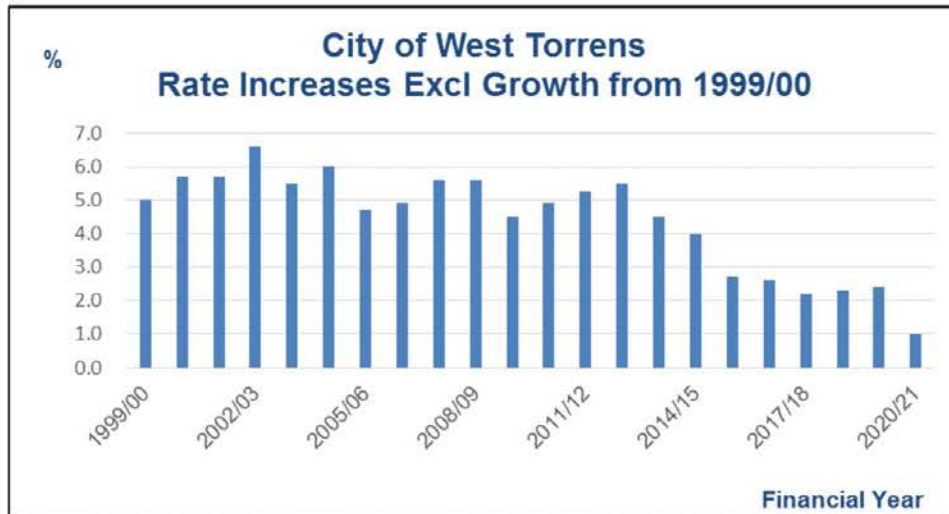
87.7 per cent of the income budgeted by Council is derived from rates and rate equivalent payments, as follows:



As can be seen in the following graph, Council's dependency on rate revenue continues to be significant, with no major growth in other income areas.



Council has endeavoured to limit increases in rates and since 1999/00 has achieved an average increase of 4.4 per cent (excluding natural growth), as shown in the chart below. Much lower increases are evident in recent years.



**Rate Calculation**

Rates in 2020/21 are determined on the following basis:

	<b>\$</b>
Rate Income 2019/20	53,943,433
Add Natural Growth @ Net 1.0%	539,434
	<hr/>
Rates Prior to Rate Increase	54,482,867
	<hr/>
Add Net Rate Increase @ 1.0%	547,133
	<hr/>
<b>Rates Raised (excluding fines)</b>	<b>55,030,000</b>
	<hr/>

Rate equivalent payments by Adelaide Airport Limited are excluded from the above rate calculations, along with the RL levy, rebates and remissions.

### Minimum Rates

A minimum rate of \$944 is proposed for 2020/21 (\$935 in 2019/20), an increase of \$9 or 1.0 per cent.

This rate is expected to result in substantially less than 35 per cent of West Torrens Council properties being minimum rated and ensure compliance with Section 158 of the Local Government Act 1999.

West Torrens had the third lowest minimum rate in metropolitan Adelaide in 2019/20 at \$935. Minimum rates in metropolitan Adelaide average \$1,030 and range between \$850 (Unley) and \$1,239 (Prospect).

### Rate Movements

It is proposed that rates be increased as follows:

Minimum Rate	:	Up 1.0%
Non-Residential	:	Up 1.0%
Residential	:	Up 1.0%
Overall Increase	:	Up 1.0%

Detailed rate modelling information, prepared pursuant to the requirements of Section 123 of the Local Government Act 1999, is included in section 7 of this document.

### Rates Comparison with Other Councils

Average rates in metropolitan Adelaide ranged between \$1,617 (Campbelltown) and \$2,237 (Walkerville). The West Torrens average of \$1,755 is low by comparison.

West Torrens is able to offer an average residential rate of \$1,264, the second lowest in metropolitan Adelaide. Averages range from \$1,067 (Port Adelaide Enfield) to \$2,119 (Walkerville).

These averages are based on what occurred in the 2019/20 financial year.



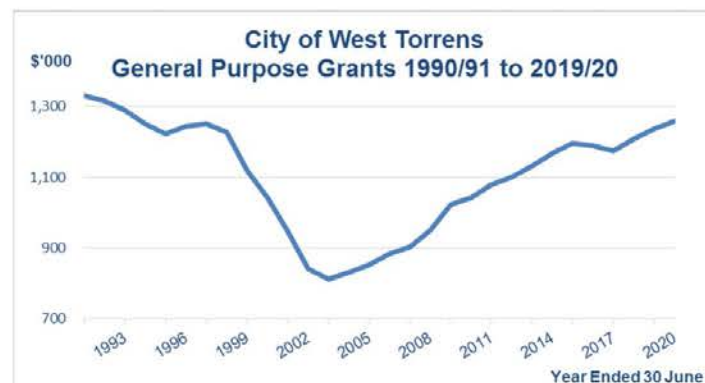
**Grant Income**

Grant income budgeted in 2020/21 totals \$4,287,188 (\$3,449,469 in 2019/20) up 24.3 per cent as follows:

	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
General Purpose Grant	1,263,500	1,279,936	16,436
Road Grants	637,442	651,466	14,024
Library	430,169	434,854	4,685
HACC / CHSP	465,440	502,000	36,560
Special Road Grants	617,418	617,418	0
Sundry Grants	35,500	801,514	766,014
<b>Total</b>	<b>3,449,469</b>	<b>4,287,188</b>	<b>837,719</b>

**General Purpose Grant**

The following table shows Council's general purpose grants from the South Australian Grants Commission since 1997/98. The decline reflects the impact of a methodology review by the Commission.



**User Charges**

User charges can be distinguished from taxes because they can be avoided by a ratepayer's decision not to use the good or service in question. The basis for raising general rates from ratepayers is to pay for the goods and services that a local government provides to its community. However, there are certain goods and services that the Council provides which are available specifically to individuals or groups and for which a user charge is appropriate. Councils already have a number of user charges e.g. library charges, hall hire, tennis court hire, community centre fees, etc.

## Budget and Annual Business Plan

## Operational Budget

User charges can help to reduce the rate burden on ratepayers.

User charges budgeted in the 2020/21 financial year total \$1,603,975 (or 2.3 per cent of all Council's operating income). They comprise of the following:

	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Waste Royalties / Lease Fees	190,000	192,000	2,000
Hall and Theatre Hire / Rent	384,500	275,625	-108,875
Library Income	28,900	21,600	-7,300
Ovals Rents, Fees & Related	75,000	90,000	15,000
Home Support Charges	135,000	110,000	-25,000
House Rent & Related	35,800	38,000	2,200
Commercial Lease Fees	460,000	543,750	83,750
Sundry User Charges	426,406	333,000	-93,406
<b>Total</b>	<b>1,735,606</b>	<b>1,603,975</b>	<b>-131,631</b>

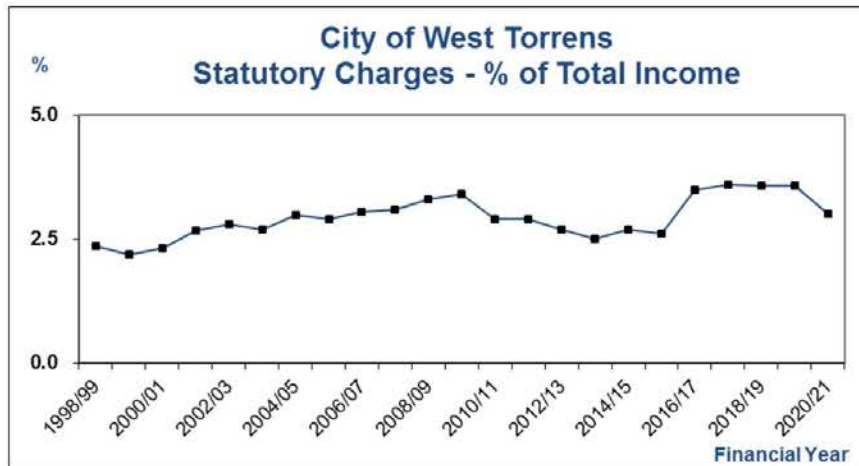
Commercial lease fees of \$543,750 are for the new depot facility. All user charges are reviewed annually by Council.

### Statutory Charges

Statutory charges are substantially set by the State Government on regulatory services provided by local government, such as dog registration fees, building and planning fees, and parking fines. They comprise of the following:

	<b>Budget 2019/20</b>	<b>Budget 2020/21</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Parking Income	1,170,000	890,000	-280,000
Development Act Fees	670,000	630,000	-40,000
Animal Control Income	395,000	346,500	-48,500
Property Search Fees	115,000	115,000	0
Sundry Statutory Charges	99,400	90,120	-9,280
<b>Total</b>	<b>2,449,400</b>	<b>2,071,620</b>	<b>-377,780</b>

Statutory fees play an important role in enabling Council to provide a range of specific services and community facilities. However, these fees and charges make a relatively modest contribution to the overall budget. In the 2020/21 budget, statutory charges total \$2,071,620 or 3.0 per cent of all Council income (excluding capital revenues). The trend since 1997/98 has been as follows:



**Other Income**

Other income of the Council includes investment income, insurance returns and reimbursements, and comprises 0.9 per cent of all income budgeted in 2019/20 (excluding capital revenues).

	Budget 2019/20 \$	Budget 2020/21 \$	Variance \$
Investment & Related Income	216,000	144,000	-72,000
Reimbursement Income	251,800	272,125	20,325
Insurance Bonus	150,000	100,000	-50,000
Sundry Income	132,085	92,000	-40,085
<b>Total</b>	<b>749,885</b>	<b>608,125</b>	<b>-141,760</b>

**Loan Program 2020/21**

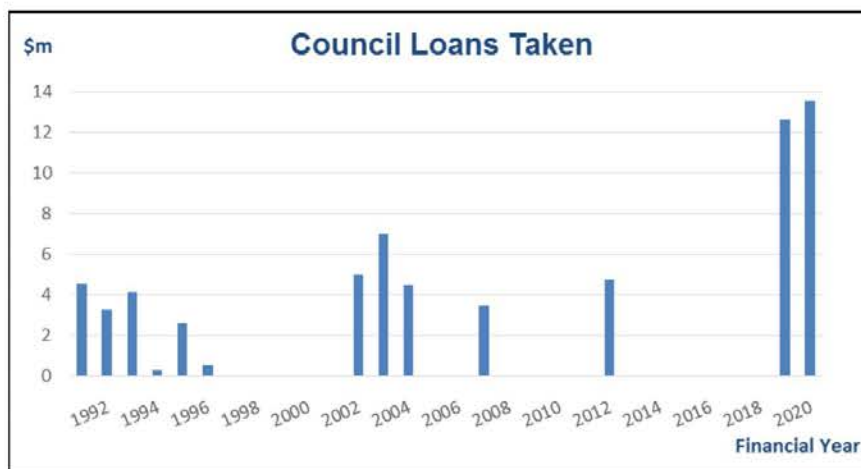
Council's loan program for 2020/21 totals \$6,536,620 (\$3,796,002 in the 2019/20 original budget). Details of the loan program can be seen below:

**City of West Torrens  
Loan Program 2020/21**

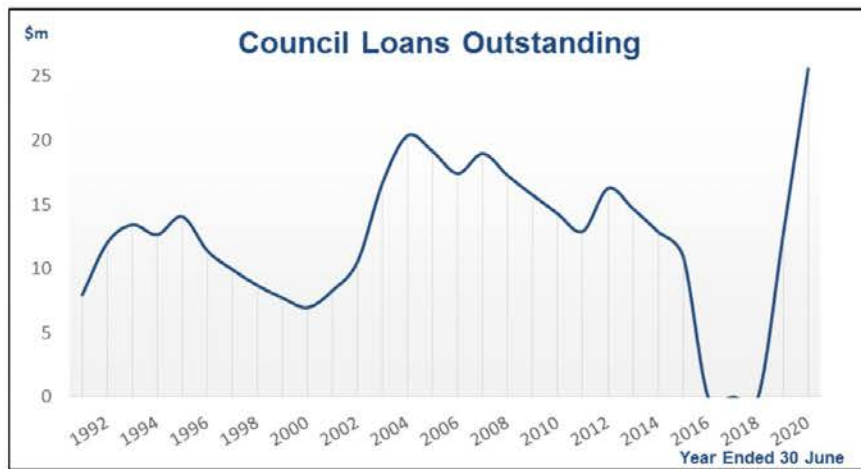
<b>Project</b>	<b>\$</b>
BHKC Project (no overhead)	1,345,711
Thebarton Oval Redevelopment	1,000,000
Packard Street Cut-off Drain	650,000
Redevelopment - Community Facilities	2,100,000
LED Lighting	1,100,000
Theb Comm Centre - Upgrade Stage 2	500,000
Overhead	-159,091
<b>Balance</b>	<b>6,536,620</b>

**Historical Perspective on Loans**

The following graphic shows new loans taken by Council since 1 July 1990, including those of both Thebarton and West Torrens Councils prior to amalgamation in 1997.



A new loan of \$13,554,958 was taken out during 2020 to fund major capital works projects currently in progress. This is the second loan Council has taken since January 2012. The next graph shows the balance of council loans outstanding at the end of each financial year.



Increased borrowings in the 1991 to 1993 period were largely due to the redevelopment of the Hilton Civic Centre and property acquisitions associated with the Hilton Shopping Centre site.

A sizeable reduction of Council's indebtedness in the 1995 to 2001 period occurred because Council elected to use cash reserves rather than borrowings to fund the budgeted loan program. This has resulted in interest and principle repayments being avoided.

No loan liability in 2016, 2017 and 2018 reflect action taken to pay out loans using proceeds from the sale of St Martins aged care facility. The surplus funds from the sale allowed council to avoid borrowing until the 2019 financial year.

**Operational Budgets by Division**

## Urban Services Division



The Urban Services Division covers a range of service areas responsible for the city's infrastructure as well as the built and natural environment. The division is responsible for the provision of services and resources that enhance life in the city and it plans, manages and reviews the delivery of Council's works, infrastructure, property, land use and planning services.

The Urban Services Division comprises the following:

- City Operations;
- City Assets;
- City Development;
- City Property.

## Urban Services Division 2020/21 Business Plan and Budget Statement

### Objective(s)

Support Council with the provision of a range of urban services for the city, which aim to maintain and improve public infrastructure and facilities, amenity and open space, and the built environment.

### Key Activities 2020/21

Key activities include the following:

- Discharge functions and duties under the Development Act 1993, Development Regulations 2008, Planning, Development and Infrastructure Act 2016, and Planning, Development and Infrastructure Regulations;
- The effective and efficient creation / maintenance of Council's infrastructure and property assets, via on-going capital/maintenance works programs, 10 year asset management plans / long term financial plans and information systems;
- Undertake the planning, design, documentation and contract management of Council's annual capital works program;
- The management of stormwater by the establishment of new and upgraded drainage systems, localised flood analysis, water quality and stormwater harvesting;
- Provide engineering technical advice and manage urban design development;
- Oversee the implementation of Council's priorities for community facilities and recreational projects;
- Provide effective management and maintenance of all Council buildings and facilities, including leasing and licencing;
- Enhance and maintain Council's open space and community land facilities;
- Provide services to support delivery of Council's internal business operations, including vehicle fleet management and plant and equipment maintenance;
- The measurement and study of traffic and parking, including activities ranging from traffic data collection and analysis, to parking signage and line marking, accident studies, travel demand management and the development of intelligent transport systems;
- Undertake works and services to provide and maintain community assets including:
  - footpaths and roads (incl. cleaning);
  - street furniture and regulatory signage;
  - drainage systems;
  - street trees; and
  - parks, gardens and playgrounds.

### Performance Measures

Performance measures, both financial and non-financial, against which the Urban Services Division will be assessed, are:

- Statutory development assessment and development compliance obligations are met in an efficient and timely fashion, consistent with the planning and development statutory framework and policies of the Council;
- Effective provision of support to the Council Assessment Panel and Building Fire Safety Committee;
- Projects are completed on time, on budget and with quality outcomes;



- Stormwater flood mitigation measures are effective throughout the city and meet community expectations;
- Asset management plans are in place and support asset maintenance requirements of the city;
- Traffic management measures that demonstrate safety improvements while providing increased levels of community satisfaction;
- Asset maintenance is timely, cost effective, of a high quality and meets community expectations;
- Service frequencies that meet community expectations, including street sweeping and parks and landscape maintenance;
- Compliance with codes, policies and legislation for all properties and facilities;
- High service levels are maintained and key performance indicators are met.

## 2020/21 Budget Highlights

### 1. Income

- Urban Services' income is budgeted to increase by \$686,837 or 19.5 per cent in 2020/21 to \$4,205,903;
- Roads to recovery funding of \$617,418 is budgeted to continue in 2020/21;
- Council's identified local road grant is budgeted at \$651,466, (\$637,442 budgeted originally in 2019/20);
- \$192,000 has been budgeted for royalty payments and lease income associated with the waste transfer station, up \$2,000 or 1.1 per cent on 2020/21;
- Income from sporting facilities has been budgeted to increase by \$12,375 to \$97,875 (\$85,500 in 2019/20), with new income anticipated from facility upgrades, although this increase is offset by rent and related relief measures offered to the leaseholders of Council facilities in response to Covid-19;
- Thebarton Theatre complex income of \$45,000 is budgeted (\$85,000 in 2019/20);
- Property related reimbursements of utility and related charges (such as water and electricity) of \$225,000 are budgeted (\$198,000 in 2019/20);
- Lease income of \$543,750 from the new depot is budgeted (\$460,000 in 2019/20), some of which is currently under review;
- City Operations' income of \$174,000 is budgeted (\$144,500 in 2019/20), most of which involves reimbursement for work undertaken by depot staff, and includes \$35,000 for maintaining selected highway medians on Sir Donald Bradman Drive, Airport Road and Henley Beach Road for the Department of Planning, Transport and Infrastructure;
- Development application fees of \$630,000 are budgeted (down 6.0 per cent from \$670,000 in 2019/20);
- Property search fees are budgeted at \$115,000 (unchanged from 2019/20).

### 2. Operational Expenditure

- Operational expenditure (excluding depreciation) has increased by \$487,065 or 2.0 per cent to \$24,455,915 (\$23,968,851 in 2019/20);
- Employment expenses have fallen by \$140,785 or 1.3 per cent, to \$10,954,428;
- Street lighting expenditure has decreased by \$49,782 or 5.0 per cent to \$945,218 (\$995,000 in 2019/20). This excludes capital expenditure (refer to capital program);
- Professional fees have decreased by \$290,000 or 37.2 per cent to \$490,000, to fund the following:
  - \$100,000 for specialist engineering advice;
  - \$60,000 for Lands Titles Office and topographical surveys;

## Budget and Annual Business Plan

## Operational Budgets by Division

- \$50,000 for environmental monitoring and reporting;
  - \$50,000 for rolling stormwater audit work to be undertaken;
  - \$45,000 technical advice for planning during significant industry reform;
  - \$40,000 for asset management development.
  - \$40,000 for general consultancy advice;
  - \$25,000 for landscape concept designs;
  - \$25,000 for arboriculture, heritage, engineering and specialist planning advice;
  - \$25,000 for investigation and design for minor building projects, including repairs and maintenance activities, inspection, minor audits and professional advice (including heritage), and property transactions;
  - \$20,000 for transport strategy implementation;
  - \$10,000 for geotechnical testing;
- Depreciation costs are budgeted to increase by \$1,690,315 or 15.2 per cent to \$12,791,595 as facility upgrades become operational;
  - Contract maintenance expenditure has increased by \$242,359 or 8.4 per cent to \$3,112,559 and includes:
    - \$902,607 for road, road reserve and footpath maintenance;
    - \$505,000 for building and contract maintenance;
    - \$440,000 for horticulture and landscape maintenance;
    - \$276,393 for tree pruning;
    - \$295,200 for inspection, cleaning and maintaining the street and drainage network and stormwater pump stations;
    - \$220,000 for weed control;
    - \$180,000 in waste disposal costs, which includes illegally dumped rubbish;
    - \$145,359 for Council Assessment Panel support and the implementation of increased statutory building inspection requirements;
    - \$85,000 for graffiti removal;
    - \$51,000 for turf / irrigation maintenance and compliance testing;
    - \$12,000 for sundry operational expenditure.
  - Material costs for maintenance works have increased by \$28,270 or 2.8 per cent to \$1,049,450, and includes:
    - \$474,774 for road maintenance and concrete material;
    - \$398,272 for the greening program (tree replacement, plantings and biodiversity WSUD plantings);
    - \$151,404 for line marking and signage / furniture;
    - \$25,000 for building materials and fixtures / fittings.
  - Interest expense of \$819,939 is budgeted (\$518,976 in 2019/20) as Council resumes borrowing for major capital projects;
  - Rental, sundry and land tax equivalent payments to Adelaide Airport Limited totalling \$780,000 are budgeted (\$765,000 in the original 2019/20 budget);
  - Levies and charges have decreased by \$40,000 or 38.1 per cent to \$65,000 and cover EPA licence fees for Deeds Road / Waste Transfer Station (\$40,000) and decreased planning fees payable to the SA Government (\$20,000);
  - Plant and equipment costs (excluding plant hire and depreciation) of \$742,703 are budgeted (\$739,140 in 2019/20);
  - Water rates have increased by \$18,000 or 2.7 per cent to \$695,000;
  - Sitting fees for independent members of the Council Assessment Panel of \$31,400 is factored into the budget, based on allowances set by the SA Remuneration Tribunal (\$30,200 in 2019/20).

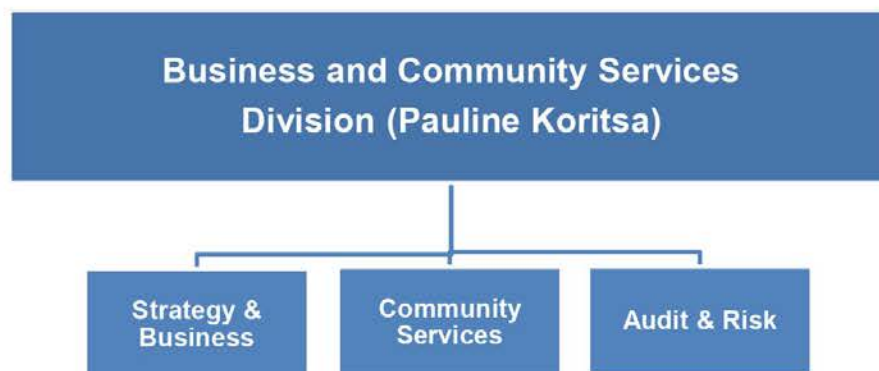
## Budget and Annual Business Plan

## Operational Budgets by Division

<b>BUDGET 2020/21</b> <b>URBAN SERVICES DIVISION</b> <b>OPERATIONAL EXPENDITURE &amp; INCOME</b>
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2019/20 BUDGET		DESCRIPTION	2020/21 BUDGET	VARIATION TO	
ORIGINAL	REVISED			2019/20 ORIGINAL	
<b>Income</b>					
785,000	745,000	Statutory Charges	745,000	(40,000)	-5.1%
1,156,206	1,060,741	User Charges	1,116,505	(39,701)	-3.4%
1,290,360	1,140,277	Grants & Subsidies	2,038,898	748,538	58.0%
220,500	217,703	Reimbursements	265,000	44,500	20.2%
67,000	448,253	Other Income	40,500	(26,500)	-39.6%
<b>3,519,066</b>	<b>3,611,974</b>	<b>Total Income</b>	<b>4,205,903</b>	<b>686,837</b>	<b>19.5%</b>
<b>Operational Expenditure</b>					
10,523,275	10,424,566	Staff Costs	10,490,963	(32,312)	-0.3%
571,938	492,856	Staff Related Costs	463,465	(108,473)	-19.0%
2,148,190	2,236,350	Buildings Furniture & Fittings	2,354,185	205,995	9.6%
1,406,470	1,453,626	Plant & Equipment	1,440,673	34,203	2.4%
6,910	5,680	Computer Expenditure	5,270	(1,640)	-23.7%
8,391,900	9,683,670	Community Assets	9,857,970	1,466,070	17.5%
1,773,337	1,796,939	General	1,599,094	(174,243)	-9.8%
518,976	518,976	Bank & Finance	819,939	300,963	58.0%
1,151,475	1,161,170	Council Expenditure	1,063,618	(87,857)	-7.6%
2,870,200	2,839,500	Contract Expenditure	3,112,559	242,359	8.4%
1,021,180	1,003,680	Materials	1,049,450	28,270	2.8%
2,176,900	2,217,900	Occupancy & Property	2,231,700	54,800	2.5%
(200,000)	(200,000)	Internal - Expenditure Recovered	(175,000)	25,000	-12.5%
<b>32,360,751</b>	<b>33,634,913</b>	<b>Total Operational Costs</b>	<b>34,313,886</b>	<b>1,953,135</b>	<b>6.0%</b>
<b>(28,841,685)</b>	<b>(30,022,939)</b>	<b>Operational Surplus/(Deficit)</b>	<b>(30,107,983)</b>	<b>(1,266,298)</b>	<b>4.4%</b>

## Business and Community Services Division



The Business and Community Services Division is primarily responsible for governance and risk management, media and events, procurement, internal audit, strategic planning, the development of policy and the provision of services to the community as approved in Council's strategic directions and annual budget.

The Business and Community Services Division comprises the following:

- Strategy and Business;
- Community Services;
- Audit and Risk.

## **Business and Community Services Division 2020/21 Business Plan and Budget Statement**

### **Objective(s)**

- Influence the implementation of departmental strategies that are consistent with the aspirations and principles detailed in Council's Community Plan;
- Coordinate high level strategic land use planning policy, corporate planning and environmental services;
- Build stronger relationships and partnerships between Council, the community and state and other local governments, to build the social capital of the local community;
- Deliver responsive services that address health and wellbeing, and the social and educational needs of people of all ages;
- Promote literacy by making it easy for people of all ages, cultures and interests to get into reading at all levels. Reading plays a crucial role in creating independent learners, underpins literacy skills and educational attainment and helps people understand themselves and others;
- Deliver the provision of community based support and services for older people, people with disabilities and their carers, and other specifically funded (external and council) target groups;
- Achieve excellence in governance, internal audit, risk management and procurement;
- Deliver high quality media, communication, events and community engagement programs.

### **Key Activities 2020/21**

Key divisional activities include:

- City Strategy, including the coordination of land use planning policy, corporate and strategic planning and performance of the Community Plan;
- Community Services, including the provision of centre and outside based programs and services to people of all ages, mobile and home library services, volunteer, community bus, children and youth programs, and aged support programs;
- Business Services, which includes procurement, internal audit, risk management, governance, and creative services.

### **Performance Measures**

Performance measures, both financial and non-financial, against which the Business and Community Services Division will be assessed, include:

- The degree to which Council implements policies, plans, programs, activities and procedures recommended by the division;
- Successful performance within the procurement program, emergency management, business and continuity plans, and community engagement framework;
- The degree to which the organisation achieves the objectives and targets set in its key climate change adaptation programs;
- The performance of Council's aged services program against the independently assessed Commonwealth accreditation, validation and certification standards;
- Financial management of all programs within the budgets set and to the standards required by the funding bodies, including Council itself;
- Community participation in the summer festival program.

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**2020/21 Budget Highlights****1. Income**

- Divisional income is budgeted to fall by \$29,775 or 2.2 per cent to \$1,341,754;
- Income from library users of \$33,800 is budgeted (\$41,100 in 2019/20);
- A component of the library budget is externally funded by the State Government (total of \$434,854), and this represents 15.1 per cent of the total operational budget of the library (\$430,169 in 2019/20);
- User charges for the Commonwealth Home Support program (CHSP) have decreased by \$20,000 to \$90,000;
- Grant income for CHSP is expected to be \$502,000 (\$465,440 in 2019/20);
- Income for Community Development includes transport fees and charges of \$8,100, community centre hire charges of \$210,000 and fees from home advantage services of \$20,000.

**2. Operational Expenditure**

- Operational expenditure for the Business and Community Services Division is budgeted to fall by \$695,095 or 7.9 per cent to \$8,053,233, further details of which are provided below;
- Employment expenses have fallen by \$123,250 or 2.2 per cent, to \$5,457,047;
- \$157,000 has been budgeted for professional fees, down \$183,500 or 53.9 per cent on what was funded in 2019/20. The budget amount includes:
  - \$65,000 for Adapt West programs;
  - \$30,000 for a Public Health Plan review;
  - \$25,000 for internal audit support;
  - \$20,000 for planning reform projects;
  - \$10,000 for a carbon monitoring licence;
  - \$7,000 for other sundry support.
- Grants of \$320,600 are proposed in 2020/21 (\$372,082 in 2019/20). Funded items include:
  - \$156,600 for annual partnership grants to the Fulham Community Centre, Western Youth Centre and Camden Community Centre;
  - Community grants of \$100,000;
  - Sundry partnership grants of \$34,000;
  - Rainwater tank and rain garden rebates of \$15,000;
  - Environment grants of \$10,000;
  - Donations of \$5,000.
- The budget for community programs has fallen from \$306,650 in 2019/20 to \$154,600 in 2020/21, largely due to the suspension of Council's events / summer festival program. Items being funded include the following:
  - \$60,000 for Community Development programs listed below;
  - \$59,600 for special library programs;
  - \$35,000 for other programs and support, including the provision of heat and household support packs.
- The Community Development budget of \$60,000, which has been reduced by \$28,000 from 2019/20, and includes funding for:

## Budget and Annual Business Plan

## Operational Budgets by Division

- 
- School holiday events, such as "Little Day Out" activities;
  - Community and celebratory activities and projects e.g. volunteer thank you Christmas lunch, community gardens, and walking and sewing groups;
  - Youth initiatives e.g. after school and school holiday activities, and youth expo;
  - Community participation and engagement, including disability and volunteer expos, training and support, anti-poverty week, harmony day and cultural evenings;
  - Active ageing initiatives to facilitate opportunities for older people to be active in the community;
  - Initiatives and activities to implement actions in accordance with the Disability, Access and Inclusion Strategy;
  - Arts and cultural activities and events.
- 
- Library resources, most of which are grant funded, have been budgeted at \$293,192 (\$325,516 in 2019/20);
  - The operational bottom line for CHSP is budgeted to be substantially break-even in 2020/21, with contractor support budgeted at \$166,908 (\$185,000 in 2019/20);
  - Subscription budgets have increased by \$16,212 or 16.9 per cent to \$112,119 and this covers library resources, such as magazines, media and music, along with survey and media monitoring tools;
  - Publications and printing costs of \$80,000 are proposed (\$88,775 in 2019/20);
  - Advertising and publicity costs of \$14,440 are budgeted in 2020/21 (\$47,300 in 2019/20).

## Budget and Annual Business Plan

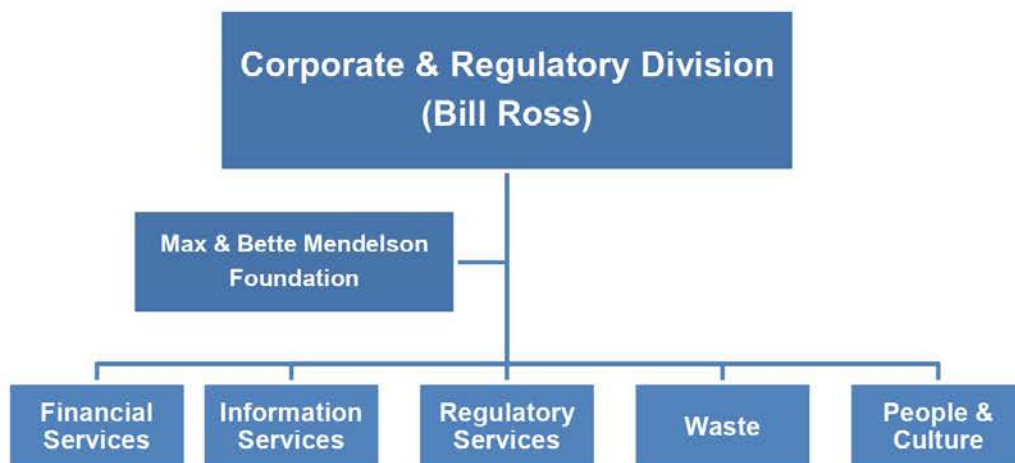
## Operational Budgets by Division

<b>BUDGET 2020/21</b> <b>BUSINESS &amp; COMMUNITY SERVICES DIVISION</b> <b>OPERATIONAL EXPENDITURE &amp; INCOME</b>
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2019/20 BUDGET		DESCRIPTION	2020/21 BUDGET	VARIATION TO 2019/20 ORIGINAL	
ORIGINAL	REVISED				
<b>Income</b>					
1,000	1,000	Statutory Charges	1,000	0	0.0%
472,920	393,920	User Charges	383,900	(89,020)	-18.8%
895,609	943,513	Grants & Subsidies	936,854	41,245	4.6%
0	2,587	Reimbursements	1,500	1,500	N/A
2,000	16,527	Other Income	18,500	16,500	825.0%
<b>1,371,529</b>	<b>1,357,547</b>	<b>Total Income</b>	<b>1,341,754</b>	<b>(29,775)</b>	<b>-2.2%</b>
<b>Operational Expenditure</b>					
5,335,887	5,242,487	Staff Costs	5,254,818	(81,069)	-1.5%
244,409	201,165	Staff Related Costs	202,229	(42,180)	-17.3%
171,200	178,563	Buildings Furniture & Fittings	177,380	6,180	3.6%
145,710	131,454	Plant & Equipment	122,806	(22,904)	-15.7%
156,619	174,649	Computer Expenditure	143,289	(13,330)	-8.5%
1,615,424	1,593,310	General	1,175,046	(440,378)	-27.3%
2,400	4,900	Bank & Finance	6,000	3,600	150.0%
380,684	487,691	Council Expenditure	329,522	(51,162)	-13.4%
290,000	295,014	Contract Expenditure	259,908	(30,092)	-10.4%
31,000	31,000	Materials	30,000	(1,000)	-3.2%
351,994	332,994	Occupancy & Property	352,235	241	0.1%
23,000	0	Internal - Expenditure Recovered	0	(23,000)	-100.0%
<b>8,748,327</b>	<b>8,673,227</b>	<b>Total Operational Costs</b>	<b>8,053,233</b>	<b>(695,095)</b>	<b>-7.9%</b>
<b>(7,376,798)</b>	<b>(7,315,680)</b>	<b>Operational Surplus/(Deficit)</b>	<b>(6,711,479)</b>	<b>665,320</b>	<b>-9.0%</b>



## Corporate and Regulatory Division



The Corporate and Regulatory Division is responsible for the provision of a range of support services across Council and the provision of operational support to the Chief Executive Officer.

The Corporate and Regulatory Division comprises the following:

- The Mendelson Foundation;
- Financial Services;
- Information Services;
- Regulatory Services;
- Waste;
- People and Culture.

### Corporate and Regulatory Division 2020/21 Business Plan and Budget Statement

**Objective(s)**

Support Council with the provision of corporate services, including financial, human resource management and information services, and deliver effective and efficient waste, environmental health, compliance, call centre services to the community.

**Key Activities 2020/21**

Key activities include the following:

- Finance;
- Human resource management;
- Counter and call centre services;
- Information technology (IT);
- Information management;
- Compliance and environmental health services;
- Waste management;
- Mendelson Foundation administration.

**Performance Measures**

Performance measures, both financial and non-financial, against which the Corporate and Regulatory Division will be assessed, are:

- The achievement of quality outcomes for the benefit of both Council and the West Torrens' community;
- City of West Torrens remains financially sustainable as an entity;
- The delivery of a high level of financial accountability;
- Compliance with all relevant legislation and regulations;
- High level support in human resource management is provided;
- Quality work health and safety outcomes are achieved;
- High standards of call centre service are maintained;
- A high level of IT network and application availability occurs;
- A policing presence is maintained within the community in parking administration, animal management and general compliance operations;
- Quality immunisation outcomes are achieved;
- Waste to landfill is reduced and recycling increased;
- Ongoing success is achieved with food waste recycling and illegal dumping programs;
- Prudent management of Mendelson Foundation investments occurs.

**2020/21 Budget Highlights****1. Income**

- Corporate and Regulatory income, which includes rates and rate equivalent payments, has increased by \$430,296 or 0.7 per cent, to \$64,229,071;
- Rates are budgeted to increase by 1.0 per cent, based on the calculation that follows. This represents an increase in income from rates of \$1,086,567 over what was raised in 2019/20.

## Budget and Annual Business Plan

## Operational Budgets by Division

	\$
Rate Income 2019/20	53,943,433
Add Natural Growth at 1.0%	539,434
<b>Sub Total</b>	<b>54,482,867</b>
Add Rate Increase at 1.0%	547,133
<b>Total</b>	<b>55,030,000</b>

- Rate equivalent payments for Adelaide Airport have increased to \$5,380,000, based on growth of 1.0 per cent and a 1.0 per cent increase, as follows:

	\$
Net REP's in 2019/20	<b>5,276,931</b>
Add growth at 1.0%	52,769
Add increase at 1.0%	50,300
<b>Total</b>	<b>5,380,000</b>

- Income from investments has decreased by \$72,000 or 33.3 per cent to \$144,000, based on an assessment of Mendelson investment performance and Council's future cash flow position;
- An amount of \$1.280 million is budgeted for Council's financial assistance grant in 2020/21 (\$1.264 million in 2019/20);
- Environmental Health income is budgeted to fall by \$23,410 or 21.8 per cent to \$83,990, reflecting changes to immunisation service provision and a Council decision to waive inspection fees for food premises until 30 September 2020;
- Parking expiation income is decreasing by \$300,000 or 28.6 per cent to \$750,000, largely due to the impact of Covid-19, including an expected significant reduction associated with Adelaide Airport.

## 2. Operational Expenditure

- Operational costs for the Corporate and Regulatory Division have increased by \$774,062 or 4.6 per cent to \$17,554,881, largely fuelled by an increase in waste management costs;
- Employment and related costs have fallen by \$236,640 or 3.6 per cent, to \$6,349,278;
- An amount of \$1,566,570 is budgeted for the RL levy, up \$24,060 or 1.6 per cent on 2019/20;
- The budget for rate rebates and remissions for 2020/21 totals \$990,000, an increase of \$80,000 or 8.8 per cent compared to the 2019/20 original budget;
- Valuation charges of the Valuer-General are budgeted to increase by \$11,000 to \$226,000;
- Training and development costs have fallen by \$60,094 or 53.4 per cent to \$52,496, with reductions made in response to Covid-19, including reductions to travel and conference budgets. The amount budgeted includes corporate and mandatory training requirements;
- Council's waste contract budget is increasing by \$883,000 or 15.8 per cent to \$6.47 million over that budgeted in 2019/20, the key increases being:
  - Recycling / China sword increases of \$370,000;
  - Waste levy increases, including flow-on increases from 2019, totalling \$257,000;

## Budget and Annual Business Plan

## Operational Budgets by Division

- New contract increases of \$190,000.

- The collection budget amount of \$4,120,000 includes an allowance of \$538,000 for the following items (\$484,455 in 2019/20):

	\$
Hard waste	380,000
Mattresses	20,000
E-waste collection	8,000
Vouchers - 6 x 4 trailer	130,000
<b>Total</b>	<b>538,000</b>

- Waste to landfill costs has increased by \$280,000 or 13.5 per cent to \$2,350,000, largely because of a waste levy increase imposed by the state government;
- The corporate software budget has increased by \$18,500 or 1.9 per cent to \$973,000, an increase impacted by:
  - The annual spend on several products including Google, Pathway and our Seamless web solution has been managed down (\$40,000);
  - The take-up of new software subscriptions, including Qualtrics to help manage our community experience, and Forestree to help manage and maintain our council trees (\$10,000);
  - Organic growth in the use of our current products, including business demand for additional licences, new positions, hot-desking and job-sharing have driven an increase (\$40,000).
- The professional fees budget has fallen by \$72,380 or 22.2 per cent to \$254,000 and includes:
  - \$102,500 in debtor management and debt recovery support (offset by income recoveries);
  - \$48,000 in HR and related professional support, including the provision for pre-employment medicals, security checks, counselling support, WHS and workers compensation assistance and cultural program and team building support;
  - \$44,000 in support of new waste education programs and kerbside audit arrangements;
  - \$25,000 for statutory auditing;
  - \$20,000 in specialist support of IT operations;
  - \$14,500 for investment advice for the Mendelson Foundation.
- Contractor expenses have decreased by \$15,100 to \$142,400 for the following to be provided:
  - Out-of-hours and backup parking and related compliance support (\$52,000);
  - Contracted immunisation service delivery (\$69,400);
  - European wasp eradication program support (\$16,000);
  - Waste support (\$5,000).

## Budget and Annual Business Plan

## Operational Budgets by Division

<b>BUDGET 2020/21</b> <b>CORPORATE &amp; REGULATORY DIVISION</b> <b>OPERATIONAL EXPENDITURE &amp; INCOME</b>
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2019/20 BUDGET		DESCRIPTION	2020/21 BUDGET	VARIATION TO	
ORIGINAL	REVISED			BUDGET	2019/20 ORIGINAL
<b>Income</b>					
60,307,510	60,261,064	Rates	61,207,820	900,310	1.5%
1,663,400	1,307,916	Statutory Charges	1,325,620	(337,780)	-20.3%
106,480	112,480	User Charges	103,570	(2,910)	-2.7%
1,263,500	627,420	Grants & Subsidies	1,311,436	47,936	3.8%
28,800	28,580	Reimbursements	3,625	(25,175)	-87.4%
429,085	173,699	Other Income	277,000	(152,085)	-35.4%
<b>63,798,775</b>	<b>62,511,159</b>	<b>Total Income</b>	<b>64,229,071</b>	<b>430,296</b>	<b>0.7%</b>
<b>Operational Expenditure</b>					
6,163,370	6,177,564	Staff Costs	6,018,391	(144,979)	-2.4%
422,548	382,926	Staff Related Costs	330,888	(91,660)	-21.7%
15,230	18,810	Buildings Furniture & Fittings	15,940	710	4.7%
128,200	133,478	Plant & Equipment	142,684	14,484	11.3%
1,288,340	1,302,900	Computer Expenditure	1,309,840	21,500	1.7%
0	0	Community Assets	0	0	N/A
912,941	910,606	General	819,537	(93,404)	-10.2%
146,000	136,000	Bank & Finance	302,000	156,000	106.8%
1,896,190	1,901,190	Council Expenditure	1,943,802	47,612	2.5%
5,744,500	5,730,680	Contract Expenditure	6,612,400	867,900	15.1%
0	0	Materials	0	0	N/A
63,500	63,500	Occupancy & Property	59,400	(4,100)	-6.5%
0	0	Internal - Expenditure Recovered	0	0	N/A
<b>16,780,819</b>	<b>16,757,654</b>	<b>Total Operational Costs</b>	<b>17,554,881</b>	<b>774,062</b>	<b>4.6%</b>
<b>47,017,956</b>	<b>45,753,505</b>	<b>Operational Surplus/(Deficit)</b>	<b>46,674,190</b>	<b>(343,766)</b>	<b>-0.7%</b>

## City Management Division



The City Management Division is responsible for the provision of a range of services to elected representatives, the community and the Council.

The City Management Division comprises the following:

- Elected Council;
- Office of the Mayor and CEO.

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## **City Management Division 2020/21 Business Plan and Budget Statement**

### **Objective(s)**

The objectives of the City Management Division are to:

- Make responsible and informed decisions in the interests of the community;
- Manage Council operations and the provision of public services and facilities;
- Exercise, perform and discharge the powers, functions and duties of local government under the Local Government Act and other related legislation;
- Represent the interests of the West Torrens' community to the wider community;
- Encourage and develop community initiatives in order to improve the quality of life for residents;
- Drive innovation and efficiency across the organisation through the lean thinking program;
- Promote and support economic development within the city including the provision of a supportive environment for developing sustainable business opportunities;
- Research and coordinate applications for external grant funding and industry related awards.

### **Key Activities 2020/21**

Key activities include the following:

- Office of the Mayor and CEO;
- Business of the Elected Council;
- Delivery of continuous improvement and economic development initiatives.

### **Performance Measures**

Performance measures, both financial and non-financial, against which the Office of the CEO and Council will be assessed, are:

- Compliance with legislative and good governance responsibilities and obligations;
- Observance of Council policy;
- Evidence of the Council working within a strategic planning framework;
- Proper discharge of powers, functions and duties under the Local Government Act and other related legislation;
- Evidence of timely and responsible decision making;
- Evidence that Council decisions are implemented without undue delay;
- Evidence of open, responsible and accountable government;
- Evidence that the assets and resources of the Council are properly managed and maintained;
- Evidence that an appropriate organisational structure for the Council is established and maintained and contemporary human resource management principles are given effect;
- Attendance at Council meetings, workshops and community forums;
- Active representation of community interests;
- Positive feedback from the community;
- Positive media;
- Responsible management of Council services to the community;

## Budget and Annual Business Plan

## Operational Budgets by Division

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- Unqualified audit report;
  - Evidence of steps being taken in relation to sustainable development and the protection of the environment;
  - Lean thinking program delivers meaningful and sustainable continuous improvement;
  - Activities undertaken in support of economic development within the Council area.

**2020/21 Budget Highlights****1. Income**

- Reimbursement income of \$2,000 is budgeted in 2020/21 (\$2,000 in 2019/20).

**2. Operational Expenditure**

- Operational expenditure has increased by \$61,598 or 2.7 per cent to \$2,349,634;
- Employment costs have fallen by \$41,470 or 3.6 per cent to \$1,104,060;
- Council's budget includes \$200,000 for Covid-19 resilience grants to support the local community;
- Council's donations budget of \$30,000 includes \$20,000 for Mendelson Foundation scholarships (\$25,000 in 2019/20);
- Allowances for Elected Members of \$433,055 are budgeted, based on allowances adopted by Council and mandatory increases anticipated in November 2020 (\$417,908 in 2019/20);
- Annual subscription payments to the LGA, Australian Airports Association, Australia Day Council, etc. totalling \$78,700 are budgeted (\$101,000 in 2019/20). AMAC (\$12,000) and the Murray Darling Association (\$3,300) are not budgeted in 2020/21;
- Legal costs of Council are substantially budgeted in the City Management Division, and an amount of \$230,000 has been budgeted (\$260,000 in 2019/20);
- Professional fees of \$61,000 are budgeted (\$77,000 in 2019/20), with provision made for advice on property and other strategic initiatives, along with payments for electoral roll maintenance and photography.



## Budget and Annual Business Plan

## Operational Budgets by Division

<b>BUDGET 2020/21</b> <b>CITY MANAGEMENT DIVISION</b> <b>OPERATIONAL EXPENDITURE &amp; INCOME</b>
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2019/20 BUDGET		DESCRIPTION	2020/21 BUDGET	VARIATION TO 2019/20 ORIGINAL	
ORIGINAL	REVISED				
<b>Income</b>					
2,500	2,000	Reimbursements	2,000	(500)	-20.0%
<b>2,500</b>	<b>2,000</b>	<b>Total Income</b>	<b>2,000</b>	<b>(500)</b>	<b>-20.0%</b>
<b>Operational Expenditure</b>					
1,066,517	1,042,427	Staff Costs	1,043,576	(22,941)	-2.2%
79,013	59,278	Staff Related Costs	60,484	(18,529)	-23.5%
8,360	5,147	Buildings Furniture & Fittings	5,140	(3,220)	-38.5%
21,840	23,190	Plant & Equipment	23,202	1,362	6.2%
2,990	8,820	Computer Expenditure	8,940	5,950	199.0%
658,208	525,770	General	538,037	(120,171)	-18.3%
442,908	449,908	Council Expenditure	663,055	220,147	49.7%
8,200	8,200	Occupancy & Property	7,200	(1,000)	-12.2%
<b>2,288,036</b>	<b>2,122,740</b>	<b>Total Operational Costs</b>	<b>2,349,634</b>	<b>61,598</b>	<b>2.7%</b>
<b>(2,285,536)</b>	<b>(2,120,740)</b>	<b>Operational Surplus/(Deficit)</b>	<b>(2,347,634)</b>	<b>(62,098)</b>	<b>2.7%</b>

**Rating**

## Introduction

The City of West Torrens uses capital values as the basis for valuing land within its Council area, with valuations purchased from the Valuer-General on an annual basis and adopted by Council for its use. Council currently adopts a rate in the dollar to apply against each separate valuation to arrive at a property levy (rate).

This simple formula is adjusted by the application of a minimum rate set by Council each year to ensure that all property owners contribute to the cost of services and the maintenance of infrastructure that supports each property. It should be noted that a council cannot apply the minimum rate to more than 35 per cent of properties within its area.

## Rate in the Dollar

To determine the amount of rates paid, and in order to share the costs, Council uses a formula that is based on property values as required under the Local Government Act. This formula divides the total amount the Council needs to raise from rates by the total value of all properties in the Council area:

$$\frac{\text{Total rate revenue required}}{\text{Total value of rateable properties}} = \text{rate in the dollar}$$

The determination of a rate in the dollar provides a mechanism to avoid a windfall gain from changes in property values.

## The Amount of Rates Levied

Council uses the following formula to determine the amount of rates levied on each property.

Capital value of property multiplied by the rate in \$ = rate levied (subject to minimum rate).

### Example 1 - Residential (based on previous year data)

$$\begin{aligned} \text{Capital Value} &= \$550,000 \\ \text{Rate in the Dollar} &= 0.00243017 \\ \text{Minimum Rate} &= \$935.00 \\ \text{Rates} &= \text{Capital Value} * \text{Rate in the Dollar} \\ \\ \text{Rates} &= \$550,000 * 0.00243017 \\ &= \$1,336.55 \end{aligned}$$

As this amount is greater than the minimum rate, the rate applied by Council remains at \$1,336.55.

### Example 2 - Residential with an Adjustment for the Minimum Rate

$$\begin{aligned} \text{Capital Value} &= \$350,000 \\ \text{Rate in the Dollar} &= 0.00243017 \\ \text{Minimum Rate} &= \$935.00 \\ \text{Rates} &= \text{Capital Value} * \text{Rate in the Dollar} \\ \\ \text{Rates} &= \$350,000 * 0.00243017 = \$850.55 \end{aligned}$$

This is below the minimum rate (of \$935.00) and must therefore be adjusted:

$$\begin{aligned} \text{Rates} &= \$850.55 + \text{Adjustment} \\ &= \$850.55 + \$84.45 \\ &= \$935.00 \end{aligned}$$

The rates are adjusted up by \$84.45 and set by Council at the minimum rate of \$935.00.

Council set the minimum rate on 26.8 per cent of all residential properties in 2019/20 and all were valued at less than \$385,000.

### Rating Principles

There are five principles that apply to the imposition of taxes on communities. These principles are:

- Equity - taxpayers with the same income should pay the same tax (*horizontal equity*), while wealthier taxpayers pay more (*vertical equity*);
- Benefit - taxpayers should receive some benefits from paying tax, but not necessarily to the extent of the tax paid;
- Ability-to-pay - in levying taxes, the ability of the taxpayer to pay the tax must be taken into account;
- Efficiency - if a tax is designed to change consumers' behaviour and that behaviour changes, then the tax is efficient (eg: tobacco taxes). If the tax is designed to be neutral in its effect on taxpayers, but it changes that behaviour, then the tax is inefficient;
- Simplicity - the tax must be understandable, hard to avoid and easy to collect.

To some extent these principles are in conflict with each other. Governments must therefore strike a balance between the:

- Application of the principles;
- Policy objectives of taxation;
- Need to raise revenue;
- Effects of the tax on the community.

Council has considered each principle when reviewing the various rating options available.

### Alternative Options

There are a number of alternative rating options available under the Local Government Act 1999, including:

- Capital versus site valuation;
- Differential rating;
- Rating without a minimum rate;
- Application and impact of the minimum rate;
- Impact of reducing the minimum rate;
- Fixed charges;
- Service rate or charge;
- Rate capping.

### Capital Versus Site Valuation

Local government may adopt one of three valuation methodologies to value the properties in its area. They are:

- *Capital Value (CV)* – the value of the land and all the improvements on the land;
- *Site Value (SV)* – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements;
- *Annual Value (AAV)* – a valuation of the rental potential of the property.

Capital values have been adopted by Council as its valuation method for rating purposes because this is considered the fairest approach, based on the ability-to-pay principle, with the owners of higher value properties paying higher rates and the owners of lower value properties paying lower rates.

How might this work in practice?

Consider two adjoining properties in a particular council area. Property A is a quarter acre block with a four bedroom house, in ground pool and well developed garden. Property B is a quarter acre block with a three bedroom house and average garden. The following valuations might apply to the two properties:

	Property A	Property B
Capital Value	\$600,000	\$400,000
Site Value	\$200,000	\$200,000
Annual Value	\$36,000	\$30,000

What rates would be paid by the two property owners under the different valuations? Excluding minimum rates or a fixed charge, the tax burden would fall as follows:

- Under *Capital Value*, the owner of Property A would pay 50 per cent more than the owner of Property B;
- Under *Site Value*, the two property owners would pay the same;
- Under *Annual Value*, the owner of Property A would pay 20 per cent more than the owner of Property B.

Which is the fairer valuation system?

In the local government rating context, the high level assumption is that people with more expensive homes are better off than people with less expensive homes and that they have the capacity to shoulder more of the rate burden. However, rebate and remission provisions and the ability of councils to tailor payments and make other administrative arrangements, recognises that some ratepayers need special consideration.

Council is also mindful of the impact and implications of changing to an alternative valuation method.

### Differential Rating

The Local Government Act allows councils to differentiate rates based on the use of the land, the locality of the land, or the use and locality of the land. Definitions of the use of the land are prescribed by regulation and the current definitions are:

- Residential
- Commercial – Shops
- Commercial – Office
- Commercial – Other
- Industrial – Light
- Industrial – Other
- Primary Production
- Vacant Land
- Other

A significant majority of South Australian councils use differential rates.

West Torrens Council uses two different rates with expected income compared to last year being as follows:

Land Use	Budgeted Income	Budgeted Income
	2019/20	2020/21
	\$m	\$m
Residential	35.19	35.90
Non-residential	18.75	19.13

In 2019/20 West Torrens Council had the third highest differential between residential and commercial / industrial properties in the metropolitan area, as follows:

Council	Commercial	Industrial
Playford	5.9	5.9
Charles Sturt	3.2	4.3
<b>West Torrens</b>	<b>2.5</b>	<b>2.5</b>
Pt Adelaide Enfield	2.4	2.4
Mitcham	2.1	2.1
Unley	2.0	2.0
Prospect	2.0	2.0
Marion	1.7	1.6
Walkerville	1.6	1.6
Holdfast Bay	1.5	1.5
Salisbury	1.5	1.5
Tea Tree Gully	1.5	1.5
Onkaparinga	1.5	1.5
Campbelltown	1.0	1.0
Burnside	1.0	1.0
<b>Average</b>	<b>2.1</b>	<b>2.2</b>

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This differential is a measure of the extent to which the commercial and industrial rates in the dollar for each council exceed their rates for residential properties.

Charging a differential rate can be justified on the grounds that commercial and industrial users consume a greater proportion of council resources than residential properties, particularly in regard to the use of roads, traffic, parking, stormwater, etc.

The maintenance of city roads, bridges and kerbing infrastructure requires significant planning time and funding from Council. Heavy vehicle movements e.g. semi-trailers, trucks, vans and light commercial vehicles impact on the life of road infrastructure placing an increased burden on the community (ratepayers). Footpaths and walkways are another area, which require ongoing improvement and maintenance by Council, concentrating on high pedestrian traffic areas such as retail and commercial zones. In addition many of the studies and installations required for effective traffic management and control, result from heavy traffic load generated by commercial and industrial zones.

Commercial and industrial properties, because of large buildings and covered ground for car parking, generate a high percentage of the stormwater volume carried by the West Torrens drainage system. Businesses, and in particular industries, are also responsible for many of the gross pollutants that contaminate stormwater and degrade our environment. Council both maintains the stormwater drainage network and works with businesses to lessen the negative environmental effects of their activities.

A differential rating system provides Council with more tools to moderate large movements in valuations that occur periodically in the market.

#### **Without a Minimum Rate**

This system is based on the premise of a single rate in the dollar, with all properties paying a rate based directly on the capital value of the property.

The City of West Torrens has one of the lowest minimum rates in metropolitan Adelaide and it would be difficult to justify its removal. 93 per cent of minimum rated properties are flats or units, and a majority, possibly up to 80 per cent, are not owner-occupied.

#### **Application and Impact of the Minimum Rate**

The Local Government Act allows councils to impose a minimum rate, which must not apply to more than 35 per cent of rateable properties. Only one minimum rate can be imposed on two or more adjoining properties with the same owner. A minimum rate cannot be used in conjunction with a fixed charge.

The argument in favour of the minimum rate is that in terms of the benefits received by all ratepayers it is appropriate that every ratepayer make a minimum contribution to the cost of the services provided.

#### **Fixed Charge**

Under this system a fixed amount is first applied evenly against all ratepayers and the minimum rate is abolished. The only restriction under new Local Government Act provisions is that the rates generated by a fixed charge cannot exceed 50 per cent of all rates revenue raised.

The fixed charge may be set at a level designed to ensure everyone pays a fair share of services, with the remaining amount of rate revenue based on the valuation of the property. The introduction of a fixed charge is not favoured as it benefits owners of higher valued property, arguably the more fortunate within our community, and its adverse impacts on large numbers of owners of lower valued property.

### Service Rate or Charge

Council could apply a service rate, say \$150.00 for waste management, in addition to raising general rates. Unlike fixed charge arrangements, the minimum rate is not abolished and the rate can only be based on the nature of the service, the level of usage of the service or a combination of the two.

The introduction of a service rate or charge is not favoured because of its adverse impact on the owners of low valued property and the less fortunate within our community.

### Rate Capping

Rate capping can not only be used to limit the magnitude of rate increases, as proposed by the newly elected South Australian government, but it can also be used to moderate irregular rate increases brought about by irregular valuation movements. Initial valuations provided for 2020 by the Valuer-General indicate residential property value movements within the West Torrens Council area are as follows:

Suburb	No. of Assessments	Average CV	Increase \$	Increase %
West Richmond	445	411,739	5,061	1.2%
Richmond	1,489	483,735	3,882	0.8%
West Beach	757	680,086	5,425	0.8%
Marleston	859	430,835	2,513	0.6%
Lockleys	2,353	674,069	2,485	0.4%
Kurralta Park	1,411	416,867	1,178	0.3%
Glandore	524	567,210	1,494	0.3%
Underdale	1,044	525,635	1,318	0.3%
Novar Gardens	881	617,151	1,526	0.2%
Glenelg North	431	615,914	1,311	0.2%
Brooklyn Park	2,096	453,807	707	0.2%
Mile End	2,006	562,784	688	0.1%
Plympton	2,418	439,077	222	0.1%
Thebarton	657	519,085	254	0.0%
Fulham	1,191	638,078	262	0.0%
Camden Park	1,528	419,098	-179	0.0%
Netley	770	501,586	-280	-0.1%
Cowandilla	549	515,809	-1,744	-0.3%
North Plympton	1,427	483,253	-2,627	-0.5%
Torrensville	1,796	553,820	-3,343	-0.6%



Budget and Annual Business Plan				Rating
Hilton	377	485,080	-3,374	-0.7%
Keswick	344	426,198	-3,356	-0.8%
Ashford	506	457,125	-5,127	-1.1%
Mile End South	11	420,000	-35,833	-7.9%
<b>Total</b>	<b>25,870</b>	<b>518,752</b>	<b>78</b>	<b>0.015%</b>

Valuations increased by just 0.015 per cent on average in 2020, ranging from a decrease of 7.9 per cent in Mile End South to an increase of 1.2 per cent in West Richmond. Movements in prior years ranged from:

- A decrease of 0.6 per cent in Underdale to an increase of 8.0 per cent in Netley (2019);
- An increase of 3.6 per cent in Plympton to an increase of 19.8 per cent in Cowandilla (2018);
- An increase of 1.1 per cent in West Richmond to an increase of 9.7 per cent in Mile End South (2017).

Capping makes the tax system more complex and less understandable for ratepayers, and this has some effect on the *simplicity* principle. Rate capping has not enjoyed much favour in past years, for a number of reasons including that it compromises the rating process, and there is not a great deal of support for it currently in the local government industry.

#### Postponement of Rates for Seniors

Rate postponement for seniors is now mandatory in certain circumstances following amendments to the Local Government Act 1999 and the Local Government (General) Regulations 1999. These changes mandate an entitlement to postponement where:

- The ratepayer holds a state seniors card or has an application pending where an entitlement exists;
- The property in question is the principal place of residence;
- The property is owned by the principal ratepayer or the principal ratepayer and their spouse.

This legislation is available at [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au). Information can be obtained about Council's administration of these provisions by contacting Council's Service Centre on 8416 6333 or by emailing [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au).

Rate postponement has been available to senior West Torrens Council residents since July 2007, but only three applications have been received, despite publicity about its availability. Other councils that offer policy support for the postponement of rates have likewise experienced few applications for support.

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**Rate Rebates and Remissions**

Chapter 10 of the Local Government Act 1999 (the Act) provides Council with authority to grant the following:

- Mandatory and discretionary rebates of rates to a person or body (Division 5, Sections 159 to 166 of the Act);
- Rate remissions (Division 9, Section 182 of the Act).

Council policy Rate Rebates and Remissions clarifies requirements in the administration of these provisions. It is available on Council's web-site at [www.westtorrens.sa.gov.au](http://www.westtorrens.sa.gov.au), or a copy can be obtained by contacting Council's Service Centre on 8416 6333 or by emailing [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au). It deals in detail with:

- Discretionary rebates, in particular what is taken into account in determining applications and rebate amounts;
- The approach taken in deciding vacant land rebates, including rebate amounts;
- Rate remissions available when Council is satisfied on the application of a ratepayer that payment would cause hardship;
- The approach taken in deciding mandatory rebates;
- How to go about applying for a rebate or remission.

**Proposed Rate Model**

The proposed rate model for 2020/21 is shown on the page following.

**Rates model to be inserted here**

**Summary Financial Statements**

## Budget and Annual Business Plan

## Summary Financial Statements

## City of West Torrens

## Statement of Comprehensive Income

for the year ended 30 June 2021

\$ '000	Original Budget 2019/20	Original Budget 2020/21
<b>Income</b>		
Rates Revenues	60,308	61,208
Statutory Charges	2,449	2,072
User Charges	1,736	1,604
Grants, Subsidies and Contributions	3,449	4,287
Investment Income	216	144
Reimbursements	252	272
Other Income	282	192
Net Gain - Equity Accounted Council Businesses	-	-
<b>Total Income</b>	<b>68,692</b>	<b>69,779</b>
<b>Expenses</b>		
Employee Costs	24,407	23,865
Materials, Contracts & Other Expenses	23,392	23,866
Depreciation, Amortisation & Impairment	11,711	13,413
Finance Costs	667	1,128
Net loss - Equity Accounted Council Businesses	-	-
<b>Total Expenses</b>	<b>60,178</b>	<b>62,272</b>
<b>Operating Surplus / (Deficit)</b>	<b>8,514</b>	<b>7,507</b>
Asset Disposal & Fair Value Adjustments	-	-
Amounts Received Specifically for New or Upgraded Assets	-	-
Physical Resources Received Free of Charge	-	-
<b>Net Surplus / (Deficit) <sup>1</sup></b>	<b>8,514</b>	<b>7,507</b>
<b>Other Comprehensive Income</b>		
<i>Amounts which will not be reclassified subsequently to operating result</i>		
Changes in Revaluation Surplus - I,PP&E	-	-
<i>Amounts which will be reclassified subsequently to operating result</i>		
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Income</b>	<b>8,514</b>	<b>7,507</b>

<sup>1</sup> Transferred to Equity Statement

## Budget and Annual Business Plan

## Summary Financial Statements

## City of West Torrens

## Statement of Financial Position

as at 30 June 2021

\$ '000	Original Budget 2019/20	Original Budget 2020/21
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	-	6,893
Trade & Other Receivables	2,266	2,241
Other Financial Assets	1,240	1,463
Inventories	16	18
<b>Subtotal</b>	<b>3,522</b>	<b>10,615</b>
Non-Current Assets Held for Sale	-	-
<b>Total Current Assets</b>	<b>3,522</b>	<b>10,615</b>
<b>Non-Current Assets</b>		
Financial Assets	-	-
Equity Accounted Investments in Council Businesses	-	1,964
Infrastructure, Property, Plant & Equipment	752,259	795,104
Other Non-Current Assets	5,739	6,991
<b>Total Non-Current Assets</b>	<b>757,998</b>	<b>804,059</b>
<b>TOTAL ASSETS</b>	<b>761,520</b>	<b>814,674</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Cash Advance Debenture	4,401	-
Trade & Other Payables	5,831	5,226
Borrowings	835	1,482
Provisions	4,888	4,842
<b>Subtotal</b>	<b>15,955</b>	<b>11,551</b>
Liabilities relating to Non-Current Assets Held for Sale	-	-
<b>Total Current Liabilities</b>	<b>15,955</b>	<b>11,551</b>
<b>Non-Current Liabilities</b>		
Borrowings	14,555	29,764
Provisions	427	246
<b>Total Non-Current Liabilities</b>	<b>14,982</b>	<b>30,010</b>
<b>TOTAL LIABILITIES</b>	<b>30,937</b>	<b>41,561</b>
<b>Net Assets</b>	<b>730,583</b>	<b>773,113</b>
<b>EQUITY</b>		
Accumulated Surplus	96,374	127,908
Asset Revaluation Reserves	594,020	638,690
Other Reserves	40,189	6,515
<b>Total Council Equity</b>	<b>730,583</b>	<b>773,113</b>

## Budget and Annual Business Plan

## Summary Financial Statements

## City of West Torrens

## Statement of Cash Flows

for the year ended 30 June 2021

	Original Budget 2019/20	Original Budget 2020/21
<b>Cash Flows from Operating Activities</b>		
<u>Receipts</u>		
Rates Receipts	60,308	61,208
Statutory Charges	2,449	2,072
User Charges	1,736	1,604
Grants, Subsidies and Contributions (operating purpose)	3,449	4,287
Investment Receipts	216	144
Reimbursements	228	252
Other Receipts	306	212
<u>Payments</u>		
Payments to Employees	(24,297)	(23,766)
Payments for Materials, Contracts & Other Expenses	(23,392)	(23,866)
Finance Payments	(667)	(1,128)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>20,335</b>	<b>21,019</b>
<b>Cash Flows from Investing Activities</b>		
<u>Receipts</u>		
Amounts Received Specifically for New/Upgraded Assets	-	-
Sale of Replaced Assets	630	775
Sale of Surplus Assets	-	-
Repayments of Loans by Community Groups	147	-
<u>Payments</u>		
Expenditure on Renewal/Replacement of Assets	(12,608)	(14,795)
Expenditure on New/Upgraded Assets	(11,411)	(11,591)
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(23,242)</b>	<b>(25,611)</b>
<b>Cash Flows from Financing Activities</b>		
<u>Receipts</u>		
Proceeds from Borrowings	3,796	6,537
<u>Payments</u>		
Repayments of Borrowings	(623)	(865)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>3,173</b>	<b>5,672</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>266</b>	<b>1,080</b>
plus: <b>Cash &amp; Cash Equivalents at beginning of period</b>	<b>(5,999)</b>	<b>5,813</b>
<b>Cash &amp; Cash Equivalents at end of period</b>	<b>(5,733)</b>	<b>6,893</b>
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>(5,733)</b>	<b>6,893</b>

## Budget and Annual Business Plan

## Summary Financial Statements

## City of West Torrens

Statement of Changes in Equity  
for the year ended 30 June 2021

\$ '000	Asset			Total Equity
	Accumulated Surplus	Revaluation Reserve	Other Reserves	
<b>Original Budget 2019/20</b>				
<b>Balance at the end of previous reporting period</b>	87,860	594,020	40,189	<b>722,069</b>
<b>Restated Opening Balance</b>	<b>87,860</b>	<b>594,020</b>	<b>40,189</b>	<b>722,069</b>
a. Net Surplus / (Deficit) for Year	8,514	-	-	<b>8,514</b>
b. Other Comprehensive Income				
- Gain (Loss) on Revaluation of I,PP&E	-	-	-	-
<b>Other Comprehensive Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Income</b>	<b>8,514</b>	<b>-</b>	<b>-</b>	<b>8,514</b>
c. Transfers between Reserves	-	-	-	-
<b>Balance at the end of period</b>	<b>96,374</b>	<b>594,020</b>	<b>40,189</b>	<b>730,583</b>
<b>Original Budget 2020/21</b>				
<b>Balance at the end of previous reporting period</b>	120,401	629,085	17,339	<b>766,825</b>
a. Net Surplus / (Deficit) for Year	7,507	-	-	<b>7,507</b>
b. Other Comprehensive Income				
- Gain (Loss) on Revaluation of I,PP&E	-	(1,219)	-	<b>(1,219)</b>
<b>Other Comprehensive Income</b>	<b>-</b>	<b>(1,219)</b>	<b>-</b>	<b>(1,219)</b>
<b>Total Comprehensive Income</b>	<b>7,507</b>	<b>(1,219)</b>	<b>-</b>	<b>6,288</b>
c. Transfers between Reserves		10,824	(10,824)	-
<b>Balance at the end of period</b>	<b>127,908</b>	<b>638,690</b>	<b>6,515</b>	<b>773,113</b>



## Budget and Annual Business Plan

## Summary Financial Statements

## City of West Torrens

## Financial Indicators

for the year ended 30 June 2021

\$ '000	Original Budget 2019/20	Original Budget 2020/21
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These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

**1. Operating Surplus Ratio**

Operating Surplus	12%	11%
Total Operating Revenue		

*This ratio expresses the operating surplus as a percentage of total operating revenue.*

**1a. Adjusted Operating Surplus Ratio**

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. The Adjusted Operating Surplus Ratio adjusts for the resulting distortion in the disclosed operating result for each year.	12%	11%
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**2. Net Financial Liabilities Ratio**

Net Financial Liabilities	40%	44%
Total Operating Revenue		

*Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.*

**3. Asset Renewal Funding Ratio**

Net Asset Renewals	103%	105%
Infrastructure & Asset Management Plan required expenditure		

*Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.*

## Budget and Annual Business Plan

## Summary Financial Statements

## City of West Torrens

## Uniform Presentation of Finances

for the year ended 30 June 2021

\$ '000	Original Budget 2019/20	Original Budget 2020/21
<p>The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.</p> <p>All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.</p> <p>The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.</p>		
Income	68,692	69,779
less Expenses	(60,178)	(62,272)
<b>Operating Surplus / (Deficit)</b>	<b>8,514</b>	<b>7,507</b>
<b>less Net Outlays on Existing Assets</b>		
Capital Expenditure on Renewal and Replacement of Existing Assets	12,608	14,795
less Depreciation, Amortisation and Impairment	(11,711)	(13,413)
less Proceeds from Sale of Replaced Assets	(630)	(775)
<b>Subtotal</b>	<b>267</b>	<b>607</b>
<b>less Net Outlays on New and Upgraded Assets</b>		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	11,411	11,591
less Amounts Received Specifically for New and Upgraded Assets	-	-
less Proceeds from Sale of Surplus Assets (including Investment Property & and Real Estate Developments)	-	-
<b>Subtotal</b>	<b>11,411</b>	<b>11,591</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(3,164)</b>	<b>(4,691)</b>

Budget and Annual Business Plan

Summary Financial Statements

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**Ten Year Financial Plan**

Budget and Annual Business Plan

Ten Year Financial Plan

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**CITY OF WEST TORRENS**  
**FORWARD ESTIMATES FOR 10 YEARS TO 2029/30**  
**KEY ASSUMPTIONS**

<b>Income</b>			<b>Expenditure - Operational &amp; Maintenance</b>		
Rate Increase 2020/21	1.0%	+ growth	Wages Growth	-0.9%	Based on proposed budget 2020/21
REP Increase 2020/21	1.0%		Wages Growth	2.5%	Based on expectation - 2021/22 to 2022/23
Rate Growth - 2020/21	1.00%		Wages Growth	2.5%	Based on expectation - from 2023/24
REP Growth - 2020/21	1.00%		Waste Contract - Solo 2021/22	2.5%	
Rate Increases 2021/22	2.4%	+ growth	Waste Contract - Solo From 2022/23	2.5%	
Rate Growth - All Other Years	1.4%		Waste Disposal 2021/22	5.0%	Includes allowance for solid waste levy increases.
REP Increases 2021/22	2.4%	Same as rate increases	Waste Disposal Otherwise	3.0%	Allowance for modest levy increases
Rate Equivalent Growth	1.0%	Cumulative increase	Contract Works	2.3%	
Rate Increases from 2022/23	2.3%	+ growth	Works Materials	2.3%	
Revenue Growth - Parking	2.2%		Other Finance Charges	2.0%	Includes banking charges
Revenue Growth - Animals	2.2%		Depreciation - Buildings	3.0%	Allowance for new assets
Revenue Growth - Dev Apps	2.2%		Depreciation - Infrastructure	3.0%	Allowance made for new assets
Revenue Growth - Waste	2.2%		Depreciation Other	2.1%	
W/Comp Refund	1.5%		Plant Costs	2.3%	
Revenue Growth - Other	2.2%	Other - cumulative increase	Computer Expenses	2.1%	
RL Levy from 2021/22	4.0%		Computer Licensing	2.3%	
Roads to Recovery	-	Funding expected to end in 2023/24	General Insurance Premium	6.0%	Disasters impacting premiums.
			Professional Fees	2.1%	
			Street Lighting	4.0%	
			Property Costs	4.0%	Utility cost pressures
			Other Operating Costs	2.3%	
<b>Capital Expenditure</b>			<b>Sundry</b>		
Plant, Furniture & Equip	2.3%	Cumulative increase		\$m	
Building Expenditure	-	Based on asset management plan	Asset Sales	N/A	
Asset Sale Development	-				
Building Escalation	2.3%	Cumulative increase thereafter	Debenture Loan Interest Rates	2.45%	From 2020/21
				2.95%	From 2025/26
<b>Capital Works Expenditure</b>					
Brown Hill / Keswick Drnge	-	Based on one-third of 50% of the cost split over 15 years			
Brown Hill / Keswick Drnge	2.1%	Cumulative increase			
Road Reseal / Maintenance	-	To match AM Plan over 10 years			
Footpath Constn / Recon	-	To match AM Plan over 10 years			
Kerb & Gutter	-	To match AM Plan over 10 years			
Grant Funded Works	-	Indexed to match grant income			
Roads to Recovery	-	Funding to conclude in 2023/24.			
Drainage Loan (incl BHKC)	-	\$4.045 million pa from 2021/22 indexed			
Local Drainage Works	-	\$0.75 million from 2020/21 indexed			

Budget and Annual Business Plan

Ten Year Financial Plan

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Budget and Annual Business Plan

Ten Year Financial Plan

CITY OF WEST TORRENS SUMMARY - ACTUAL & PROJECTED FORWARD ESTIMATES FOR 10 YEARS TO 2029/30														
ACTIVITIES	NOTE	BUDGET 2019/20 ORIGINAL	BUDGET 2019/20 REVISED	BUDGET 2020/21 ORIGINAL	BUDGET 2020/21 REVISED	ESTIMATES 2021/22	ESTIMATES 2022/23	ESTIMATES 2023/24	ESTIMATES 2024/25	ESTIMATES 2025/26	ESTIMATES 2026/27	ESTIMATES 2027/28	ESTIMATES 2028/29	ESTIMATES 2029/30
<b>OPERATING</b>														
Receipts	1	68,691,870	70,814,365	71,009,004	69,778,728	72,139,602	74,667,284	77,285,288	79,380,964	82,191,116	85,103,398	88,119,976	91,246,253	94,484,608
Payments	2	47,961,574	47,576,195	50,136,402	48,354,791	50,952,309	52,430,112	53,904,944	55,388,388	56,872,254	58,415,271	59,997,650	61,620,512	63,285,020
<b>Net Operating</b>		<b>20,730,296</b>	<b>23,238,170</b>	<b>20,872,602</b>	<b>21,423,937</b>	<b>21,187,293</b>	<b>22,237,172</b>	<b>23,380,344</b>	<b>23,992,577</b>	<b>25,318,862</b>	<b>26,688,127</b>	<b>28,122,326</b>	<b>29,625,740</b>	<b>31,199,588</b>
<b>FINANCING</b>														
Principal Receipts - Loan		3,796,002	16,740,908	6,036,620	6,536,620	7,529,713	6,397,501	5,494,939	4,094,812	4,197,183	4,302,112	4,409,665	4,519,907	4,632,904
Principal Receipts - Overdraft		0	0	0	0	0	0	0	0	0	0	0	0	0
Principal Payments		623,220	623,220	864,525	864,525	1,482,321	2,100,658	2,416,313	2,703,174	2,944,142	3,187,322	3,441,711	3,707,745	3,985,877
<b>Net Financing</b>		<b>3,172,782</b>	<b>16,117,688</b>	<b>5,172,095</b>	<b>5,672,095</b>	<b>6,047,392</b>	<b>4,296,843</b>	<b>3,078,626</b>	<b>1,391,639</b>	<b>1,253,041</b>	<b>1,114,790</b>	<b>967,954</b>	<b>812,161</b>	<b>647,027</b>
<b>OTHER</b>														
Asset Sales		0	3,500,000	0	0	0	0	0	0	0	0	0	0	0
Receipts - Other		146,675	146,675	0	0	0	0	0	0	0	0	0	0	0
Capital Expenditure	3	23,388,883	42,410,972	25,522,597	25,611,134	25,655,712	24,935,126	25,851,166	24,765,167	25,937,245	27,144,282	28,438,826	29,750,628	31,133,877
Net Unspent Funds		0	0	0	0	0	0	0	0	0	0	0	0	0
Payments - Other		395,000	395,000	405,000	405,000	1,415,125	1,425,503	436,141	447,044	458,220	469,676	481,418	493,453	505,790
<b>Net Other</b>		<b>-23,637,208</b>	<b>-39,159,297</b>	<b>-25,927,597</b>	<b>-26,016,134</b>	<b>-27,070,837</b>	<b>-26,360,629</b>	<b>-26,287,307</b>	<b>-25,212,211</b>	<b>-26,395,465</b>	<b>-27,613,958</b>	<b>-28,920,244</b>	<b>-30,244,081</b>	<b>-31,639,667</b>
<b>NET INCREASE/(DECREASE) IN CASH</b>		<b>265,870</b>	<b>196,561</b>	<b>117,100</b>	<b>1,079,899</b>	<b>163,848</b>	<b>173,386</b>	<b>171,663</b>	<b>172,004</b>	<b>176,437</b>	<b>188,959</b>	<b>170,036</b>	<b>193,820</b>	<b>206,949</b>
<i>Add</i>														
<b>OPENING CASH</b>		854,540	5,616,338	4,973,894	5,812,899	6,892,797	7,056,646	7,230,032	7,401,695	7,573,698	7,750,136	7,939,095	8,109,131	8,302,952
<b>CLOSING CASH</b>		<b>1,120,410</b>	<b>5,812,899</b>	<b>5,090,994</b>	<b>6,892,797</b>	<b>7,056,646</b>	<b>7,230,032</b>	<b>7,401,695</b>	<b>7,573,698</b>	<b>7,750,136</b>	<b>7,939,095</b>	<b>8,109,131</b>	<b>8,302,952</b>	<b>8,509,900</b>
<b>CASH RESERVES:</b>														
Committed		23,954,871	13,428,483	12,720,788	14,494,767	14,658,592	14,826,513	14,998,632	15,175,055	15,355,887	15,541,241	15,731,228	15,925,965	16,125,570
Less Used		22,855,303	7,622,498	7,638,862	7,622,499	7,622,499	7,622,499	7,622,499	7,622,499	7,622,499	7,622,499	7,622,499	7,622,499	7,622,499
<b>Net Cash Reserves</b>		<b>1,099,567</b>	<b>5,805,985</b>	<b>5,081,926</b>	<b>6,872,268</b>	<b>7,036,093</b>	<b>7,204,014</b>	<b>7,376,133</b>	<b>7,552,556</b>	<b>7,733,388</b>	<b>7,918,742</b>	<b>8,108,729</b>	<b>8,303,466</b>	<b>8,503,071</b>
<b>SURPLUS/(DEFICIT)</b>		<b>20,842</b>	<b>6,914</b>	<b>9,067</b>	<b>20,531</b>	<b>20,552</b>	<b>26,017</b>	<b>25,561</b>	<b>21,143</b>	<b>16,748</b>	<b>20,353</b>	<b>402</b>	<b>-514</b>	<b>6,829</b>



Budget and Annual Business Plan

Ten Year Financial Plan

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Budget and Annual Business Plan

Ten Year Financial Plan

NOTE 1 CITY OF WEST TORRENS REVENUE PROJECTIONS FORWARD ESTIMATES FOR 10 YEARS TO 2029/30													
DESCRIPTION	BUDGET 2019/20		BUDGET 2020/21		ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES
	ORIGINAL	REVISED	ORIGINAL	REVISED	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<b>Rates</b>													
Rate Revenue	54,827,510	54,757,315	56,948,360	55,827,820	58,045,096	60,214,506	62,464,291	64,798,931	67,220,095	69,732,554	72,338,158	75,041,985	77,846,082
Rate Equivalent Payments	5,480,000	5,506,931	5,700,000	5,380,000	5,564,211	5,749,110	5,940,153	6,137,544	6,341,495	6,552,223	6,769,953	6,994,918	7,227,360
<b>Statutory Charges</b>													
Development Act Fees	670,000	620,000	630,000	630,000	643,860	658,025	672,501	687,297	702,417	717,870	733,663	749,804	766,300
Parking Fines	1,191,000	891,000	1,111,000	911,000	1,135,442	1,160,422	1,185,951	1,212,042	1,238,707	1,265,958	1,293,809	1,322,273	1,351,363
Dog Fees & Fines	395,000	345,000	346,500	346,500	354,123	361,914	369,876	378,013	386,329	394,829	403,515	412,392	421,465
Other	193,400	197,916	198,120	184,120	202,479	206,933	211,486	216,138	220,893	225,753	230,720	235,795	240,983
<b>User Charges</b>													
Waste Income	190,000	150,000	192,000	192,000	196,224	200,541	204,953	209,462	214,070	218,779	223,593	228,512	233,539
Other	1,545,606	1,417,141	1,607,350	1,411,975	1,642,712	1,678,851	1,715,786	1,753,533	1,792,111	1,831,538	1,871,831	1,913,012	1,955,098
<b>Grants &amp; Subsidies</b>													
FA Grant	1,263,500	627,420	1,279,936	1,279,936	1,308,095	1,336,873	1,366,284	1,396,342	1,427,062	1,458,457	1,490,543	1,523,335	1,556,848
UL Road Grants	637,442	263,559	651,466	651,466	665,798	680,446	695,416	710,715	726,350	742,330	758,661	775,352	792,410
Special Road Funding	0	0	0	0	0	0	0	0	0	0	0	0	0
Roads to Recovery	617,418	617,418	617,418	617,418	617,418	617,418	617,418	0	0	0	0	0	0
Capital Infrastructure	0	0	0	699,514	0	0	0	0	0	0	0	0	0
Home Assist	465,440	502,440	502,000	502,000	513,044	524,331	535,866	547,655	559,704	572,017	584,602	597,463	610,607
Library	430,169	441,073	434,854	434,854	444,421	454,198	464,190	474,403	484,839	495,506	506,407	517,548	528,934
Other	35,500	259,300	102,000	102,000	104,244	106,537	108,881	111,277	113,725	116,227	118,784	121,397	124,068
<b>Other Income</b>													
Investment Income	216,000	-14,000	144,000	144,000	147,168	150,406	153,715	157,096	160,552	164,085	167,694	171,384	175,154
Reimbursements	251,800	247,688	352,000	272,125	359,744	367,658	375,747	384,013	392,462	401,096	409,920	418,938	428,155
Insurance Premium Refund	150,000	120,000	100,000	100,000	101,500	103,023	104,568	106,136	107,728	109,344	110,984	112,649	114,339
Profit/(Loss) on Sale	0	0	0	0	0	0	0	0	0	0	0	0	0
Sundry	132,085	532,479	92,000	92,000	94,024	96,093	98,207	100,367	102,575	104,832	107,138	109,495	111,904
<b>Sub Total</b>	<b>68,691,870</b>	<b>67,482,680</b>	<b>71,009,004</b>	<b>69,778,728</b>	<b>72,139,602</b>	<b>74,667,284</b>	<b>77,285,288</b>	<b>79,380,964</b>	<b>82,191,116</b>	<b>85,103,398</b>	<b>88,119,976</b>	<b>91,246,253</b>	<b>94,484,608</b>
Less Profit/(Loss) on Sale	0	0	0	0	0	0	0	0	0	0	0	0	0
Add Capital Income	0	3,331,685	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>68,691,870</b>	<b>70,814,365</b>	<b>71,009,004</b>	<b>69,778,728</b>	<b>72,139,602</b>	<b>74,667,284</b>	<b>77,285,288</b>	<b>79,380,964</b>	<b>82,191,116</b>	<b>85,103,398</b>	<b>88,119,976</b>	<b>91,246,253</b>	<b>94,484,608</b>

Budget and Annual Business Plan

Ten Year Financial Plan

**NOTE 2  
CITY OF WEST TORRENS  
OPERATIONAL & MAINTENANCE EXPENDITURE PROJECTIONS  
FORWARD ESTIMATES FOR 10 YEARS TO 2029/30**

DESCRIPTION	BUDGET 2019/20		BUDGET 2020/21		ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES
	ORIGINAL	REVISED	ORIGINAL	REVISED	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<b>Employee Costs</b>													
Employee Costs	24,406,957	24,023,269	25,163,520	23,864,811	24,789,431	25,409,167	26,044,396	26,695,506	27,362,894	28,046,966	28,748,141	29,466,844	30,203,515
<b>Contractual Services</b>													
Waste Management - Solo	3,517,000	3,517,000	3,817,000	4,120,000	4,223,000	4,328,575	4,436,789	4,547,709	4,661,402	4,777,937	4,897,385	5,019,820	5,145,315
Waste Management - Disposal	2,205,000	2,204,300	2,350,000	2,350,000	2,467,500	2,541,525	2,617,771	2,696,304	2,777,193	2,860,509	2,946,324	3,034,714	3,125,755
Other Contract	3,182,700	3,143,894	3,714,667	3,514,867	3,800,104	3,887,507	3,976,919	4,068,389	4,161,961	4,257,687	4,355,613	4,455,792	4,558,276
<b>Materials</b>													
Materials	1,052,180	1,034,680	1,079,450	1,079,450	1,104,278	1,129,676	1,155,659	1,182,239	1,209,430	1,237,247	1,265,704	1,294,815	1,324,596
<b>Finance Charges</b>													
Interest	518,976	518,976	819,939	984,939	950,949	1,083,310	1,174,190	1,233,970	1,253,211	1,289,351	1,321,265	1,348,692	1,371,358
Other Finance Charges	148,400	140,900	143,000	143,000	145,860	148,777	151,753	154,788	157,884	161,041	164,262	167,547	170,898
<b>Depreciation</b>													
Buildings	1,980,500	2,075,270	2,183,245	2,183,245	2,248,742	2,316,205	2,385,691	2,457,261	2,530,979	2,606,909	2,685,116	2,765,669	2,848,640
Plant, Furniture & Equipment	1,338,980	1,348,420	1,371,750	1,371,750	1,400,557	1,429,968	1,459,998	1,490,658	1,521,962	1,553,923	1,586,555	1,619,873	1,653,890
Library Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure	8,391,900	9,683,670	9,857,970	9,857,970	10,166,633	10,484,960	10,813,255	11,151,829	11,501,004	11,861,112	12,232,495	12,615,507	13,010,511
<b>Other Expenses</b>													
Plant Related	795,820	819,488	800,505	790,505	818,917	837,752	857,020	876,731	896,896	917,525	938,628	960,216	982,301
Computer Maint & Support	1,144,259	1,180,159	1,173,749	1,149,849	1,199,806	1,226,442	1,253,669	1,281,500	1,309,950	1,339,031	1,368,757	1,399,143	1,430,204
General Insurance Premium	786,717	826,096	867,400	867,400	919,444	974,611	1,033,087	1,095,073	1,160,777	1,230,423	1,304,249	1,382,504	1,465,454
Professional Fees	1,783,880	1,741,543	1,777,500	1,192,000	1,814,828	1,852,939	1,891,851	1,931,579	1,972,143	2,013,558	2,055,842	2,099,015	2,143,094
Street Lighting	995,000	1,000,596	945,218	945,218	983,027	1,022,348	1,063,242	1,105,771	1,150,002	1,196,002	1,243,842	1,293,596	1,345,340
Rates, Power & Property	2,600,594	2,622,594	2,700,535	2,650,535	2,808,556	2,920,899	3,037,735	3,159,244	3,285,614	3,417,038	3,553,720	3,695,869	3,843,703
RL Levy	1,542,510	1,542,510	1,573,360	1,566,570	1,629,233	1,694,402	1,762,178	1,832,665	1,905,972	1,982,211	2,061,499	2,143,959	2,229,718
General Operating Costs	3,786,560	3,765,169	3,728,105	3,639,523	3,813,851	3,901,570	3,991,306	4,083,106	4,177,018	4,273,089	4,371,370	4,471,912	4,574,766
<b>Sub Total</b>	<b>60,177,933</b>	<b>61,188,534</b>	<b>64,066,913</b>	<b>62,271,634</b>	<b>65,284,716</b>	<b>67,190,632</b>	<b>69,106,509</b>	<b>71,044,323</b>	<b>72,996,290</b>	<b>75,021,558</b>	<b>77,100,768</b>	<b>79,235,488</b>	<b>81,427,334</b>
Less Depreciation	11,711,380	13,107,360	13,412,965	13,412,965	13,815,932	14,231,133	14,658,943	15,099,748	15,553,945	16,021,943	16,504,166	17,001,049	17,513,040
Leave Provisions	504,979	504,979	517,546	503,878	516,475	529,387	542,621	556,187	570,092	584,344	598,953	613,926	629,275
<b>TOTAL</b>	<b>47,961,574</b>	<b>47,576,195</b>	<b>50,136,402</b>	<b>48,354,791</b>	<b>50,952,309</b>	<b>52,430,112</b>	<b>53,904,944</b>	<b>55,388,388</b>	<b>56,872,254</b>	<b>58,415,271</b>	<b>59,997,650</b>	<b>61,620,512</b>	<b>63,285,020</b>

Budget and Annual Business Plan

Ten Year Financial Plan

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Budget and Annual Business Plan

Ten Year Financial Plan

**NOTE 3**  
**CITY OF WEST TORRENS**  
**CAPITAL EXPENDITURE PROJECTIONS**  
**FORWARD ESTIMATES FOR 10 YEARS TO 2029/30**

ACTIVITIES	BUDGET 2019/20		BUDGET 2020/21		ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES
	ORIGINAL	REVISED	ORIGINAL	REVISED	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<b>Road Program</b>													
Reseal / Maintenance	2,335,511	2,126,931	2,465,706	2,465,706	2,610,985	2,764,824	2,927,727	3,100,228	3,282,893	3,476,321	3,681,146	3,898,038	4,127,710
Reconstruction - Renewal	2,773,490	3,184,785	2,852,254	2,852,254	2,922,033	2,993,519	3,066,753	3,141,780	3,218,641	3,297,384	3,378,052	3,460,694	3,545,358
Reconstruction - Upgrade	1,827,928	1,610,968	1,873,860	1,873,860	1,915,942	1,958,969	2,002,962	2,047,944	2,093,936	2,140,961	2,189,042	2,238,204	2,288,469
Roads to Recovery	617,418	617,418	617,418	617,418	617,418	617,418	617,418	0	0	0	0	0	0
Kerb & Gutter	3,423,632	4,287,210	3,389,137	3,389,137	3,502,599	3,619,859	3,741,045	3,866,287	3,995,723	4,129,492	4,267,739	4,410,615	4,558,274
ULRG included Above	-637,442	-263,559	-651,466	-651,466	-665,798	-680,446	-695,416	-710,715	-726,350	-742,330	-758,661	-775,352	-792,410
<b>Footpath / Bikeway Program</b>													
Reconstruction	178,140	335,248	208,898	208,898	286,905	394,043	541,188	743,280	1,020,839	1,402,044	1,925,601	2,644,667	3,632,248
Construction	277,167	120,059	354,878	354,878	374,265	394,712	416,276	439,017	463,001	488,295	514,972	543,105	572,776
<b>Drainage Program</b>													
Local Drainage Works	2,762,151	3,782,840	1,400,000	1,400,000	3,427,807	3,511,968	3,598,197	3,686,546	3,777,067	3,869,813	3,964,839	4,062,202	4,161,957
Brown Hill / Keswick Drainage	1,358,774	2,272,340	1,345,711	1,345,711	1,383,752	1,418,346	1,453,804	1,490,149	1,527,403	1,565,588	1,604,728	1,644,846	1,685,967
<b>Other Capital Works</b>													
Other Works	3,510,000	7,753,718	6,560,000	5,860,000	4,839,480	3,832,388	4,010,533	4,172,775	4,448,749	4,631,070	4,737,585	4,636,549	4,313,190
<b>Building Program</b>													
Land & Buildings	4,980,000	16,674,822	2,032,500	2,782,500	1,496,530	1,586,980	2,681,528	2,780,359	2,883,667	2,991,656	3,104,537	3,222,531	3,345,872
Land & Buildings - Loan	0	0	3,100,000	3,600,000	3,000,000	2,500,000	1,500,000	0	0	0	0	0	0
<b>Other Capital Expenditure</b>													
Plant, Furn & Equipment	1,533,750	1,945,322	1,707,400	1,182,300	1,746,670	1,786,844	1,827,941	1,869,984	1,912,993	1,956,992	2,002,003	2,048,049	2,095,154
Library Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Capital Expenditure</b>	<b>24,940,519</b>	<b>44,448,102</b>	<b>27,256,296</b>	<b>27,281,196</b>	<b>27,458,588</b>	<b>26,699,422</b>	<b>27,689,956</b>	<b>26,627,635</b>	<b>27,898,563</b>	<b>29,207,287</b>	<b>30,611,582</b>	<b>32,034,148</b>	<b>33,534,566</b>
Less Overheads	1,551,636	2,037,130	1,733,699	1,670,062	1,802,876	1,764,296	1,838,789	1,862,468	1,961,318	2,063,005	2,172,756	2,283,520	2,400,688
<b>TOTAL EXPENDITURE</b>	<b>23,388,883</b>	<b>42,410,972</b>	<b>25,522,597</b>	<b>25,611,134</b>	<b>25,655,712</b>	<b>24,935,126</b>	<b>25,851,166</b>	<b>24,765,167</b>	<b>25,937,245</b>	<b>27,144,282</b>	<b>28,438,826</b>	<b>29,750,628</b>	<b>31,133,877</b>

Budget and Annual Business Plan

Ten Year Financial Plan

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Budget and Annual Business Plan

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**City of West Torrens - Long Term Financial Planning Model**  
**Forecast Statement of Comprehensive Income**

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
<b>Income</b>										
Rates Revenues	55,828	58,045	60,215	62,464	64,769	67,220	69,733	72,336	75,042	77,846
Rates Equivalent - AAL	5,380	5,594	5,749	5,940	6,138	6,341	6,552	6,770	6,995	7,227
Statutory Charges	2,072	2,336	2,387	2,440	2,483	2,548	2,604	2,662	2,720	2,780
User Charges	1,604	1,839	1,879	1,921	1,963	2,006	2,050	2,095	2,142	2,189
Grants, Subsidies and Contributions	4,287	3,653	3,720	3,788	3,240	3,312	3,385	3,459	3,535	3,613
Investment Income	144	147	150	154	157	161	164	166	171	175
Reimbursements	272	360	368	376	384	392	401	410	419	428
Other Income	192	196	199	203	207	210	214	218	222	226
<b>Total Income</b>	<b>69,779</b>	<b>72,140</b>	<b>74,667</b>	<b>77,285</b>	<b>79,381</b>	<b>82,191</b>	<b>85,103</b>	<b>88,120</b>	<b>91,246</b>	<b>94,485</b>
<b>Expenses</b>										
Employee Costs	23,865	24,789	25,409	26,044	26,696	27,363	28,047	28,748	29,467	30,204
Materials, Contracts & Other Expenses	23,866	25,583	26,318	27,077	27,860	28,668	29,502	30,363	31,251	32,169
Depreciation, Amortisation & Impairment	13,413	13,816	14,231	14,659	15,100	15,554	16,022	16,504	17,001	17,513
Finance Costs	1,128	1,097	1,232	1,326	1,389	1,411	1,450	1,486	1,516	1,542
<b>Total Expenses</b>	<b>62,272</b>	<b>65,285</b>	<b>67,191</b>	<b>69,107</b>	<b>71,044</b>	<b>72,996</b>	<b>75,022</b>	<b>77,101</b>	<b>79,235</b>	<b>81,427</b>
<b>Operating Surplus / (Deficit)</b>	<b>7,507</b>	<b>6,855</b>	<b>7,477</b>	<b>8,179</b>	<b>8,337</b>	<b>9,195</b>	<b>10,082</b>	<b>11,019</b>	<b>12,011</b>	<b>13,057</b>
Asset Disposal & Fair Value Adjustments	0	0	0	0	0	0	0	0	0	0
Amounts Received Specifically for New or Upgraded Assets	0	0	0	0	0	0	0	0	0	0
Physical Resources Received Free of Charge	0	0	0	0	0	0	0	0	0	0
<b>Net Surplus / (Deficit) <sup>1</sup></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Comprehensive Income</b>	<b>7,507</b>	<b>6,855</b>	<b>7,477</b>	<b>8,179</b>	<b>8,337</b>	<b>9,195</b>	<b>10,082</b>	<b>11,019</b>	<b>12,011</b>	<b>13,057</b>



Budget and Annual Business Plan

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City of West Torrens - Long Term Financial Planning Model

Forecast Statement of Financial Position

Year Ended	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
<b>Current Assets</b>										
Cash and Cash Equivalents	6,893	6,011	6,909	6,798	6,788	6,664	6,545	6,397	6,264	6,102
Trade & Other Receivables	2,241	2,679	2,752	2,828	2,797	2,877	2,960	3,046	3,134	3,225
Other Financial Assets	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463
Inventories	18	18	18	18	18	18	18	18	18	18
<b>Total Current Assets</b>	<b>10,615</b>	<b>10,171</b>	<b>11,142</b>	<b>11,107</b>	<b>11,065</b>	<b>11,022</b>	<b>10,986</b>	<b>10,924</b>	<b>10,879</b>	<b>10,808</b>
<b>Non-Current Assets</b>										
Equity Accounted Investments in Council Businesses	1,964	1,964	1,964	1,964	1,964	1,964	1,964	1,964	1,964	1,964
Infrastructure, Property, Plant & Equipment	795,104	806,944	817,648	828,840	838,506	848,889	860,011	871,946	884,686	898,316
Other Non-Current Assets	6,991	8,512	8,757	9,009	9,270	9,539	9,816	10,102	10,398	10,703
<b>Total Non-Current Assets</b>	<b>804,059</b>	<b>817,420</b>	<b>828,369</b>	<b>839,813</b>	<b>849,739</b>	<b>860,392</b>	<b>871,791</b>	<b>884,012</b>	<b>897,058</b>	<b>910,984</b>
<b>TOTAL ASSETS</b>	<b>814,674</b>	<b>827,591</b>	<b>839,511</b>	<b>850,920</b>	<b>860,805</b>	<b>871,414</b>	<b>882,777</b>	<b>894,936</b>	<b>907,936</b>	<b>921,791</b>
<b>Current Liabilities</b>										
Cash Advance Debiture	0	0	0	0	0	0	0	0	0	0
Trade & Other Payables	5,226	5,240	5,387	5,539	5,695	5,857	6,023	6,195	6,372	6,555
Borrowings	1,482	2,101	2,416	2,703	2,944	3,187	3,442	3,708	4,018	5,348
Provisions	4,842	4,804	4,804	4,804	4,804	4,804	4,804	4,804	4,804	4,804
<b>Total Current Liabilities</b>	<b>11,551</b>	<b>12,145</b>	<b>12,608</b>	<b>13,046</b>	<b>13,444</b>	<b>13,848</b>	<b>14,269</b>	<b>14,707</b>	<b>15,194</b>	<b>16,707</b>
<b>Non-Current Liabilities</b>										
Borrowings	29,764	35,193	39,175	41,966	43,117	44,127	44,987	45,689	46,191	45,476
Provisions	246	284	284	284	284	284	284	284	284	284
<b>Total Non-Current Liabilities</b>	<b>30,010</b>	<b>35,477</b>	<b>39,458</b>	<b>42,250</b>	<b>43,401</b>	<b>44,411</b>	<b>45,271</b>	<b>45,973</b>	<b>46,475</b>	<b>45,760</b>
<b>TOTAL LIABILITIES</b>	<b>41,561</b>	<b>47,622</b>	<b>52,066</b>	<b>55,296</b>	<b>56,845</b>	<b>58,259</b>	<b>59,540</b>	<b>60,680</b>	<b>61,669</b>	<b>62,467</b>
<b>Net Assets</b>	<b>773,113</b>	<b>779,968</b>	<b>787,445</b>	<b>795,624</b>	<b>803,960</b>	<b>813,155</b>	<b>823,237</b>	<b>834,256</b>	<b>846,267</b>	<b>859,324</b>
<b>EQUITY</b>										
Accumulated Surplus	127,908	134,763	142,240	150,418	158,755	167,950	178,032	189,051	201,062	214,119
Asset Revaluation Reserves	638,690	638,690	638,690	638,690	638,690	638,690	638,690	638,690	638,690	638,690
Other Reserves	6,515	6,515	6,515	6,515	6,515	6,515	6,515	6,515	6,515	6,515
<b>Total Council Equity</b>	<b>773,113</b>	<b>779,968</b>	<b>787,445</b>	<b>795,624</b>	<b>803,960</b>	<b>813,155</b>	<b>823,237</b>	<b>834,256</b>	<b>846,267</b>	<b>859,324</b>

Budget and Annual Business Plan

Ten Year Financial Plan

**City of West Torrens - Long Term Financial Planning Model**

**Forecast Financial Indicators**

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Year Ended	\$(’000)	\$(’000)	\$(’000)	\$(’000)	\$(’000)	\$(’000)	\$(’000)	\$(’000)	\$(’000)	\$(’000)
Operating Surplus Ratio	10.76%	9.50%	10.01%	10.58%	10.50%	11.19%	11.85%	12.50%	13.16%	13.82%
<i>This ratio expresses the operating surplus as a percentage of total operating revenue.</i>										
Adjusted Operating Surplus Ratio	10.76%	9.50%	10.01%	10.58%	10.50%	11.19%	11.85%	12.50%	13.16%	13.82%
<i>This ratio expresses the operating surplus as a percentage of total operating revenue (excluding Federal Government advance payments).</i>										
Net Financial Liabilities Ratio	44.37%	51.94%	54.83%	57.20%	57.69%	57.49%	57.07%	56.48%	55.68%	54.69%
<i>This ratio expresses net financial liabilities as a percentage of total operating revenue.</i>										
Asset Renewal Funding Ratio	104.52%	102.28%	100.03%	100.87%	103.90%	102.08%	103.53%	100.09%	100.87%	103.06%
<i>This ratio expresses net asset renewal expenditure as a percentage of Asset Management Plan required expenditure.</i>										

Budget and Annual Business Plan

Ten Year Financial Plan

**City of West Torrens - Long Term Financial Planning Model**  
**Forecast Uniform Presentation of Finances**

	Year Ended	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
		\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
Operating Revenue		69,779	72,140	74,667	77,285	79,381	82,191	85,103	88,120	91,246	94,485
<u>Less</u>											
Operating Expenses		(62,272)	(65,285)	(67,191)	(69,107)	(71,044)	(72,996)	(75,022)	(77,101)	(79,235)	(81,427)
<b>Operating Surplus / (Deficit)</b>		<b>7,507</b>	<b>6,855</b>	<b>7,477</b>	<b>8,179</b>	<b>8,337</b>	<b>9,195</b>	<b>10,082</b>	<b>11,019</b>	<b>12,011</b>	<b>13,057</b>
<i>less</i> Net Outlays on Existing Assets											
Capital Expenditure on the Renewal and Replacement of Existing Assets		(14,795)	(14,131)	(14,236)	(14,786)	(15,688)	(15,877)	(16,587)	(16,519)	(17,149)	(18,049)
Less Depreciation, Amortisation and Impairment		13,413	13,816	14,231	14,659	15,100	15,554	16,022	16,504	17,001	17,513
Less Proceeds from the Sale of Replaced Assets		775	0	0	0	0	0	0	0	0	0
		(607)	(315)	(5)	(127)	(588)	(323)	(565)	(15)	(148)	(536)
<i>less</i> Net Outlays on New and Upgraded Assets											
Capital Expenditure on New and Upgraded Assets		(11,591)	(11,525)	(10,699)	(11,065)	(9,077)	(10,060)	(10,557)	(11,920)	(12,602)	(13,085)
Less Grants and Contributions Specifically for New and Upgraded Assets		0	0	0	0	0	0	0	0	0	0
Less Proceeds from the Sale of Surplus Assets		0	0	0	0	0	0	0	0	0	0
		(11,591)	(11,525)	(10,699)	(11,065)	(9,077)	(10,060)	(10,557)	(11,920)	(12,602)	(13,085)
<b>Net Lending / (Borrowing) for Financial Year</b>		<b>(4,691)</b>	<b>(4,985)</b>	<b>(3,227)</b>	<b>(3,013)</b>	<b>(1,328)</b>	<b>(1,188)</b>	<b>(1,040)</b>	<b>(916)</b>	<b>(739)</b>	<b>(564)</b>

**Glossary of Terms**

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**Glossary of Terms**

*Amortisation* refers to the systematic allocation of the depreciable amount of an asset over its useful life.

*Annual business plan* refers to a document Council must adopt each year as part of or in conjunction with its budget, pursuant to the requirements of Section 123 of the Local Government Act 1999.

*Asset* refers to a resource controlled by the City of West Torrens from which future economic benefits, including service potential, are expected to flow.

*Asset impairment* refers to the situation that occurs when the carrying amount of an asset exceeds its recoverable amount.

*Asset management* refers to a systematic, structured approach to the maintenance, upgrade and operation of assets, on a whole of life basis, combining engineering principles with sound business practice and economic rationale, and providing the tools to facilitate a more organised and flexible approach to making decisions necessary to meet community expectations.

*Asset renewal expenditure* refers to expenditure that restores or improves the condition of existing Council assets.

*Asset revaluation reserve* is the reserve created when Council revalues its assets.

*Asset renewal funding ratio* measures capital expenditure on the renewal and replacement of assets relative to the level of expenditure proposed in Council's infrastructure and asset management plans.

*Audit Committee* refers to a committee of Council established under Section 126 of the Local Government Act 1999.

*Budget* refers to a financial document prepared by Council under Section 123 of the Local Government Act 1999.

*Capital expenditure* refers to expenditure recognised as an asset in the accounts of the Council, rather than being treated as an operating expense, and includes:

- Office furniture and equipment in excess of \$2,000 in value;
- Other plant and equipment in excess of \$2,000;
- Buildings - new construction / extensions - in excess of \$10,000; and
- Infrastructure assets in excess of \$10,000.

*Cash equivalents* are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

*Cash flow statement* refers to a financial statement that shows inflows and outflows of cash and cash equivalents in terms of operating, investing and financing activities.

*Comprehensive income statement* sometimes referred to as a profit and loss statement, is a financial statement that shows the income and expenditure of the Council, and in turn the operating result, being the difference between the two.

*Depreciable amount* refers to the cost of an asset, or other amount substituted for cost, less its residual value.

*Depreciation* refers to the systematic allocation of the depreciable amount of an asset over its useful life.

*Differential rating* refers to the power of Council under Section 156 of the Local Government Act 1999 to declare different rates according to use and / or locality of land.

*Employee costs* refers to staff and related costs, including salaries and wages, superannuation, leave provisioning, fringe benefits tax, training and WHS expenses.

*Equity* refers to the residual interest in the assets of the Council after the deduction of its liabilities. Often referred to as net assets, it is the difference between total assets and total liabilities.

*Expenses* refers to a decrease in future economic benefits, effectively meaning the costs incurred by Council in the normal course of its business operations. They include employee costs, material and contractor expenses, finance costs and depreciation.

*Finance costs* refers to expenses associated with Council's financing activities, including interest on loans and revenue collection charges.

*Financial statements* comprise a statement of comprehensive income, a statement of financial position, a statement of changes in equity and a statement of cash flows.

*Financing activities* are activities that result in changes in the size and composition of the contributed equity and borrowings of the entity.

*Grants, subsidies and contributions* refers to assistance from state and commonwealth governments and other institutions where resources are transferred to Council generally in return for past or future compliance with certain conditions.

*Income* refers to the gross inflow of economic benefits arising from the ordinary activities of Council when those inflows result in increases in equity. It includes rates, statutory charges, grants, user charges, investment income and reimbursements.

*Income statement*, sometimes referred to as a profit and loss statement, is a financial statement that shows the income and expenditure of the Council, and in turn the operating result, being the difference between the two.

*Infrastructure and Asset Management Plan (IAMP)* refers to a plan for the management and development of infrastructure and major assets of the Council that must be developed and adopted for a period of at least 10 years.

*Infrastructure asset* refers to roads, kerbing, drains, footpaths, cycle paths, land improvements and related assets.

*Investing activities* are the acquisition and disposal of long-term assets and other investments not included in operating activities.

*Investment income* refers to income generated by Council from investment activities.

*Liability* is an obligation of the Council arising from past events, the settlement of which is expected to result in an outflow of resources embodying economic benefits. Liabilities include provisions and trade and other payables.

*Liquidity* is a measure of the ability of the Council to pay its debts as and when they fall due.

*Loan repayments* refers to interest and principal payments made to service Council loans.

*Long term financial plan* refers to a plan that must be developed and adopted by Council for a period of at least 10 years under Section 122(1a) of the Local Government Act 1999.

*Minimum rate* refers to the minimum amount payable by a ratepayer which is determined by the Council pursuant to Section 158 of the Local Government Act 1999.

*Regional Landscape levy* (RL levy) is a separate rate imposed on ratepayers by the state government under Section 69 of the Landscape South Australia Act 2019 and Section 154 of the Local Government Act 1999.

*Operating activities* are the principal expenditure and revenue-producing activities of the Council and other activities that are not investing or financing activities.

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

*Postponement of rates* refers to the availability to seniors of an option to delay the payment of rates in certain circumstances under Section 182A of the Local Government Act 1999.

*Rate rebates* refers to mandatory and discretionary rebates on rates that are available to ratepayers under Sections 159 to 166 of the Local Government Act 1999.

*Rate remissions* are discretionary concessions available to ratepayers where payment of rates causes hardship.

*Rates* are a charge against the land levied on ratepayers under provisions of the Local Government Act 1999.

*Reserves* are a credit balance account forming part of Council equity.

*Residual value* refers to the value of an asset at the end of its useful life.

*Revenue* refers to the gross inflow of economic benefits arising from the ordinary activities of Council when those inflows result in increases in equity. It includes rates, statutory charges, grants, user charges, investment income and reimbursements.

*Separate rates* refer to a rate that may be declared by Council for specific purposes under Section 154 of the Local Government Act 1999.

*Service rates or charges* may be applied to services such as the collection and disposal of waste under Section 155 of the Local Government Act 1999.

*Statement of financial position*, sometimes referred to as the balance sheet, is a summary of Council's assets, liabilities and equity at a particular point in time, and provides a snapshot of Council's financial position.

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*Statutory charges* refers substantially to fees set by the state government on regulatory services provided by local government, such as dog registration fees, building and planning fees, and parking fines.

*Stormwater flood mitigation* refers to measures aimed at minimising the impact of floods in the West Torrens community, including mitigation works associated with Brown Hill and Keswick Creeks.

*Sustainability* refers to Council's ability to manage its finances so it can meet spending commitments, both now and in the future, and ensure future generations of taxpayers do not face an unmanageable bill for services provided to the current generation.

*User charges* refers to fees set by Council for certain goods and services provided, such as library charges, hall hire, tennis court hire and community centre fees.



Budget and Annual Business Plan

Glossary

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**Appendix 1: Climate Change Impact Statement**

### Appendix 1: Climate Impact Statement

The City of West Torrens acknowledges the scientific consensus regarding the existence of climate change and the substantial contribution the human population is making to this via greenhouse gas emissions.

The City of West Torrens is committed to reducing and adapting to the impact of climate change by:

- considering climate adaptation in our decision making processes;
- regularly reviewing and responding to the risks associated with climate change;
- participating in the AdaptWest Climate Adaptation Program;
- participating in the Western Adelaide Zone Emergency Management Committee;
- reducing our carbon footprint by reducing energy and fossil fuel usage; and
- increasing the use of renewable energy and sustainable fuel sources.

The City of West Torrens will increase the resilience of our community by providing community programs and grants, responsive infrastructure and greening programs which reduce urban heat and, encouraging active transport and outdoor activities and protecting the community from the consequences of severe weather events and heatwaves.

The City of West Torrens has undertaken a significant number of initiatives which contribute to climate change mitigation and adaption across a broad range of Council programs and projects, many of which are ongoing.

Climate adaptation involves developing high level strategies that drive the operations of Council in a coordinated manner and provide long term benefits. Some of these strategies include:

- The City of West Torrens Public Realm Design Manual
- The City of West Torrens Local Drainage Stormwater Management Plan
- The City of West Torrens Emergency Management Framework and Business Continuity Plan
- Participating in the AdaptWest Climate Adaptation Program
- Being a pioneer council in ICLEI's Cities with Nature Program
- Membership of ICELI
- The City of West Torrens Carbon Management Plan.

As part of its climate adaptation activities, the City of West Torrens is maximising the opportunity to increase the greening of our City. These include:

- Raingardens
- Growing trees in challenging spaces
- Implementation of a Tree Strategy
- Greening Council's shared path network
- Street tree audit and planting program
- Appropriate plant/tree choice
- Streetscape designs
- Native plant giveaway and community planting events.

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Stormwater initiatives provide maximum access to sustainable water source for trees to improve soil moisture and encourage deep root growth which include the use of:

- Permeable paving
- Tree inlets and water wells
- Footpath brick paving.

Waste reduction initiatives focus on reducing waste and increased recycling at both a Council and community level. These include:

- Waste education
- Community workshops
- Resources for schools
- Household chemical and paint drop-off facility
- Waste separation in Council buildings
- Reduction in single use plastics at Council events.

Environment grants and Rainwater Tank rebates are available for the community to access to encourage sustainability.

The City of West Torrens is working diligently to increasing the use of recycled products and reduce emissions, energy and water consumption. Actions include:

- Recycled printer cartridge and road pavement trial
- LED street lighting, linear parks, pathways and reserves upgrades
- Building design and retrofit incorporating solar and battery storage and rainwater tanks
- Vehicle replacements consider environmental standards and increasing the number of electric and hybrid vehicles in the fleet.