

CITY OF WEST TORRENS



Notice of Committee Meeting

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

CITY ADVANCEMENT AND PROSPERITY GENERAL COMMITTEE

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

of the

CITY OF WEST TORRENS

will be held in the George Robertson Room, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

TUESDAY, 28 JUNE 2022
at 6.00pm

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

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1 MEETING OPENED**1.1 Evacuation Procedures****1.2 Electronic Platform Meeting****2 PRESENT****3 APOLOGIES****Apologies****Leave of Absence**

Cr Kym McKay

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 Advancement and Prosperity General Committee held on 26 April 2022 be confirmed as a true and correct record.

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

Nil

8 REPORTS OF THE CHIEF EXECUTIVE OFFICER

8.1 Privately Funded Planning and Design Code Amendments Policy

Brief

This report presents the newly created Draft *Council Policy - Privately Funded Planning and Design Code Amendments* for consideration.

RECOMMENDATION

The Committee recommends to Council that:

1. The *Council Policy - Privately Funded Planning and Design Code Amendments Policy* be approved.
2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the *Council Policy - Privately Funded Planning and Design Code Amendments*.

Introduction

The Planning and Design Code (Code) is a fundamental instrument of the *Planning, Development and Infrastructure Act 2016* (the Act). The Code consolidated the planning policies contained within Development Plans into one state-wide document of planning rules.

The Act sets out the Code Amendment process for seeking a change to the Code. Councils and other designated entities, including private proponents, are able to commence Code Amendments of differing scope. Private proponents are either a provider of essential infrastructure or a person who has an interest in the land (such as a developer or landowner) and is seeking to initiate a Code Amendment.

At its 26 April 2022 meeting, the Committee endorsed the *Council Policy - Council Initiated Code Amendments* (CIC Policy) which was subsequently approved by Council at its 3 May 2022 meeting. The CIC policy sought to provide the basis for a proactive approach to how Council initiates its own Code Amendments and the scope and criteria for both Council initiated and unsolicited requests to amend the Planning and Design Code (Code) from the community.

Private proponents are able to undertake a Code Amendment themselves and while the CIC Policy was not intended to address requests from private proponents such as developers for Council to undertake a Code Amendment on their behalf, there may be instances where they would prefer Council to do so on their behalf. Consequently, to guide Council with regard to such requests from these third parties, the Administration has developed the *Council Policy - Privately Funded Planning and Design Code Amendments (Attachment 1)* for Council's consideration.

Discussion

A private proponent may approach Council to undertake a privately funded Code Amendment on their behalf. If Council agrees to do so, it will act as the proponent for the Code Amendment and undertakes the process on behalf of the private proponent.

Private Proponent Led Process

The Chief Executive of the Attorney-General's Department is responsible for the Code Amendment process for Private Proponents.

The private proponent led Code Amendment process presents an opportunity for agile consideration of a Code Amendment to respond to changing demand and landscapes in a timely manner without Council leading the process.

The other factor to consider in Private Proponent Code Amendments is that the objectives of the private proponent and those of Council may be disparate and not aligned i.e. yield and profit can be driving factors for developers and private proponents while, for Council, amenity, open space, climate adaptation and infrastructure are the dominant considerations.

While a privately funded Code Amendment allows Council to charge for its time and costs in undertaking the Code Amendment, this is unlikely to recoup all of Council's costs and may result in resources being diverted from Council's core responsibilities to its community, including its own Code Amendments or advocacy on non-Council initiated Code Amendments within West Torrens.

As a result of this, and given the resource implications, it is strongly recommended to Council that as a general policy position, Council will not undertake private proponent Code Amendments. Consequently, to assist in the handling of privately funded Code Amendment requests, the Policy has been drafted to guide Council with regard to considering requests from third parties to undertake privately funded Code Amendments.

In the event that Council does agree to manage a third party, privately funded Code Amendment the Policy ensures that they are aligned with the Council's strategic objectives and able to be resourced properly without detriment to core responsibilities.

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. It is apparent that policy contained in the Code has the capacity to affect change in one way or another on climate impact through built form and development.

Conclusion

The *Council Policy - Privately Funded Planning and Design Code Amendments* seeks to provide rigour and guidance to requests to undertake a third party privately funded Code Amendment.

Attachments

1. Proposed Council Policy - Privately Funded Planning and Design Code Amendments

CITY OF WEST TORRENS



Council Policy: Privately Funded Planning and Design Code Amendments

Classification:	Council Policy
First Issued:	TBA
Dates of Review:	TBA
Version Number:	1
Next Review Due:	TBA
Objective ID:	TBA
Applicable Legislation	Local Government Act 1999 Planning, Development and Infrastructure Act 2016 Planning, Development and Infrastructure (Transitional Provisions) (Code) Variation Regulations 2019
Related Policies or Corporate Documents	Council Policy - Public Consultation Administration Policy - Public Consultation Council Policy - Procurement Administration Policy - Procurement City of West Torrens Fees and Charges Amending the Planning and Design Code – Introductory Guide, Department of Planning, Transport and Infrastructure (November 2019) Practice Direction 2 – Preparing an Amendment of Designated Instruments, State Planning Commission (Version 4 27 May 2021)
Associated Forms:	
Note	
Responsible Manager	Manager Strategy and Business

City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

Confirmed by General Manager:	General Manager Business and Community Services	Date: 15 June 2022
Approved by Executive:		Date:
Endorsed by Council:		Date:

Objective ID - TBA

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City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

COUNCIL POLICY: Privately Funded Planning and Design Code Amendments

1. Preamble

- 1.1. The Planning and Design Code (Code) is a key designated instrument of the *Planning, Development and Infrastructure Act 2016* (Act). It contains the planning policies and rules which are used to guide development across the State.
- 1.2. The Act sets out the process under which designated entities will be able to initiate an amendment to the Code.
- 1.3. Under Section 73(2)(b)(vii) of the Act, the following proponents can initiate an amendment to the Code through a Code Amendment process:
 - 1.3.1. State Planning Commission;
 - 1.3.2. Council;
 - 1.3.3. Chief Executive of the Attorney-General's Department;
 - 1.3.4. A Government agency or instrumentality of the Crown;
 - 1.3.5. Joint Planning Board;
 - 1.3.6. Infrastructure Scheme Coordinator;
 - 1.3.7. Provider of essential infrastructure (private proponent); and
 - 1.3.8. A person who has interest in the subject land (private proponent).
- 1.4. Once initiated, any of the proponents listed above can undertake the Code Amendment process with the exception of private proponents. The Chief Executive of the Attorney-General's Department is responsible for the Code amendment process for Private Proponents.
- 1.5. A provider of essential infrastructure or a person who has an interest in the land may also approach Council to undertake a Privately Funded Code Amendment on their behalf. If Council agrees, it will act as the proponent for the Code Amendment.
- 1.6. Practice Direction 2, issued pursuant to Section 42 of the Act, outlines the information required to propose the initiation of a Code Amendment and the process for preparing a Code Amendment for consultation and approval.
- 1.7. Privately Funded Code Amendments can facilitate policy changes to the Planning and Design Code to unlock development opportunities, if they are considered to be aligned to Council's strategic objectives and can be resourced appropriately.

2. Purpose

- 2.1. This policy guides the management of requests from third parties for Council to undertake privately funded Code Amendments pursuant to the Act

Objective ID - TBA

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City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

- 2.2. To ensure an open and transparent process for the acceptance and use of private funding for investigations into potential planning policies and/or the preparation of Code Amendments in order to mitigate risks to Council and the community.

3. Definitions

- 3.1. **Act** means the Planning, Development and Infrastructure Act 2016.
- 3.2. **Applicant** means the company or person(s) external to the Council or the Minister for Planning who has proposed and is funding or partly funding, the preparation of the Code Amendment undertaken by Council.
- 3.3. **CEO** means the Chief Executive Officer of the City of West Torrens.
- 3.4. **Charter** means the Community Engagement Charter.
- 3.5. **Chief Executive** means the Chief Executive of the Attorney-General's Department (Department)
- 3.6. **Code Amendment** means the process for amending the Planning and Design Code.
- 3.7. **Code drafting principles** means the principles set out in Appendix 1 and as published in the State Government's, 'Amending the Planning and Design Code – Introductory Guide'.
- 3.8. **Commission** means the South Australian State Planning Commission.
- 3.9. **Consultant/s** means a company or person(s) engaged by Council or Private Proponent to provide assets, goods, works or services associated with the Code amendment.
- 3.10. **Council** means the Elected Body of the City of West Torrens.
- 3.11. **Department** means the South Australian Attorney-General's Department.
- 3.12. **Designated entity** means a person or entity authorised or approved to prepare a draft of a proposal to amend the Code as defined in the Act.
- 3.13. **ERDC** means the Environment, Resources and Development Committee of Parliament.
- 3.14. **Funding Agreement** means a legally binding agreement signed by the Private Funder and the Council. It contains the agreed legal obligations and responsibilities of both parties in undertaking a privately funded Code Amendment.
- 3.15. **Minister** means the Minister for Planning.
- 3.16. **Private Proponent** means either a provider of essential infrastructure or a person who has an interest in the land (such as a developer or landowner) and is seeking to initiate a Code Amendment, as per section 73(2)(b) of the *Planning Development and Infrastructure Act 2016*.

City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

- 3.17. **Private Funder** means the party making the request to fund a Code Amendment undertaken by Council.
- 3.18. **Privately Funded Code Amendment** means when a third party funds the investigation of work and/or drafts the Amendment required to change the Planning and Design Code zoning, policies and or mapping.
- 3.19. **Proponent** means the Chief Executive, another agency or instrumentality of the Crown, a joint planning board, a council, a provider of essential infrastructure, a scheme co-ordinator, or a person who has an interest in land as listed in section 73 (2)(b) of the Act.
- 3.20. **Statement of Justification (SOJ)** means a document prepared by a Proponent that describes, and provides justification for, the Proponent's proposal for a Privately Funded Code Amendment. The purpose of a SOJ is to assist the Council to determine whether or not to proceed with the Privately Funded Code Amendment (subject to approval of the Minister)

4. Policy Statement

- 4.1. Privately funded investigations into planning policies and any subsequent Code Amendments must adhere to the process outlined in Appendices 2 and 3.
- 4.2. The Private Funder must cover all costs in the initiation, preparation, community consultations and authorisation of the Code Amendment, peer review and any court costs associated with legal challenges.
- 4.3. The legal agreement between the Council and the Private Funder must state that the Private Funder is funding an open and transparent process which may not result in the outcome that the Private Funder was seeking.
- 4.4. At all stages the Code Amendment must declare the private funding.
- 4.5. Council will maintain control, independence and planning professionalism in the Code Amendment process and ensure investigations are impartial and conducted by professional and qualified persons.
- 4.6. Council retains the right to, at any time, withdraw, reject or cease the process of the Code Amendment.

5. Procedure

- 5.1. Requests to conduct a Privately-funded Code Amendment
- 5.1.1. Council retains the right to refuse investigations into Code Amendments. In these cases the Private Funder may or may not choose to apply directly to the State Government.

City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

5.2. Submitting a request

- 5.2.1. Requests for Council's approval to undertake a Privately Funded Code Amendment must be made in writing to the CEO.
- 5.2.2. The Private Funder seeking a Privately Funded Code Amendment to be undertaken by Council must provide a Statement of Justification (SOJ) outlining the need for a Privately Funded Code Amendment. This will include:
 - 5.2.2.1. Identification of the land subject to the Code Amendment and current proof of ownership of the land.
 - 5.2.2.2. The outcomes being sought by the Code Amendment including identification of the issue that is intended to be addressed.
 - 5.2.2.3. The reasons for the request
 - 5.2.2.4. Analysis of the proposal against key considerations identified below (see 5.3) for a privately funded Code Amendment.
 - 5.2.2.5. Any other matters determined by Council as relevant.
 - 5.2.2.6. Formal acknowledgement of the requirement to enter into a Deed of Agreement prior to the commencement of investigations and to fund the costs associated with the Code Amendment.

5.3. Key Considerations for a Privately Funded Code Amendment

- 5.3.1. The following will be considered when determining whether or not to conduct a Code Amendment process on behalf of a Private Funder:
 - 5.3.1.1. Be within the scope of Code Amendments that are under the remit of Council.
 - 5.3.1.2. The intent of the Code Amendment must align with the relevant State Planning Policies, relevant Regional Plans and the current 30 Year Plan for Greater Adelaide (in the absence of any Regional Plan)
 - 5.3.1.3. The Code Amendment must align with Council's strategic objectives contained in the Community Plan 2030 and any other relevant Council's strategies, plans and policies
 - 5.3.1.4. Consider current policies in the Code that unnecessarily restrict appropriate development on the site
 - 5.3.1.5. Identify if the Code Amendment affects a broad or limited cross section of the community
 - 5.3.1.6. Proposed policy change has considerable social, economic and/or environment impact/merit including impacts on the following as relevant to the Code Amendment:
 - 5.3.1.6.1. Traffic and parking

City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

- 5.3.1.6.2. Open space, vegetation and tree canopy,
- 5.3.1.6.3. Existing neighbourhood character and integration within the existing streetscape,
- 5.3.1.6.4. Increased hard surfaces,
- 5.3.1.6.5. Urban heat,
- 5.3.1.6.6. Existing infrastructure,

5.3.1.7. The ability for the Code Amendment to be appropriately project managed by Council staff, taking into consideration the timing of other priorities, projects and resources available.

5.4. Consideration and management of requests

- 5.4.1. A SOJ will be reviewed by the City of West Torrens on its merits against the previously outlined points in clause 5.3.
- 5.4.2. A report, including a recommendation(s), will subsequently be presented to Council for its consideration (Appendix 1 - Privately Funded Code Amendment Process).
- 5.4.3. Council at all times retains the right to reject a request to initiate a Privately Funded Code Amendment or to pass the Code Amendment on to the State Government, if Council has a conflict of interest, does not have the required resources to complete, or for any other reason.
- 5.4.4. The reasons for proceeding with, or rejecting, a proposed Privately Funded Code Amendment will be recorded and communicated to the private proponent.

5.5. Undertaking Draft Code Amendment

- 5.5.1. If Council decides that the SOJ is able to progress, Council will engage a suitably qualified consultant who meets the requirements of the *Planning, Development and Infrastructure Act 2016* to prepare the draft Code Amendment.
- 5.5.2. Project management of the Code Amendment process will be undertaken by the City of West Torrens' staff. The consultant undertaking the privately funded Code Amendment will report directly to City of West Torrens' staff.
- 5.5.3. The draft Code Amendment will be released for public consultation and feedback prior to being submitted to the Minister for Planning for agreement. Feedback and commentary received from the public during this period will be provided to the Private Funder for consideration and response. The feedback and commentary, and any response from the Private Funder will be considered by the City of West Torrens and by Council as part of the decision-making about whether to continue, amend or discontinue with the Privately Funded Code Amendment.

City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

- 5.5.4. It should be noted that Council maintains ultimate control of the Code Amendment, in that, key stages are presented to Council for consideration and endorsement prior to being submitted to the Minister for approval or endorsement. The key stages that are considered by Council include: Proposal to initiate; Draft investigations and policy for Public and Agency Consultation; Responses to public engagement; and Approval.
- 5.5.5. The capacity for Council to process a Privately Funded Code Amendment will be influenced by Council's other policy priorities, and projected timing will be estimated accordingly.
- 5.6. Obligations of Council and the Private Funder
- 5.6.1. If Council agrees to conduct the Code Amendment on behalf of a Private Funder, and the Private Funder agrees to enter into a Funding Agreement and fund the costs associated with the Code Amendment including timing of when payment is to be made, then Council becomes the proponent for the entirety of the Code Amendment process.
- 5.6.2. Council will manage the Code Amendment process (subject to any alternative arrangements as agreed between the Council and the Private Funder on a case by case basis) including:
- 5.6.2.1. The Proposal to Initiate in accordance with section 73 of the PDI Act
 - 5.6.2.2. Investigations in accordance with the approved Proposal to Initiate
 - 5.6.2.3. Instructions for the drafting of proposed policy amendments
 - 5.6.2.4. Any maps prepared to industry standard
 - 5.6.2.5. All Code Amendment consultation documentation
 - 5.6.2.6. Presentations at Council meetings or workshops, as required
 - 5.6.2.7. A review and response to all written and verbal submissions on the draft Code Amendment
 - 5.6.2.8. Preparation of the approval version of the Code Amendment
 - 5.6.2.9. Other requirements as directed in any relevant Practice Directions issued by the Commission.
 - 5.6.2.10. Procurement and supervision of consultants that may be required to prepare documentation, conduct investigations or provide technical advice.
- 5.7. Funding and legal arrangements
- 5.7.1. To facilitate the process and to detail the obligations of each party, a Funding Agreement will be required between Council and a Private Funder. The Funding Agreement will detail the following:

City of West Torrens Council Policy: Privately Funded Planning and Design Code Amendments

- 5.7.1.1. The nature of the arrangements including schedule of expenses for which the Private Funder will be required to cover and the methodology of the Code Amendment, peer review, and the time for when payment/s is to be made;
- 5.7.1.2. Details of the nature of the Code Amendment, including the area to be covered, the purpose of the Code Amendment, and what the Code Amendment investigations will encompass that have been mutually agreed between Council and Private Funder and referred to as agreed Code Amendment principles;
- 5.7.1.3. An acknowledgement by the Private Funder the Code Amendment that the Code Amendment will be prepared at the direction of Council and that the Private Funder will have no right to control or direct the progress or form of the Code Amendment apart from making written submissions to the Council as a part of the consultation process;
- 5.7.1.4. An acknowledgement by the Private Funder and the Council that while the Council may agree to and process the Code Amendment, ultimately the decision on its authorisation is a decision by the Minister for Planning and not the Council, and that the Council has no control over the Ministers approval processes;
- 5.7.1.5. Agreement as to what happens if the Code Amendment is either not authorised by the Minister or authorised with amendments that do not suit the interest of the Private Funder;
- 5.7.1.6. Agreement that the Private Funder will fund any legal costs associated with the preparation of the Code Amendment, including legal review, legal proceedings or judicial review proceedings in relation to the Code Amendment process;
- 5.7.1.7. Acknowledgment that the legal agreement shall not in any way affect Council's standing as the relevant authority to assess applications for development approval in respect of land affected by a Privately Funded Code Amendment.
- 5.7.2. Council is under no obligation to commence the Code Amendment process until the Funding Agreement is signed by all relevant parties.
- 5.7.3. Council is officially the proponent of the Privately Funded Code Amendment. Council maintains ultimate control of the Code Amendment process, with key stages being presented to Council for consideration prior to being submitted to the Minister for approval or endorsement. All Code Amendment documents will indicate that the Code Amendment is privately-funded.
- 5.7.4. Council may determine, at any stage of the Code Amendment process, not to proceed with the Code Amendment due to feedback received from stakeholders or other reasons considered to be reasonable in the opinion of Council.

Appendix One

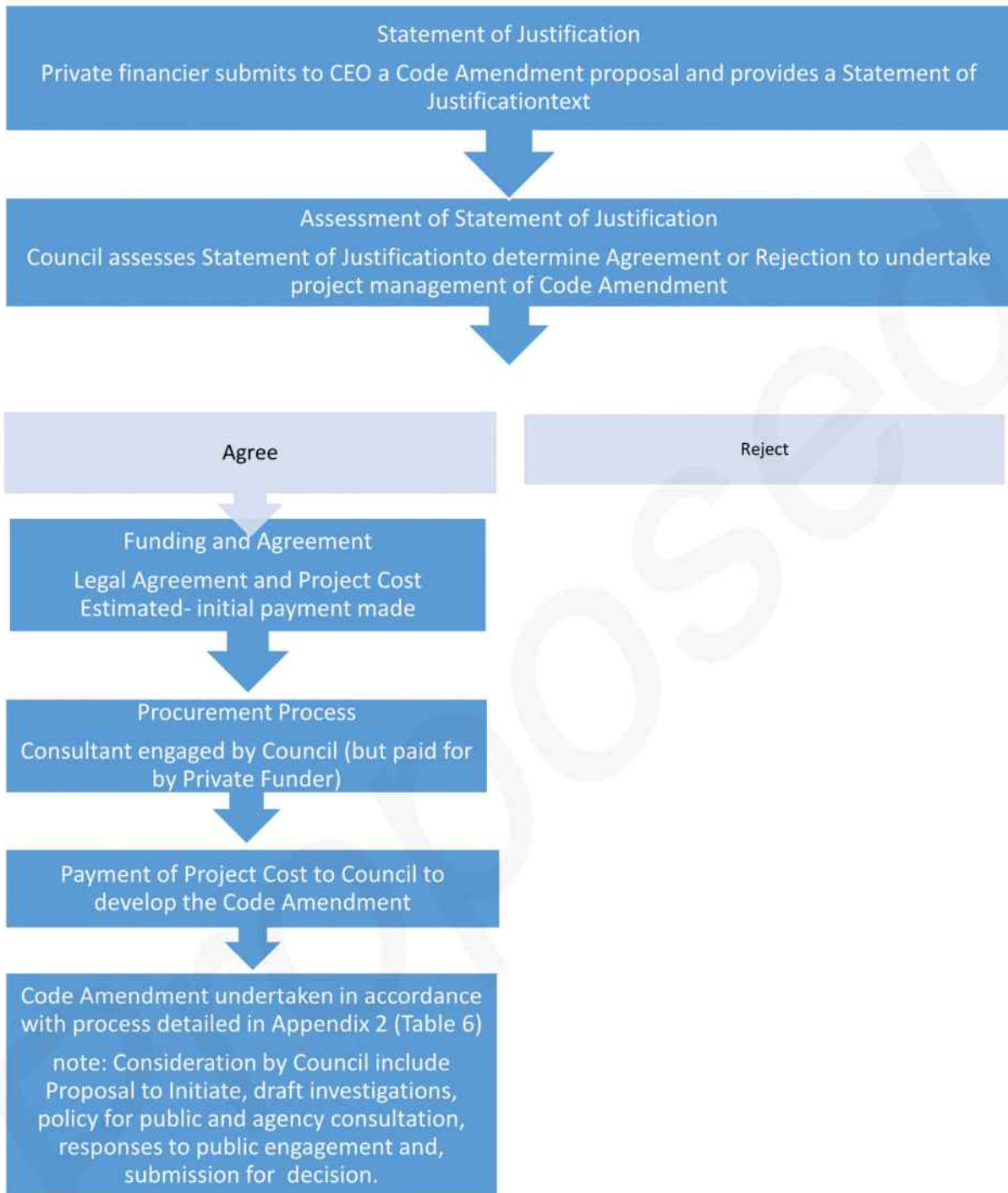
APPENDIX I - DEVELOPING PLANNING AND DESIGN CODE CONTENT

Universal Drafting Principles

The following 10 principles set the foundation for the form and content of the Code, and all proposed amendments to the Code will be measured against them.

1. A policy set out in the Code must implement a state planning policy and should implement a regional plan (including a sub-regional part where relevant). The Code must not be inconsistent with any of these instruments.
2. Code policies guide 'the point in time' assessment of an application for planning consent.
NB: Policies do not seek to control the ongoing management of land. This is done through compliance with the relevant development approval and conditions, a statutory licensing scheme, and/or approvals under other Acts.
3. Code content must be directly relevant to the assessment of development.
4. Code policies must not reproduce other standards, guidelines, information or other matters that are more appropriately managed or set out in other legislation.
5. A policy must not contradict the National Construction Code.
6. A policy must be clearly worded, concise and easily understood, and provide consistency in drafting, interpretation and application.
NB: It is essential that a term used in more than one place in the Code has the same meaning. Sentences must be structured simply and logically. Complicated, unusual grammatical constructions, jargon and legalisms must be avoided.
7. Code policies must provide a consistent and coherent scheme across the Code and not contradict any other policy.
8. The criteria for accepted and deemed-to-satisfy development, and for referrals and notifications, must generally be measurable and not of a nature that requires some form of assessment to determine if they apply in a particular case.
9. General Development Policies are to be written only once. The same policy must not be repeated in a different General Development Policy.

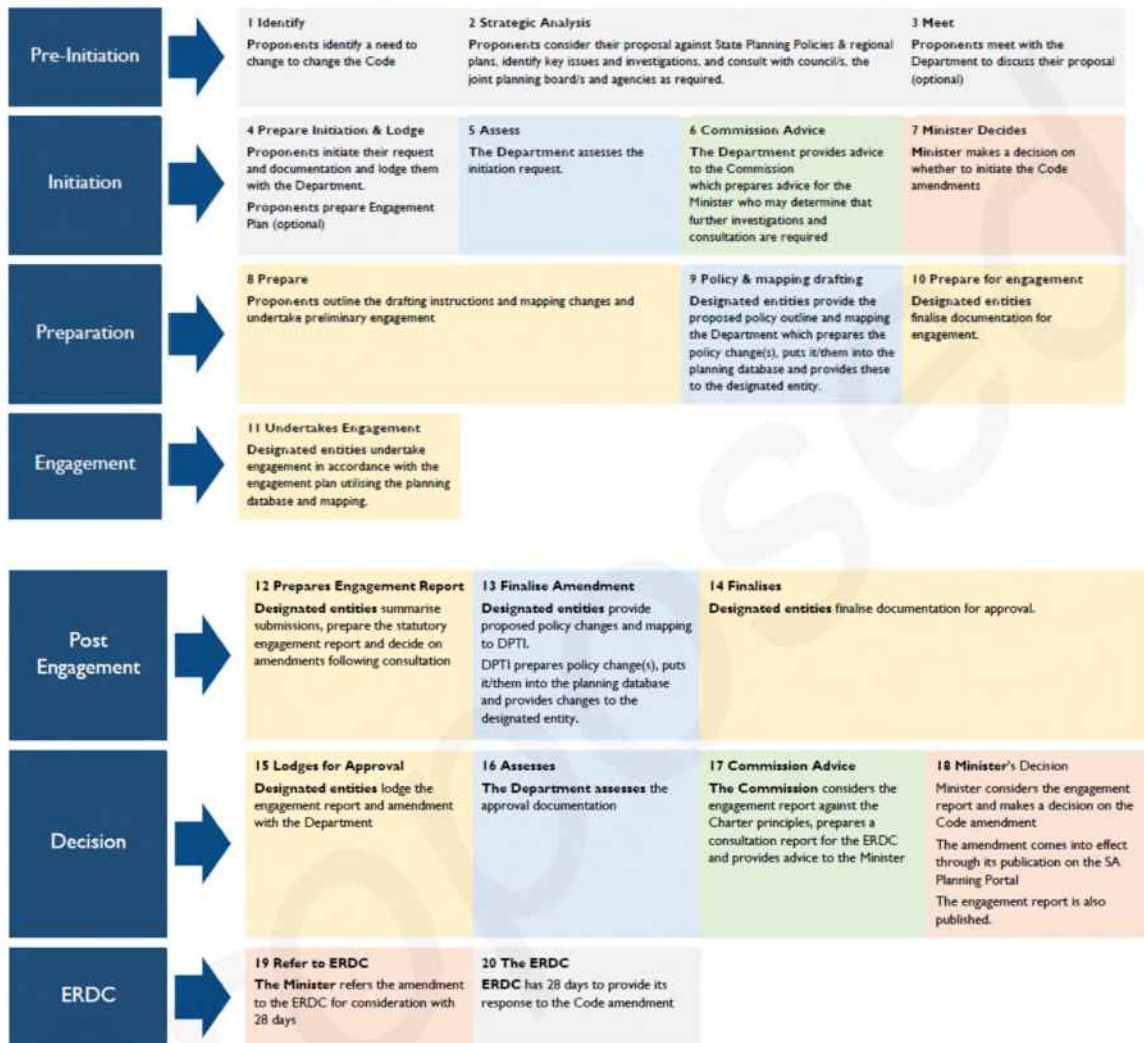
Appendix Two



Note: Council may at any time withdraw, reject or cease the process of the Code Amendment.

Appendix Three

Table 6: The Code Amendment Process - Councils, Agencies, Joint Planning Boards, Scheme Coordinators



8.2 Review - Sale and Disposal of Assets Policy

Brief

This report presents the reviewed *Council Policy - Sale and Disposal of Assets*.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The reviewed *Council Policy - Sale and Disposal of Assets* be approved.
2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the *Council Policy - Sale and Disposal of Assets*.

Introduction

Policy provisions surrounding the sale and disposal of assets were previously contained in the *Council Policy - Contracts, Tendering and Sale and Disposal of Assets*. This policy was reviewed in July 2015, and, as part of this review, the sale and disposal of assets clauses were extracted and embedded, along with additional and appropriate clauses, into a new stand-alone *Council Policy - Sale and Disposal of Assets* (Policy) which was initially approved by Council in 2015.

The Policy has been subjected to a scheduled review. The results of this, shown as track changes, are presented for consideration by the Committee and subsequent recommendation to Council (**Attachment 1**). For convenience, and to allow for additional ease of review, a version with track changes accepted has also been attached (**Attachment 2**).

Discussion

The Policy provides principles to guide the disposal of land and other assets to ensure:

- Value for money is obtained;
- All parties are treated fairly; and
- Accountability is intrinsic throughout the process.

This scheduled review has resulted in multiple amendments and additions to the Policy, shown as track changes for ease of reference.

Minor amendments include ensuring links are correct, amending titles, document names, formatting and phrasing. These changes to clauses were implemented to improve the document's phrasing and readability, and do not alter its function.

Key changes to this Policy are:

- Transfer of responsibility for the Policy from the General Manager Business and Community Services to the Deputy Chief Executive Officer;
- Definitions for asset, land, major plant equipment, minor plant equipment and useful life have been included or updated in clauses 4.1, 4.3, 4.4, 4.5 and 4.6;
- Additional information regarding guiding principles to ensure value for money is obtained, is included in clause 5.1.1.2;
- An additional clause has been included at clause 5.2.2 detailing considerations when determining a suitable method for sale or disposal of the asset;
- Clause 5.2.5 now sets out the statutory requirements for sale of Community Land; and

- Clause 5.2.7 now includes consideration of the *Roads (Opening and Closing) Act 1991* prior to any sale or disposal.

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 direct climate impact considerations in relation to this report.

Conclusion

The Policy has undergone a scheduled review and is presented to the Committee for its consideration and subsequent recommendation to Council.

Attachments

1. **Proposed - Sale and Disposal of Assets Policy - Track Changes Marked**
2. **Proposed - Sale and Disposal of Assets Policy - Track Changes Accepted**

CITY OF WEST TORRENS



Council Policy: Sale and Disposal of Assets	
Classification:	Council Policy
First Issued:	21 July 2015
Dates of Review:	21 July 2020 <u>2022</u>
<u>Next Review Due:</u>	<u>2027</u>
Version Number:	<u>42</u>
<u>DW Doc-set Objective ID:</u>	<u>3050139A8554</u>
Applicable Legislation:	<u>Land Acquisition Act 1969</u> <u>Local Government Act 1999-(SA)</u> <u>Criminal Law Consolidation Act 1935-(SA)</u> <u>Independent Commission Against Corruption Act 2012-(SA)</u> <u>Code of Conduct for Council Members</u> <u>Code of Conduct for Council Employees</u>
Related Policies or Corporate Documents:	<u>Asset Management Council Policy</u> <u>Delegations Process Council Policy</u> <u>Capitalisation of Assets Council Policy</u> <u>Disposal of Computer and Related Equipment Policy</u> <u>Fleet Management Administration Policy</u> <u>Employee Code of Behaviour</u> <u>Enterprise Risk Management Council Policy</u> <u>Fraud and Corruption Prevention and Control Council Policy</u> <u>Gifts Benefits and Hospitality Administration Policy</u> <u>Impairment of Assets Council Policy</u> <u>Information Technology and Its Use Administration Policy</u> <u>Public Consultation Council Policy</u> <u>Risk Management Administration Framework</u> <u>Sub-delegation Process Administration Policy</u> <u>National Competition Policy (Federal)</u> <u>Work Health and Safety Administration Policy</u>
Associated Forms:	
Note:	
Responsible Manager:	<u>General Manager Business and Community Services</u> <u>Manager, City Property</u>
Confirmed by General Manager:	General Manager Urban Services Date
Approved by Executive:	Date
Approved by Council:	Date

City of West Torrens Council Policy - Sale and Disposal of Assets

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Draft

City of West Torrens Council Policy - Sale and Disposal of Assets

COUNCIL POLICY - Sale and Disposal of Assets**1. Preamble**

- 1.1 Section 49 of the [Local Government Act 1999](#) (the Act) requires each council to develop, maintain and adopt policies relating to the sale and disposal of land to ensure that:
- a. value for money is obtained
 - b. all parties are treated fairly and ethically
 - c. probity, accountability and transparency is intrinsic to the process.

2. Purpose

- 2.1 This policy seeks to define the methods by which assets are disposed of.
- 2.2 Demonstrate accountability, probity and transparency of Council to ratepayers.
- 2.3 Obtain value for money and encourage open competition.

3. Scope

- 3.1 This policy applies to all assets with the exception of computers and IT equipment.

4. Definitions

- 4.1 ~~Asset refers to a resource owned by or under the care and control of CWT~~ means any physical item that is owned by or under the care and control of by the Council and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes Land, Major Plant and Equipment and Minor Plant and Equipment. It does not include financial investments, finance related activities, computers and IT equipment.
- 4.2 **Employee** means any full-time, part-time, contract, casual, work experience, trainees, and volunteers, as well as those persons working at a Council workplace through a contract or other similar external arrangement.
- 4.3 Land includes Community Land, vacant land, operational land and Roads, and any other land-related assets, including all buildings (community and operational) on Land.
- 4.4 Major Plant and Equipment includes all major machinery and equipment owned by the Council. It includes all trucks, graders, other operating machinery and major plant items with an original value of \$2,000 or more. It does not include Minor Plant and Equipment.
- 4.5 Minor Plant and Equipment includes all minor plant and equipment owned by Council. It includes all loose tools, store items, furniture, second hand items removed from Major Plant and Equipment (such as air conditioners, bricks and pavers) and surplus bulk items (such as sand and gravel) with an original value likely to be less than \$2,000.
- 4.6 Useful life is:

Doc-Set ID - 3050139 Objective ID - A8554

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City of West Torrens Council Policy - Sale and Disposal of Assets

4.6.1 The period over which an asset is expected to be available for use by an entity; or

4.6.2 The number of production or similar units expected to be obtained from the asset by an entity.

5. Policy Statement

5.1 Guiding Principles

5.1.1 Value for Money

5.1.1.1. CWT will drive value for money in its sale and disposal of assets by deploying the most appropriate strategy to achieve its objectives.

5.1.1.2. Value for money includes consideration of both cost and non-cost factors (if applicable):

- the contribution to Council's long term financial plan and strategic management plans;
- any relevant direct and indirect benefits to Council, both tangible and intangible;
- efficiency and effectiveness;
- the usefulness of the Land or Asset;
- the current market value of the Land or Asset;
- the costs of various disposal methods;
- internal administration costs;
- risk exposure; ~~and~~
- the value of any associated environmental benefits.

5.1.2. Risk Management

5.1.2.1. The risks associated with any sale or disposal of an asset will be managed in accordance with this policy and CWT's Enterprise Risk Management Framework. Risk Management Administration Framework.

5.1.2.2. All sale and disposal activities require the identification and assessment of potential risks. Risks must be assessed in accordance with CWT's Enterprise Risk Management Framework. Risk Management Administration Framework.

5.1.3. Probity and Accountability

5.1.3.1. All employees involved in sale and disposal activities are required to observe the highest standards of integrity, probity and professional conduct and comply with the Mandatory Code of Conduct for Council Employees and, Employee Code of Behaviour and other legislative requirements.

City of West Torrens Council Policy - Sale and Disposal of Assets

- 5.1.3.2. All stages of the sale and disposal decision making process will be documented, defensible and preserve confidence in CWT's process.
- 5.1.3.3. Parties will be treated fairly and equitably in any procurement process.
- 5.1.3.4. Non-conformance with this policy by employees may lead to disciplinary action.

5.2. Sale or Disposal Strategy

5.2.1. The following criteria should be considered in relation to the sale or disposal of assets:

- 5.2.1.1. number and type of known potential purchaser(s) of the asset(s);
- 5.2.1.2. original intention for the use of the asset(s) when purchased;
- 5.2.1.3. original method and intent of Council's obtaining ownership/custodianship of the asset(s), e.g. a bequest;
- 5.2.1.4. potential for local economic growth and development;
- 5.2.1.5. total estimated value of the asset(s);
- 5.2.1.6. delegation limits taking into consideration accountability, operational efficiency, and urgency of the sale;
- 5.2.1.7. compliance with statutory and other obligations;
- 5.2.1.8. urgency of the sale or disposal;
- 5.2.1.9. condition of the asset(s) and its remaining useful life;
- 5.2.1.10. cost of the sale against the value or return of the asset(s).

The sale or disposal of assets may be through:

- 5.2.1.11. direct sale through public advertisement;
- 5.2.1.12. public auction;
- 5.2.1.13. invitation to tender (select or open);
- 5.2.1.14. donation to community groups and/or charitable institutions;
- 5.2.1.15. vehicle trade-in arrangements;

In the event the asset has come to the end of its useful life, it may be disposed of by way of recycling or as waste.

5.2.2. Selection of a suitable method or disposal method will include consideration of (where appropriate):

5.2.2.1. the public demand and interest in the Asset;

5.2.2.2. the method most likely to return the highest revenue;

~~5.2.1.16~~ 5.2.2.3. compliance with statutory and other obligations.

City of West Torrens Council Policy - Sale and Disposal of Assets

5.2.2-5.2.3. If the cost of sale outweighs the value or return of the asset(s) it may be disposed of by way of recycling or as waste.

5.2.4. The sale or disposal of land and/or buildings must be referred to Council for its consideration and determination with independent valuations being obtained to assist and inform Council to ensure the objectives of this policy are achieved.

5.2.5. Where Land is classified as community land, the Council must:

5.2.2-1-5.2.5.1. undertake public consultation in accordance with the Act and the Council's public consultation policy; and

5.2.2-2-5.2.5.2. Ensure that the process for the revocation of the classification of Land as community has been concluded prior to its disposal;

5.2.2-3-5.2.5.3. comply with all other requirements under the Act in respect of the disposal of community land.

5.2.6. The sale or disposal of computers and IT equipment such as mobile phones, photocopiers and printers must be undertaken in line with the Disposal of Computer and Related Equipment Administration Policy.

5.2.3-5.2.7. Where the Land forms or formed a road or part of a road, the Council must ensure that the Land is closed under the Roads (Opening and Closing) Act 1991 (SA) prior to its disposal.

6. Confidentiality

6.1. CWT will not disclose the confidential details of any offer received from a party to unauthorised persons without the prior written consent of the party unless required to do so by law.

7. Delegations

7.1. Council has delegated authority to the Chief Executive Officer (CEO) to make decisions in respect of matters covered by this policy including decisions unless referral to Council is otherwise required.

7.2. The CEO is authorised to further delegate the authority to staff (delegated officers/procurers) to make decisions in respect of the matters covered in this policy.

7.3. Financial sub-delegations are recorded in the publically available *City of West Torrens Subdelegations Framework*.

7.4. Delegated officers are required to ensure that all sale and disposal of assets activities comply with the provisions of this policy and legislation and are in accordance with their approved delegations.

8. Consultation

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

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City of West Torrens Council Policy - Sale and Disposal of Assets

9. Availability

- 9.1. This policy is available for inspection in the Civic Centre and the Hamra Centre during normal opening hours as well as on [Council's website](#).
- 9.2. Copies may be purchased at a fee set annually by Council and as detailed in Council's [Fees and Charges Register](#).

Draft

CITY OF WEST TORRENS



Council Policy: Sale and Disposal of Assets

Classification:	Council Policy
First Issued:	21 July 2015
Dates of Review:	2022
Next Review Due:	2027
Version Number:	2
Objective ID:	A8554
Applicable Legislation:	Land Acquisition Act 1969 Local Government Act 1999 Criminal Law Consolidation Act 1935 Independent Commission Against Corruption Act 2012 Code of Conduct for Council Members Code of Conduct for Council Employees
Related Policies or Corporate Documents:	Asset Management Council Policy Capitalisation of Assets Council Policy Disposal of Computer and Related Equipment Policy Employee Code of Behaviour Enterprise Risk Management Council Policy Fraud and Corruption Prevention and Control Council Policy Gifts Benefits and Hospitality Administration Policy Information Technology and Its Use Administration Policy Public Consultation Council Policy
Associated Forms:	
Note:	
Responsible Manager:	Manager, City Property
Confirmed by General Manager:	General Manager Urban Services Date
Approved by Executive:	Date
Approved by Council:	Date

City of West Torrens Council Policy - Sale and Disposal of Assets

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Draft

City of West Torrens Council Policy - Sale and Disposal of Assets

COUNCIL POLICY - Sale and Disposal of Assets

1. Preamble

- 1.1 Section 49 of the [Local Government Act 1999](#) (the Act) requires each council to develop, maintain and adopt policies relating to the sale and disposal of land to ensure that:
- a. value for money is obtained
 - b. all parties are treated fairly and ethically
 - c. probity, accountability and transparency is intrinsic to the process.

2. Purpose

- 2.1 This policy seeks to define the methods by which assets are disposed of.
- 2.2 Demonstrate accountability, probity and transparency of Council to ratepayers.
- 2.3 Obtain value for money and encourage open competition.

3. Scope

- 3.1 This policy applies to all assets with the exception of computers and IT equipment.

4. Definitions

- 4.1 **Asset** means any physical item that is owned by or under the care and control of by the Council and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes Land, Major Plant and Equipment and Minor Plant and Equipment. It does not include financial investments, finance related activities, computers and IT equipment.
- 4.2 **Employee** means any full-time, part-time, contract, casual, work experience, trainees, and volunteers, as well as those persons working at a Council workplace through a contract or other similar external arrangement.
- 4.3 **Land** includes Community Land, vacant land, operational land and Roads, and any other land-related assets, including all buildings (community and operational) on Land.
- 4.4 **Major Plant and Equipment** includes all major machinery and equipment owned by the Council. It includes all trucks, graders, other operating machinery and major plant items with an original value of \$2,000 or more. It does not include Minor Plant and Equipment.
- 4.5 **Minor Plant and Equipment** includes all minor plant and equipment owned by Council. It includes all loose tools, store items, furniture, second hand items removed from Major Plant and Equipment (such as air conditioners, bricks and pavers) and surplus bulk items (such as sand and gravel) with an original value likely to be less than \$2,000.
- 4.6 **Useful life** is:

City of West Torrens Council Policy - Sale and Disposal of Assets

- 4.6.1 The period over which an asset is expected to be available for use by an entity; or
- 4.6.2 The number of production or similar units expected to be obtained from the asset by an entity.

5. Policy Statement

5.1 Guiding Principles

5.1.1 Value for Money

- 5.1.1.1. CWT will drive value for money in its sale and disposal of assets by deploying the most appropriate strategy to achieve its objectives.
- 5.1.1.2. Value for money includes consideration of both cost and non-cost factors (if applicable):
- the contribution to Council's long term financial plan and strategic management plans
 - any relevant direct and indirect benefits to Council, both tangible and intangible
 - efficiency and effectiveness
 - the usefulness of the Land or Asset
 - the current market value of the Land or Asset
 - the costs of various disposal methods
 - internal administration costs
 - risk exposure
 - the value of any associated environmental benefits.

5.1.2. Risk Management

- 5.1.2.1. The risks associated with any sale or disposal of an asset will be managed in accordance with this policy and CWT's [Enterprise Risk Management Framework](#).
- 5.1.2.2. All sale and disposal activities require the identification and assessment of potential risks. Risks must be assessed in accordance with CWT's [Enterprise Risk Management Framework](#).

5.1.3. Probity and Accountability

- 5.1.3.1. All employees involved in sale and disposal activities are required to observe the highest standards of integrity, probity and professional conduct and comply with the *Mandatory [Code of Conduct for Council Employees](#)* , *[Employee Code of Behaviour](#)* and other legislative requirements.
- 5.1.3.2. All stages of the sale and disposal decision making process will be documented, defensible and preserve confidence in CWT's process.

City of West Torrens Council Policy - Sale and Disposal of Assets

- 5.1.3.3. Parties will be treated fairly and equitably in any procurement process.
- 5.1.3.4. Non-conformance with this policy by employees may lead to disciplinary action.

5.2. Sale or Disposal Strategy

5.2.1. The following criteria should be considered in relation to the sale or disposal of assets:

- 5.2.1.1. number and type of known potential purchaser(s) of the asset(s)
- 5.2.1.2. original intention for the use of the asset(s) when purchased
- 5.2.1.3. original method and intent of Council's obtaining ownership/custodianship of the asset(s), e.g. a bequest
- 5.2.1.4. potential for local economic growth and development
- 5.2.1.5. total estimated value of the asset(s)
- 5.2.1.6. delegation limits taking into consideration accountability, operational efficiency, and urgency of the sale
- 5.2.1.7. compliance with statutory and other obligations
- 5.2.1.8. urgency of the sale or disposal
- 5.2.1.9. condition of the asset(s) and its remaining useful life
- 5.2.1.10. cost of the sale against the value or return of the asset(s).

The sale or disposal of assets may be through:

- 5.2.1.11. direct sale through public advertisement
- 5.2.1.12. public auction
- 5.2.1.13. invitation to tender (select or open)
- 5.2.1.14. donation to community groups and/or charitable institutions
- 5.2.1.15. vehicle trade-in arrangements.

In the event the asset has come to the end of its useful life, it may be disposed of by way of recycling or as waste.

5.2.2. Selection of a suitable method or disposal method will include consideration of (where appropriate):

- 5.2.2.1. the public demand and interest in the Asset
- 5.2.2.2. the method most likely to return the highest revenue
- 5.2.2.3. compliance with statutory and other obligations.

5.2.3. If the cost of sale outweighs the value or return of the asset(s) it may be disposed of by way of recycling or as waste.

City of West Torrens Council Policy - Sale and Disposal of Assets

- 5.2.4. The sale or disposal of land and/or buildings must be referred to Council for its consideration and determination with independent valuations being obtained to assist and inform Council to ensure the objectives of this policy are achieved.
- 5.2.5. Where Land is classified as community land, the Council must:
- 5.2.5.1. undertake public consultation in accordance with the Act and the Council's public consultation policy
 - 5.2.5.2. ensure that the process for the revocation of the classification of Land as community has been concluded prior to its disposal
 - 5.2.5.3. comply with all other requirements under the Act in respect of the disposal of community land.
- 5.2.6. The sale or disposal of computers and IT equipment such as mobile phones, photocopiers and printers must be undertaken in line with the [Disposal of Computer and Related Equipment Administration Policy](#).
- 5.2.7. Where the Land forms or formed a road or part of a road, the Council must ensure that the Land is closed under the *Roads (Opening and Closing) Act 1991* (SA) prior to its disposal.

6. Confidentiality

- 6.1. CWT will not disclose the confidential details of any offer received from a party to unauthorised persons without the prior written consent of the party unless required to do so by law.

7. Delegations

- 7.1. Council has delegated authority to the Chief Executive Officer (CEO) to make decisions in respect of matters covered by this policy including decisions unless referral to Council is otherwise required.
- 7.2. The CEO is authorised to further delegate the authority to staff (delegated officers/procurers) to make decisions in respect of the matters covered in this policy.
- 7.3. Financial sub-delegations are recorded in the publically available *City of West Torrens Subdelegations Framework*.
- 7.4. Delegated officers are required to ensure that all sale and disposal of assets activities comply with the provisions of this policy and legislation and are in accordance with their approved delegations.

8. Consultation

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

9. Availability

- 9.1. This policy is available for inspection in the Civic Centre and the Hamra Centre during normal opening hours as well as on [Council's website](#).

City of West Torrens Council Policy - Sale and Disposal of Assets

- 9.2. Copies may be purchased at a fee set annually by Council and as detailed in Council's [Fees and Charges Register](#).

Draft

8.3 Council Policy - Elections Period Caretaker

Brief

The *Council Policy - Elections Period Caretaker* has undergone a scheduled review and is presented for consideration and approval.

RECOMMENDATION

The Committee recommends to Council that it supports Council's approval of the reviewed *Council Policy - Elections Period Caretaker*.

Introduction

Section 91A of the *Local Government (Elections) Act 1999 (Act)* requires Council to adopt a caretaker policy governing the conduct of Council and staff during the election period for a general election, being, at a minimum, from the close of nominations to the end of the elections.

Following the commencement of this section, Council approved its first *Council Policy - Elections Period Caretaker (Policy)* in 2010 and, following the required statutory review in 2014 and 2018, prior to Council's elections in each of those years.

As is required, the Policy has undergone a scheduled review (Review) prior to the commencement of Council's 2022 general elections period, the outcome of which is presented to the Committee for its consideration and subsequent recommendation to Council.

Discussion

The Review has resulted in some proposed amendments to the Policy, which, for ease of reference, are shown as track changes (**Attachment 1**).

A track changes accepted copy of the draft Policy has also been included (**Attachment 2**).

Local Government Reforms

The *Statutes Amendment (Local Government Review) Act 2021 (Reform Act)* commenced its implementation in September 2021. The Reform Act amended s91A of the Act and clarified the provisions regarding the requirements of a council's Caretaker policy.

Section 91A now clearly delineates between a designated decision and the use of a council's resources for the advantage of a particular candidate. Previously the two were combined so while the amendments do not change the requirements of councils, a designated decision and the use of council resources are better defined and clarified. This has been included in Clause 5.7.

Proposed Changes

The proposed changes include minor typographical and grammatical changes with the content order being rearranged to group similar subject matter together. More significant proposed changes include:

- Minor amendments to document and legislation titles as well as definitions throughout;
- Clarification of the date caretaker commences (12 noon 6 September 2022) and concludes as detailed in Clause 4.4;
- Further information regarding mandatory public consultation requirements at Clause 5.4.1;

- As detailed above, the use of Council's resources by current Members during the caretaker period has been further clarified to better align with the reform to s91A of the Act. The provision prohibits the use of Council's resources for the advantage of a particular candidate or group of candidates has always been a key factor in this Policy and the Act but this amendment to the Act has highlighted that all candidates must have equal use of Council's resources. These amendments have been included in clause 5.7;
- Removal of irrelevant clause to the City of West Torrens at clause 5.3.2.1; and
- Removal of Council spokesperson restrictions at clause 5.9.2 as the legislation does not prevent the Mayor from continuing to be the spokesperson for Council throughout the election period.

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 as a result of this report.

Conclusion

As this is a statutory policy, Council is required to consider and approve the Policy directly rather than via the recommendation of the Committee. Consequently, the *Council Policy - Elections Period Caretaker* will be presented, along with the Committee's recommendation, to the 5 July 2022 meeting of Council for its consideration and approval.

Attachments

1. **Council Policy - Elections Period Caretaker - Track Changes Marked**
2. **Council Policy - Elections Period Caretaker - Track Changes Accepted**

CITY OF WEST TORRENS



Council Policy: Elections Period Caretaker

Classification:	Council Policy
First Issued:	October 2009
Dates of Review:	2010, 2014, 2018, <u>2022</u>
Version Number:	5
Objective ID	A6817
Next Review Due:	June 2026 22 (within 12 months of a periodic election)
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 (SA) • Local Government (Elections) Act 1999 (SA) • Local Government (Elections) Regulations 2010 (SA) • Criminal Law Consolidation Act 1935 (SA) • Independent Commissioner Against Corruption Act 2012 (SA) • Freedom of Information Act 1991 (SA) • Independent Commissioner Against Corruption Directions and Guidelines Office for Public Integrity Directions and Guidelines for Public Officers
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Code of Conduct for Council Members • Code of Conduct for Council Employees Employee Code of Behaviour • Council Policy - Procurement • Council Policy - Sale and Disposal of Assets • Council Policy - Talking Points • Council Policy - Elected Member Professional Developments Attendance at Conferences • Council Policy - Elected Member Gifts, Benefits and Hospitality Reporting

City of West Torrens Council Policy - Elections Period Caretaker

Associated Forms:	
Note:	
Responsible Manager:	Chief Executive Officer
Confirmed by General Manager:	General Manager Business and Community Services Date <u>September 2018</u> <u>24 May 2022</u>
<u>Approved by Executive:</u>	<u>8 June 2022</u>
Endorsed by Council:	Date <u>5-September-2018</u>

| City of West Torrens Council Policy - Elections Period Caretaker

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Proposed

COUNCIL POLICY - Elections Period Caretaker

1. Preamble

1.1 The City of West Torrens (CWT) is required by s91A of the *Local Government (Elections) Act 1999* to adopt a caretaker policy and assume a "caretaker mode" for a minimum period of seven (7) weeks prior to a periodic local government election to avoid actions and designated decisions which could be perceived as:

- intended to influence the conduct of the elections; and/or
- influencing voters; and/or
- having significant impact on candidates; and/or
- limiting the decision making ability of the incoming Council.

2. Purpose

2.1 This policy articulates the standards that are regarded as necessary for the promotion of transparent and accountable government during Caretaker Periods. It has been developed to ensure that:

- 2.1.1 The statutory requirements of s91A of the *Local Government (Elections) Act 1999*, s57 of the *Local Government Act 1999* and related regulations and legislation are met.
- 2.1.2 The responsibilities of Council and CWT employees during a Caretaker Period are clearly documented, accountable and transparent.
- 2.1.3 The Council continues to fulfil its responsibilities, with each Elected Member meeting their commitment as a member of the incumbent Council during the Caretaker Period.
- 2.1.4 The incumbent Council does not inappropriately make decisions that will be binding on an incoming Council and/or limit its decision making ability.
- 2.1.5 The election campaigns of incumbent Elected Members are conducted in a manner that is ethical, fair and equitable and are publicly perceived as such.
- 2.1.6 The day to day business and level of services of the CWT continue efficiently, in a normal manner and are not impacted by the City of West Torrens periodic or general elections.
- 2.1.7 Council resources are not diverted to, or influenced by, campaign purposes or used to improperly advantage incumbent Elected Members as candidates in the election.
- 2.1.8 CWT employees understand the required behaviours and expectations placed on them during an election, including the requirement to act impartially in relation to all candidates.

3. Scope

3.1 ~~The~~This policy applies for the duration of the Caretaker Period to Council, Elected Members, Elected Members who are electoral candidates, independent Audit ~~and~~ RiskGeneral -Committee members, Council Assessment Panel members and employees of the CWT.

City of West Torrens Council Policy - Elections Period Caretaker

- 3.2 This policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period.
- 3.3 This policy does not apply to statutory requirements or matters required by law (~~fore.g.~~ example, the production of the Annual Report and matters that are required to be reviewed pursuant to legislation).
- 3.4- ~~The This~~ Policy does not apply to supplementary elections.

4. Definitions

- 4.1 **Campaign Material** means the information and resources used by and in relation to individual candidate's election campaigns.
- 4.2 **Candidate** means any person (including a current Elected Member) who has lodged a valid nomination for the purpose of a forthcoming Local Government periodic or general election (the election) with the Electoral Commission of South Australia (ECSA).
- 4.3 **Caretaker Mode** relates to the protocols to be observed during a caretaker period.
- 4.4 **Caretaker Period** means the period that commences the day of closing of nominations (~~12 noon 6 September 2022~~ 18 September 2018) to the 'conclusion of the election' as defined in s4(2) of the *Local Government Act 1999* for the relevant periodic or general election being the time at which the last result of the election is certified by the Returning Officer; when the results have been declared.
- 4.5 ~~Chief Executive Officer~~ **CEO** means the appointed ~~CEO~~ Chief Executive Officer of the City of West Torrens or any person acting in that capacity.
- 4.6 **Council Contact Officer** means the person nominated by the CEO, and appointed by the ESCA, to liaise with the ECSA and manage CWT's responsibilities throughout Council's periodic and general elections.
- 4.7 **Council Liaison Officers** are those people nominated by the CEO to assist the Council Contact Officer during Council's periodic and general elections.
- 4.8 **Council Resources** includes (but is not limited to), for the purposes of this policy, employees, support staff, volunteers, hospitality (including venue and function facilities), equipment, Council owned buildings, materials published by Council, access to Council information, media services, machinery, electronic facilities, photographs and stationery.
- 4.9 **CWT Employee** means all employees covered by the ~~CWT Health Services Employees Enterprise Agreement~~, *CWT Enterprise Agreement (Local Government Employees)*, *CWT Municipal Salaried Officers Enterprise Agreement*, contractors, volunteers, and support staff.
- 4.10 **Designated Decision** means a decision that is not able to be made in accordance with s91A of the *Local Government (Elections) Act 1999* (refer to clause 5.3.1.1).
- 4.11 **ECSA** means the Electoral Commission of South Australia and/ or the Electoral Commissioner of South Australia.
- 4.12 **Elected Members** means the Mayor and Councillors of the CWT.
- 4.13 **Electoral Officer** means a person appointed as an electoral officer under the *Local Government (Elections) Act 1999* and includes the returning officer and the deputy returning officer.

City of West Torrens Council Policy - Elections Period Caretaker

- 4.14 **Election/Electoral Material** means the information and promotional material produced by the CWT, the Local Government Association or ECSA related to ~~the Council's periodic or general~~ elections.
- 4.15 **Events and Functions** means formal and informal gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities or social occasions such as dinners, receptions and balls.
- 4.16 **Independent Commissioner Against Corruption (ICAC)** means the person holding or acting in the office of the Independent Commissioner Against Corruption.
- 4.17 **Major Policy Decision** is any decision which has a significant impact on the 'normal' operations of Council.
- See **Schedule 1** for the *Major Policy Decisions Table* for further details and examples.
Note, Aa major policy decision is not limited to those examples included on this list.
- 4.18 **Office for Public Integrity (OPI)** means the entity that it is the point of contact for any person wishing to make a complaint or report under the *Independent Commissioner Against Corruption Act 2012 (ICAC Act 2012)* and the *Public Interest Disclosure Act 2018 (PID Act 2018)*.
- 4.19 **Prescribed Contract** means a contract entered into by Council for the purpose of undertaking:
- Road construction or maintenance; or
 - Drainage works.
- 4.20 **Public Consultation** means, for the purposes of this policy, the process of inviting public comment on a proposed Council action, decision or issue.

5. Policy Statement

5.1 Initiating Caretaker Period

- ~~5.1.1 The caretaker mode commences at the beginning of the Caretaker Period, i.e. 7 weeks from the close of nominations (18 September 2018) to the conclusion of the elections.~~
- 5.1.21 The CEO will ensure, as far as possible, the provision of 30 days advance notice to Elected Members, independent members of Council Committees and CAP, CWT employees and the public of the commencement date of the Caretaker Period.
- 5.1.23 The CEO will endeavour to ensure that all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

5.2 Code of Conduct

- 5.2.1 This policy is taken to form part of the *Code of Conduct for Council Members (the Code)* and ~~the Code of Conduct for Council Employees as well as the Employee Code of Behaviour~~ throughout the duration of the Caretaker Period.

City of West Torrens Council Policy - Elections Period Caretaker

5.3 Policy Decisions

5.3.1 Designated Decisions

5.3.1.1 Section 91A of the *Local Government (Elections) Act 1999* prescribes that ~~the Council are is~~ expressly prohibited from making designated decisions during the Caretaker Period. A designated decision means a decision:

- relating to the employment or remuneration of a ~~Chief Executive Officer~~CEO, other than a decision to appoint an Acting ~~Chief Executive Officer~~CEO; or
- to terminate the employment of a ~~Chief Executive Officer~~CEO; or
- to enter into a contract, arrangement or understanding (other than a prescribed contract) for the total value of which exceeds whichever is the greater of \$100,000 or ~~one per cent~~1% of the Council's revenue from rates in the preceding financial year; or;
- ~~allowing the use of Council resources for the advantage of a particular candidate or groups of candidates (other than a decision that allows the equal use of Council resources by all candidates for the election).~~

5.3.1.2 If ~~the~~ Council considers that there are extraordinary circumstances which require the making of a designated decision during the election period, ~~the~~ Council may apply, in writing, to the Minister for an exemption, the effect of which would be to allow the required designated decision to be made during the Caretaker Period.

5.3.1.3 An application for Ministerial exemption may only be made by resolution of Council.

5.3.1.4 A designated decision made by Council during the Caretaker Period, without prior exemption from the Minister, is invalid.

5.3.1.5 Any person who suffers loss or damage as a result of acting in good faith on a designated decision made by Council in contravention of legislation and this policy is entitled to compensation from the Council for that loss or damage.

5.3.1.6 The table of policy decisions or exercise of delegated powers at *Schedule 1 - Table of Major Policy Decisions (Attachment 1)* outlines those decisions or activities which are expressly prohibited by legislation and/or this policy.

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5.3.2 Exclusions from Designated Decisions

A decision is excluded from the definition of designated decision if:

5.3.2.1 The decision is to enter into a contract, arrangement or understanding (other than a prescribed contract) for the total value of which exceeds whichever is the greater of \$100,000 or ~~one per cent~~ **1 (1%)** % of the Council's revenue from rates in the preceding year and:

- relates to the carrying out of works in response to an emergency or disaster within the meaning of *Emergency Management Act 2004*, or under s298 of the *Local Government Act 1999*; or
- is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government; or
- relates to the employment of a particular CWT employee (other than the CEO); or
- is made in the conduct of negotiations relating to the employment of CWT employees generally, or a class of CWT employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or
- ~~relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council.~~

5.3.2.2 The decision relates to the suspension of a CEO for serious and wilful misconduct.

5.3.3 Consideration of Major Policy Decisions

5.3.3.1 The determination as to whether any policy decision is major will be made by the CEO.

5.3.3.2 So far as is reasonably practical, the CEO will avoid scheduling major policy decisions for consideration during a Caretaker Period and will ensure that such decisions are either:

- a) Considered by Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

5.3.3.32 Any person who is unsure whether a particular decision falls within the operation of this clause ~~should~~ **is encouraged to** consult the General Manager Business and Community Services.

5.3.3.34 All items listed within a Council ~~and/or Committee~~ agenda during the Caretaker Period will be assessed by the CEO for compliance with this policy.

5.3.4 Considerations for the Chief Executive Officer in Granting Approvals

When the CEO has discretionary approval under this policy, the CEO will have regard to the following criteria:

- Whether the decision is 'significant';
- The urgency of the issue;
- The possibility of financial repercussions or other consequences both for the current Council and the incoming Council if the decision is deferred;
- The nature of the decision, i.e.
 - Will it be controversial?
 - Will it provoke considerable public interest?
 - Will it provoke considerable media attention?
- The public interest.

5.4 Public Consultation during the Caretaker Period

5.4.1 Mandatory Public Consultation

5.4.1.1 –Any mandatory public consultation as which is required by legislation, and, relating to ~~local government Council,~~ can be undertaken during the Caretaker Period.

5.4.1.1a –Unless required by legislation the outcome of the consultation will not be reported back to Council until the cessation of the Caretaker Period i.e. to the incoming Council.

5.4.1.2 –Public consultation that is not legislatively mandated and relates to a topical or contentious issue is subject to approval of the CEO prior to its commencement who will take into account the above clauses in making a determination with regard to proceeding with the consultation or not.

5.4.2 Approved Public Consultation

If public consultation has been approved by the CEO:

- 5.4.2.1 The result of that consultation will not be reported to Council until after the completion of the Caretaker Period, i.e. to the incoming Council.
- 5.4.2.2 Approved consultations will avoid express or implicit links to the election.
- 5.4.2.3 The CEO reserves the right to postpone a consultation at any time during the Caretaker Period if he/shethy comes to the view that the issue may affect voting.

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5.4.3 Publicity Campaigns

- 5.4.3.1 During the Caretaker Period, publicity campaigns (other than for the purpose of conducting and promoting the election) will be avoided whenever possible.
- 5.4.3.2 Any publicity campaign that is considered necessary must be approved by the CEO.
- 5.4.3.3 Approved publicity during the Caretaker Period will be restricted to communicating normal activities and initiatives.

5.5 Publications during the Caretaker Period

5.5.1 Elected Members' campaign material

- 5.45.1.1 Elected Members' campaign materials must not purport that the material originates from, or is authorised by Council and/or CWT (e.g. by the use of Council logos).

5.5.2 Council Publications

- 5.5.2.1 CWT will publish election material, as required by the relevant acts, including (but not limited to) material in a range of media that:
- provides information about the elections;
 - promotes public participation in the elections;
 - seeks candidate nominations;
 - is information relating to those candidates who are standing within each area/ward;
 - the conduct of the elections; and
 - the outcome of the elections.
- 5.5.2.2 Council publicity and communications ~~that is,~~ not related to the elections, will be restricted to promoting normal Council activities and services.
- 5.5.2.3 Council publications produced before a Caretaker Period, but which contain material that could be used in connection with the elections, other than strictly relating to the election process, will not to be circulated or displayed during the Caretaker Period.
- 5.5.2.4 While Council is required by s131 of the *Local Government Act 1999* to prepare, adopt and put on public display a copy of its Annual Report before November 30 of each year, during the Caretaker Period the Annual Report will not contain material that could be regarded as overt electioneering or that inappropriately promotes individual Elected Members.
- 5.5.2.5 During the Caretaker Period, information from an individual Elected Member, or articles written by Elected Members, will be excluded from

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Talking Points. The edition immediately following the election will contain information on the new Council in lieu of individual Elected Member comment.

5.5.3 Council Website

- 5.5.3.1 Any information which refers to the elections and which is made available on the website, including on social media, will only relate to the elections process by way of information, education or publicity as required by legislation or as directed by the ECSA.
- 5.5.3.2 During a Caretaker Period, new material which is precluded by this policy or legislation will not be placed on the CWT website or on social media.
- 5.5.3.3 During the Caretaker Period, information provided about Elected Members will be restricted to names, contact details, titles and their membership on Council Committee(s) or other bodies as a Council representative.

5.5.4 Publication of Promotional Material

- 5.5.4.1 Any material concerning a Council organised or sponsored function or event which is to be published or distributed during the Caretaker Period must be consistent with clause 5.5 of this policy.

5.6 Elected Member Attendance at Events and Functions during the Caretaker Period

5.6.1 Events Staged by External Bodies

- 5.6.1.1 Elected Members may, at their discretion, continue to attend events and functions staged by external bodies during a Caretaker Period (see *Council Policy - Elected Members Gifts, Benefits and Hospitality*).
- 5.6.1.2 Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the CWT must not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidate's electoral campaigns.
- 5.6.1.3 Unless there is a requirement to do so, Elected Members will not be appointed to positions on external bodies or authorities during the Caretaker Period.

5.6.2 Council Events and Functions

- 5.6.2.1 Council events and functions held during the Caretaker Period will be reduced to only those essential to the operation of the Council. These events and functions should-must not, in any way, be associated with any issues considered topical or relevant to the election.
- 5.6.2.2 All known candidates are to be invited to Council organised events and functions during the Caretaker Period.

5.6.3 Addresses by Elected Members

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- 5.6.3.1 Elected Members may continue to make speeches related to Council business at events staged by external bodies during the Caretaker Period; however, the speech must not have any political reference which may be construed as giving a sitting Member any advantage.
- 5.6.3.2 Elected Members who are also election candidates must not give speeches or keynote addresses, other than short welcome speeches, at Council organised or sponsored events and functions during a Caretaker Period.

5.7 Council Resources

5.7.1 General

- 5.7.1.1 The use of Council resources for the advantage of a particular candidate or groups of candidates (other than a decision that allows the equal use of Council resources by all candidates for the election) is prohibited.
- 5.7.1.2 Council resources must not be used to assist any candidate's or group of candidates' campaign during the Caretaker Period. The CEO is not permitted to approve any use of Council resources for this purpose.
- 5.7.1.23 The Administration will ensure due propriety is observed in the use of all Council resources and CWT employees are required to exercise appropriate discretion in that regard.
- ~~5.7.1.3 In circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, such use must be referred to the CEO for approval.~~
- 5.7.1.44 Elected Members must not, in any way, exert undue influence over the timing of works or the delivery of Council services that may result in political gain for electoral purposes.
- 5.7.1.55 Elected Members must not use their position as a member of Council, or information obtained in their role as an Elected Member, to, directly or indirectly, gain an advantage for themselves or for another person as serious criminal penalties apply under s254 of the *Criminal Law Consolidation Act 1935* and s62(3) and s62(4) of the *Local Government Act 1999*. Any alleged breaches will be reported to the OPI as required by the *ICAC Act 2012*, the *PID Act 2018* and the Directions and Guidelines for Public Officers.

5.7.2 Expenses Incurred by Elected Members

- 5.7.2.1 Reimbursement (or payment) of Elected Member expenses during the Caretaker Period will only apply to those costs that have been incurred in the performance of normal Council duties and approved by the CEO.
- 5.7.2.2 Reimbursements will not be provided for election campaign expenses or for expenses that could be perceived as being related to a candidate's election campaign.

5.7.3 Council Branding and Stationery

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- 5.7.3.1 Elected Members ~~should~~ are required to ensure that their Council business cards are used only for purposes associated with the normal role as an Elected Member in servicing their electorate. They must not be used for, or linked in any way, to a candidate's election campaign.
- 5.7.3.2 Council logos, stationery, or other CWT branding, must not be used for, or linked in any way, to a candidate's election campaign.
- 5.7.3.3 Elected Members' business cards must not be used in a manner that supports their election campaign or other election purpose.
- 5.7.3.4 During the Caretaker Period, Elected Members must ensure that any publications bearing their name will not include their position title, i.e. Cr John Smith. Preferred use would be John Smith, Councillor for the City of West Torrens.

5.7.4 Council Equipment and Facilities

- 5.7.4.1 Equipment ~~and~~ facilities and Council funded services provided to Elected Members for the purpose of conducting normal Council business such as, but not limited to, telephones, ~~iPad~~ tablets, computers/laptops, photocopiers, internet connections, must not be used to assist them in their, or others, for campaign(s)ing purposes.
- ~~5.7.4.2 Elected Members who have Council funded services, such as mobile phones, landlines, iPads, and internet connections must only use these Council resources for normal Council business and must not be used to assist them in their, or others, election campaign(s).~~
- 5.7.4.23 Any use of Council funded equipment or facilities for election campaigns could result in an allegation of misconduct or corruption under the *ICAC Act 2012* and *PID Act 2018*.

5.7.5 CWT Employees

- 5.7.5.1 CWT employees will continue to provide the normal level of support to the Mayor and Elected Members during the Caretaker Period.
- 5.7.5.2 Elected Members must not ask CWT employees, including in their private capacity, to undertake any tasks directly or indirectly connected to an election campaign.
- 5.7.5.3 Any Elected Member involved with requesting assistance from a CWT employee with election campaigning may be in breach of the Code and s252 of the *Criminal Law Consolidation Act 1935* and could be subject to a complaint to the OPI.
- 5.7.5.4 CWT employees who assist an Elected Member in relation to their election campaign may be in breach of the Code of Conduct for Council Employees, *Employee Code of Behaviour* and s251 of the *Criminal Law Consolidation Act 1935*. Such behaviour could result in a complaint to the OPI.

5.7.6 Correspondence

- 5.7.6.1 General correspondence addressed to Elected Members will be answered in the usual manner. However, Elected Members will sign

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only the necessary minimum of correspondence during a Caretaker Period.

- 5.7.6.2 Correspondence in relation to significant, sensitive or controversial matters should be signed by the CEO. Replies will be prepared in a manner to protect Council from any perceptions of political bias.

5.8 Access to Council Information

5.8.1 Information and Briefing Materials

- 5.8.1.1 All candidates can access any information that is publicly available and can be provided within reasonable resource limits.
- 5.8.1.2 Elected Members retain their statutory right to access Council information relevant to the performance of their function as Elected Members. However, this access should be exercised with caution and be limited to matters that the Council has under active consideration.
- 5.8.1.3 Any information that the Council holds, other than that determined by the CEO to be relevant to informing the public about the conduct of an election, must not be used for election purposes. Any improper use will be a breach of the Code of Conduct and may be a breach of s62(3) of the *Local Government Act 1999* and s251 of the *Criminal Law Consolidation Act 1935*.

5.8.2 Information Request Register

- 5.8.2.1 An Information Request Register will be maintained by the CEO during the Caretaker Period. This register will be a public document that records all the requests for information made by candidates, and the response given to those requests, during the Caretaker Period.
- 5.8.2.2 If information requests are made by candidates directly to a CWT employee, other than a member of the Management Team, the CWT employee will advise the candidate that the request will be transferred to the relevant General Manager.
- 5.8.2.3 Any requests for information not publicly available, or that require excessive use of resources, will be managed in accordance with the *Freedom of Information Act 1991*.

5.9 Media and Communications

5.9.1 Media Advice

- 5.9.1.1 The CWT ~~Media and Events department~~ Administration will continue promoting ~~normal-usual~~ Council business which has been ~~endorsed~~ approved or is supported by Council and/or the CEO during the Caretaker Period. Publications ~~should~~ will be written in a way that does not result in a perception that the publication favours a particular candidate or group of candidates.
- 5.9.1.2 Media advice will not be provided to candidates or Elected Members in relation to election issues or in regard to publicity that involves individual Elected Members.

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- 5.9.1.3 Any requests for media advice or assistance by Elected Members during the Caretaker Period will be referred to the CEO. -If satisfied that advice sought by an Elected Member during the Caretaker Period is not for personal gain, and conforms with the provisions within this policy, the CEO may authorise the provision of a response to such a request.

~~5.9.2~~ **Media Releases / Spokespersons**

- ~~5.9.2.1~~ While in Caretaker Mode, if it is necessary to identify a spokesperson, other than the CEO, the CEO will nominate an appropriate spokesperson.

~~5.9.32~~ **Elected Members and Media**

- 5.9.32.1 Elected Members must not use their position, or their access to Council resources, to gain media attention in support of, or to the detriment of, their own or any other candidate's election campaign. To do so, would be in breach of the Code and s251 of the *Criminal Law Consolidation Act 1935* and be subject to a complaint to the OPI.
- 5.9.23.2 Press releases or other such media statements will not feature any photograph, quote or name of Elected Members during the Caretaker Period.
- 5.9.32.3 To ensure Elected Members are afforded the same opportunities as other candidates, individual Elected Members may make statements as candidates in the election provided that they are clearly communicated as personal opinions and do not undermine the standing of the Council in the community.
- 5.9.32.4 Elected Members may refer to adopted Council policies or decisions but ~~there should be~~ a clear distinction between the adopted Council position and any political commentary the candidate may wish to make must be made.

~~5.9.34~~ **CWT Employees**

- 5.9.34.1 During the Caretaker Period, no CWT employee other than the CEO (or a nominee of the CEO) may make any public statement(s).
- 5.9.43.2 Any CWT employee that breaches the provisions of this policy could be subject to investigation for misconduct in accordance with the *ICAC Act 2012* or PID Act 2018.

5.10 Equity in Assistance to Candidates

5.10.1 Candidate Assistance and Advice

- 5.10.1.1 Any assistance and advice provided to candidates, as part of the conduct of the election, will be provided equally to all candidates.

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5.10.1.2 The Administration Council Liaison Officer will liaise with ECSA to confirm dates for candidate information sessions to be held prior to the opening of nominations and during the nomination period.

5.10.1.3 All candidates will be cc'd into responses to requests for information or services submitted by a candidate.

5.10.2 Election Process Enquiries

5.10.2.1 All election process enquiries from candidates will be directed to the Returning Officer at ECSA, or, if the matter is outside the responsibilities of the Returning Officer, to the Council Liaison Officer or a Council Contact Officer.

5.11 Complaints and Grievances

5.11.1. Alleged Breaches of the *Local Government (Elections) Act 1999*

5.11.1.1 Allegations of breaches of the *Local Government (Elections) Act 1999* should be made to the ECSA.

5.11.1.2 Allegations of breaches of the *Local Government (Elections) Act 1999*, made to the CEO, will be referred to ECSA.

5.11.2 Alleged Breaches of Part 2 of the Code of Conduct for Council Members (refer clauses 2.17 to 2.25)

5.11.2.1 Complaints or grievances that allege the behaviour of an Elected Member during the Caretaker Period constitutes a breach of *Part 2 - Behavioural Code of the Council Members Code of Conduct* must be submitted, in writing, to the CEO detailing the clauses alleged to have been breached and relevant evidence.

5.11.2.2 On receipt of such a complaint, the CEO will assess whether the complaint is vexatious or frivolous. If the CEO finds that the complaint is vexatious and/or frivolous then the matter will not be investigated and the complainant advised, in writing, accordingly.

5.11.2.3 If the CEO determines the complaint is not vexatious or frivolous he/she will ensure a full investigation is undertaken which could include referral to an external investigator.

5.11.2.4 In the event the investigation confirms that Part 2 of the *Council Members Code of Conduct* has been breached the CEO will, in line with clause 2.24 of the Code of Conduct, ensure a report into the matter is presented to a public meeting of Council (within three weeks of receipt of the investigation outcome report in the instance that the investigation has been undertaken by an external body).

5.11.2.5 Following consideration of this report, Council may by resolution and in accordance with clause 2.25 of the Code:

- Take no action
- Pass a censure motion in respect of the Council Member
- Request a public apology, whether written or verbal

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- Request the Elected Member to attend training on the specific subject found to have been breached
- Resolve to remove or suspend the Elected Member from a position within the Council (not including the Member's elected position on Council
- Request the Elected Member to repay monies to Council.

5.11.3 Alleged Breaches of Part 3 of the Code of Conduct for Council Members

5.11.3.1 Allegations that constitute a breach of Part 3 of the Code during the Caretaker Period can be made to the CEO, the Ombudsman, the OPI or the ECSA (if it relates to a breach of clause 3.8 of the Code regarding campaign donations).

5.11.3.2 Any such allegation must be made in writing and provide tangible evidence.

A public officer who makes a complaint to the OPI must have regard to Section 11 of the *Directions and Guidelines for Inquiry Agencies, Public Authorities and Public Officers* the *Public Interest Disclosure Guidelines for Public Officers* issued by the OPI/CAC.

5.11.3.3 In accordance with the Code, the CEO will refer any allegation that constitutes a breach of Part 3 of the Code to the Ombudsman for investigation in accordance with s263 of the *Local Government Act 1999*.

5.11.3.4 The CEO will ensure, in accordance with the provisions contained within the Code, that a report from the Ombudsman which finds an Elected Member has breached Part 3 of the Code is presented to a public meeting of Council.

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Attachment 1**SCHEDULE 1 - Table of Major Policy Decisions**

MAJOR DECISIONS		
Proposed Decision	Status/Comment	Who this Impacts?
Entering into a contract (other than a prescribed contract) with a total value exceeding either \$100,000 or 1% of Council's rate revenue (based on the preceding financial year figures), whichever is the greater, in a Caretaker Period pursuant to Section 56 of the <i>Local Government Act 1999</i> .	This is considered a major policy decision in the best interest of accountability and transparency. Under normal operations, this decision can only be carried out by the Council or via a position with delegated powers.	<ul style="list-style-type: none"> • Council • CEO and Executive • Delegated Officers
Entering into a contract with a total value exceeding \$100,000 where Section 56 of the <i>Local Government Act 1999</i> has been declared to apply to Council by the CEO.	Restricted unless approval is granted by the Minister pursuant to Section 57 of the <i>Local Government Act 1999</i> , or the decision falls within the scope of Section 57(4).	<ul style="list-style-type: none"> • Council • CEO and Executive • Delegated Officers
Entering into a lease if the rent payable by the lessee at any time exceeds \$100,000.	Restricted unless approval is granted by the Minister pursuant to Section 57 of the <i>Local Government Act 1999</i> , or the decision falls within the scope of Section 57(4).	<ul style="list-style-type: none"> • Council • CEO and Executive • Delegated Officers
The appointment or dismissal of a CEO in a Caretaker Period or where Section 56 of the <i>Local Government Act 1999</i> has been declared to apply to Council by the CEO.	Restricted. Only in the case of suspected serious or wilful misconduct by the CEO -can the Council act to suspend the current CEO. An acting CEO may be appointed with a formal appointment to be made after the completion of the election.	<ul style="list-style-type: none"> • Council • CEO Review Panel
The variation of the CEO's remuneration in a Caretaker Period.	Restricted	<ul style="list-style-type: none"> • Council • CEO Review Panel
The execution of an irrevocable decision that has significant impacts on the Council, Council area or Community.	Restricted unless approval is granted by the CEO.	<ul style="list-style-type: none"> • Council • CEO and Executive
Any other significant decision not specified above which will bind the incoming Council. This includes the awarding of grant funding.	Restricted unless approval is granted by the CEO.	<ul style="list-style-type: none"> • CEO

CITY OF WEST TORRENS



Council Policy: Elections Period Caretaker

Classification:	Council Policy
First Issued:	October 2009
Dates of Review:	2010, 2014, 2018, 2022
Version Number:	5
Objective ID	A6817
Next Review Due:	June 2026 (within 12 months of a periodic election)
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 (SA) • Local Government (Elections) Act 1999 (SA) • Local Government (Elections) Regulations 2010 (SA) • Criminal Law Consolidation Act 1935 (SA) • Independent Commission Against Corruption Act 2012 (SA) • Freedom of Information Act 1991 (SA) • Office for Public Integrity Directions and Guidelines for Public Officers
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Code of Conduct for Council Members • Employee Code of Behaviour • Council Policy - Procurement • Council Policy - Sale and Disposal of Assets • Council Policy - Talking Points • Council Policy - Elected Member Professional Development • Council Policy - Elected Member Gifts, Benefits and Hospitality Reporting

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Associated Forms:	
Note:	
Responsible Manager:	Chief Executive Officer
Confirmed by General Manager:	General Manager Business and Community Services Date 24 May 2022
Approved by Executive:	8 June 2022
Endorsed by Council:	Date

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Proposed

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COUNCIL POLICY - Elections Period Caretaker

1. Preamble

1.1 The City of West Torrens (CWT) is required by s91A of the *Local Government (Elections) Act 1999* to adopt a caretaker policy and assume a "caretaker mode" for a minimum period of seven (7) weeks prior to a periodic local government election to avoid actions and designated decisions which could be perceived as:

- intended to influence the conduct of the elections; and/or
- influencing voters; and/or
- having significant impact on candidates; and/or
- limiting the decision making ability of the incoming Council.

2. Purpose

2.1 This policy articulates the standards that are regarded as necessary for the promotion of transparent and accountable government during Caretaker Periods. It has been developed to ensure that:

- 2.1.1 The statutory requirements of s91A of the *Local Government (Elections) Act 1999*, s57 of the *Local Government Act 1999* and related regulations and legislation are met.
- 2.1.2 The responsibilities of Council and CWT employees during a Caretaker Period are clearly documented, accountable and transparent.
- 2.1.3 The Council continues to fulfil its responsibilities, with each Elected Member meeting their commitment as a member of the incumbent Council during the Caretaker Period.
- 2.1.4 The incumbent Council does not inappropriately make decisions that will be binding on an incoming Council and/or limit its decision making ability.
- 2.1.5 The election campaigns of incumbent Elected Members are conducted in a manner that is ethical, fair and equitable and are publicly perceived as such.
- 2.1.6 The day to day business and level of services of the CWT continue efficiently, in a normal manner and are not impacted by the City of West Torrens periodic or general elections.
- 2.1.7 Council resources are not diverted to, or influenced by, campaign purposes or used to improperly advantage incumbent Elected Members as candidates in the election.
- 2.1.8 CWT employees understand the required behaviours and expectations placed on them during an election, including the requirement to act impartially in relation to all candidates.

3. Scope

3.1 This policy applies for the duration of the Caretaker Period to Council, Elected Members, Elected Members who are electoral candidates, independent Audit General Committee members, Council Assessment Panel members and employees of the CWT.

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- 3.2 This policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period.
- 3.3 This policy does not apply to statutory requirements or matters required by law e.g. the production of the Annual Report and matters that are required to be reviewed pursuant to legislation.
- 3.4 This Policy does not apply to supplementary elections.

4. Definitions

- 4.1 **Campaign Material** means the information and resources used by and in relation to individual candidate's election campaigns.
- 4.2 **Candidate** means any person (including a current Elected Member) who has lodged a valid nomination for the purpose of a forthcoming Local Government periodic or general election (the election) with the Electoral Commission of South Australia (ECSA).
- 4.3 **Caretaker Mode** relates to the protocols to be observed during a caretaker period.
- 4.4 **Caretaker Period** means the period that commences the day of closing of nominations (12 noon 6 September 2022) to the 'conclusion of the election' as defined in s4(2) of the *Local Government Act 1999* for the relevant periodic or general election being the time at which the last result of the election is certified by the Returning Officer when the results have been declared.
- 4.5 **CEO** means the appointed Chief Executive Officer of the City of West Torrens or any person acting in that capacity.
- 4.6 **Council Contact Officer** means the person nominated by the CEO, and appointed by the ESCA, to liaise with the ECSA and manage CWT's responsibilities throughout Council's periodic and general elections.
- 4.7 **Council Liaison Officers** are those people nominated by the CEO to assist the Council Contact Officer during Council's periodic and general elections.
- 4.8 **Council Resources** includes (but is not limited to), for the purposes of this policy, employees, support staff, volunteers, hospitality (including venue and function facilities), equipment, Council owned buildings, materials published by Council, access to Council information, media services, machinery, electronic facilities, photographs and stationery.
- 4.9 **CWT Employee** means all employees covered by the *CWT Enterprise Agreement (Local Government Employees)*, *CWT Municipal Salaried Officers Enterprise Agreement*, contractors, volunteers, and support staff.
- 4.10 **Designated Decision** means a decision that is not able to be made in accordance with s91A of the *Local Government (Elections) Act 1999* (refer to clause 5.3.1.1).
- 4.11 **ECSA** means the Electoral Commission of South Australia and/ or the Electoral Commissioner of South Australia.
- 4.12 **Elected Members** means the Mayor and Councillors of the CWT.
- 4.13 **Electoral Officer** means a person appointed as an electoral officer under the *Local Government (Elections) Act 1999* and includes the returning officer and the deputy returning officer.

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- 4.14 **Election/Electoral Material** means the information and promotional material produced by the CWT, the Local Government Association or ECSA related to Council's periodic or general elections.
- 4.15 **Events and Functions** means formal and informal gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities or social occasions such as dinners, receptions and balls.
- 4.16 **Independent Commissioner Against Corruption (ICAC)** means the person holding or acting in the office of the Independent Commission Against Corruption.
- 4.17 **Major Policy Decision** is any decision which has a significant impact on the 'normal' operations of Council.

See **Schedule 1** for the *Major Policy Decisions Table* for further details and examples.
Note, a major policy decision is not limited to those examples included on this list.

- 4.18 **Office for Public Integrity (OPI)** means the entity that it is the point of contact for any person wishing to make a complaint or report under the *Independent Commission Against Corruption Act 2012* (ICAC Act 2012) and the *Public Interest Disclosure Act 2018 (PID Act 2018)*.
- 4.19 **Prescribed Contract** means a contract entered into by Council for the purpose of undertaking:
- Road construction or maintenance; or
 - Drainage works.
- 4.20 **Public Consultation** means, for the purposes of this policy, the process of inviting public comment on a proposed Council action, decision or issue.

5. Policy Statement

5.1 Initiating Caretaker Period

- 5.1.1 The CEO will ensure, as far as possible, the provision of 30 days advance notice to Elected Members, independent members of Council Committees and CAP, CWT employees and the public of the commencement date of the Caretaker Period.
- 5.1.2 The CEO will endeavour to ensure that all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

5.2 Code of Conduct

- 5.2.1 This policy is taken to form part of the *Code of Conduct for Council Members* (Code) and the *Employee Code of Behaviour* throughout the duration of the Caretaker Period.

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5.3 Policy Decisions

5.3.1 Designated Decisions

5.3.1.1 Section 91A of the *Local Government (Elections) Act 1999* prescribes that Council is expressly prohibited from making designated decisions during the Caretaker Period. A designated decision means a decision:

- relating to the employment or remuneration of a CEO, other than a decision to appoint an Acting CEO; or
- to terminate the employment of a CEO; or
- to enter into a contract, arrangement or understanding (other than a prescribed contract) for the total value of which exceeds whichever is the greater of \$100,000 or one per cent of the Council's revenue from rates in the preceding financial year; or;

5.3.1.2 If Council considers that there are extraordinary circumstances which require the making of a designated decision during the election period, Council may apply, in writing, to the Minister for an exemption, the effect of which would be to allow the required designated decision to be made during the Caretaker Period.

5.3.1.3 An application for Ministerial exemption may only be made by resolution of Council.

5.3.1.4 A designated decision made by Council during the Caretaker Period, without prior exemption from the Minister, is invalid.

5.3.1.5 Any person who suffers loss or damage as a result of acting in good faith on a designated decision made by Council in contravention of legislation and this policy is entitled to compensation from the Council for that loss or damage.

5.3.1.6 The table of policy decisions or exercise of delegated powers at *Schedule 1 - Table of Major Policy Decisions (Attachment 1)* outlines those decisions or activities which are expressly prohibited by legislation and/or this policy.

5.3.2 Exclusions from Designated Decisions

A decision is excluded from the definition of designated decision if:

- 5.3.2.1 The decision is to enter into a contract, arrangement or understanding (other than a prescribed contract) for the total value of which exceeds whichever is the greater of \$100,000 or one per cent (1%) of the Council's revenue from rates in the preceding year and:
- relates to the carrying out of works in response to an emergency or disaster within the meaning of *Emergency Management Act 2004*, or under s298 of the *Local Government Act 1999*; or
 - is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the

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Council to be eligible for funding from the Commonwealth or State Government; or

- relates to the employment of a particular CWT employee (other than the CEO); or
- is made in the conduct of negotiations relating to the employment of CWT employees generally, or a class of CWT employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or

5.3.2.2 The decision relates to the suspension of a CEO for serious and wilful misconduct.

5.3.3 Consideration of Major Policy Decisions

5.3.3.1 The determination as to whether any policy decision is major will be made by the CEO.

5.3.3.2 So far as is reasonably practical, the CEO will avoid scheduling major policy decisions for consideration during a Caretaker Period and will ensure that such decisions are either:

- a) Considered by Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

5.3.3.3 Any person who is unsure whether a particular decision falls within the operation of this clause is encouraged to consult the General Manager Business and Community Services.

5.3.3.4 All items listed within a Council and/or Committee agenda during the Caretaker Period will be assessed by the CEO for compliance with this policy.

5.3.4 Considerations for the Chief Executive Officer in Granting Approvals

When the CEO has discretionary approval under this policy, the CEO will have regard to the following criteria:

- Whether the decision is 'significant';
- The urgency of the issue;
- The possibility of financial repercussions or other consequences both for the current Council and the incoming Council if the decision is deferred;
- The nature of the decision, i.e.
 - Will it be controversial?
 - Will it provoke considerable public interest?
 - Will it provoke considerable media attention?
- The public interest.

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5.4 Public Consultation during the Caretaker Period

5.4.1 Mandatory Public Consultation

5.4.1.1 Any mandatory public consultation which is required by legislation, and relating to Council can be undertaken during the Caretaker Period.

5.4.1.1a Unless required by legislation the outcome of the consultation will not be reported back to Council until the cessation of the Caretaker Period i.e. to the incoming Council.

5.4.1.2 Public consultation that is not legislatively mandated and relates to a topical or contentious issue is subject to approval of the CEO prior to its commencement who will take into account the above clauses in making a determination with regard to proceeding with the consultation or not.

5.4.2 Approved Public Consultation

If public consultation has been approved by the CEO:

5.4.2.1 The result of that consultation will not be reported to Council until after the completion of the Caretaker Period, i.e. to the incoming Council.

5.4.2.2 Approved consultations will avoid express or implicit links to the election.

5.4.2.3 The CEO reserves the right to postpone a consultation at any time during the Caretaker Period if they comes to the view that the issue may affect voting.

5.4.3 Publicity Campaigns

5.4.3.1 During the Caretaker Period, publicity campaigns (other than for the purpose of conducting and promoting the election) will be avoided whenever possible.

5.4.3.2 Any publicity campaign that is considered necessary must be approved by the CEO.

5.4.3.3 Approved publicity during the Caretaker Period will be restricted to communicating normal activities and initiatives.

5.5 Publications during the Caretaker Period

5.5.1 Elected Members' campaign material

5.5.1.1 Elected Members' campaign materials must not purport that the material originates from, or is authorised by Council and/or CWT e.g. by the use of Council logos.

5.5.2 Council Publications

5.5.2.1 CWT will publish election material, as required by the relevant acts, including (but not limited to) material in a range of media that:

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- provides information about the elections;
- promotes public participation in the elections;
- seeks candidate nominations;
- is information relating to those candidates who are standing within each area/ward;
- the conduct of the elections; and
- the outcome of the elections.

5.5.2.2 Council publicity and communications that is not related to the elections will be restricted to promoting normal Council activities and services.

5.5.2.3 Council publications produced before a Caretaker Period, but which contain material that could be used in connection with the elections, other than strictly relating to the election process, will not be circulated or displayed during the Caretaker Period.

5.5.2.4 While Council is required by s131 of the *Local Government Act 1999* to prepare, adopt and put on public display a copy of its Annual Report before November 30 of each year, during the Caretaker Period the Annual Report will not contain material that could be regarded as overt electioneering or that inappropriately promotes individual Elected Members.

5.5.2.5 During the Caretaker Period, information from an individual Elected Member, or articles written by Elected Members, will be excluded from Talking Points. The edition immediately following the election will contain information on the new Council in lieu of individual Elected Member comment.

5.5.3 Council Website

5.5.3.1 Any information which refers to the elections and which is made available on the website, including on social media, will only relate to the elections process by way of information, education or publicity as required by legislation or as directed by the ECSA.

5.5.3.2 During a Caretaker Period, new material which is precluded by this policy or legislation will not be placed on the CWT website or on social media.

5.5.3.3 During the Caretaker Period, information provided about Elected Members will be restricted to names, contact details, titles and their membership on Council Committee(s) or other bodies as a Council representative.

5.5.4 Publication of Promotional Material

5.5.4.1 Any material concerning a Council organised or sponsored function or event which is to be published or distributed during the Caretaker Period must be consistent with clause 5.5 of this policy.

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5.6 Elected Member Attendance at Events and Functions during the Caretaker Period

5.6.1 Events Staged by External Bodies

- 5.6.1.1 Elected Members may, at their discretion, continue to attend events and functions staged by external bodies during a Caretaker Period (see *Council Policy - Elected Members Gifts, Benefits and Hospitality*).
- 5.6.1.2 Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the CWT must not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidate's electoral campaigns.
- 5.6.1.3 Unless there is a requirement to do so, Elected Members will not be appointed to positions on external bodies or authorities during the Caretaker Period.

5.6.2 Council Events and Functions

- 5.6.2.1 Council events and functions held during the Caretaker Period will be reduced to only those essential to the operation of the Council. These events and functions must not, in any way, be associated with any issues considered topical or relevant to the election.
- 5.6.2.2 All known candidates are to be invited to Council organised events and functions during the Caretaker Period.

5.6.3 Addresses by Elected Members

- 5.6.3.1 Elected Members may continue to make speeches related to Council business at events staged by external bodies during the Caretaker Period however, the speech must not have any political reference which may be construed as giving a sitting Member any advantage.
- 5.6.3.2 Elected Members who are also election candidates must not give speeches or keynote addresses other than short welcome speeches, at Council organised or sponsored events and functions during a Caretaker Period.

5.7 Council Resources

5.7.1 General

- 5.7.1.1 The use of Council resources for the advantage of a particular candidate or groups of candidates (other than a decision that allows the equal use of Council resources by all candidates for the election) is prohibited.
- 5.7.1.2 Council resources must not be used to assist any candidate's or group of candidates' campaign during the Caretaker Period. The CEO is not permitted to approve any use of Council resources for this purpose.
- 5.7.1.3 The Administration will ensure due propriety is observed in the use of all Council resources and CWT employees are required to exercise appropriate discretion in that regard.

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- 5.7.1.4 Elected Members must not, in any way, exert undue influence over the timing of works or the delivery of Council services that may result in political gain for electoral purposes.
- 5.7.1.5 Elected Members must not use their position as a member of Council, or information obtained in their role as an Elected Member, to, directly or indirectly, gain an advantage for themselves or for another person as serious criminal penalties apply under s254 of the *Criminal Law Consolidation Act 1935* and s62(3) and s62(4) of the *Local Government Act 1999*. Any alleged breaches will be reported to the OPI as required by the *ICAC Act 2012*, the *PID Act 2018* and the Directions and Guidelines for Public Officers.
- 5.7.2 Expenses Incurred by Elected Members**
- 5.7.2.1 Reimbursement (or payment) of Elected Member expenses during the Caretaker Period will only apply to those costs that have been incurred in the performance of normal Council duties and approved by the CEO.
- 5.7.2.2 Reimbursements will not be provided for election campaign expenses or for expenses that could be perceived as being related to a candidate's election campaign.
- 5.7.3 Council Branding and Stationery**
- 5.7.3.1 Elected Members are required to ensure that their Council business cards are used only for purposes associated with the normal role as an Elected Member in servicing their electorate. They must not be used for, or linked in any way, to a candidate's election campaign.
- 5.7.3.2 Council logos, stationery, or other CWT branding, must not be used for, or linked in any way, to a candidate's election campaign.
- 5.7.3.3 Elected Members' business cards must not be used in a manner that supports their election campaign or other election purpose.
- 5.7.3.4 During the Caretaker Period, Elected Members must ensure that any publications bearing their name will not include their position title, i.e. Cr John Smith. Preferred use would be John Smith, Councillor for the City of West Torrens.
- 5.7.4 Council Equipment and Facilities**
- 5.7.4.1 Equipment, facilities and Council funded services provided to Elected Members for the purpose of conducting normal Council business such as, but not limited to, telephones, tablets, computers/laptops, photocopiers, internet connections, must not be used to assist them in their, or others, for campaign(s).
- 5.7.4.2 Any use of Council funded equipment or facilities for election campaigns could result in an allegation of misconduct or corruption under the *ICAC Act 2012* and *PID Act 2018*.
- 5.7.5 CWT Employees**
- 5.7.5.1 CWT employees will continue to provide the normal level of support to the Mayor and Elected Members during the Caretaker Period.

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- 5.7.5.2 Elected Members must not ask CWT employees, including in their private capacity, to undertake any tasks directly or indirectly connected to an election campaign.
- 5.7.5.3 Any Elected Member involved with requesting assistance from a CWT employee with election campaigning may be in breach of the Code and s252 of the *Criminal Law Consolidation Act 1935* and could be subject to a complaint to the OPI.
- 5.7.5.4 CWT employees who assist an Elected Member in relation to their election campaign may be in breach of the Code of Conduct for Council Employees, *Employee Code of Behaviour* and s251 of the *Criminal Law Consolidation Act 1935*. Such behaviour could result in a complaint to the OPI.
- 5.7.6 **Correspondence**
- 5.7.6.1 General correspondence addressed to Elected Members will be answered in the usual manner. However, Elected Members will sign only the necessary minimum of correspondence during a Caretaker Period.
- 5.7.6.2 Correspondence in relation to significant, sensitive or controversial matters should be signed by the CEO. Replies will be prepared in a manner to protect Council from any perceptions of political bias.
- 5.8 **Access to Council Information**
- 5.8.1 **Information and Briefing Materials**
- 5.8.1.1 All candidates can access any information that is publicly available and can be provided within reasonable resource limits.
- 5.8.1.2 Elected Members retain their statutory right to access Council information relevant to the performance of their function as Elected Members. However, this access should be exercised with caution and be limited to matters that the Council has under active consideration.
- 5.8.1.3 Any information that the Council holds, other than that determined by the CEO to be relevant to informing the public about the conduct of an election, must not be used for election purposes. Any improper use will be a breach of the Code of Conduct and may be a breach of s62(3) of the *Local Government Act 1999* and s251 of the *Criminal Law Consolidation Act 1935*.
- 5.8.2 **Information Request Register**
- 5.8.2.1 An Information Request Register will be maintained by the CEO during the Caretaker Period. This register will be a public document that records all the requests for information made by candidates, and the response given to those requests, during the Caretaker Period.
- 5.8.2.2 If information requests are made by candidates directly to a CWT employee, other than a member of the Management Team, the CWT employee will advise the candidate that the request will be transferred to the relevant General Manager.

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- 5.8.2.3 Any requests for information not publicly available, or that require excessive use of resources, will be managed in accordance with the *Freedom of Information Act 1991*.

5.9 Media and Communications

5.9.1 Media Advice

- 5.9.1.1 The CWT Administration will continue promoting usual Council business which has been approved or is supported by Council and/or the CEO during the Caretaker Period. Publications will be written in a way that does not result in a perception that the publication favours a particular candidate or group of candidates.
- 5.9.1.2 Media advice will not be provided to candidates or Elected Members in relation to election issues or in regard to publicity that involves individual Elected Members.
- 5.9.1.3 Any requests for media advice or assistance by Elected Members during the Caretaker Period will be referred to the CEO. If satisfied that advice sought by an Elected Member during the Caretaker Period is not for personal gain, and conforms with the provisions within this policy, the CEO may authorise the provision of a response to such a request.

5.9.2 Elected Members and Media

- 5.9.2.1 Elected Members must not use their position, or their access to Council resources, to gain media attention in support of, or to the detriment of, their own or any other candidate's election campaign. To do so, would be in breach of the Code and s251 of the *Criminal Law Consolidation Act 1935* and be subject to a complaint to the OPI.
- 5.9.2.2 Press releases or other such media statements will not feature any photograph, quote or name of Elected Members during the Caretaker Period.
- 5.9.2.3 To ensure Elected Members are afforded the same opportunities as other candidates, individual Elected Members may make statements as candidates in the election provided that they are clearly communicated as personal opinions and do not undermine the standing of the Council in the community.
- 5.9.2.4 Elected Members may refer to adopted Council policies or decisions but a clear distinction between the adopted Council position and any political commentary the candidate may wish to make must be made.

5.9.3 CWT Employees

- 5.9.3.1 During the Caretaker Period, no CWT employee other than the CEO (or a nominee of the CEO) may make any public statement(s).
- 5.9.3.2 Any CWT employee that breaches the provisions of this policy could be subject to investigation for misconduct in accordance with the *ICAC Act 2012* or *PID Act 2018*.

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5.10 Equity in Assistance to Candidates

5.10.1 Candidate Assistance and Advice

- 5.10.1.1 Any assistance and advice provided to candidates, as part of the conduct of the election, will be provided equally to all candidates.
- 5.10.1.2 The Council Liaison Officer will liaise with ECSA to confirm dates for candidate information sessions to be held prior to the opening of nominations and during the nomination period.
- 5.10.1.3 All candidates will be cc'd into responses to requests for information or services submitted by a candidate.

5.10.2 Election Process Enquiries

- 5.10.2.1 All election process enquiries from candidates will be directed to the Returning Officer at ECSA or, if the matter is outside the responsibilities of the Returning Officer, the Council Liaison Officer or a Council Contact Officer.

5.11 Complaints and Grievances

5.11.1. Alleged Breaches of the Local Government (Elections) Act 1999

- 5.11.1.1 Allegations of breaches of the [Local Government \(Elections\) Act 1999](#) should be made to the ECSA.
- 5.11.1.2 Allegations of breaches of the [Local Government \(Elections\) Act 1999](#), made to the CEO, will be referred to ECSA.

5.11.2 Alleged Breaches of Part 2 of the Code of Conduct for Council Members

- 5.11.2.1 Complaints or grievances that allege the behaviour of an Elected Member during the Caretaker Period constitutes a breach of *Part 2 - Behavioural Code of the Council Members Code of Conduct* must be submitted, in writing, to the CEO detailing the clauses alleged to have been breached and relevant evidence.
- 5.11.2.2 On receipt of such a complaint, the CEO will assess whether the complaint is vexatious or frivolous. If the CEO finds that the complaint is vexatious and/or frivolous then the matter will not be investigated and the complainant advised, in writing, accordingly.
- 5.11.2.3 If the CEO determines the complaint is not vexatious or frivolous he/she will ensure a full investigation is undertaken which could include referral to an external investigator.
- 5.11.2.4 In the event the investigation confirms that Part 2 of the *Council Members Code of Conduct* has been breached the CEO will, in line with clause 2.24 of the Code of Conduct, ensure a report into the matter is presented to a public meeting of Council (within three weeks of receipt of the investigation outcome report in the instance that the investigation has been undertaken by an external body).
- 5.11.2.5 Following consideration of this report, Council may by resolution and in accordance with clause 2.25 of the Code:

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- Take no action
- Pass a censure motion in respect of the Council Member
- Request a public apology, whether written or verbal
- Request the Elected Member to attend training on the specific subject found to have been breached
- Resolve to remove or suspend the Elected Member from a position within the Council (not including the Member's elected position on Council
- Request the Elected Member to repay monies to Council.

5.11.3 Alleged Breaches of Part 3 of the Code of Conduct for Council Members

5.11.3.1 Allegations that constitute a breach of Part 3 of the Code during the Caretaker Period can be made to the CEO, the Ombudsman, the OPI or the ECSA (if it relates to a breach of clause 3.8 of the Code regarding campaign donations).

5.11.3.2 Any such allegation must be made in writing and provide tangible evidence.

A public officer who makes a complaint to the OPI must have regard to the *Public Interest Disclosure Guidelines for Public Officers* issued by the OPI.

5.11.3.3 In accordance with the Code, the CEO will refer any allegation that constitutes a breach of Part 3 of the Code to the Ombudsman for investigation in accordance with s263 of the *Local Government Act 1999*.

5.11.3.4 The CEO will ensure, in accordance with the provisions contained within the Code, that a report from the Ombudsman which finds an Elected Member has breached Part 3 of the Code is presented to a public meeting of Council.

Attachment 1

SCHEDULE 1 - Table of Major Policy Decisions

MAJOR DECISIONS		
Proposed Decision	Status/Comment	Who this Impacts?
Entering into a contract (other than a prescribed contract) with a total value exceeding either \$100,000 or 1% of Council's rate revenue (based on the preceding financial year figures), whichever is the greater, in a Caretaker Period pursuant to Section 56 of the <i>Local Government Act 1999</i> .	This is considered a major policy decision in the best interest of accountability and transparency. Under normal operations, this decision can only be carried out by the Council or via a position with delegated powers.	<ul style="list-style-type: none"> • Council • CEO and Executive • Delegated Officers
Entering into a contract with a total value exceeding \$100,000 where Section 56 of the <i>Local Government Act 1999</i> has been declared to apply to Council by the CEO.	Restricted unless approval is granted by the Minister pursuant to Section 57 of the <i>Local Government Act 1999</i> , or the decision falls within the scope of Section 57(4).	<ul style="list-style-type: none"> • Council • CEO and Executive • Delegated Officers
Entering into a lease if the rent payable by the lessee at any time exceeds \$100,000.	Restricted unless approval is granted by the Minister pursuant to Section 57 of the <i>Local Government Act 1999</i> , or the decision falls within the scope of Section 57(4).	<ul style="list-style-type: none"> • Council • CEO and Executive • Delegated Officers
The appointment or dismissal of a CEO in a Caretaker Period or where Section 56 of the <i>Local Government Act 1999</i> has been declared to apply to Council by the CEO.	Restricted. Only in the case of suspected serious or wilful misconduct by the CEO can the Council act to suspend the current CEO. An acting CEO may be appointed with a formal appointment to be made after the completion of the election.	<ul style="list-style-type: none"> • Council • CEO Review Panel
The variation of the CEO's remuneration in a Caretaker Period.	Restricted	<ul style="list-style-type: none"> • Council • CEO Review Panel
The execution of an irrevocable decision that has significant impacts on the Council, Council area or Community.	Restricted unless approval is granted by the CEO.	<ul style="list-style-type: none"> • Council • CEO and Executive
Any other significant decision not specified above which will bind the incoming Council. This includes the awarding of grant funding.	Restricted unless approval is granted by the CEO.	<ul style="list-style-type: none"> • CEO

8.4 Guidelines for Tree Incentive Rebate, and Significant and Regulated Tree Assistance Rebate

Brief

This report provides draft guidelines for two new rebate programs: *Tree Incentive Rebate*, and *Significant and Regulated Tree Assistance Rebate*, which form part of Council's overarching *Green Initiatives Program*.

RECOMMENDATION

The Committee recommends to Council that:

1. It approves the draft Tree Incentive Rebate Guidelines.
2. It approves the draft Significant and Regulated Tree Assistance Rebate Guidelines.
3. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to both the Tree Incentive Rebate Guidelines and the Significant and Regulated Tree Assistance Rebate Guidelines.

Introduction

Council's existing *Green Initiatives Program* is an overarching program of incentives aimed at enhancing the environmental sustainability of the West Torrens community. Currently it includes the *Residential Rainwater Tank and Rain Garden Rebate* program, which has been very successful.

At its 3 May 2022 meeting, Council supported an expansion of the *Green Incentives Program* by introducing the following two new rebate programs on a one-year trial basis, with the aim of greening, cooling in the private realm and reduce urban heat:

- *Tree Incentive Program* to encourage tree planting on private properties and thereby facilitate greening, cooling in the private realm and reducing urban heat; and
- *Significant and Regulated Tree Assistance Rebate Program* to provide an incentive to encourage the community to preserve and maintain these trees on their property rather than seek their removal.

Council's support for the new programs included the need for the Administration to prepare guidelines for applications, to be reviewed by the City Advancement and Prosperity Standing Committee at its June 2022 meeting.

Consequently, this report provides these two draft guidelines for the Committee's consideration and recommendation to Council.

Discussion

Draft Tree Incentive Rebate Program Guidelines

The draft Guidelines for the Tree Incentive Rebate Program (TIRP Guidelines) are attached (**Attachment 1**). They provide the following information:

- Purpose
- Rebate amount
- Eligibility criteria
- Tree selection criteria
- How to apply

The TIRP Guidelines also aim to address potential issues that may be caused by trees overhanging adjacent properties or the verge as they mature. As such, while Council cannot mandate what people plant on their private properties, the eligibility criteria encourages recipients not to plant trees within 2 metres of a fence line to avoid this occurring.

With regard to the rebate amount, the TIRP Guidelines provide two types of rebates, as outlined below. Applicants may apply for either Rebate 1 or Rebate 2, but not both:

Rebate 1: Purchase of an Established Tree

Successful applicants will receive a rebate of \$50 towards the purchase of one tree (minimum of 1 metre high at time of purchase) for their property, subject to the eligibility criteria being met.

Rebate 2: Purchase of an Established Tree (Warmest Suburbs)

Successful applicants who are located within the warmest suburbs of West Torrens, i.e. Ashford, Keswick, Kurralta Park, Mile End South and Thebarton, will receive a rebate of \$100 towards the purchase of two trees (minimum of 1 metre high at time of purchase) for their property, subject to the eligibility criteria being met.

Eligibility Criteria

Total funding for the rebates is limited therefore applications will be processed on a first come, first served basis until all funding is exhausted.

To be eligible, the TIRP Guidelines stipulate that applicants must be able to meet the following criteria:

- The property must be located within the City of West Torrens.
- Applicants must be the property owner, however if an application is received from a tenant, approval in writing from the property owner is required.
- Applications for strata title properties must include written proof of support for the application by the relevant body corporate.
- The subject tree(s) must be located on the applicant's private property within West Torrens.
- The subject tree(s) must be planted at least 2m from the property boundary to minimise over hanging.
- The tree must meet the selection criteria specified in Section 4. Tree Selection Criteria.
- Legible and clear supporting documentation must be provided. An itemised receipt evidencing purchase of the tree, a photo of the tree tag displaying the species of the tree and a photo of the tree planted in the ground are required with the application.
- One (1) rebate is available per applicant/property per year, unless the applicant is located in the warmest suburbs within West Torrens i.e. Ashford, Keswick, Kurralta Park, Mile End South and Thebarton, in which two (2) rebates for two (2) trees are available at that property.

The TIRP Guidelines also address the need for the right tree to be selected i.e. one that will provide effective shade and is suitable to the local conditions and recommends that the tree species can be either native or exotic but must:

- Be an established tree at time of purchase (at least 1 metre high specimen at time of purchase);

- Be known to be a long lived tree species (at least 15 years);
- Have the ability to grow to at least 4 metres in height; and
- Provide shade when the sun is at its highest point e.g. tree form is round, spreading, oval, open, weeping (it is not to be columnar, conical, pyramidal, etc.).

In addition, they state that applications for the rebate are to be lodged online through the SmartyGrants website and the rebates open for applications on 1 July 2022 and close on 30 June 2023, or until the funding is exhausted, whichever comes first.

Draft Significant and Regulated Tree Assistance Program Guidelines

The draft Guidelines for the *Significant and Regulated Tree Assistance Program* (SRTAP Guidelines) are attached (**Attachment 2**) and provide information on:

- Purpose
- Rebate amount
- Eligibility criteria
- How to apply

The number of rebates available is limited to one rebate per rateable property, or property owner for the first trial year of the program. As such, the guidelines state that the rebate amount is \$1,000 per tree with a maximum of one (1) rebate provided per rateable property, or property owner. The rebate amount can be used towards the following:

- Arborist report (when works are subsequently undertaken on the tree)
- Tree pruning
- Pest and disease control

Total funding for the rebates is limited, and applications will be processed on a first come, first serve basis until all funding is exhausted if that is earlier than 30 June 2023 when the trial program ends.

To be eligible the STRP Guidelines stipulate that applicants must be able to meet the following criteria:

- The property must be located within the City of West Torrens.
- Applicants must be the property owner, however if application is from a tenant, approval in writing from the property owner is required.
- Applications for strata title properties must include written proof of support for the application by the body corporate.
- The subject tree must be located on the applicant's private property in West Torrens.
- Legible and clear supporting documentation must be provided. An itemised receipt evidencing payment of the arborist tree report (if applicable) and the pruning and/or pest and disease control activities must be provided with the application.
- A maximum of one (1) rebate will be provided per property as outlined in *Section 2. Rebate Amount*.

They also state that applications for the rebate are to be lodged online through the SmartyGrants website and the rebates open for applications on 1 July 2022, and close on 30 June 2023, or until the funding is exhausted, whichever is earlier.

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 Tree Incentive Rebate Program and the Significant and Regulated Tree Assistance Program will have positive outcomes for our community by supporting the ability to build resilience and adapt to the challenges created by a changing climate through improved greening and cooling outcomes in the private realm.

Conclusion

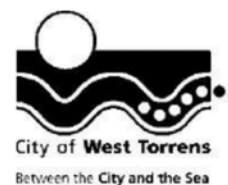
This report presents draft guidelines, containing the eligibility criteria, for the two rebate programs for the 2022-23 financial year.

Attachments

1. **Tree Incentive Rebate Guidelines**
2. **Significant and Regulated Tree Assistance Rebate Guidelines**

2022/23 Tree Incentive Rebate Guidelines

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



1. Purpose

The City of West Torrens recognises the need to create a green and cool city to counteract the loss of trees and shading occurring in the private realm and to create a liveable city by building resilience to a drier climate with more heat waves. The Tree Incentive Rebate provides property owners with a rebate on the purchase and planting of a shady tree to enhance shading and cooling of the private realm and reduce urban heat in West Torrens.

2. Rebate Amount

Two types of rebates are available, as outlined below. Applicants may apply for either Rebate 1 or Rebate 2, but not both:

Rebate 1: Purchase of an Established Tree

Successful applicants will receive a rebate of \$50 towards the purchase of one tree (minimum of 1 metre high at time of purchase) for their property, if the eligibility criteria, listed in *Section 3. Eligibility*, are met.

Rebate 2: Purchase of an Established Tree (Warmest Suburbs)

Successful applicants who are located within our warmest suburbs which include: Ashford, Keswick, Kurralta Park, Mile End South and Thebarton, will receive a rebate of \$100 towards the purchase of two trees (minimum of 1 metre high) for their property, if the eligibility criteria, listed in *Section 3. Eligibility*, are met.

Total funding for the rebates is limited and applications will be processed on a first come, first serve basis until all funding is exhausted.

See *Section 3. Eligibility* below to see if you are eligible to apply.

3. Eligibility

To be eligible, applicants must be able to meet the following criteria:

- The property must be located within the City of West Torrens.
- Applicants must be the property owner, however if application is from a tenant, approval in writing from the property owner is required.
- Applications for strata title properties must include written proof of support for the application by the body corporate.
- The subject tree(s) must be located on the applicant's private property in West Torrens.
- The subject tree(s) must be planted at least 2 metres from the property boundary to minimise over hanging of neighbouring properties and/or the verge.
- Legible and clear supporting documentation must be provided. An itemised receipt evidencing purchase of the tree, a photo of the tree tag displaying the species and a photo of the tree planted in the ground are required with the application.
- One (1) rebate is available per applicant/property per year, unless the applicant is located in the warmest suburbs, i.e. Ashford, Keswick, Kurralta Park, Mile End South and Thebarton, in which two (2) rebates for two (2) trees are available at that property.
- The tree must meet the selection criteria specified in *Section 4. Tree Selection Criteria*.

4. Tree Selection Criteria

Selecting the right tree is important to ensure it will provide effective shade and is suitable to the local conditions.

The tree species can be either native or exotic but must:

- Be an established tree at time of purchase (at least 1 metre high specimen at time of purchase);
- Be known to be a long lived tree species (at least 15 years);
- Have the ability to grow to at least 4 metres in height;
- Provide shade when the sun is at its highest point e.g. tree form is round, spreading, oval, open, weeping (it is not to be columnar, conical, pyramidal, etc.).

Council encourages applicants to seek specialist advice from a local garden centre or nursery on selecting a shady tree that meets the above criteria and your needs.

Other information to assist tree selection can be found on the Botanic Gardens Plant Selector Plus website where you can view suitable plants based on your postcode, or via The Which Plant Where Tool website:

<http://plantselector.botanicgardens.sa.gov.au/home.aspx>

<https://www.whichplantwhere.com.au/>

5. How to Apply

Applications for the rebate are lodged online through the SmartyGrants website:

westtorrens.smartygrants.com.au/T12023

The rebates open for applications on 1 July 2022, and close on 30 June 2023, or until the funding is exhausted.

2022/23 Significant and Regulated Tree Assistance Rebate Guidelines

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



1. Purpose

In South Australia, trees of a certain trunk circumference are classified as Significant or Regulated trees and controls are in place to protect these trees under the Planning, Development and Infrastructure Act 2016. There is a growing awareness of the vital role Significant and Regulated trees play, some of which may be remnants of the native vegetation that once grew here or plantings by the early European settlers that perform a commemorative purpose dedicated to important people or mark significant events in history. This rebate program encourages the community to retain and maintain these trees.

The *Significant and Regulated Tree Assistance Rebate Program* provides financial assistance for property owners/rate payers to take action that helps maintain their Significant/ Regulated tree.

2. Rebate Amount

The rebate amount is \$1,000 per tree with a maximum of one (1) rebate provided per rateable property per year. The rebate amount can be used towards the following:

- Arborist report (when works are subsequently undertaken on the tree)
- Tree pruning
- Pest and disease control

Total funding for the rebates is limited, and applications will be processed on a first come first serve basis until all funding is exhausted if that is earlier than 30 June 2023.

See *Section 3. Eligibility* below to see if you are eligible to apply.

3. Eligibility

To be eligible, applicants must be able to meet the following criteria:

- The property must be located within the City of West Torrens.
- Applicants must be the property owner, however if application is from a tenant, approval in writing from the property owner is required.
- Applications for strata title properties must include written proof of support for the application by the body corporate.
- The subject tree must be located on the applicant's private property in West Torrens.
- Legible and clear supporting documentation must be provided. An itemised receipt evidencing payment of the arborist tree report (if applicable) and the pruning and/or pest and disease control activities must be provided with the application.
- A maximum of one (1) rebate will be provided per property as outlined in *Section 2. Rebate Amount*.

4. How to Apply

Applications for the rebate are lodged online through the SmartyGrants website:
westtorrens.smartygrants.com.au/SART2023

The rebates open for application on 1 July 2022, and close on 30 June 2023, or until the funding is exhausted.

8.5 2022/23 Organisational Annual Service Plan

Brief

This report presents the 2022/23 Organisational Annual Service Plan.

RECOMMENDATION

The Committee recommends to Council that the 2022/23 Organisational Annual Service Plan be noted.

Introduction

The Annual Service Plan (**Attachment 1**) is an administrative document, which is compiled each year as one of the key instruments via which the organisation implements Council's *Community Plan 2030*.

The 2022/23 Annual Service Plan (Plan) focuses on key projects throughout the 2022/23 financial year which are linked to the attainment of the strategic objectives in Council's overarching *Community Plan 2030* as well as strategies in Council's suite of strategic management and corporate plans, all which were developed as a reflection of the community's values.

Discussion

Format

The Plan has been developed in liaison with staff, management and Executive, in alignment with the annual budget.

The format demonstrates the cross-departmental collaboration employed to deliver key projects and provides an easily read document, which delivers a snapshot to the community of the major initiatives being undertaken by Council under each of the five Focus Areas of the Community Plan. However, it is important to note that not all key strategic objectives are met in any one year but, rather, the projects contained in each Annual Service Plan advance the organisation towards the achievement of all key strategic objectives over the lifespan of the Community Plan.

It should also be noted that although each project has been linked to the delivery of a primary strategic objective, many projects contribute to the achievement of a number of the strategic objectives across the five Community Plan Focus Areas matrix (**Attachment 2**).

The majority of the Plan's actions are progressed and delivered as intended during the year. Occasionally, the Executive may approve the deferral or removal of some actions due to issues such as budget constraints, change in priorities or matters arising from partnerships with other organisations. Approval may also be granted for the extension of project completion dates due to these same reasons while additional projects may be added to the annual service plan during the year, due to reasons such as new priorities or opportunities arising, or additional external funding received.

As such, any amendments to the Plan will be approved by the Executive and reported to the City Advancement and Prosperity General Committee on a quarterly basis along with a progress update on the delivery of all actions.

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 a number of key projects contained within the Annual Service Plan that address climate impact.

Conclusion

This report provides the 2022/23 Annual Service Plan as approved by the Executive and which reflect the strategic priorities and community values articulated in *Council's Community Plan 2030*.

Progress updates on the delivery of all projects in the 2022/23 Annual Service Plan will be provided to the Committee through quarterly reports.

The 2022/23 Organisational Annual Service Plan is effective from 1 July 2022 to 30 June 2023.

Attachments

- 1. Organisational Service Plan 2022/23**
- 2. Community Plan 2030 Strategies vs Organisational Service Plan 2022/23 Projects**

City of West Torrens **22-** Annual Service Plan **23**

Our Vision

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

The five focus areas for the delivery of our vision are:



Community life

We support diversity, health and well-being, community cohesion and connections, and create opportunities to learn and enjoy the local area.

We ensure housing, urban development and infrastructure contribute to attractive and safe neighbourhoods, and how we travel in and beyond our area.



Built environment



Organisational strength

Council ensures its services lead to quality outcomes and exceptional experiences for our community.

We protect and conserve the natural environment, reuse and recycle resources, support biodiversity and respond to climate change.



Environment and sustainability



Prosperity

We support jobs, businesses and industries to generate local economic growth and activity.

The Community Plan 2030 is Council's overarching strategic plan that guides Council's priorities over the next decade. The Organisational Service Plan outlines the major initiatives being undertaken by Council each financial year to deliver on the strategic objectives of the Community Plan. Although each initiative has been linked to the delivery of a primary strategic objective, it is recognised that these projects contribute to the achievement of a number of the strategic objectives across the 5 Community Plan Focus Areas.

Community Life - Key Projects for 2022/23



Strategic Objective CL3 - Active and healthy lifestyles for all ages and abilities.

Project:

Undertake the installation and upgrade of gym and fitness equipment at select reserves to enhance community accessibility.

Lead department: City Property

Supporting departments: City Operations, City Assets

Delivery date: July 2022 - June 2023

Strategic Objective CL7 - Recognition of our unique local cultural identity and heritage.

Project:

Work in liaison with the land owners to deliver the Riverbank Christmas Display.

Lead department: City Operations

Supporting departments: Office of the Mayor and CEO

Delivery date: July 2022 - January 2023

Project:

Plan the management and major redevelopment of Thebarton Theatre.

Lead department: City Property

Supporting departments: City Assets, City Development, Financial Services, Strategy and Business

Delivery date: July 2022 - June 2023

Project:

Commence a review of Heritage Listed Buildings, Areas and Items located within the City of West Torrens.

Lead department: Strategy and Business

Supporting departments: City Assets, City Property, City Development, Community Services, Financial Services

Delivery date: July 2022 - June 2023

Built Environment - Key Projects for 2022/23



Strategic Objective BE1 - An attractive, safe and cohesive urban environment that supports better quality development assessment outcomes, diverse housing choice and compatible non-residential development.

Project:

Undertake an 'Infill Case Study' to determine the effects of infill development and urban corridor development on Neighbourhood type zones and identify the potential gaps and improvements to policy that could improve outcomes.

Lead department: Strategy and Business

Supporting departments: City Development, City Assets

Delivery date: July 2022 - June 2023

Strategic Objective BE2 - Infrastructure that meet the needs of a changing city and climate.

Project:

Continue to work in partnership with the Department of Infrastructure and Transport on the North/South Corridor project.

Lead department: City Assets

Supporting departments: City Property, Strategy and Business

Delivery date: July 2022 - June 2023

Project:

Continue to partner with other councils and the Brown Hill Keswick Creek Board to contribute to the Brown Hill Keswick Creek Flood Mitigation Scheme project.

Lead department: City Assets

Supporting departments: Strategy and Business, City Operations, City Property

Delivery date: July 2022 - June 2023

Project:

Complete development of the City of West Torrens Transport Strategy.

Lead department: City Assets

Supporting departments: Strategy and Business, City Operations, City Property

Delivery date: July 2022 - June 2023

Project:

Complete development of the City of West Torrens Stormwater Management Plan.

Lead department: City Assets

Supporting departments: Strategy and Business, City Operations, City Property

Delivery date: July 2022 - June 2023

Project:

Project manage the staged upgrade of the stormwater drainage systems in Kurralla Park and North Plympton/Plympton to mitigate the risk of flooding.

Lead department: City Assets

Supporting departments: City Operations, City Property

Delivery date: July 2022 - June 2023

Strategic Objective BE3 - Neighbourhoods designed to promote safe, active travel and strengthen connections, amenity and accessibility.

Project:

Project manage the staged upgrade of the Reece Jennings Bicycle Path and the installation of bicycle racks and facilities in reserves.

Lead department: City Assets

Supporting departments: Strategy and Business, City Operations, City Property

Delivery date: July 2022 - June 2023

Strategic Objective BE4 - A variety of indoor and outdoor sport, recreation and community facilities and open spaces.

Project:

Manage the staged major redevelopment of Richmond Oval.

Lead department: City Property

Supporting departments: Community Services, City Assets, City Operations, Financial Services

Delivery date: July 2022-June 2023



Built Environment - Key Projects for 2022/23

Strategic Objective BE4 cont. - A variety of indoor and outdoor sport, recreation and community facilities and open spaces.

Project:
Manage the staged major redevelopment of Thebarton Oval/Kings Reserve.

Lead department: City Property
Supporting departments: Community Services, City Assets, City Operations
Delivery date: July 2022 - June 2023

Project:
Manage the staged major redevelopment of Apex Park.

Lead department: City Property
Supporting departments: Community Services, City Assets, City Operations, Financial Services
Delivery date: July 2022 - June 2023

Project:
Manage the staged redevelopment of Kesmond Reserve.

Lead department: City Property
Supporting departments: Community Services, City Assets, City Development, Strategy and Business
Delivery date: July 2022 - June 2023

Project:
Develop a Masterplan for a new lawn bowls facility at Lockleys Oval.

Lead department: City Property
Supporting departments: Community Services, City Assets, City Operations, Financial Services
Delivery date: July 2022 - June 2023



Prosperity - Key Projects for 2022/23

Strategic Objective P1 - A diverse, resilient and competitive economy, including small business, tourism and export sectors.

Project:

Continue to participate in and work with partner councils on the Building Western Adelaide Strategy to improve economic prosperity.

Lead department: Strategy and Business

Supporting departments: Office of the Mayor and CEO

Delivery date: July 2022 - June 2023

Strategic Objective P2 - Optimise the benefits of local activity and key employment precincts

Project:

Develop a Masterplan for Henley Beach Rd as a main street precinct.

Lead department: City Assets

Supporting departments: Strategy and Business, Office of the Mayor and CEO, City Development

Delivery date: July 2022 - June 2023

Strategic Objective P3 - Economic development through innovation, collaboration and investment and connections between businesses and the community.

Project:

Work in partnership with private developers and government agencies to facilitate the development of the Port Road precinct, including the former Coca-Cola and West End Brewery sites.

Lead department: Strategy and Business

Supporting departments: Office of the Mayor and CEO, City Assets, City Development

Delivery date: July 2022-June 2023

Strategic Objective P4 - Promote opportunities and economic advantage arising from Adelaide Airport and our proximity to the CBD.

Project:

Continue to partner with Adelaide Airport Ltd. in assisting to achieve the objectives of the Adelaide Airport Master Plan.

Lead department: Office of the Mayor and CEO

Supporting departments: Strategy and Business, City Development, City Assets

Delivery date: July 2022 - June 2023

Environment and Sustainability - Key Projects for 2022/23



Strategic Objective ES1 - Sustainably manage our resources through reuse, recycling and circular economy.

Project:

Complete the development of a City of West Torrens Waste Management Strategy.

Lead department: Regulatory Services

Supporting departments: Strategy and Business, City Property, City Assets, Information Services

Delivery date: June 2022 - March 2023

Strategic Objective ES3 - Prepare for and respond to the challenges of a changing climate.

Project:

Complete the development of a City of West Torrens Climate Adaptation Strategy.

Lead department: Strategy and Business

Supporting departments: All departments

Delivery date: July 2022 - March 2023

Project:

Work in partnership with Green Adelaide, City of Charles Sturt and SA Water on the Breakout Creek Stage 3 redevelopment.

Lead department: City Assets

Supporting departments: City Property, City Operations, Strategy and Business

Delivery date: July 2022 - June 2023

Project:

Continue to work with partner councils and stakeholders on progressing the implementation of the AdaptWest Climate Adaptation Plan.

Lead department: Strategy and Business

Supporting departments: City Operations

Delivery date: July 2022 - June 2023

Strategic Objective ES4 - Open spaces that foster the natural environment, support biodiversity and encourage people to spend time outdoors.

Project:

Work in partnership with Green Adelaide on the River Torrens Recovery project to undertake environmental improvement works along River Torrens Linear Park.

Lead department: Strategy and Business

Supporting departments: City Operations

Delivery date: July 2022 - June 2023



Organisational Strength - Key Projects for 2022/23

Strategic Objective OS3 - High levels of governance, transparency and integrity.

Project: Continue to coordinate the implementation of the local government reforms.

Lead department: Strategy and Business
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Project: Undertake the administration, as directed by the Electoral Commission of SA, for the 2022 City of West Torrens Local Government general elections.

Lead department: Strategy and Business
Supporting departments: Office of the Mayor and CEO
Delivery date: July 2022 - December 2022

Strategic Objective OS4 - An inclusive, innovative and collaborative organisation.

Project: Facilitate, identify, assist to implement and measure improvements using LEAN framework for the following:
 - customer complaints process;
 - plant and equipment process; and
 - name and register process.

Lead department: Office of the Mayor and CEO
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Project: Identify opportunities for process improvement using results data from the City of West Torrens' Qualtrics Survey.

Lead department: Office of the Mayor and CEO
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Strategic Objective OS5 - A safe, healthy and resilient workforce.

Project: Undertake a review of how we measure our WHS performance, including identifying indicators that allow effective monitoring and timely reporting to management and clear accountabilities.

Lead department: People and Culture
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Project: Align the current practices for volunteer management with our human resources processes, including induction, training and exit processes.

Lead department: People and Culture
Supporting departments: Office of the Mayor and CEO, all departments
Delivery date: July 2022 - June 2023



Organisational Strength - Key Projects for 2022/23

Strategic Objective OS5 cont. - A safe, healthy and resilient workforce.

Project: Undertake the program to become certified as an accredited White Ribbon organisation.

Lead department: People and Culture
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Project: Launch a campaign across all CWT locations to raise awareness of Aggressive Violent and Threatening Behaviour in the workplace.

Lead department: People and Culture
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Project: Develop and implement 'Ageing and Work Health' programs to promote a positive culture within the workplace.

Lead department: People and Culture
Supporting departments: Community Services, all departments
Delivery date: July 2022 - June 2023

Project: Develop, implement and monitor strategies for the enhancement of organisational culture.

Lead department: People and Culture
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Strategic Objective OS6 - A workforce that meets current needs and plans for future needs.

Project: Commence the development of a City of West Torrens Organisational Workforce Strategy.

Lead department: People and Culture
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Strategic Objective OS7 - Sustainable financial management principles.

Project: Continue to implement changes to Council's Annual Budget and Business Plan and Long-Term Financial Plan, to address legislative requirements arising from the local government reforms.

Lead department: Financial Services
Supporting departments: All Departments
Delivery date: July 2022 - June 2023

Project: Prepare for and implement changes arising from the local government rates oversight scheme and the roles played by the Essential Services Commission of SA (ESCOSA) and external auditors.

Lead department: Financial Services
Supporting departments: All Departments
Delivery date: July 2022 - June 2023

Strategic Objective OS9 - Technology as a tool to help innovate how we interact with each other and our community

Project: Enable access to contemporary business intelligence functionality and develop a data platform suitable to underpin performing business intelligence on customer service and community assets.

Lead department: Information Services
Supporting departments: All departments
Delivery date: July 2022 - June 2023

Community Plan 2030 Strategic Objectives

Organisational Service Plan 2022/23 Key Projects

Table with 15 rows of projects and 23 columns of strategic objectives. It uses colored dots (red, orange, black) to indicate the level of linkage between projects and objectives.

Note: The large coloured dots indicate the primary Strategic Objective that the project is linked to. The smaller black dots indicate secondary Strategic Objectives that the project is linked to.

Community Plan 2030 Strategic Objectives

Organisational Service Plan 2022/23 Key Projects

	A diverse, inclusive and welcoming community	Universal accessibility to facilities and services.	Active and healthy lifestyles for all ages and abilities	A resilient community through community involvement, social connections and life-long learning.	A community that embraces technological change and the opportunities it offers.	Facilitation of community health, wellbeing and safety.	Recognition of our unique local cultural identity and heritage.	An attractive, safe and cohesive urban environment that supports better quality development assessment outcomes, diverse housing choice and compatible non-residential development.	Infrastructure that meet the needs of a changing city and climate.	Neighbourhoods designed to promote safe, active travel and strengthen connections, amenity and accessibility.	A variety of indoor and outdoor sport, recreation and community facilities and open spaces.	Place-making and public art which enhance the visitor experience at key destinations.	A diverse, resilient and competitive economy, including small business, tourism and export sectors.	Optimise the benefits of local activity and key employment precincts.	Economic development through innovation, collaboration and investment and connections between businesses and the community.	Promote opportunities and economic advantage arising from Adelaide Airport and our proximity to the CBD.	Sustainably manage our resources through reuse, recycling and circular economy.	Reduce the City's impact on the environment.	Prepare for and respond to the challenges of a changing climate.	Open spaces that foster the natural environment, support biodiversity and encourage people to spend time outdoors.	Protect and expand the urban forest.	Strong partnerships and working relationships with our community, other organisations and spheres of Government.	Customer experience and community are at the centre of our considerations	High levels of governance, transparency and integrity.	An inclusive, innovative, and collaborative organisation.	A safe, healthy and resilient workforce.	A workforce that meets current needs and plans for future needs.	Sustainable financial management principles.	Our community can communicate and meaningfully engage with Council.	Technology as a tool to help innovate how we interact with each other and our community.	A resilient organisation that is able to effectively respond to emergency incidents and events.			
16. Develop a Masterplan for a new lawn bowls facility at Lockleys Oval.		●	●	●	●					●												●												
17. Continue to participate in and work with partner councils on the Building Western Adelaide Strategy to improve economic prosperity.	●	●		●	●	●	●			●	●	●	●	●	●	●						●	●											
18. Develop a Masterplan for Henley Beach Rd as a main street precinct.	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●		●				●												
19. Work in partnership with private developers and government agencies to facilitate the development of the Port Road precinct, including the former Coca-Cola and West End Brewery sites.							●	●	●	●	●			●	●	●						●												
20. Continue to partner with Adelaide Airport Ltd. in assisting to achieve the objectives of the Adelaide Airport Master Plan.						●	●	●	●			●	●		●	●						●												
21. Complete the development of a City of West Torrens Waste Management Strategy.					●										●	●		●	●			●												
22. Complete the development of a City of West Torrens Climate Adaptation Strategy.						●									●	●		●	●		●	●												
23. Work in partnership with Green Adelaide, City of Charles Sturt and SA Water on the Breakout Creek Stage 3 redevelopment.		●	●			●	●			●	●							●	●	●	●	●												
24. Continue to work with partner councils and stakeholders on progressing the implementation of the AdaptWest Climate Adaptation Plan.		●		●		●											●	●	●	●	●	●												
25. Work in partnership with Green Adelaide on the River Torrens Recovery project to undertake environmental improvement works along River Torrens Linear Park.			●			●				●	●						●	●	●	●	●	●												
26. Continue to coordinate the implementation of the local government reforms.																						●	●	●	●	●	●	●	●	●	●	●	●	
27. Undertake the administration, as directed by the Electoral Commission of SA, for the 2022 City of West Torrens Local Government general elections.																						●	●	●	●	●	●	●	●	●	●	●	●	
28. Facilitate, identify, assist to implement and measure improvements using LEAN framework for the following: - customer complaints process; - plant and equipment process; and - name and register process.																						●	●	●	●	●	●	●	●	●	●	●	●	●

Note: The large coloured dots indicate the primary Strategic Objective that the project is linked to. The smaller black dots indicate secondary Strategic Objectives that the project is linked to.

Community Plan 2030 Strategic Objectives

Organisational Service Plan 2022/23 Key Projects	Community Plan 2030 Strategic Objectives																																		
	A diverse, inclusive and welcoming community	Universal accessibility to facilities and services.	Active and healthy lifestyles for all ages and abilities	A resilient community through community involvement, social connections and life-long learning.	A community that embraces technological change and the opportunities it offers.	Facilitation of community health, wellbeing and safety.	Recognition of our unique local cultural identity and heritage.	An attractive, safe and cohesive urban environment that supports better quality development assessment outcomes, diverse housing choice and compatible non-residential development.	Infrastructure that meet the needs of a changing city and climate.	Neighbourhoods designed to promote safe, active travel and strengthen connections, amenity and accessibility.	A variety of indoor and outdoor sport, recreation and community facilities and open spaces.	Place-making and public art which enhance the visitor experience at key destinations.	A diverse, resilient and competitive economy, including small business, tourism and export sectors.	Optimise the benefits of local activity and key employment precincts.	Economic development through innovation, collaboration and investment and connections between businesses and the community.	Promote opportunities and economic advantage arising from Adelaide Airport and our proximity to the CBD.	Sustainably manage our resources through reuse, recycling and circular economy.	Reduce the City's impact on the environment.	Prepare for and respond to the challenges of a changing climate.	Open spaces that foster the natural environment, support biodiversity and encourage people to spend time outdoors.	Protect and expand the urban forest.	Strong partnerships and working relationships with our community, other organisations and spheres of Government.	Customer experience and community are at the centre of our considerations	High levels of governance, transparency and integrity.	An inclusive, innovative, and collaborative organisation.	A safe, healthy and resilient workforce.	A workforce that meets current needs and plans for future needs.	Sustainable financial management principles.	Our community can communicate and meaningfully engage with Council.	Technology as a tool to help innovate how we interact with each other and our community.	A resilient organisation that is able to effectively respond to emergency incidents and events.				
	29. Identify opportunities for process improvements using results data from the City of West Torrens' Qualtrics Survey.		●			●																	●	●	●			●	●	●					
	30. Undertake a review of how we measure our WHS performance, including identifying indicators that allow effective monitoring and timely reporting to management and clear accountabilities.																																		
	31. Align the current practices for volunteer management with our human resources processes, including induction, training and exit processes.																																		
	32. Undertake the program to become certified as an accredited White Ribbon organisation.	●					●																●		●	●									
	33. Launch a campaign across all CWT locations to raise awareness of Aggressive Violent and Threatening Behaviour in the workplace.																																		
	34. Develop and implement 'Ageing and Work Health' programs to promote a positive culture within the workplace.																																		
	35. Develop, implement and monitor strategies for the enhancement of organisational culture.																																		
	36. Commence the development of a City of West Torrens Organisational Workforce Strategy.																																		
37. Implement changes to Council's Annual Budget and Business Plan and Long-Term Financial Plan, to address legislative requirements arising from the local government reforms.																							●												
38. Prepare for and implement changes arising from the local government rates oversight scheme and the roles played by the Essential Services Commission of SA (ESCOSA) and external auditors.																							●												
39. Enable access to contemporary business intelligence functionality and develop a data platform suitable to underpin performing business intelligence on customer service and community assets.		●			●																		●	●	●									●	

Note: The large coloured dots indicate the primary Strategic Objective that the project is linked to. The smaller black dots indicate secondary Strategic Objectives that the project is linked to.

8.6 Strategy Unit Activity Report: 1 April to 15 June 2022

Brief

This report presents the Strategy Unit's Activity Report for the period 1 April to 15 June 2022.

RECOMMENDATION

The Committee recommends to Council that the Strategy Unit Activity Report for the period 1 April to 15 June 2022 be received.

Introduction

The Strategy Unit supports the organisation to achieve its strategic objectives by working collaboratively with stakeholders to deliver significant strategic projects and develop strategic and corporate plans for West Torrens, in consultation with the community, Elected Members and other stakeholders. It also administers several popular grants and rebates programs and participates in partnership with regional partners to deliver strategic economic and environmental sustainability plans.

A report is presented, on a regular basis, detailing the status of key projects and activity undertaken by the Strategy Unit to progress strategic priorities since the last report to the Committee.

Discussion

Corporate and Community Planning

Annual Service Plan 2021/22 - Third Quarter progress report

The 3rd Quarter Organisational Annual Service Plan 2021/22 Progress Update report was presented to the 26 April 2022 City Advancement and Prosperity General Committee meeting.

Organisational Annual Service Plan 2022/23 - draft development

Development of the Organisational Annual Service Plan 2022/23 was progressed in liaison with staff, management and the Executive Team, to ensure alignment of the Annual Service Plan with the annual budget. The final Organisational Annual Service Plan 2022/23 will be presented to the 28 June 2022 City Advancement and Prosperity General Committee meeting for its information.

Corporate Plans

Ongoing support and advice was provided to departments in the development and review of their various corporate plans including the review of the *Dog and Cat Management Plan* and the development of the *Waste Strategy*.

Economic Development

West Torrens, together with the other councils in Building Western Adelaide, has finalised the filming of a YouTube tourist video highlighting various tourist attractions in the west.

The West Torrens businesses highlighted in the video were:

- AFL Max
- Bounce
- West Beach Parks Accommodation
- Imperial Measures Distillery
- Mrs Harris' shop
- Karma and Crow Cafe
- Parwana Restaurant

Each council has produced a 30-second video which can be used for individual council promotions and a separate 30-second video will be a compilation of the four council videos which will be used to promote the west on the Adelaide Beaches Website. The video has been completed and the four councils are now working to combine the four individual videos into one 30 second promotional video for the west region.

Public Art Framework

Having completed its public consultation phase, a report detailing the submissions and amendments to the Public Art Framework was endorsed by the Committee at its 22 February 2022 meeting and subsequently approved by Council at its 1 March 2022 meeting.

An action plan has been prepared to ensure that the framework is embedded into the various functions of the organisation to facilitate the consideration of public art into project scopes undertaken by Council in the public realm where possible and promotion of public art projects within the community. Consultation is currently being undertaken with internal stakeholders.

Heritage

The heritage grants have concluded for this year and works have already been completed by some applicants and monies are currently being distributed to those applicants.

A project brief regarding a review of West Torrens Heritage Listed Buildings has been prepared.

The objectives of the review are to:

- Update the city's existing listing contained within the Planning and Design Code, and
- Provide a description and evaluation of the heritage resources of West Torrens to be used for ongoing conservation planning and development application assessment.

The City of West Torrens currently has 22 places of State Heritage significance, 100 places of Local Heritage significance and 631 Representative Buildings.

A Request for Quote (RFQ) is currently being prepared to engage a heritage consultant to undertake the review during the 2022/23 financial year.

Land Use Planning

Planning Reform

The Administration continues to liaise with PlanSA with regard to the Planning and Design Code (Code) and associated documents as well as the e-planning portal.

Planning and Design Code Amendments

Glandore Character Area Preservation Code Amendment

Council's Glandore Character Area Preservation Code Amendment Initiation was lodged with subsequent formal advice received from the State Planning Commission on 20 December 2021 advising that it required further investigations be undertaken prior to the State Planning Commission considering the matter and advising the Minister. A response to the State Planning Commission has been provided and is now pending further advice from the State Planning Commission.

65-73 Mooringe Ave, Plympton Code Amendment

The Minister for Planning and Local Government approved this Code Amendment on 15 December 2021.

Pursuant to Section 74 of the *Planning, Development and Infrastructure Act 2016 (PDI Act)*, the Minister for Planning and Local Government has referred the Code Amendment to the Environment, Resources and Development Committee (ERDC).

Following consideration of this matter at the 19 April 2022 meeting of Council, formal advice was forwarded to the ERDC. Subsequently, the ERDC invited a witness from the Administration to provide evidence on the 23 May 2022 relating to the submission as part of its parliamentary scrutiny process. Resulting from this, the ERDC has consulted with Council on its proposed recommendation to suggest a change in zone from Housing Diversity Neighbourhood Zone to General Neighbourhood Zone. A report was presented to Council on 7 June 2022 and Council approved writing to the ERDC in support of their recommendation. Subsequently a letter was sent to the ERDC and currently, no further information was available at the time of preparing this report.

Lockleys Code Amendment

As part of the public consultation process on this Code Amendment, Council was able to submit its feedback. Consequently, information and proposed feedback were presented to Council at both its 6 July 2021 and 19 October 2021 meetings. This feedback has been submitted to the relevant contact and the Minister for Planning.

Public consultation on this Code Amendment ended on 24 October 2021. At the time of writing this report, no further update has been received.

* Note - At its 15 February 2022 meeting, Council resolved that certain streets within the designated area remain closed roads, and not able to be opened, in the event the Code Amendment is approved.

Upcoming Code Amendments:

The Attorney-General's Department (AGD) has advised of the following Code Amendments which are, at this stage, still being scoped by the AGD:

- **Miscellaneous and Technical Code Amendment:** the Administration provided minor matters for the Department to consider in the preparation of their scope. The issues identified related to the technical function of the Code.
- Flood Hazard Mapping project.

Consultation on Code Amendments Outside of the City of West Torrens

- City of Charles Sturt's Kidman Park Residential and Mixed Use Code Amendment

Following an internal Administrative review of the proposed Code Amendment a number of items were identified for raising during the consultation process. These related to a request for further traffic investigations, highlighting the importance of the Linear Park and the welcome inclusion of a concept plan. This feedback was approved by Council at its 7 June 2022 meeting of Council and submitted to the City of Charles Sturt.

- City of Charles Sturt's Albert Park Residential and Mixed Use Code Amendment

Following internal Administrative review of the proposed Code Amendment it was considered that there be no impact to the City of West Torrens and therefore no requirement to provide feedback to the City of Charles Sturt on this Code Amendment.

Code Amendment Policy

Following Council's approval of the *Council Policy - Council Initiated Code Amendment*, the Administration has drafted a *Council Policy - Third Party Code Amendment (Policy)* to support requests received from private proponents for Council to undertake Code Amendments on their behalf. This draft Policy is included in this agenda for the Committee's consideration and recommendation to Council.

Strategy Unit Activity Report: 1 April to 15 June 2022

The scoping for the Neighbourhood Zone Review of minor infill housing and Urban Corridor Zone interface case study is underway.

Intergovernmental Relations

Urban Greening Strategy for Metropolitan Adelaide - Greening Adelaide Practitioner Summit

Green Adelaide hosted a cross-sector practitioner workshop to support the development of an urban greening strategy for metropolitan Adelaide on 23 May 2022 at Adelaide Zoo. Staff from the City of West Torrens, with a range of organisations (e.g. local government, government agencies, technical experts, peak bodies, NGOs and Kaurna) were also invited to this session. The purpose of this workshop was to develop a shared vision, identify key priorities for practical action and drive momentum for implementation.

Metropolitan Seaside Councils Committee

The Metropolitan Seaside Councils Committee (MSCC) provided a letter of support for the Local Government Association (LGA) of South Australia's funding submission to the Coastal and Estuarine Risk Mitigation Program.

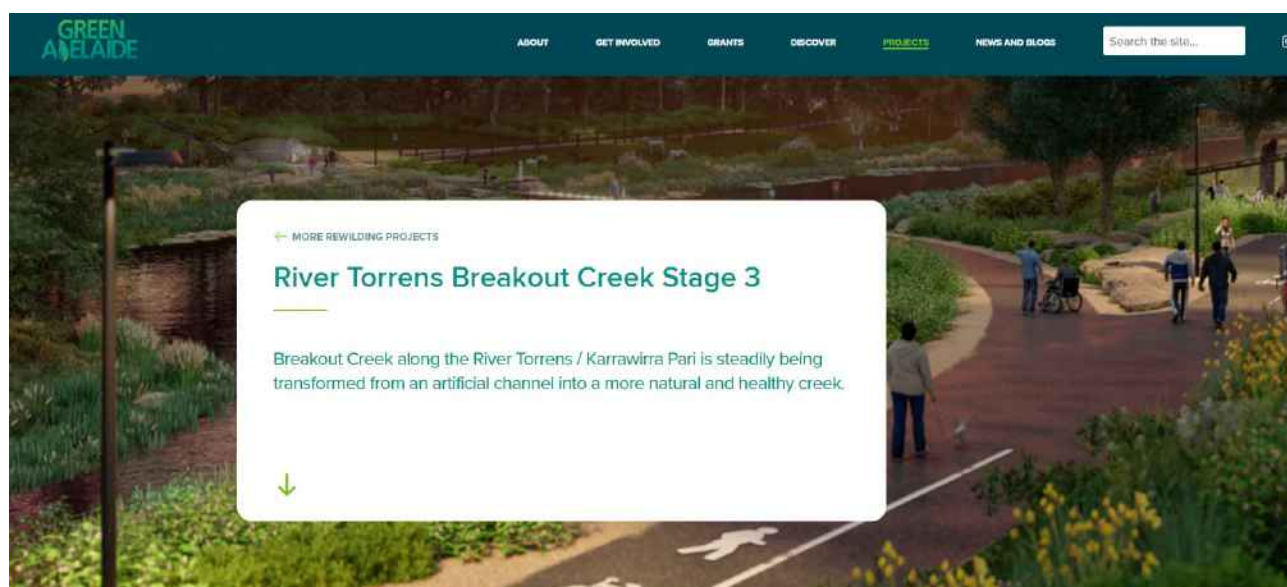
This Local Government Association project bid represents a partnership between State and Local Government to drive a state-wide approach to coastal adaptation planning, hazard identification and risk assessment. This will provide a coordinated and consistent approach to coastal adaptation planning, hazard identification and risk assessment in South Australia and, in doing so, will effectively plan and prioritise climate adaptation work and minimise the risk to the community and environment from sea level rise, adverse weather and storm surge events.

Mayors and Elected Members have been invited to a workshop to be held on Wednesday 6 July 2022, hosted by the LGA, to present the proposed new governance model

Breakout Creek Stage 3 Project

Green Adelaide has set up a webpage to keep the public informed of progress of the Breakout Creek Stage 3 project and issues arising during construction:

<https://www.greenadelaide.sa.gov.au/projects/breakout-creek-stage-3>



Adelaide National Park City

Green Adelaide is working with councils, including the City of West Torrens, to develop some celebrations to officially 'launch' the National Park City status and is collaborating with City of West Torrens on community planting events.

Environmental Sustainability

Water Efficiency Audit

A water efficiency audit is to be undertaken of Council owned buildings and facilities, identified as high water consumption sites while also providing a broad snapshot in terms of uses i.e. civic function, community centre and sporting clubrooms.

The project aims to identify ways to reduce mains water consumption in these key buildings and facilities, reducing their operating costs while also improving their environmental sustainability. A water efficiency audit of these buildings is required to understand the existing situation and to identify opportunities to improve their sustainability performance.

A request for quote (RFQ) was undertaken in May for a consultant to undertake this audit. Seven quotes were received and are currently being assessed. The tender will be awarded in June, with the audit to be completed by late August 2022.

Keswick Creek Pathway - Feasibility Study

This project is looking into the feasibility of transforming a portion of the Keswick Creek corridor from Brooker Terrace to Marion Road, on the southern side of the drainage channel. Specialist consultants from Greenhill are preparing draft concepts, which will help inform the transformation of this space.

Climate Adaptation Strategy

A new Climate Adaptation Strategy for the City of West Torrens is being prepared to set out the pathway for reducing emissions and adapting to our changing climate.

A set of draft goals and initiatives are being developed in consultation with key staff as part of developing the Strategy. Consultation with Elected Members on the draft Strategy is anticipated to occur in July, to be followed by community consultation.

Native Plant Giveaway

The Native Plant Giveaway seeks to encourage residents to incorporate local native species into their gardens at home by providing 5,000 free seedlings. The annual event was held recently, with around 400 plant packs being distributed to residents on the day.

Each pack contained 12 native seedlings propagated by specialist nursery Trees for Life located at Brooklyn Park. Giveaway plants included Native Violet (*Hardenbergia violacea*) and Muntries (*Kunzea pomifera*) which will contribute to a greener, more climate resilient city.



Know about your native plants

Note: Variations may occur between this list and what is provided in your native plant pack due to stock availability.



<p>Gold-dust Wattle (<i>Acacia acinacea</i>) 0.5 - 2.5m High, 2 - 4m Wide</p> <p>Elegant, fast growing shrub with an open branching form. Hosts masses of yellow flowers along the entire length of the stem from spring through to summer. Can be pruned after flowering to maintain a more compact form. Prefers an open, sunny position in most well-drained soils. Attracts native birds, butterflies and bees.</p>	
<p>Native Fuchsia (<i>Correa reflexa</i> or <i>Correa glabra</i>) 1 - 1.5m High, 1 - 2m Wide</p> <p>Small to medium shrub with attractive tubular flowers up to 3cm long. The flowering period extends from winter through to spring. Nectar is an important food source for honeyeaters and other birds in winter.</p>	
<p>Native Lilac (<i>Hardenbergia violacea</i>) 1 - 1.5m High, 1 - 2m Wide</p> <p>Attractive climber or small bush with glossy leaves and purple flowers. Flowers are pea-shaped, appearing from July through to November. Grows in a range of soils from light sands to loams and clays, though prefers heavy soils provided they are not subject to water logging. May be pruned heavily after flowering. An excellent screening plant when attached to a trellis or fence. New plants can be propagated from seed.</p>	
<p>Clasping Goodenia (<i>Goodenia aplexans</i>) 1m High, 1m Wide</p> <p>Hardy, spreading, medium sized shrub with densely clad stems. Yellow, fan-shaped flowers predominately occur throughout spring, but can be present all year. Prune regularly to control and promote new growth. Important species for native insects and butterflies. Attracts native bees.</p>	
<p>White Goodenia (<i>Goodenia albiflora</i>) 2m High, 1m Wide</p> <p>Compact evergreen shrub with blue-green foliage. White flowers late winter through to mid-summer. Prefers sunny position with well drained soils. Important habitat for butterflies and other insects.</p>	
<p>Lavender Grevillea (<i>Grevillea lavandulacea</i>) 0.5-1m High, 0.5-1m Wide</p> <p>Medium shrub with attractive pink flowers throughout winter and spring. Excellent plant for attracting native birds and insects. Full sun.</p>	

Grow It Local

The Administration is working in partnership with Green Adelaide to deliver *Grow It Local*.

Grow it Local is a grassroots program which seeks to increase community participation and awareness around growing produce locally in a range of settings, from large backyards to balconies and even windowsills.

Green Adelaide has subsidised the cost of the program for councils for two years, providing residents across West Torrens with free access to information, presentations and resources over this time. There is no obligation to continue after the grace period concludes.

The purpose is to:

- Make growing more accessible;
- Increase the production and consumption of locally grown foods;
- Provide a connection to nature;
- Inspire positive health and wellbeing;
- Help build stronger and more resilient communities; and
- Increase composting and reduce organic waste to landfill.

Recent activities include live webinars on the following topics:

- Winter food gardening;
- Vertical veggies with Sophie Thomson;
- Kaurna bush foods and sustainability;
- How to use permaculture principles to grow food at home;
- How to preserve tomatoes with Diana Whitton (CWA);
- How to grow food in pots;
- Elegant edible gardening; and
- Patch design 101.

Lot 101 Community Planting Event

A community planting event was held on Sunday 22 May 2022 to revegetate a section of coastline known as Lot 101, which stretches from Adelaide Sailing Club to Glenelg North.

Green Adelaide awarded the Adelaide Sailing Club a community environment grant to undertake this dune restoration project, working in partnership with SA Water, Greening Australia and the City of West Torrens. Site preparation included the removal of invasive weeds such as Gazania and Boxthorn, which made way for 6,000 native seedlings which were reinstated across the site.

The event was attended by around 50 volunteers which comprised members of the local community, Adelaide Sailing Club, TAFE SA and West Beach Parks. The Hon. Dr Susan Close, Minister for Environment, Climate and Water participated in the event and made a speech as part of the proceedings, along with Cr Jassmine Wood.



AdaptWest in Action

The *AdaptWest Climate Change Adaptation Plan* (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.

The *AdaptWest in Action 3-Year Action Plan 2019-2022* (Action Plan) provides a forward program for projects which deliver against the key priorities of the Plan including:

- 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; and
- Protecting coastal assets and environment.

The following items provide an update on key projects that are currently being progressed by the Regional Coordinator in conjunction with the Steering Committee and Working Group, as detailed in the update report presented to Council on a quarterly basis are:

Regional Assets Management Project

The Resilient Assets Management Project (RAMP) seeks to integrate climate risk into asset management processes and build resilience to climate-related risks and natural disasters, optimise Council expenditure, and reduce legal and financial liabilities. Working across councils will deliver financial efficiencies and reduce duplication of effort and assist in the implementation of a consistent approach across the sector.

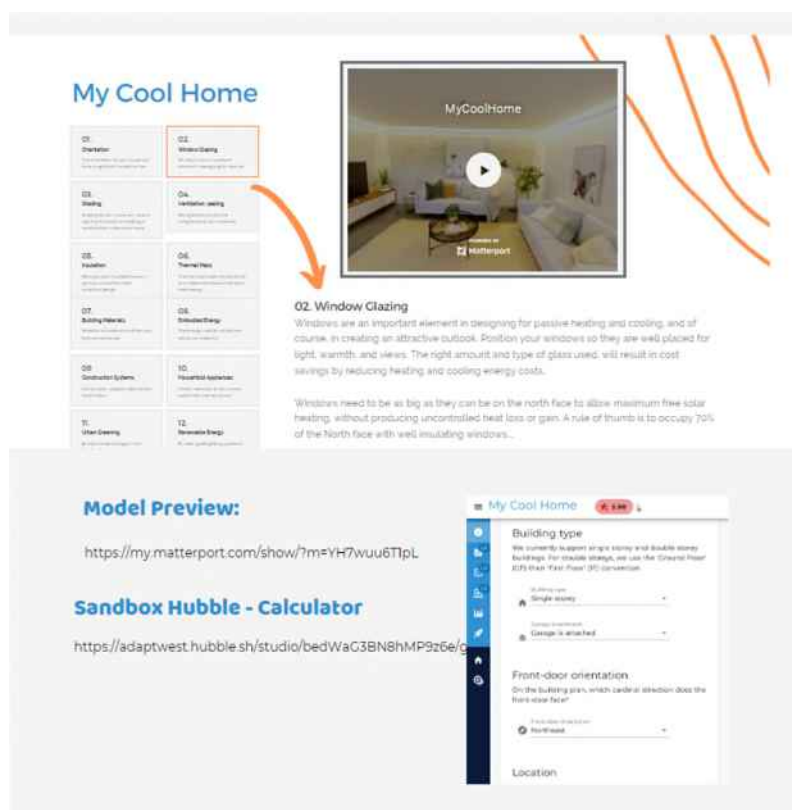
An AdaptWest regional representative (*Chris Shallow, Manager Asset Management Planning – Charles Sturt*) was appointed as a regional observer on the Resilient South RAMP project and will report learnings back to the AdaptWest project partners. The AdaptWest councils have not contributed financially toward this four-year project, but will remain engaged and benefit from the learnings through the observer arrangement. Overall, more than \$500,000 has been invested in the project through contributions from the LGA Research and Development Scheme, Disaster Risk Reduction Grants Program and the Cities of Holdfast Bay, Mitcham, Marion and Onkaparinga.

My Cool Home

My Cool Home is an interactive housing design and development tool that aims to educate residents of Western Adelaide about the importance of environmental sustainability, climate resilience, energy efficiency and good design principles. The online tool is aimed at new builds and renovations, while also providing advice to renters to improve the energy efficiency of their dwelling.

My Cool Home can be used to assess the performance of both new builds and existing dwellings. The tool will be a portal to the [Hubble.sh](https://hubble.sh) platform, which will allow the user to self-assess their dwelling for energy efficiency, comfort, and climate resilience. It will suggest upgrade paths that could be applied with apparent cost savings highlighted.

My Cool Home is currently under development and is expected to be deployed by June 2022.



Regional capacity building

AdaptWest had a presence at the recent LGA Ordinary General Meeting (OGM) and Council Showcase in April 2022 highlighting the work of the sector and Regional Climate Partnerships (along with Resilient East, Resilient South and Resilient Hills and Coast). Input was provided into the presentation on the Urban Heat Mapping and LiDAR project that was showcased as a key example of inter-regional collaboration and scalability that resulted in leveraging cost savings.

The AdaptWest Regional Coordinator also presented to the recent GAROC Climate Change workshop to highlight the role of the Regional Climate Partnership with a focus on community capacity building (other presentations from the RCP sector included on the RAMP project, heat mapping / LiDAR and carbon farming initiatives).

AdaptNow!

Following the *AdaptNow! Changing for Climate Change* event in October 2021, a suite of materials has been developed including a series of short videos which explore different themes (heat, flood, storm, power outage) and adaptation checklists and resources targeted at vulnerable and CALD communities across Western Adelaide. The community checklists have been translated into eight languages that are frequently spoken across the region, and compliment other checklists developed for the general community and businesses.

How to prepare for climate change

Things to do now

- Get to know your neighbours, share your contact details and share emergency information with them.
- Follow the news and read warnings sent to you via text messages.
- Follow local emergency services/ council /community social media pages and newsletters.
- Learn where your local hospital/GP is located and how to get there.
- Learn about the history of emergency events in your local area.
- Contact your local council to find out if they have voluntary registries for people with disabilities to receive targeted assistance during events.
- Ask for your workplace and your child's childcare/school emergency plan.

What else can I do?

- Find out about climate change and how it will increase how frequent and intense emergency events could be.
- Share what you know with people in your neighbourhood or community.
- Make contact with people in your community who might get more worried and sicker in extreme weather and think about how you might be able to help them in a way that is safe for you.
- Make connections in your local community by getting involved with community events, groups, clubs or online communities.
- Create a support network of people who can help you when you need it.
- Take a first aid course to increase your knowledge and skills.
- Read the benefits of home, contents and car insurance.
- Review any insurance cover you have.

More information

- The ABC is the official emergency broadcaster. Find out how to listen to ABC Local Radio: reception.abc.net.au/
- Access disaster readiness resources for people with a disability: ready.gov/disability
- The South Australian State Emergency Service (SES) has information on floods, storms, and heatwaves in English and other languages. Find out more at: ses.sa.gov.au

This project was funded under the Disaster Risk Reduction Grants Program by the South Australian State Government and the Australian Government. Views and findings associated with this initiative/project are expressed independently and do not necessarily represent the views of State and Commonwealth funding bodies.







Climate change adaptation checklist for households



Climate change will increase the frequency and intensity of extreme weather events including floods, heatwaves, bushfire smoke and power outages in your local area. Understanding these events and how to prepare and respond will help you and your community to cope and thrive.



 <p>Heatwaves</p>	<p>How might this impact me?</p> <ul style="list-style-type: none"> You might experience dehydration, heat exhaustion, difficulty sleeping and heatstroke. It could make existing health conditions worse. Health and social services may experience increased demand. Workplaces may experience reduced productivity. Essential services such as electricity or water supply may be impacted. Transport networks including public transport and road signals may experience interruptions. 	<p>What do I need to know?</p> <ul style="list-style-type: none"> Be aware of the symptoms of heat exhaustion and heatstroke. The heat and sun in Adelaide can be different to other places. Learn how to keep yourself, your family and your home cool. If your home gets too hot, plan to visit the local library or shopping centre, or visit family or friends who have cooler homes and go there before it gets hot. Make sure you have food and groceries at home, so you won't need to go out when it is hot. If you know someone who doesn't cope well in the heat, invite them to spend the day at your home. Avoid going out in the hottest part of the day, particularly if using public transport. On hot nights, using a spray bottle to dampen your top sheet and using a fan to create a breeze can help. 	<p>How can I prepare for the future?</p> <ul style="list-style-type: none"> Help your home to stay cool with air conditioning and fans and indoor and outdoor blinds. If you own your home, consider painting outside with light coloured paint, installing insulation, double glazed windows, enabling natural air flow through windows and doors, planting trees and watering your garden to keep it green and cool. If you rent your home or are looking for a new rental, ask your landlord about installing air-conditioning, insulation and external blinds. If you or someone you know is particularly vulnerable to heatwaves, sign up to Telecross REDI to receive phone calls during heatwave events. 	<p>Where can I find more information about this?</p> <ul style="list-style-type: none"> For more information about heatwaves: ses.sa.gov.au/heatwave/ For more information about staying healthy in the heat: sahealth.sa.gov.au and search for 'heatwaves'. Check the weather forecast: bom.gov.au Telecross REDI for vulnerable people to sign up for phone calls during heatwaves: redcross.org.au and search for 'Telecross'.
 <p>Floods</p>	<p>How might this impact me?</p> <ul style="list-style-type: none"> Damage to your home, contents, car or workplace. Having to evacuate your home or workplace. Injury from fast flowing water or objects under water that you can't see. Power, sewerage, telecommunications and water supply outages. Increased risk of waterborne diseases. Roads could close, and public transport may not run. Businesses and services may close. Community events could be cancelled. 	<p>What do I need to know?</p> <ul style="list-style-type: none"> Find out if your home or workplace is in an area that is flood-prone. Make an emergency evacuation plan. Prepare an emergency kit with items you need to take with you if you have to evacuate. Make sure all family members know how to turn off the water, gas and electricity at main switches. If you think flood water might come into your home, look at SES information on where to get sandbags and how to use them. Think about what important things you might need to move upstairs or onto benches or tables to keep them dry. If you are on dialysis or other life-sustaining medical treatment, know where you can get help. If you use assistive technologies, plan how you will evacuate with the devices or be able to replace equipment if it gets damaged. 	<p>How can I prepare for the future?</p> <ul style="list-style-type: none"> Try to build savings to rely on if you are unable to work during an emergency or if you have extra costs after a flood. Check your home, contents and car insurance covers flood damage. Take photos/videos of your home and contents for insurance purposes. Plan your transport needs in case you need to evacuate your home or need to get to around during or after a flood. Get power points that are close to the floor raised so they don't get flooded. 	<p>Where can I find more information about this?</p> <ul style="list-style-type: none"> Be prepared for a flood: ses.sa.gov.au/flood Easy English flood guide: ses.sa.gov.au/flood and search for 'Easy English guide'. Check the flood risk for your home on this map: waterconnect.sa.gov.au and select the link to 'flood information' Make an emergency plan: redcross.org.au/prepare Create an emergency kit: redcross.org.au/emergencies/resources
 <p>Bushfire smoke</p>	<p>How might this impact me?</p> <ul style="list-style-type: none"> Sore eyes, throat, nose and lungs. Coughing and finding it hard to breathe. Chest pain, dizziness or light-headedness. People with asthma, lung or heart problems could get much sicker very quickly. 	<p>What do I need to know?</p> <ul style="list-style-type: none"> Staying indoors, closing your windows, doors and vents so you don't breathe in too much smoke. Don't exercise in smoky places. If you have asthma, make sure you have enough medication and supplies including P2 or N95 face masks (cloth masks or surgical masks will not be effective against smoke). Do not use evaporative air-conditioners. Change split system air-conditioner settings to recyle or recirculate. 	<p>How can I prepare for the future?</p> <ul style="list-style-type: none"> If you have asthma, consider buying an air purifier with a HEPA filter. Seal air gaps in your home at the doors and windows and around fans and vents with gap fillers and weather seals. This can also help save energy and reduce your bills. 	<p>Where can I find more information about this?</p> <ul style="list-style-type: none"> Bushfire smoke and your health: sahealth.sa.gov.au and search for 'bushfire smoke'. Asthma Australia has information for people with asthma: asthma.org.au
 <p>Power outage</p>	<p>How might this impact me?</p> <ul style="list-style-type: none"> No power for medical devices, heating and cooling, lights, refrigerators (for food and refrigerated medicines), laptops or phones. Businesses and services may close including supermarkets, banks, schools and service stations. Internet and telephones may stop working. 	<p>What do I need to know?</p> <ul style="list-style-type: none"> If you rely on power for medical reasons, plan and ensure you are on the SA Power Networks Power Dependency Register by calling 13 12 61. Have ice-packs in the freezer to put in a cooler bag to keep medications cool. Plan for medications that require refrigeration. Buy a flashlight and battery powered radio and have spare batteries. Buy a portable mobile phone charger and keep it charged. Plan where else you could go that is heated or cooled. Sign up for local power alerts and warnings. 	<p>How can I prepare for the future?</p> <ul style="list-style-type: none"> If you or a family member rely on power for medical reasons, prepare a plan that describes what you will do if there is a prolonged power outage and make sure everyone understands the plan. The power is most likely to go out during storms or extreme heat, try to stock up on fuel for the car the day before so you can still get to loved ones if service stations are closed. Buy a battery or generator for your home or to share with our neighbours. 	<p>Where can I find more information about this?</p> <ul style="list-style-type: none"> For more information on power dependency: sahealth.sa.gov.au and search for 'power dependency' What to do when the power goes out: sapowernetworks.com.au/outages/what-to-do-when-the-power-goes-out

2021/22 Residential Rainwater Tank and Rain Garden Rebates

A total of six (6) rainwater tank applications were received and approved between 1 April 2022 and 31 May 2022. This resulted in an increase in rainwater tank storage volume of 19,100 litres.

The year to date expenditure for the 2021/22 rebate is \$9,250, with a total increase in storage of 88,571 litres. This increase in storage volume helps to mitigate flooding impacts through detention storage as well as reducing mains water reliance through rainwater reuse and, thus, improving the resilience and water sensitivity of West Torrens in the face of a hotter, drier climate.

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 future challenges of climate impacts continue to require immediate consideration to plan for actions required to adapt to and/or mitigate effects.

The Administration is involved in advocacy, partnerships, policies and strategies, and implementing projects, programs and rebates designed to mitigate the impacts of a changing climate, including those detailed in this report.

Conclusion

This report details the activities of the Strategy Unit for the period 1 April to 15 June 2022.

Attachments

Nil

8.7 Progress on Implementing Council Decisions

Brief

This report provides an update on completed and outstanding Council and Committee resolution actions.

RECOMMENDATION

The Committee recommends to Council that the report be received.

Introduction

At the meeting of the former Policy, Planning and Performance Committee on 23 August 2011, a request was made for a report to be provided at each meeting of the Committee of outstanding actions relating to resolutions of Council and Committees.

Furthermore, at the 29 August 2016 meeting of the Committee, the Chief Executive Officer agreed to incorporate completed actions into the attached 'Progress on Implementing Council Decisions Report'. Actions that have been completed since the preceding meeting of the Committee will be included in the report.

Discussion

A copy of the completed actions since 26 April 2022, and outstanding resolution actions to 7 June 2022 is provided for Member's information (**Attachment 1**). Updates/comments are to 22 June 2022.

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 Progress on Implementing Council Decisions Report provides an update on completed and outstanding Council and Committee resolution actions for Members' information.

Attachments

1. Progress on Implementing Council Decisions

Item No.	Meeting date	Meeting name	Action title	Resolution / Action required	Action officer	GM	Actions taken	Action status
1	07/06/2022	Council	Item 16.2 - Commercial development at Lot 3 West Beach Road, West Beach (Jayco)	Wood / Reynolds that: That given the community concerns raised with Council about the proposed Jayco Development on Commonwealth Airport land at West Beach on the corner of Tapleys Hill Road and West Beach Road, the Chief Executive Officer write to Adelaide Airport Limited seeking an explanation on: <ul style="list-style-type: none"> The approval process undertaken by Adelaide Airport Limited in determining the Jayco development; What consideration was given to the impact the Jayco development would have on the amenity of the surrounding residential community; What consideration was given to the impact the Jayco development would have on traffic management on the surrounding road network; and What consideration was given to the impact the Jayco development would have on flooding within the environs of the development site. 	Kathleen Allen	Terry Buss	15/06/2022 - Letter from CEO to AAL MD sent via email. AAL have acknowledged receipt and advised they will respond in due course.	In progress
2	07/06/2022	Council	Item 18.3 - Local Government Association Annual General Meeting 2022 - Proposed Items of Business and Appointment of Delegates	Nitschke / Reynolds that: <ol style="list-style-type: none"> The Local Government Association be advised that the voting delegate for the City of West Torrens at the 2022 Local Government Association Annual General Meeting be Mayor Michael Coxon with Deputy Mayor George Vlahos as proxy. The recommended process for the lodgement of proposed items of business for the Local Government Association Annual General Meeting 2022, contained within this report, be approved. Council authorises the Chief Executive Officer to finalise the wording of any proposed items of business prior to the submission to the Local Government Association. 	Liz Johnson	Pauline Koritsa	16/06/2022 - Report to be presented to the 2 August 2022 meeting regarding proposed items of business.	In progress
3	24/05/2022	City Facilities and Waste Recovery General Committee	Item 8.1 - Proposed Road Closure at Arthur Lemon Avenue/Witty Court, Underdale - Update	O'Rielly / Anne McKay that: <ol style="list-style-type: none"> The Council advise the Surveyor General that it has conducted a necessary public consultation process to determine whether any parties wished to raise any comments or concerns regarding, or had any objections to, the proposed closure of the identified portion of Arthur Lemon Avenue/Witty Court at Underdale. Given that of the three objections received, one has been withdrawn, and on the basis that the other two objections will be withdrawn providing payment is made (for relocation of gas infrastructure) and the requested easement granted (to SAPN), the Council resolve to proceed with closure of the (identified portion of the) road. A further update report be provided to Council following the receipt of advice from the Surveyor General if that advice indicates that the (identified portion of the) road is not to be closed. 	Dean Ottanelli	Angelo Catinari	20.06.2022 - the surveyor has been advised to produce a further plan to include the easement requested by SAPN. Once completed, the updated plan will be sent to SAPN for their comment. Following confirmation by SAPN, all the information will be sent to the Surveyor General.	In progress
4	24/05/2022	City Facilities and Waste Recovery General Committee	Item 8.2 - Request for Deed of Variation of Licence and Grant of Sublicence - SANFL (Hoffmann Kiln Chimney)	Woodward / Huggett that: <ol style="list-style-type: none"> Council provides its consent for the Deed of Variation of Licence (to allow for the sublicence sought to The South Australian Brewing Company Pty Limited, but that it continues to retain its absolute discretion in relation to the grant of any future sublicence); Council provides its consent for the grant of sublicence from The South Australian National Football League Inc (SANFL) to The South Australian Brewing Company Pty Limited to allow the display of SANFL Premier and runner up team colours on the Hoffmann Kiln chimney for the period 1 October 2021 until 30 September 2022 (or such lesser time should the licence be determined prior to 30 September 2022); and The Mayor and Chief Executive Officer be authorised to sign and seal any documentation giving effect to the Deed of Variation of Licence and grant of sublicence. 	Dean Ottanelli	Angelo Catinari	20.06.2022 - Deed of Variation and Grant of Sublicence documentation being prepared for execution by the Mayor and Chief Executive Officer.	In progress
5	24/05/2022	City Facilities and Waste Recovery General Committee	Item 8.3 - Request for Grant of Licence - West Torrens Concert Band	Woodward / Mugavin that: <ol style="list-style-type: none"> The West Torrens Concert Band be advised that Council consents to its request to use the community facility on the western side of Mellor Reserve. The Band be offered a licence for its use of the facility at a licence fee of \$10pa plus GST payable on demand (inclusive of outgoings), commencing on the date of practical completion/handover of the building following the proposed upgrade works. The permitted use to be for band rehearsals and storage of band instruments and associated equipment etc. The times and days of use to be Tuesday nights from 7.00pm until 9.45pm (subject to agreement with the Adelaide Village Band to vary its time of use) and on occasional weekends (as negotiated and agreed with the Administration) for workshops with school and country bands. The Mayor and Chief Executive officer be authorised to sign and seal any documentation to give effect to the grant of licence. 	Dean Ottanelli	Angelo Catinari	20.06.2022 - correspondence drafted to advise The West Torrens Concert Band of the outcomes from Council Resolution of 7 June 2022.	In progress
6	17/05/2022	Council	Item 16.1 - Council donation to Operation Flinders	Wood / Anne McKay that noting that Operation Flinders is providing a valuable program for local at-risk young people from within the City of West Torrens benefitting not only these young people but also their families and their community, Council makes a budget allocation of \$5,000 in the 2022/23 financial year budget to support Operation Flinders' program.	Kathleen Allen	Terry Buss	18/05/2022 - Email sent to Jonathon Robran by K Allen advising of Council's resolution. Arrangements to be made to formalise the provision of the donation in early July. A request was also received from Mr Robran asking for Council to present the certificates to the Underdale HS team members once the program had been completed. It was advised that this would be possible and Mr Robran and K Allen will discuss arrangements closer to the date.	In progress
7	03/05/2022	Council	Item 12.1.1 - City Advancement and Prosperity General Committee Item 8.8 - Green Initiatives Program - Tree Incentive Program	Woodward / Nitschke to Council that: <ol style="list-style-type: none"> It supports the trialling of a new Tree Incentive Rebate Program which will be run under the overarching Green Initiatives Program. It acknowledges that \$10,000 has been included in the draft 2022/23 budget for the Tree Incentive Rebate Program. The Administration prepares guidelines for the Tree Incentive Rebate Program using the eligibility criteria and information detailed within this report and these guidelines be presented for consideration to the next City Advancement and Prosperity General Committee meeting. A review of the Program be undertaken at the completion of the first 12 months, the outcome of which to be reported back to the Committee. 	Sue Curran	Pauline Koritsa	12/05/2022 - Guidelines currently being prepared for review by the City Advancement and Prosperity General Committee at its June meeting. 14/06/2022 - Guidelines in agenda for 28 June City Advancement and Prosperity General Committee meeting.	In progress
8	03/05/2022	Council	Item 12.1.2 - City Advancement and Prosperity General Committee Item 8.9 - Green Initiatives Program - Significant and Regulated Tree Assistance Rebate Program	Woodward / Nitschke to Council that: <ol style="list-style-type: none"> It approves the trialling of a Significant and Regulated Tree Assistance Rebate Program over 12 months as part of the overarching Green Initiatives Program. It allocates \$10,000 from Council's Urban Tree Fund to fund the Significant and Regulated Tree Assistance Rebate Program during the 2022/23 financial year. The Administration prepares guidelines for the Significant and Regulated Tree Assistance Rebate Program using the eligibility criteria and information detailed within this report and these guidelines be presented for consideration to the next City Advancement and Prosperity General Committee meeting. A review of the rebate program be undertaken at the completion of the first 12 months, the outcome of which to be reported back to the Committee. 	Sue Curran	Pauline Koritsa	12/05/2022 - Guidelines currently being prepared for review by the City Advancement and Prosperity General Committee at its June meeting. 14/06/2022 - Guidelines in agenda for 28 June City Advancement and Prosperity General Committee meeting.	In progress

9	26/04/2022	City Advancement and Prosperity General Committee	Item 8.2 - Heritage Grants 2021/22	<p>Nitschke / Wood that:</p> <p>1. On the basis that each heritage grant application has demonstrated alignment with the purpose and intent of the Heritage Grants and has met all eligibility criteria, the following nineteen (19) grant applications for heritage conservation works that do not require any planning and building approvals, as outlined in the grant applications referred to in Attachment 1 under separate cover of the Agenda report be approved in priority order as listed below:</p> <ol style="list-style-type: none"> Grant Application HG0003521 for Representative Building at 29 Hughes Street, Mile End for a sum of \$1,504.74. Grant Application HG0002021 for Representative Building at 23 Huntriss Street, Torrensville for a sum of \$1,028. Grant Application HG0001421 for Representative Building at 1a King Street, Mile End for a sum of \$2,000. Grant Application HG0001221 for Representative Building at 18 Cuming Street, Mile End for a sum of \$2,000. Grant Application HG0001321 for Representative Building at 12 Huntriss Street, Torrensville for a sum of \$2,000. Grant Application HG0000921 for Representative Building at 31 Cuming Street, Mile End for a sum of \$1,182. Grant Application HG0003621 for Representative Building at 26 King Street, Mile End for a sum of \$1,250. Grant Application HG0000121 for Representative Building at 11 Northcote Street, Torrensville for a sum of \$2,000. Grant Application Hard Copy 1 for Representative Building at 15 King Street, Mile End for a sum of \$1,640. Grant Application HG0001021 for Representative Building at 14 Ballara Street, Mile End for a sum of \$2,000. Grant Application HG0002621 for Representative Building at 21 Gladstone Road, Mile End for a sum of \$2,000. Grant Application HG0003221 for Representative Building at 71 Gladstone Road, Mile End for a sum of \$2,000. Grant Application HG0002221 for Representative Building at 5 King Street, Mile End for a sum of \$2,000. Grant Application HG0000221 for Representative Building at 33 Gladstone Road, Mile End for a sum of \$2,000. Grant Application HG0002521 for Representative Building at 2 Dew Street, Mile End for a sum of \$2,000. Grant Application Hard Copy 2 for Local Heritage Place at 30 Long Street, Plympton for a sum of \$2,000. Grant Application HG0002421 for Representative Building at 26 Cuming Street, Mile End for a sum of \$2,000. Grant Application HG0000521 for Local Heritage Place at 3 Junction Street, Mile End for the sum of \$2,000. Grant Application HG0003721 for Local Heritage Building at 135 South Road, Thebarton for a sum of \$2,000. <p>2. On the basis that the details supplied demonstrate alignment with the purpose and intent of the Heritage Grants and meet all eligibility criteria other than number 7, which states that 'All relevant Development Approvals (if required) associated with the work have either been obtained or applications have been lodged with Council and awaiting approval prior to the lodgement of the heritage grant application... and having determined that each application has a reasonable chance of achieving relevant planning and building approvals, that the following three (3) grant applications be approved, in priority order as listed below and subject to the required planning and building consents being obtained for conservation work described in the relevant grant submission, as outlined in the applications referred to in Attachment 2 under separate cover of the Agenda report.</p> <ol style="list-style-type: none"> Grant Application HG0003021 for Local Heritage Place at 47 Maria Street, Thebarton for a sum of \$2,000. Grant Application HG0003421 for Local Heritage Place at 49 Maria Street, Thebarton for a sum of \$2,000. Grant Application HG0001721 for Representative Building at 80 Cuming Street, Mile End for a sum of \$2,000. <p>3. On the basis that details provided do not sufficiently meet the purpose and intent outlined in the provisions of the Heritage Conservation Grant Program Guidelines and/or do not sufficiently satisfy the eligibility criteria, the following two (2) grant applications, as outlined in the applications referred to in Attachment 3 under separate cover of the Agenda report, not receive funding:</p> <ol style="list-style-type: none"> Grant Application HG0000721 for Local Heritage Place at 44 and 44a Huntriss Street, Torrensville for a sum of \$4,000. Grant Application Hard Copy 3 for Representative Building at 37 Wainhouse Street, Mile End for a sum of \$2,000. <p>4. The Administration review the Heritage Grants criteria to provide options with regard to limiting the maximum amount of the heritage grant made available for any individual property.</p>	Sue Curran	Pauline Koritsa	<p>12/05/2022 - Heritage grant letters sent to all applicants. Guidelines under review.</p> <p>23/05/2022 - Revised guidelines to be provided to the June City Advancement and Prosperity General Committee meeting.</p> <p>16/06/2022 - Amendments to heritage grants guidelines going to 28 June City Advancement and Prosperity General Committee.</p>	In progress
10	26/04/2022	City Advancement and Prosperity General Committee	Item 8.3 - Community Grants - January 2022 to March 2022	<p>Mayor Coxon / Wood that:</p> <p>1. The following grants applications be approved:</p> <ol style="list-style-type: none"> Equipment grant of \$3,000 to The Embroiderers' Guild of SA towards the purchase of two defibrillators. Equipment grant of \$2,650 to Glenlea Tennis Club for the purchase of one defibrillator. Equipment grant of \$2,360 to Camden Community Centre towards the purchase of tools for the Men's Shed. Equipment grant of \$2,683.50 to Adelaide Pickleball Club towards the cost of equipment to start up the sport in Mile End. Community grant of \$5,000 to Orange Tree Quilters towards the cost of its charity project. Community grant of \$1,350 to Blind Golf SA towards the cost of running the 2022 Blind Golf championship at West Beach. Community Grant of \$5,000 to Adelaide Tamil Association towards the cost of running a Wellness program in Thebarton for migrant women. Community Grant of \$5,000 to The Gold Foundation SA towards the cost of the 'Shine Like Gold' Coffee Cart project. <p>2. The amount of \$9,583.45 be approved in the March budget review process to accommodate funding the community grants in this current round.</p> <p>3. The community grants be closed for applications for the remainder of the financial year due to funds being completely spent.</p>	Celine Luya	Pauline Koritsa	<p>9/05/2022 - All applicants advised of outcomes by email. \$9,583.45 approved in budget review. Community grants closed on the application page of SmartyGrants until 1 July 2022.</p> <p>23/05/2022 - All invoices from successful applicants received and processed.</p> <p>16/06/2022 - Waiting for acquittals (due 6 weeks after events and projects).</p>	In progress
11	19/04/2022	Council	Item 17.1 - Planning and Design Code: Neighbourhood Zone Review - Minor Infill Housing and Urban Corridor Zone Interface Case Study	<p>Woodward / Huggett that Council approves the dedication of the budget funds of \$24,000 from the Planning and Design Code Communications specifically to the Planning and Design Code: Neighbourhood Zone Review - Minor Infill Housing and Urban Corridor Zone Interface Case Study.</p>	Sue Curran	Pauline Koritsa	<p>12/05/2022 - RFQ document being developed for consultant.</p> <p>16/06/2022 - Draft RFQ developed for internal review.</p>	In progress
12	19/04/2022	Council	Item 17.3 - Proposed Transport and Movement Strategy - Strategy Overview for consultation	<p>Reynolds / Vlahos to Council that:</p> <ol style="list-style-type: none"> It approves the progression of the Transport and Movement Strategy Overview to public consultation. The outcomes of the public consultation be presented to Council. The Chief Executive Officer be authorised to make changes of a minor or formatting nature. 	Joe Ielasi	Angelo Catinari	<p>3.06.2022 - Public Consultation is open from 9 May 2022 to 6 June 2022.</p> <p>21.06.2022 - Submissions received from the public consultation are being review. The outcomes of the consultation to be presented to future Council meeting.</p>	In progress
13	19/04/2022	Council	Item 17.4 - Report to undertake a trial with RecycleSmart	<p>Kym McKay / Mugavin that a six-month trial with RecycleSmart with a total cost of \$48,600 consisting of Council's contribution of up to \$26,100 and grant funding of \$22,500 be endorsed.</p>	Robyn Butterfield	Paul Della	<p>3/06/2022 - Service agreement signed, press release being prepared including statement from Mayor Coxon. Invoice raised to GISA for funding. Anticipate soft launch to commence week of 06/06/2022.</p> <p>22/06/2022 - Soft launch commenced and will be actively promoted from 1 July 2022. A launch event is also being organised for mid to late July 2022.</p>	In progress
14	19/04/2022	Council	Item 17.5 - Nominations Sought for the Power Line Environment Committee	<p>Tsiaparis / Nitschke that Cr John Woodward be nominated to the Power Line Environment Committee.</p>	Liz Johnson	Pauline Koritsa	<p>28/04/2022 - Nomination forms sent to Cr Woodward.</p> <p>16/05/2022 - Have followed up with Cr Woodward. Deadline for nomination has been extended to end of month.</p> <p>27/05/2022 - Nomination provided to the LGA.</p> <p>1/06/2022 - Awaiting response from the LGA.</p> <p>10/06/2022 - Awaiting response from the LGA.</p>	In progress
15	05/04/2022	Council	Item 17.1 - Grant of New Permit - Wheatsheaf Hotel	<p>Nitschke / Mugavin that:</p> <ol style="list-style-type: none"> A permit for a term of 1 + 1 years, commencing at midnight on 3 March 2022, at a commencing fee of \$2,050pa plus GST be granted to Wheatsheaf Pty Ltd (Trading as Wheatsheaf Hotel) to allow for mobile food vendor(s) to trade on the roadside adjacent to the Wheatsheaf Hotel. The Mayor and/or Chief Executive Officer be authorised to sign/or sign and seal any necessary documentation to give effect to the grant of permit. 	Dean Ottanelli	Angelo Catinari	<p>20.06.2022 - new permit documentation to be finalised for execution by Wheatsheaf Pty Ltd / Council.</p>	In progress
16	22/03/2022	City Facilities and Waste Recovery General Committee	Item 8.3 - Proposed Dog Park (River Torrens Linear Park) - Update	<p>Mugavin / Huggett that:</p> <ol style="list-style-type: none"> The Administration conduct a public consultation/notification process with nearby businesses, residents and stakeholders to determine whether there are any significant objections to the establishment of the proposed dog park in the proposed location. Should there be no adverse comment received during the period of public consultation, Council enter into the proposed licence agreement with the Minister/Department for Environment and Water for designated land within the River Torrens Linear Park (near the northern end of Hayward Avenue and West Street, Torrensville). The licence area is to be used as a dog park for a term of 10 years (commencing on the date of issue) at a fee of \$1pa plus GST payable on demand. The Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation to give effect to the grant of licence. 	Dean Ottanelli	Angelo Catinari	<p>20.06.2022 - documentation from Minister/Department for Environment and Water to be finalised, with updated (draft) concept plan to be included in the document. The draft concept plan under development and to be finalised prior to community consultation.</p>	In progress

17	22/03/2022	City Facilities and Waste Recovery General Committee	Item 8.4 - Lockleys Oval - Update	Pal / Huggett that: 1. The report be noted. 2. The new location of the baseball training facility, as proposed within this report, be endorsed, subject to the necessary Development Application, period of community consultation and the Site Licence provided by Department Environment and Water, (DEW). The Mayor and Chief Executive Officer to sign and/or seal any documentation to give effect to the grant of licence with DEW. 3. The cost of the acoustic report required in order to progress the Development Application for the variation to hours of operation at the Lockleys Sporting Facility - bar, kitchen and function rooms is shared between Council (50 per cent of the cost) and the Clubs who seek the variation of hours (50 per cent of the cost).	Dean Ottanelli	Angelo Catinari	20.06.2022 - the Administration is continuing to progress the actions required from the resolution from the 22 March 2022. Baseball training facility has development approval and has been ordered from supplier, (delivery / installation - estimated at 12 to 16 weeks). Lockleys Sporting Facility clubs still to agree on contribution for acoustic report.	In progress
18	22/03/2022	City Facilities and Waste Recovery General Committee	Item 8.5 - Licence Agreements for New Sporting Club Facilities - Update	Reynolds / Mugavin that: 1. The Lockleys Football Club be advised that Council does not accept the alternative rental/licence fee offer it has submitted, i.e. a commencing licence fee of \$3,900pa plus GST and outgoings. The licence fee to increase on each anniversary of the commencement date (1 October 2021) during the licence term as follows: • From 1 October 2022 - \$4,095 pa plus GST and outgoings • From 1 October 2023 - \$4,300 pa plus GST and outgoings • From 1 October 2024 - \$4,515 pa plus GST and outgoings • From 1 October 2025 - \$4,740 pa plus GST and outgoings 2. The Licence Agreements for other sporting clubs that were discussed within the report (Item 8.2) at the Committee's meeting of 28 September 2021 (and where the licence fees were determined in a similar fashion to the Lockleys Football Club), not be amended in accordance with the reduced licence fee now applicable to the Lockleys Football Club.	Dean Ottanelli	Angelo Catinari	20.06.2022 - the Administration has now agreement by the Lockleys Sport Facilities Clubs to execute the licence. Documentation has been updated / finalised and provided to the Clubs. Documents have been executed by Cricket and Tennis Clubs.	In progress
19	22/03/2022	City Facilities and Waste Recovery General Committee	Item 8.9 - Kesmond Reserve Upgrade - Update	Woodward / Pal that: 1. The report be noted. 2. A period of public consultation to be undertaken following the receipt of in-principle agreement of the Masterplan by stakeholders and pre-lodgement advice on the proposed new community facility.	Dean Ottanelli	Angelo Catinari	20.06.2022 - Consultation commenced on 23 May and concluded on the 17 June 2022. Feedback to be reviewed. Further report to Committee will be required.	In progress
20	15/03/2022	City Finance and Governance Standing Committee	Item 11.3 - Proposal to Name Reserve on Admella Street	Nitschke / Papanikolaou that: 1. The request from Mr Lauro Martire, owner of Sunshine Café in Thebarton, to name a road reserve at the corner of Admella Street and Chapel Street in Thebarton (colloquially known as Admella Place) as Inparri Wama being the Kaurna phrase for meeting place be noted. 2. However, in light of the current overall review of asset naming conventions currently in train, that consideration of the request to name the road reserve at the intersection of Admella Street and Chapel Street in Thebarton be deferred to allow the request to be incorporated into that review.	Liz Johnson	Pauline Koritsa	21/03/2022 - Lauro Martire advised of outcome on 18 March 2022 and further questions answered on 21 March 2022. 1/04/2022 - Report scheduled for next City Advancement meeting regarding a progress report on the Asset Naming Project. Project is expected to be completed and presented to Council in July 2022 with Admella Place forming a part of this July report. 19/04/2022 - Report to be presented to 26 April 2022 City Advancement and Prosperity Committee. 16/05/2022 - Report to be presented to 17 July 2022 Council meeting 1/06/2022 - Awaiting report to be presented to 19 July 2022 Council meeting 10/06/2022 - Report to be presented to 19 July 2022 Council meeting.	In progress
21	15/02/2022	Council	Item 17.2 - West Torrens Bowling Centre, Lockleys (for the Torrensville & Lockleys Bowling Clubs)	Kym McKay / Huggett that: 1. The report be received; 2. The Council provides its in principle consent for the proposed redevelopment of the existing Lockleys Bowling Club site at Lockleys Oval and acknowledges that the Administration will be seeking funding to further progress this initiative with the State Government and through the 2022/2023 budget deliberation process; and 3. Further reports be provided to Council as and when significant events occur in regard to this proposed initiative.	Dean Ottanelli	Angelo Catinari	20.06.2022 - budget funding has been included in 2022/2023 budget to commence the design and documentation for a new facility. Meetings have been held (and continuing with both bowling clubs - Lockleys and Torrensville)	In progress
22	15/02/2022	Council	Item 17.8 - Morphet Road Stormwater Easement	Pal / Wilton that: 1. The Chief Executive Officer be authorised to sign an agreement with the Property Owner/Developer in relation to commitments associated with the relocation of the stormwater drain and creation of formal easement at 99-103 Morphet Road, Camden Park. 2. Allocated funds within the current financial year budget line 'North Plympton/Plympton Drainage' to be reallocated for the construction of new stormwater drainage infrastructure and associated works at 99-103 Morphet Road, Camden Park.	Joe Ielasi	Angelo Catinari	06.06.2022 - Finalising design to formalise the agreement for easement properties. 20.06.2022 - Design finalised. Currently awaiting prices for construction and finalising agreement for execution.	In progress
23	15/02/2022	Council	Item 17.9 - Airport Over 50's Club - Update on Facility Arrangements	Reynolds / Vlahos that: 1. The report is to be noted. 2. The Administration continue to seek to finalise arrangements to execute a lease/licence/hire agreement for the use of the Airport Over 50's clubroom facility by the Airport Over 50's Club by the 30 June 2022; 3. Should the Administration be unable to facilitate execution of a lease/licence/hire agreement for the use of the Airport Over 50's clubroom facility by the Airport Over 50's Club on or before 30 June 2022, a further report will be provided to Council detailing options to allow this matter to be finalised.	Dean Ottanelli	Angelo Catinari	20.06.2022 - positive negotiations are continuing with updated (and simplified) leased documentation with the Club. The Administration shortly expects agreement from the Club.	In progress
24	18/01/2022	Council	Item 17.3 - Weigall Oval - Soccer Scoreboard	Woodward / Pal that: 1. The Adelaide Omonia Cobras Soccer Club be advised that Council provides consent for the installation of an electronic scoreboard in the south-eastern corner of the senior soccer pitch at Weigall Oval, subject to any necessary development consents being sought and obtained by the Club; and 2. Council further advise the Club that it will consider the provision of funding of \$40,000 towards the cost and installation of the scoreboard as part of its 2022/2023 budget deliberation processes.	Dean Ottanelli	Angelo Catinari	27.01.2022 - Funding has been allocated within the draft budget for 2022/2023. 20.06.2022 - No development approval is required for the scoreboard. Once funding has been approved in July 2022 arrangements will be made with the Club.	In progress
25	14/12/2021	Council	Item 15.3 - Moss Avenue connection via roundabout	Woodward / Papanikolaou that Council finalise planning, budgeting and public consultation to remediate the Moss Avenue connection to the Galway, Grove, Moss, Tennyson, Birdwood roundabout and provide a report for consideration by Council, and recognises this is a priority project from the recent Local Area Traffic Management planning, as it is a known blackspot, is a highly complex roundabout with 5 entry / exit points and has been raised as a safety concern by numerous members of the community.	Joe Ielasi	Angelo Catinari	20.12.2021 - Administration is currently developing options for consultation. 02.01.2022 - Draft options have been developed and are being reviewed and costed for 2022/23 Budget submission. 06.06.2022 - Consultation material being developed for community consultation scheduled for July 2022. 20.06.2022 - Consultation material being finalised and on schedule for distribution in mid-July.	In progress
26	23/11/2021	City Facilities and Waste Recovery General Committee	Item 8.2 - Request for Extension of Trading Hours - Weigall Oval Clubroom Building	Pal / Mayor Coxon that Council provide its consent in its capacity as landlord for an extension of the trading hours for the new Clubroom function space, tenanted by Adelaide Angels Baseball Club and Adelaide Omonia Cobras Soccer Club, from 11pm to 1am on Friday and Saturday nights, and also to 1am on Sunday nights when the following Monday is a gazetted public holiday, subject to any necessary development consents and/or other relevant approvals being sought and obtained.	Dean Ottanelli	Angelo Catinari	27.01.2022 - Awaiting outcome from Development. 16.02.2022 - A development application has been submitted by the Administration on behalf of the two Clubs for the Weigall Oval Sports Facility in late 2021. The application is still under review and pending outcome. 20.06.2022 - The Administration advises that community consultation will be required as part of the development application process. Arrangements will be made after the next City Facilities and Waste Recovery Committee Meeting in July. (Consultation will be undertaken jointly with the proposed soccer Club's Crowd control fence).	In progress

27	19/10/2021	Council	Item 17.2 - Lockleys Code Amendment	Kym McKay / Tsiaparis that: 1. The feedback contained in the body of this report be submitted, along with the feedback and recommendations contained in the released Confidential Council Item 21.4 of the 6 July 2021 meeting (Attachment 1 of the Agenda report), to Future Urban as its formal response to the Lockleys Code Amendment, with a copy provided to the Minister for Planning and Local Government. 2. Council signals its intent to undertake a Code Amendment of the subject land located at 25 Pierson Street, Lockleys from Employment Zone to Suburban Neighbourhood Zone depending on the decision made by the Minister for Planning and Local Government in relation to the current Code Amendment for the subject land proposed by Future Urban.	Sue Curran Pauline Koritsa	22/10/2021 - Feedback sent to the minister and Future Urban. 16/11/2021 - Awaiting decision by the Minister to determine next steps, if any. 14/02/2022 - No response from the Minister has been received to date. 16/03/2022 - No further update as Caretaker Period has commenced. 19/04/2022 No further progress at this stage due to State election. 2/05/2022 - No further action at this stage. Consultation has been completed but the consultation report has not been released and no decision has been made. 16/06/2022 - Code Amendment has been submitted to the Minister for approval.	In progress
28	19/10/2021	Council	Item 15.1 - Sale and Disposal of dead-end streets	Woodward / Papanikolaou that Council authorise the Administration to examine the opportunity, and report back to Council, of the potential to close portions of roads in the City that dead-end onto the Keswick and Brown Hill Creeks with the aim of offering such portions of 'closed road' for public sale.	Joe Ielasi Angelo Catinari	06.06.2022 - City Assets are continually working with City Property and City Facilities to identify potential pieces of road to close for public sale. 20.06.2022 - City Assets in collaboration with City Property and Facilities are identifying potential pieces of road to close for public sale. City Property and Facilities are identifying any encumbrance's /easements.	In progress
29	05/10/2021	Council	Item 17.2- Report to undertake a trial with RecycleSmart	Kym McKay / Pal that the proposal to undertake a four month trial with RecycleSmart at a cost of up to \$25,000 with an additional amount of up to \$15,000 allocated to promote the campaign be endorsed subject to Council being successful in obtaining suitable grant funding for this purpose.	Robyn Butterfield Paul Della	12/10/2021 - Awaiting GISA Council Modernisation Grant opening, identifying alternate grant programs that may support this initiative. 1/02/2022 - Grant application submitted 20 December 2021. Due to minimum funding requirements trial period has been increased to 6 months. Revised cost of project is \$48,600 with Council's financial contribution updated to \$26,100 including promotion costs. 5/04/2022 - Grant endorsed by GISA, agreement sent on 11 March 2022. Some errors in grant agreement identified, feedback sent to GISA to amend. Report to Undertake Trial with RecycleSmart including grant funding was presented to Council on 19 April 2022. 20/04/2022 - Council endorsed a six-month trial with RecycleSmart with a total cost of \$48,600 consisting of Council's contribution of up to \$26,100 and grant funding of \$22,500. 3/06/2022 - Service agreement signed, press release being prepared including statement from Mayor Coxon. Invoice raised to GISA for funding. Anticipate soft launch to commence week of 06/06/2022. 22/06/2022 - Soft launch commenced and will be actively promoted from 1 July 2022. A launch event is also being organised for mid to late July 2022.	In progress
30	05/10/2021	Council	Item 17.4- Brickworks Riverfront Land	Nitschke / Kym McKay that Council notes the intention of the Chief Executive Officer to adjourn the sale process of the Brickworks Riverfront land for an indefinite period and that Council provides its concurrence for this adjournment to occur.	Kathleen Allen Terry Buss	5/10/2021 - CEO report to Council notifying Council of the intention to adjourn the sale process of the BRL for an indefinite period. Council approved. 14/12/2021 - Matter of the sale process for the Brickworks Riverfront land 'on hold' pending further discussions with the Department of Infrastructure regarding impact of the T2D project.	In progress
31	05/10/2021	City Services and Climate Adaptation Standing Committee	Item 11.1- Increased enforcement of parking restrictions in Mile End, Marleston, Keswick and Ashford	Woodward / Kym McKay that a further report on this matter be prepared for the full year ending 30 June 2022, to assess any changes to parking infringement income that may occur as a result of the easing of restrictions associated with the COVID-19 pandemic.	Robyn Butterfield Paul Della	12/10/2021 - No action required until end of 2021/22 financial year and then a report will be presented to Council in September/October 2022.	In progress
32	07/09/2021	Council	Item 12.1.1 - City Advancement and Prosperity General Committee Item 8.1 - Proposed Renaming of Dew Street Reserve	Kym McKay / Papanikolaou that: 1. A report be brought forward to Council in due course outlining all Council Assets within the City of West Torrens that are considered to be appropriate for naming or re-naming. 2. Such report to include a review of Council's Policy on Asset Naming. NOTE: please refer to Council Meeting of 14 December 2021 for change of name suggestion relating to Kesmond Reserve.	Liz Johnson Pauline Koritsa	14/10/2021 - Project scoping currently underway. 7/12/2021 - Referred to Governance. 18/01/2022 - Project commenced. Assets register compiled. Reviewing asset naming decisions from 1999 to 2022. 1/02/2022 - First draft of asset naming register nearing completion. 16/03/2022 - Interim report regarding project to be provided to 26 April 2022 City Advancement and Prosperity Committee. 1/04/2022 - Report scheduled for next City Advancement meeting regarding a progress report on the Asset Naming Project. Project is expected to be completed and presented to Council in July 2022 with Admella Place and Kesmond Reserve forming a part of this July report. 19/04/2022 - Report to be presented to 26 April 2022 City Advancement and Prosperity Committee meeting. 16/05/2022 - Report to be presented to 19 July 2022 Council meeting. 10/06/2022 - Awaiting report to be presented to 19 July 2022 Council meeting.	In progress
33	03/08/2021	Council	Item 15.1- Open Space Plan	Woodward / Papanikolaou that in conjunction with the newly released Open Space Plan for public consultation, with 'Goal 1: Diverse open spaces close to people' and to 'Purchase land and/or repurpose council-owned land for open space purposes when possible', Elected Members are provided with a report identifying opportunities to accumulate revenue to achieve this strategic objective.	Sue Curran Pauline Koritsa	17/08/2021 - Following the close of consultation a working group will be set up to deliver the action plan and this will be included in that plan. Consulting with other councils as to their approaches. 20/10/2021 - Action plan currently being developed with internal stakeholders. 16/11/2021 - Draft action plan with stakeholders for review. 1/12/2021 - Action Plan received from consultant. Exploration of opportunities to accumulate revenue is one of the key short term actions to be undertaken. 17/01/2022 - Options to be investigated commencing February. 14/02/2022 - Options investigation commenced. 1/04/2022 - Action in progress but delayed due to resourcing. 19/04/2022 Open Space funding survey from LGA response being prepared. 1/06/2022 - Regular Open Space Reference Group established to roll out Open Space Implementation Plan. As a priority the group will explore opportunities for Council to accumulate revenue to purchase land for open space, research other councils for examples, and work collaboratively with other departments to prepare a process for accumulating revenue to purchase open space.	In progress

34	18/05/2021	Council	Item 17.1- River Torrens (Karrawirra Parri) Schematic Structure Plan & Thebarton Open Space	Nitschke / Mugavin to Council that: 1. It receives the River Torrens (Karrawirra Parri) Schematic Structure Plan and indicates in-principle support for the overarching vision for the improvement of the site, notwithstanding, any required statutory approval processes. 2. The CEO be delegated the authority to negotiate, subject to budget approvals, the purchase of the strategic portion of the former Adelaide University land-holding at Thebarton, being the portion of the land marked as 'A', in accordance with the land valuations provided for the development for the purposes of a shared path. 3. It provides in principle support for the portions of land identified as 'B' and 'C' be received by Council as a non-compulsory, voluntary "contribution" from the land-owner/developer and gifted asset subject to the developer undertaking any necessary remediation of contaminated land and heritage conservation/maintenance associated with the kiln and boiler room 4. The portion(s) of the land marked 'D' be vested to Council as Public Roads, subject to being developed to council's required standards guided by the City of West Torrens Urban Design Manual.	Joe Ielasi	Angelo Catinari	10.06.2021 - Applicant advised of Council resolution, Initial meeting held with Applicant to discuss requirements. 17.08.2021 - Currently developing contract of purchase of the land, to be subject to successful completion of division of land. 14.10.2021 - Review of the draft contract is currently underway. 17.12.2021 - Contract for the intent to purchase land is currently with land owner. 01.02.2022 - Awaiting outcome of Division of Land prior to progressing purchase of land agreement. Administration are currently working with design consultant on the shared path design. 06.06.2022 - Land division approved, currently awaiting executed agreement from applicant. 20.06.2022 - The draft agreement is being updated subsequent to the issuing of DA approvals and approved plan. Once completed it will be forwarded for execution by the applicant.	In progress
35	23/03/2021	City Facilities and Waste Recovery General Committee	Item 8.1 - Waste and Resource Recovery Strategy Proposal	Woodward / Mugavin that a project to develop a 10 year waste and resource recovery strategy for the City of West Torrens be endorsed, subject to appropriate funding being provided in Council's 2021/22 budget.	Robyn Butterfield	Paul Della	The Administration has received advice that grant funding is being provided and commenced development of the strategy in April 2021. 15/06/2021 - The Waste Strategy development initiative is expected to be completed before December 2021. 18/08/2021 - The creation of the plan has commenced in getting the structure and content of the plan in line with CWT's framework. Consultation with staff of other departments has been undertaken. 12/10/2021 - Draft waste strategy 90% complete. To be reviewed by consultant prior to scheduling Executive Team and Elected Members workshops. 1/02/2022 - Development of waste strategy delayed due to resourcing. Completion date revised to 30 June 2022. 5/04/2022 - Consultation questions submitted for review on 1 April 2022. Community consultation due to commence in April 2022. Due to requirement to have consultation open for 4 weeks, completion date revised to September 2022. Aim to submit final draft strategy to last Council meeting prior to caretaker period. (6 September 2022). 3/06/2022 - Community consultation completed, 589 responses received. Draft strategy to be submitted for review by TL Waste Management and Manager Regulatory Services on week of 06/06/2022. 22/06/2022 - Final draft to be presented to General Manager Corporate and Regulatory Services in the week commencing 27 June 2022.	In progress
36	23/03/2021	City Facilities and Waste Recovery General Committee	Item 8.2 - Improving Source Separation at Multi-Unit Developments Pilot Proposal	Mugavin / Pal that a pilot is undertaken to determine the most effective interventions to improve source separation of waste in MUDs, subject to appropriate funding being provided in Council's 2021/22 budget.	Robyn Butterfield	Paul Della	Funding for an initiative to determine the most effective interventions to improve source separation of waste in MUDs has been included in Council's 2021/22 budget. 18/08/2021 - Work has commenced on the initial stages of the project, final selection of MUDs to be completed in August. Project Team are meeting monthly. 12/10/2021 - Final planning for project underway. Project scheduled to commence Jan/Feb 2022 1/02/2022 - Stage 1 of project has commenced. Focus group sessions held in January 2022 with building managers and strata groups to refine intervention tools to support improving source separation. Next project group meeting scheduled for 3 February 2022. 15/02/2021 - Meeting on 3 February 2022 completed, final report from focus group sessions shared. List of interventions to be finalised and base line waste audits to schedule for March 2022 prior to pilot commencement. 5/04/2021 - Progress meeting with Rawtec and participating Councils scheduled for 14 April 2022. Pilot with MUDS scheduled to commence in June/July 2022. 03/06/2022 - Baseline audits in progress. One audit completed, second property scheduled to be audited first week in June. Project on track to commence in June. 22/06/2022 - Audits conducted and results received. Implementation of a trial of remedial actions to take place in July 2022.	In progress
37	02/02/2021	City Services and Climate Adaptation Standing Committee	Item 11.1- Proposed Extension of E-Scooter Trial - Western Alliance Councils	Reynolds / Mayor Coxon that: 1.The report be received and noted. 2.The Administration write to the Department of Infrastructure and Transport (DIT) requesting the following: a)The trial of the E-Scooters along the coastal trail be extended under the same terms and conditions for a period of 12 months; b)The trial area extended into the side streets up to Military Road and further consideration of 'exclusion' and 'go slow' zones as part of a separate application. 3.The Cities of Port Adelaide Enfield and Charles Sturt and SAPOL be advised of (2) above.	Joe Ielasi	Angelo Catinari	10.02.2021 - City of Port Adelaide Enfield and City of Charles Sturt advised of Council resolution. City of Port Adelaide Enfield to write to DIT regarding the extension proposal. 24.02.2021 - Resolution Item 2. a): Letter to the Minister seeking a further extension of 12 months for the e-scooter trial. 14.04.2021 - Resolution Item 2. a): Letter received from the Minister regarding approval of a further extension of the Trial to 4 April 2022. Resolution Item 2.b) and Item 3 are still in progress with the other two Councils' Administration. 10.06.2021 - Resolution Item 2.b) and Item 3 are still in progress with the other two Council's Administration. 14.10.2021 - Awaiting advice from City of Port Adelaide and Enfield on the outcome of their consultation with community. 01.02.2022 - The City of Port Adelaide Enfield have advised that only the Semaphore Road extension was approved for an extension to the existing approved route as a result of their community consultation. Further liaison with the State Government and western alliance councils is scheduled to discuss the proposed extension of route and also the possible extension of permits till 31 October 2022. 06.06.2022 - Permit issued for the proponent until 31st October 2022. Awaiting outcome of the trial for consultation of further extension (Dot Point 2b). 20.06.2022 - Point 2b to be considered following the conclusion of the current extension ending 31 October 2022.	In progress

38	08/12/2020	City Facilities and Waste Recovery General Committee	Item 8.3 - Sponsorship Agreement Lockleys Oval LED Scoreboard	Woodward / Pal that: 1. Council provide its consent, in its capacity as landowner for a LED scoreboard to be erected in the north-eastern corner of the Lockleys football oval, subject to any necessary development consents being sought and obtained. 2. Should the Committee recommend to Council, and Council resolve in accordance with the Committee's recommendation, the Chief Executive Officer and/or Mayor be authorised to sign a Sponsorship Agreement, including the sponsorship of \$10,000 offered by the West Beach and Districts Community Bank Branch. 3. Council's Advertising on Council Land and Related Public Infrastructure Policy be reviewed as part of the review process of Council's policies to acknowledge the decision of Council.	Dean Ottanelli	Angelo Catinari	10.02.2021 - Bank has been advised and Administration is awaiting the final Sponsorship Agreement. Procurement process has commenced with the new scoreboards 11.06.2021 - Awaiting final go-ahead from clubs and confirmation of their financial contribution towards the larger board they have requested. 18.08.2021 - Awaiting club confirmation. Meeting scheduled for late August to progress the purchase. 14.10.2021 - Club continues to discuss the investment and will be in better position to make a decision following the lease/licence negotiations 7.12.2021 - Negotiations continue with the club regarding licence fees. Following thee discussions, it is expected that a decision can be made regarding the scoreboard. 27.01.2022 - Due to the Christmas break and Covid restrictions, a meeting has not been held to discuss the licence fees. It is expected that this will take place in February. Following the licence fee negotiations, a decision will be made regarding the scoreboard. 16.02.2022 - The Administration has met with representatives of the Lockleys Football Club in early February 2022 to discuss the licence / licence fees for the Lockleys Oval Sports Facility / Lockleys Oval. Following the meeting, the Club will now provide a formal response to the new licence and a further report will be provide by the Administration to the next City Facilities and Waste Recovery General Committee in March 2022. Following the licence / licence fee negotiations, a decision will be made regarding the scoreboard. 20.06.2022 - The Administration is awaiting advice from the Lockleys Football Club upon execution of the site licence for the facility.	In progress
39	08/12/2020	City Facilities and Waste Recovery General Committee	Item 9.1 - Educational Trial for Waste Disposal and Separation	Woodward / Huggett that Council Administration provide a report to the City Facilities and Waste Recovery General Committee on the opportunity (costs and benefits) of a trial at a shopping centre within our City to provide 3 bins for the general public use. The intent is to create an actual experience in use of the red, yellow and green bins that further educates our residents in separation at source and better waste disposal.	Robyn Butterfield	Paul Della	The Waste Management Team is currently identifying the most suitable location to undertake activities regarding waste education/creating a community 'experience in the use of the red, yellow and green bins'. 17/03/2021 - Waste Management is in the process of redeveloping the Bin Toss Game to be rolled out to shopping centres to provide an interactive waste experience to educate residents on separating waste. At this stage, we propose to run 2 sessions during National Recycling Week (8 - 14 November 2021 - at Brickworks and Kurralta Central). Works due to commence in April: • Development of the display/standee to be used at shopping centres (with Media) • Contact the shopping centres and stakeholders to seek participation • Investigate options for incentives/prizes to encourage participation 18/08/2021 - Whilst we have undertaken initial stages of the project work is still continuing, launch will take place in line with community engagement for the waste strategy. 12/10/2021 - Intention to undertake education trial with waste strategy community consultation proceeding. Current proposal is to undertake an interactive displays. Discussions have been held with Business and Community Services (Media) to design a display surround for the bins to improve visibility. 1/02/2022 - On hold pending completion of the Draft Waste Strategy. Development of Waste Strategy delayed due to resourcing. Completion date revised to 30 June 2022. 5/04/2022 - Status as previously advised on 1/02/2022. 3/06/2022 - Completion date 30/06/2022 as previously advised on 1/02/2022.	In progress
40	03/11/2020	Council	Item 12.1.1 - City Advancement and Prosperity General Committee Item 8.1 - Australian Honours Awards (City Property)	O'Rielly / Papanikolaou that Council publicly recognises: 1. West Torrens residents who have been Australian Honour recipients by creating a website presence on Council's website which links directly to the searchable Australian Honours database on the Department of the Prime Minister and Cabinet website. 2. Former West Torrens' Mayors with an online website presence and suitable footpath plaques in the West Torrens Memorial Gardens.	Dean Ottanelli	Angelo Catinari	21/06/2022 - Details of the Australian Honour recipients are now available on Council's website. The Strategy and Business component of this action is currently on hold pending the outcome of the investigation into an appropriate location for the installation of the interactive kiosk by Urban Services/City Property. Once this has occurred, Creative Services will liaise with IT to provide the necessary information for the kiosk. City Property are investigating footpath plaques and other suitable alternative for installation in the West Torrens Memorial Gardens.	In progress
41	22/09/2020	City Facilities and Waste Recovery General Committee	Item 8.4 - Brand identity and signage for Council-owned facilities	Vlahos / Mugavin to Council that: 1.It approves the installation of signage on all of its facilities as detailed in Option 1 within this report. 2.Stage 1 of installation of building signage, as outlined in this report, be undertaken in this financial year, following budget review and approval. 3.Installation of decals inside new facilities be undertaken prior to the end of this calendar year. 4.It approves the adaption of the City of West Torren's logo 'tag line' to reflect that the City of West Torrens proudly supports our community by providing community facilities for them to use. 5.Stage 2, permanent building signage, be undertaken in the 2021/22 financial year, pending costings and budget approval by Council.	Dean Ottanelli	Angelo Catinari	21.10.2020 - meeting between internal staff held 28/10/20 to discuss decals on internal building walls to be implemented by the end of 2020. Meeting action transferred from Strategy & Business to City Property for implementation. 10.02.2021 - Allocated funding in draft 2021/2022 budget for Council consideration. 11.06.2021 - Awaiting new financial year and budget approval. 18.08.2021 - No funding was approved and therefore a budget bid will be submitted for 22/23 budget. 20.06.2022 - No funding has been allocated in the 2022/2023 budget for this action.	In progress

42	01/09/2020	Council	Item 11.1 - Electric Vehicle Charging Stations	Kym McKay / Vlahos that: 1.The report be received and noted. 2.The Administration continues to explore options for providing Electric Vehicle (EV) charging stations in West Torrens and calls an Expression of Interest to the market to identify potential providers, their business model and value add opportunities for Council and the community. 3.The Administration provides information from that tendering process in a subsequent report back to Council.	Joe Ielasi	Angelo Catinari	15.10.2020 - An Expression of Interest document is being finalised to go out to the market to explore options in relation to potential providers, business models and value add opportunities. It is anticipated that a call for the EOI will occur early 2021 and subsequently a report will be provided to Council with the outcome of that tendering process. 03.02.2021 - An Expression of Interest document is anticipated to go to market April 2021, with a subsequent report to Council with the outcome of that process. Concurrent to this process, the Administration is reviewing the recently released State Government Electric Vehicle Action Plan to identify opportunities for the City of West Torrens. 16.04.2021 - Awaiting advice from State Government on recent nomination of EV charging station sites in CWT under the State Government Electric Vehicle Action Plan. 10.06.2021 - The Department for Energy and Mining is preparing for the imminent release of the Electric Vehicle Charging Network Funding Guidelines as part of the next stage of the project - the competitive grants process. This next stage of the project will take place between May and late July, and will involve a public call for charge point operators to submit a grant proposal to develop a section or sections of the Network. 19.08.2021 - Two EV charge point operators have contacted the Administration to seek 'in principle' (non-binding) support for their grant submissions to the Department for Energy and Mining's (DEM) EV charging grant program to operate charging stations at some of our nominated sites. This is part of the State Government process of developing a state-wide EV charging network. Over the next few months the operators will be notified by DEM on the outcome of their submissions, and if successful they will then hold more detailed discussions to reach a more formal arrangement with CWT. The charge point operator will be responsible for the installation, ongoing operation and maintenance of the infrastructure. 14.10.2021 - Awaiting confirmation from State Department of Energy and Mining on outcomes of submissions from interest operators. CWT have ordered 2 electric vehicles, one has already been received and the other expected by the end of October 2021. Charging stations have been set up at the Civic Centre and the Depot. Another two electric vehicles are expected in February 2022. 01.02.2022 -There were no successful applicants to the State Government's Registration of Interest for EV charging station operators to set up charging stations in West Torrens. Subsequently Administration over the next month will now develop an Expression Of Interest to explore the market opportunities. 06.06.2022 - The Administration has released an Expression of Interest to seek interest from the market in establishing electric vehicle charging stations in West Torrens. A report will be provided to Council once this process has been completed, which is anticipated to be in July 2022. 20.06.2022 - Report to be presented to the Council meeting of 19 July 2022.	In progress
43	07/06/2022	Council	Item 18.1 - Mooring Code Amendment: Proposed Response to the SA Parliament Resources and Development Committee	Tsiaparis / Kym McKay to Council that it authorises the Chief Executive to write to the Environment, Resources and Development Committee (ERDC) confirming Council's support for the ERDC's proposal to recommend that the zoning for 65-73 Mooring Avenue, Plympton Code Amendment be replaced with the General Neighbourhood Zone and for the overlays and TNV's applicable to the surrounding residential areas be implemented for this site.	Sue Curran	Pauline Koritsa	14/06/2022 - Submission has been sent to the Environment, Resources and Development Committee (ERDC).	Completed
44	07/06/2022	Council	Item 18.2 - City of Charles Sturt Consultation on the Kidman Park Residential and Mixed Use Code Amendment	Huggett / Kym McKay that the Chief Executive Officer writes to the City of Charles Sturt confirming receipt of the Kidman Park Residential and Mixed Use Code Amendment and providing comments related to traffic, use of a concept plan and the interface with the River Torrens Linear Park as detailed in this report.	Sue Curran	Pauline Koritsa	14/06/2022 - Submission has been sent to the City of Charles Sturt.	Completed
45	07/06/2022	Council	Item 18.4 - Kelliedy Jones Local Government Elections Breakfast	Nitschke / O'Rielly that: 1. Council approves the attendance of Mayor Michael Coxon and Cr/s Elisabeth Papanikolaou, Dominic Mugavin and Kym McKay at the Local Government Elections Breakfast hosted by Kelliedy Jones Lawyers to be held at Adelaide Oval on Friday 5 August 2022. 2. Expenses are to be reimbursed in accordance with Council policy. Note: Mayor Coxon and Cr Kym McKay advised they would pay for the cost of their attendance at the Local Government Elections Breakfast.	Mark Cole	Terry Buss	8/06/2022 - Registrations completed for Mayor Michael Coxon and Cr/s Elisabeth Papanikolaou, Dominic Mugavin and Kym McKay.	Completed
46	07/06/2022	Council	Item 18.6 - Sale of Property for the Non Payment of Rates - Confidential Order Review	Vlahos / O'Rielly that: 1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 4 June 2019 and reviewed at Council's 2 June 2020 and 6 July 2021 meetings, in respect of confidential Item 22.1 - Sale of Property for the Non Payment of Rates, Council orders that the confidential Agenda report, the Minutes arising, attachments and any associated documentation, continues to be retained in confidence in accordance with Section 90(3)(a) 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 report involves personal affairs of the ratepayers named in the report and Council litigation. 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.	Mark Cole	Terry Buss	10/06/2022 - Confidential worksheet updated noting the annual review on 7 June 2022 and the continuation of the confidentiality order for a further 12 months.	Completed
47	24/05/2022	City Facilities and Waste Recovery General Committee	Item 9.1 - Weigall Oval - Turf Repair	Cr John Woodward noted that damage had occurred to the turf at Weigall Oval and requested that the Administration assess the damage and investigate possible options to repair the turf.	Peter Richardson	Angelo Catinari	15/06/2022 - Turf replacement at Weigall Oval has been completed.	Completed
48	17/05/2022	Council	Item 16.2 - Acknowledgement of the passing of Brian 'Snowy' Selby	Wood / Wilton that, as per Correspondence Item 20.3 - Passing of Brian 'Snowy' Selby, Council acknowledge the passing of Brian 'Snowy' Selby and convey its condolences to his family.	Kathleen Allen	Terry Buss	31/05/2022 - Letter sent to Paul Rosenzweig OAM as per Council resolution. 31/05/2022 - Receipt of letter acknowledged by Mr Rosenzweig.	Completed
49	17/05/2022	Council	Item 17.2 - Brickworks Riverfront Land - Confidential Order Review	Nitschke / Wood that: 1. In accordance with Section 91(9)(a), having reviewed the confidentiality orders made at Council's 1 May 2018, 6 June 2017, 21 May 2019, 19 May 2020 and 18 May 2021 meetings, in respect of reports relating to the Brickworks Riverfront Land, Council orders that the following confidential reports, the Minutes arising, attachments and any associated documentation or recording: • Brickworks Markets - Retained Land • Brickworks Riverfront Land - Expression of Interest • Brickworks Riverfront Land - Divestment Proposal • Divestment Proposal - Brickworks Riverfront Land • Divestment Proposal Update - Brickworks Riverfront Land continue to be retained in confidence in accordance with Sections 90(3)(b)(i) and 90(3)(b)(ii) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period or until Council finalises its position on the future use of the retained land, whichever is sooner, given that the disclosure of the information would not be in the public interest as to do so would reasonably be expected to: • confer a commercial advantage on those persons with whom the Council is proposing to conduct business; • prejudice the commercial position of the Council; • lead to Council not obtaining the best possible sale price or development outcome for the remnant land retained by Council. 2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Mark Cole	Terry Buss	23/05/2022 - Confidential worksheet updated noting the annual review on 17 May 2022 and the continuation of the confidentiality order for a further 12 months.	Completed

50	17/05/2022	Council	Item 17.3 - Reappointment of Member to the Brown Hill and Keswick Creeks Stormwater Board Confidential Order Review	Pal / Reynolds that: 1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 1 June 2021, in respect of report Item 18.1 - Reappointment of Member to the Brown Hill and Keswick Creeks Stormwater Board, Council orders that Attachment 1 - Resume of Ms Judith Choate, continue to be retained in confidence in accordance with Section 90(3)(a) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period on the basis that the premature disclosure of this information would be unreasonable given it contains personal information relating to the applicant which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council. 2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Mark Cole	Terry Buss	23/05/2022 - Confidential worksheet updated noting the annual review on 17 May 2022 and the continuation of the confidentiality order for a further 12 months.	Completed
51	17/05/2022	City Finance and Governance Standing Committee	Item 11.5 - Budget Review - March 2022	Anne McKay / Pal that the budget review changes for March 2022 be adopted pursuant to Regulation 9 of the Local Government (Financial Management) Regulations 2011.	Lisa Gilmartin	Paul Della	23/05/2022 - All systems have been updated with the changes for the March Budget Review and users have been notified.	Completed
52	17/05/2022	City Finance and Governance Standing Committee	Item 11.7 - Local Government Rates Oversight Scheme - ESCOSA Draft Framework and Approach Consultation	Anne McKay / Wood that the feedback contained in the Agenda report be approved and submitted to the Local Government Association, Essential Services Commission of South Australia and the Office of Local Government as Council's response to the Local Government Rates Oversight Scheme Draft Framework and Approach.	Liz Johnson	Pauline Koritsa	23/05/2022 - Feedback sent to the Office of Local Government (OLG) via email. Feedback provided directly to ESCOSA via website submission.	Completed
53	10/05/2022	Special Meeting of the City Finance and Governance Standing Committee	Item 9.1 - Resumption of Item 9.1 Budget and Annual Business Plan 2022/23	Papanikolaou / Kym McKay that: 1. The proposed 2022/23 Budget and Annual Business Plan be released for public consultation, subject to the inclusion of \$157,850 in the 2022/23 Budget for two new full-time horticultural workers; and 2. The Chief Executive Officer be delegated authority to make amendments of an editorial or formatting nature to the proposed 2022/23 Budget and Annual Business Plan prior to its release for public consultation.	Lisa Gilmartin	Paul Della	23/05/2022 - Budget has been released for public consultation with the changes requested incorporated.	Completed
54	03/05/2022	Council	Item 16.1 - Aircraft movements during commemorative services	Huggett / Kym McKay that the Mayor write to Adelaide Airport Limited to acknowledge their ongoing cooperation in facilitating the restriction of aircraft movements during annual Remembrance Day commemorative services and to request consideration be given to restrict aircraft movements from Adelaide Airport for a limited period from the commencement of dawn on the 25th day of April annually.	Kathleen Allen	Angelo Catinari	Letter from Mayor Coxon sent to AAL Managing Director, Brenton Cox on Thursday 5 May as per Council's resolution. 26/06/2022 - Letter received from AAL MD. Meeting to be arranged between AAL, ASA and CWT representatives to discuss. (KA 26/5/22). 15/06/2022 - Meeting with AirServices Australia and AAL representatives held with Mayor Coxon and CEO Terry Buss. 15/06/2022 - Mayor and CEO met with AAL and Air Services Australia (ASA) to discuss the matter and ASA advised that controlling air space for one minutes silence on Remembrance Day is relatively straight forward and they do all they can to hold aircraft from landing and takeoff where operationally possible. ANZAC Day is a little more difficult because of the number and time-span spread of the services across metro Adelaide and once again, ASA in conjunction with the airlines do all they possibly can without causing operational problems within the air network.	Completed
55	03/05/2022	Council	Item 17.1 - Possible Acquisition of Property - Confidential Order Review	Reynolds / O'Rielly that: 1. In accordance with Section 91(9)(a), having reviewed the confidentiality orders made at Council's 5 May 2020, 4 May 2021 and 18 May 2021 meetings, in respect of reports relating to the Possible Acquisition of Property, Council orders that the following confidential reports, the Minutes arising, attachments and any associated documentation or recording: • Possible Acquisition of Property • Possible Acquisition of Land - Update • Confidential Motion with Notice - Possible Acquisition of Land continue to be retained in confidence in accordance with Sections 90(3)(b)(i) and 90(3)(b)(ii) 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 received, discussed and considered in relation to this agenda item is information, the disclosure of which could reasonably be expected to severely prejudice Council's ability to achieve the best possible outcome relating to the acquisition of the property under consideration and would, on balance, be contrary to the public interest. 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.	Mark Cole	Angelo Catinari	6/05/2022 - Confidential worksheet updated noting the annual review on 3 May 2022 and the continuation of the confidentiality order for a further 12 months.	Completed
56	03/05/2022	Council	Item 17.2 - Divestment of Council Property - Confidential Order Review	Kym McKay / Anne McKay that: 1. In accordance with s91(9)(a), having reviewed the confidentiality order at Council's 21 May 2019, 19 May 2020 and 4 May 2021 meetings, in respect of report Item 21.1 - Divestment of Council Property, Council orders that the confidential Agenda report, the Minutes arising, attachments and any associated documentation, continue to be retained in confidence in accordance with Section 90(3)(b)(i) and (b)(ii) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period on the basis that it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible price for the land to be divested. 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.	Mark Cole	Angelo Catinari	6/05/2022 - Confidential worksheet updated noting the annual review on 3 May 2022 and the continuation of the confidentiality order for a further 12 months.	Completed
57	03/05/2022	City Services and Climate Adaptation Standing Committee	Item 11.1 - Fees and Charges - Dog Holding Facility	Kym McKay / Pal that the Fees and Charges Register for 2021-2022 & 2022-2023 be amended to reflect the Fees and Charges required for the operation of the Dog Holding Facility.	Robyn Butterfield	Paul Della	6/06/2022 - Working with Finance to amend the Fees and Charges Register and updated Council's Website on 8/06/2022.	Completed
58	26/04/2022	City Advancement and Prosperity General Committee	Item 8.4 - City of West Torrens Art Prize Review	Kym McKay / Wood that: 1. The City of West Torrens Art Prize categories and prizes be: • Major Prize: \$4,000 • First Runner-up: \$1,000 • Second Runner-up: \$1,000 • People's Choice: \$500 2. The entry fee be reduced from \$30.00 to \$20.00. 3. The Terms and Conditions, which reflect the changes to the City of West Torrens Art Prize, be approved and commence in July 2022.	Celine Luya	Pauline Koritsa	10/05/2022 - Community development and IT teams working together on new application system. 23/05/2022 - 2022 Art Prize timeline developed: Entries from 1/07/2022 - 30/09/2022, shortlisting and judging from 1/10/2022 - 2/11/2022, Exhibition from 4/11/2022 - 13/11/2022. 16/06/2022 - Terms and Conditions changed to reflect all changes.	Completed
59	26/04/2022	City Advancement and Prosperity General Committee	Item 8.5 - Council Initiated Code Amendments Policy	Tsiaparis / Mayor Coxon that: 1. The Draft Council Policy: Council Initiated Code Amendments be approved. 2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the Council Policy: Council Initiated Code Amendments.	Liz Johnson	Pauline Koritsa	10/05/2022 - Policy has been updated on the Council website and Compass.	Completed
60	26/04/2022	City Advancement and Prosperity General Committee	Item 8.6 - Council Policy: Tree Management	Kym McKay / Nitschke that: 1. The revised Council Policy: Tree Management be approved. 2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the Council Policy - Tree Management.	Liz Johnson	Pauline Koritsa	10/05/2022 - Policy has been updated on the Council website and Compass.	Completed
61	26/04/2022	City Advancement and Prosperity General Committee	Item 8.7 - Review of Verge Management Policy and Revocation of Kerbside Numbering Policy	Kym McKay / Tsiaparis that: 1. The reviewed Council Policy - Verge Management be approved. 2. The Council Policy - Kerbside House Numbering be revoked. 3. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the Council Policy: Verge Management.	Liz Johnson	Pauline Koritsa	10/05/2022 - Verge policy has been updated on Compass and the Council website. The Kerbside policy was removed from the Council website and Compass.	Completed

62	19/04/2022	City Finance and Governance Standing Committee	Item 11.5 - Delegations Review 2022	Mayor Coxon / Anne McKay to Council that: Having having conducted its 2021/2022 review of the powers and functions previously delegated to the Chief Executive Officer, and others, in accordance with s44(6) of the Local Government Act 1999, it: 1. Revocations Hereby revokes its previous delegations to the Chief Executive Officer and all other Council officers of those powers and functions under the following instruments effective 1 May 2022: I. City of West Torrens By-laws 1-5 (inclusive) II. Community Titles Act 1996 III. Disability Inclusion Act 2018 [For all others, please refer to Agenda for full list of delegations].	Liz Johnson Pauline Koritsa	22/04/2022 - Letters being prepared for CEO (Acting) signature. 28/04/2022 - Letters and instruments signed by CEO (Acting). 2/05/2022 - All letters distributed to staff. Return will be reviewed on an ongoing basis. 3/05/2022 - Delegations framework released online and on Compass.	Completed
63	19/04/2022	Council	Item 17.6 - Adelaide Airport Rates Agreement - Confidential Order Review	Vlahos / Wood that: 1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 15 March 2016 and reviewed at Council's 6 June 2017, 1 May 2018, 21 May 2019, 19 May 2020 and 4 May 2021 meetings, Council orders that the confidential Agenda report, attachments and any associated documentation but not the Minutes arising from the report, continue to be retained in confidence in accordance with Section 90(3)(g) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period, on the basis that the subject of this report binds the parties to confidentiality provisions the disclosure of which in the public realm will constitute a breach of obligations and duty of confidence pursuant to the Rates Agreement. 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.	Mark Cole Terry Buss	28/04/2022 - Confidential worksheet updated noting the annual review on 19 April 2022 and the continuation of the confidentiality order for a further 12 months.	Completed
64	19/04/2022	Council	Item 17.7 - Thebarton Theatre Complex - Update - Confidential Order Review	Wood / Reynolds that: 1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 4 May 2021, Council orders that the confidential Agenda report, the Minutes arising, attachments and any associated documentation, continue to be retained in confidence in accordance with Section 90(b)(i) and (b)(ii) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period on the basis that Council considers that the disclosure of the information would, on balance, be contrary to the public interest on the basis that it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible outcome with regard to matters which may impact the proposed upgrade of the Thebarton Theatre Complex and actions required under the lease of the Theatre. 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.	Mark Cole Terry Buss	28/04/2022 - Confidential worksheet updated noting the annual review on 19 April 2022 and the continuation of the confidentiality order for a further 12 months.	Completed
65	5/04/2022	Council	Item 15.1 - West Torrens Civic Award	Anne McKay / Tsiaparis that Council posthumously confer our highest honour our Civic Award, to Mr Vilmos "Vili" Millits OAM for his outstanding contribution to the West Torrens Community.	Kathleen Allen Terry Buss	19/04/2022 - Award printed and currently with framer. Mayor Coxon has extended an invitation to Mr Millits' family to attend the 3 May 2022 Council meeting to accept the Civic Award. 2/05/2022 - Reception being held at 6pm in George Robertson Room; award to be presented in Council. Photographer organised, catering arrangements made.	Completed
66	5/04/2022	Council	Item 17.2 - ALGA National General Assembly of Local Government 2022	Kym McKay / Nitschke that: 1. Council approves the attendance of Mayor Michael Coxon and Cr Surender Pal at the 2022 National General Assembly virtually OR onsite at the National Convention Centre in Canberra from Sunday 19 June to Wednesday 22 June 2022. 2. Expenses be reimbursed in accordance with Council policy. 6/04/2022 - Following the Council meeting, Deputy Mayor George Vlahos expressed interest in attending the Assembly and the CEO approved.	Mark Cole Terry Buss	8/04/2022 - Registrations submitted for Mayor Coxon, Deputy Mayor Vlahos, Cr Surender Pal and Chief Executive Officer Terry Buss. Flights booked. Invoices sent to Finance department for payment. Chargeback form to be sent to Crowne Plaza Canberra following processing of invoices by Finance. 3/05/2022 - Cr Surender Pal advised he could no longer attend due to a conflict with other travel arrangements. Registration cancelled. 9/05/2022 - Chargeback forms completed for ALGA attendees. 17/06/2022 - Final information packs regarding travel arrangements provided to Mayor Coxon, Deputy Mayor Vlahos and CEO Terry Buss. 22/06/2022 - ALGA NGA 2022 has concluded and CWT delegates have returned to Adelaide.	Completed
67	22/03/2022	City Facilities and Waste Recovery General Committee	Item 8.6 - Request for Grant of Licence - Adelaide Village Band - Mellor Park Community Building	Woodward / Mugavin that: 1. The Adelaide Village Band Inc be granted a licence for use of the former Lockleys Senior Citizens Building on the western side of the Mellor Park reserve at Lockleys, for approximately 2 hours per week (including the storage of related ancillary items) for a period of 5 years from 8 April 2022 until 7 April 2027, or in the event that the group's incorporation has not been processed at time, for a period of 5 years commencing on the date of incorporation. The licence fee to be \$10pa plus GST payable on demand. 2. The Mayor and Chief Executive Officer to sign and/or seal any documentation to give effect to the grant of licence.	Dean Ottanelli Angelo Catinari	20.06.2022 - Grant of Licence documentation has been executed by all parties.	Completed
68	15/03/2022	Council	Item 16.2 - Flight Curfew Dispensation	Tsiaparis / Pal that the Mayor write to the Federal Minister for Infrastructure, Transport, Regional Development and Communications to seek an explanation as to why additional arrivals by Toll Transport are required during the curfew and cannot be accommodated during the usual operating hours.	Kathleen Allen Terry Buss	24/03/2022 - Letter sent via email to Federal Minister for Infrastructure, Transport and Regional Development as per Council resolution and auto acknowledgement received. 3/05/2022 - Response received from the Federal Minister for Infrastructure, Transport, Regional Development and Communications.	Completed
69	18/01/2022	Council	Item 17.2 - 2021/2022 COVID-19 Small Business Resilience Grants	Kym McKay / Vlahos that Council: 1. Notes and receives the final COVID-19 Small Business Resilience Grants Acquittal Report for the 2021 round of funding. 2. Approves the 2022 round of funding for Small Business Resilience Grants to assist businesses within the City of West Torrens affected by the impacts of COVID-19. 3. Notes that the funding amount of \$100,000 for the 2022 Small Business Resilience Grants program was approved as part of the 1st quarter 2021/22 budget review at the Council and Committee meeting held 16 November 2021. 4. Notes that the Small Business Resilience Grant funding program will commence on 1 February 2022 and cease on 30 April 2022. 5. Authorises the Chief Executive Officer to develop the appropriate supporting materials and processes to ensure that the grant funding application process is sound and transparent and promoted to the City of West Torrens small business community.	Adriana Christopoulos Terry Buss	19/01/2022 - Small Business Grants Guidelines have been updated, a new application form and website and social media campaign have been created for launch before the 1 February 2022 opening date. 16/02/2022 - Small Business Grants were launched on 1 February 2022 together with a social media and web page campaign as per council resolution. Applications close 30 April 2022 and applications are being received. 2/05/2022 - Small Business Grants have now closed as of 30 April 2022 and all successful applicants have been notified with the majority having received their grant funding for a variety of projects.	Completed
70	14/12/2021	Council	Item 15.4 - New Community Shed	Woodward / Papanikolaou that Council consider potential locations for a new community shed (formerly known as a men's shed) within the City of West Torrens and provide a report on the options, including indicative costs.	Dean Ottanelli Angelo Catinari	17.12.2021 - Fulham Community Centre have been in contact with Administration regarding their plans for a community shed. Administration is supporting Fulham Community Centre with funding applications etc. Report to be presented to a future City Facilities and Waste Recovery Committee meeting. 27.01.2022 - A report is currently being drafted for the 22 March 2022 City Facilities and Waste Recovery Committee meeting. 20.06.2022 - The Administration provided a information report to the 22 March 2022 City Facilities and Waste Recovery Committee meeting for noting.	Completed
71	14/12/2021	Council	Item 15.5 - Planning and Design Code Amendments in the City of West Torrens	Kym McKay / Tsiaparis that a report be brought to Council recommending the criteria whereby Council may consider undertaking Planning Code Amendments in the City of West Torrens.	Sue Curran Pauline Koritsa	4/02/2022 - A report will be presented to Council in March 2022. 7/03/2022 Report to be presented to 5 April 2022 Council meeting. 1/04/2022 - A report and associated policy will be presented to the 26 April 2022 City Advancement and Prosperity Committee meeting. 2/05/2022 - Policy endorsed by CAPGC on 26 April. Following endorsement by Council on 3 May, policy will be published. 12/05/2022 - Policy has been published.	Completed

72	14/12/2021	Council	Item 17.1 - Planning and Design Code - Community Information	Nitschke / Mugavin that: 1. The Planning and Design Code - Community Information report be received. 2. The unspent budget (of approximately \$24,000), allocated to inform the community on the impacts of the Planning and Design Code in their zones, be redirected to investigations into one or more of the following aspects of the Planning and Design Code: a. Urban Corridor Zones, b. Heritage Review, c. Public Notification Triggers, or d. Infill Housing Case Study.	Sue Curran	Pauline Koritsa	17/01/2022 - Project will be scoped in February 2022. 4/02/2022 - A progress report on the project to be presented to Council in March 2022. 7/03/2022 - Project proposal to be presented to 15 March Council meeting. 16/03/2022 - Project proposal for Infill Case Study and Urban Corridor Zone to be presented to April City Advancement and Prosperity Committee on 26 April 2022. 1/04/2022 - No further action required until after Council approval. 2/05/2022 - Council ratification due 3 May, RFQ document will now be developed.	Completed
73	26/10/2021	City Advancement and Prosperity General Committee	Item 8.3 - Public Art Framework Draft for Public Consultation	Nitschke / Tsiaparis to Council that: 1. It approves the progression of the Public Art Framework 2022-2032 to public consultation. 2. The outcomes of the public consultation be presented to Council. 3. The Chief Executive Officer be authorised to make changes of a minor or formatting nature.	Sue Curran	Pauline Koritsa	1/12/2021 - Public Art Framework currently on consultation closing 23/12/2021. 4/01/2022 - Consultation responses to be considered in January for a final report to 22 February 2022 City Advancement and Prosperity Committee. 4/02/2022 - Report being presented to the 22 February 2022 City Advancement and Prosperity Committee meeting. 7/03/2022 - Public Art Framework approved, finalised and placed on website.	Completed
74	28/09/2021	City Facilities and Waste Recovery General Committee	Item 8.1 - South Australian National Football League (SANFL) - Request for grant of long term lease and land owner consent over portions of the Thebarton Oval complex	Reynolds / Mugavin that: 1. Council provide its consent for the Administration to commence negotiations with the South Australian National Football League (SANFL) for the proposed grant of a long term lease (or licence) to the SANFL for its use of portion of the Thebarton Oval complex, on the proviso that no final commitment can be provided to the SANFL until such time that: • The Adelaide Football Club has determined whether it wishes to relocate/collocate to the Thebarton Oval complex; • Public consultation has occurred in regard to the proposed grant of lease (or licence); and, • Any submissions which may be received arising out of that public consultation have been considered by the Council. 2. A further report be provided to the Committee / Council detailing the outcome of the negotiation process, prior to any necessary public consultation regarding the proposed grant of lease (or licence) occurring. 3. Council provides in principle consent, in its capacity as landowner/landlord of the Thebarton Oval complex for the works proposed in Attachment 2 of the Agenda report, only within the current leased area, subject to any necessary development consents being sought and obtained.	Dean Ottanelli	Angelo Catinari	14.10.2021 - Negotiations have commenced with SANFL and a draft long-term lease is being drafted. A further report will be presented to Council at the conclusion of the negotiations. 7.12.2021 - Initial feedback has been received from SANFL and negotiations are continuing. A further report will be presented to Council early in 2022. 1.02.2022 - No written response has been received to date. It is expected within the next few weeks/months. 16.02.2022 - Detailed design an development documentation continuing with lessee. Council has received land acquisition notices for the Thebarton Oval complex / Kings Reserve areas from DIT as part of South Road T2D upgrade project. New lease negotiations with the current tenant are now 'on-hold' under acquisition matter is resolved. 20.06.2022 - This item has been superseded by the subsequent Confidential Council Resolution of 17 May 2022.	Completed
75	28/09/2021	City Facilities and Waste Recovery General Committee	Item 8.2 - Licence Agreements - New Sporting Club Buildings	Reynolds / O'Rielly that: 1. The report be noted. 2. The methodology which has been developed and presented to determine the proposed licence fees for Clubs occupying the recently completed facilities at Camden Oval, Lockleys Oval and Weigall Oval within this report be agreed and that the Administration be authorised to prepare new licence agreements for the Clubs, in accordance with the methodology and information contained within this report for execution by the Clubs. 3. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation to give effect to the grant of this resolution.	Dean Ottanelli	Angelo Catinari	14.10.2021 - The Administration is currently negotiating the details of the agreements with the relevant clubs. 7.12.2021 - Licence agreements have been circulated to all clubs, and negotiations continue. 01.02.2022 - Awaiting Club signatures from Weigall Oval and Camden Oval tenants. Negotiations continuing with Lockleys Oval tenants. 15.03.2022 - Licence Agreement - Goodwood Cricket Club executed by Mayor and CEO 15/3/2022 20.06.2022 - This item has been superseded by the General Committee report presented to meeting of 22 March 2022 and subsequently adopted by Council on 5 April 2022.	Completed
76	28/09/2021	City Facilities and Waste Recovery General Committee	Item 8.4 - Site Licence Agreement(s) with Department of Infrastructure and Transport - Shared Use Pathway(s)	Mugavin / O'Rielly that the Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation to give effect for a Heads of Agreement / Site Licence Agreement for the following: 1. The land known as the Westside Bikeway Linear Park, between South Road, Richmond and Morphet Road, Novar Gardens; 2. Shared Pathway along James Congdon Drive, between South Road, Mile End South to Sir Donald Bradman Drive, Mile End; and 3. Shared Pathway along James Congdon Drive, between Sir Donald Bradman Drive, Mile End and Railway Terrace, Mile End.	Dean Ottanelli	Angelo Catinari	14.10.2021 - Approval has been granted. Currently awaiting final documents from DIT. 7.12.2021 - Documents have been authorised by CWT and will be returned to DIT for execution. 1.02.2022 - Awaiting execution from DIT. 20.06.2022 - Documentation all has been executed by DIT (and returned to Council).	Completed
77	6/07/2021	Council	Item 17.5 - Update - Request to purchase portion of the road reserve - corner of Arthur Lemon Avenue & Witty Court, Underdale	Huggett / Kym McKay that the Council advise the applicant (the owners of 1 Witty Court, Underdale) that it agrees to increase the area of verge land (beyond that provided at its meeting of 8 December 2020) in accordance with the additional land sought in the aerial plan, should the applicant determine to proceed in this manner.	Dean Ottanelli	Angelo Catinari	11.08.2021 - Matter is currently with the Surveyor. 14.10.2021 - Continues to be with Surveyor for land consolidation/division. 07.12.2021 - Continues to be with Surveyor. 1.02.2022 - Public Notification commenced on 3 February 2022. 20.06.2022 - This item has been superseded by the General Committee report presented to meeting of 24 May 2022 and subsequently adopted by Council on 7 June 2022.	Completed
78	16/03/2021	Council	Item 17.2 - Impacts facing Thebarton Oval and Kings Reserve User Groups resulting from North-South Corridor Works	Nitschke / Mugavin that: 1. In order to develop options for Council to consider to address the likely impacts of the upgrade to the North South Corridor relevant to the Thebarton Oval/Kings Reserve precinct, the Administration be authorised to commence discussions with the following stakeholders: • Torrensville Bowling Club; • Thebarton Oval Tenants – SANFL and Adelaide Footy League; • Messinian Association of SA (MA Hawks Soccer Club); • Proposed Thebarton Oval Tenant - Adelaide Football Club; • Thebarton Community Centre – Community Groups, and • Other relevant stakeholders as may be identified by the Administration. 2. A further report(s) be provided to Council following discussions with the identified groups.	Dean Ottanelli	Angelo Catinari	11.06.2021 - Preparations are being made to coordinate the consultation 18.08.2021 - The Administration is currently working through the Recommendation. One user group has been consulted and a meeting has been scheduled for a second. 14.10.2021 - Awaiting further information from DIT however initial discussions with Torrensville Bowling Club and MA Hawks have occurred. 07.12.2021 - This matter is ongoing. DIT have released preliminary acquisition notices and concept for the area. 01.02.2022 - DIT has provided formal Notices of Intent. Administration is discussing possible collocation options for the MA Hawks and Torrensville Bowling Club. 20.06.2022 - This item has been superseded by the subsequent Confidential Council Resolution of 17 May 2022.	Completed
79	3/11/2020	Council	Item 12.1.1 - City Advancement and Prosperity General Committee Item 8.1 - Australian Honours Awards (Strategy and Business)	O'Rielly / Papanikolaou that Council publicly recognises: 1. West Torrens residents who have been Australian Honour recipients by creating a website presence on Council's website which links directly to the searchable Australian Honours database on the Department of the Prime Minister and Cabinet website. 2. Former West Torrens' Mayors with an online website presence and suitable footpath plaques in the West Torrens Memorial Gardens.	Sue Curran	Pauline Koritsa	15/02/2021 - Australian Honour recipients will be available on the CWT website when the new site is launched in March. Currently trying to verify names and dates of mayors/chairmen prior to availability on new website. Intending to launch website first prior to manufacturing plaques to ensure information is correct. 31/05/2021 - Mayoral information on website, initial designs of plaques underway, installation in Spring. 19/08/2021 - Interactive kiosk option being investigated but due to COVID restrictions, site visit to view has not yet occurred. 20/10/2021 - Options still under investigation. 16/11/2021 - Creative Services have developed a range of Mayoral plaques however, the options of an interactive kiosk option is currently under investigation by GM Urban Services. 21/06/2022 - Details of the Australian Honour recipients are now available on Council's website. The Strategy and Business component of this action is currently on hold pending the outcome of the investigation into an appropriate location for the installation of the interactive kiosk by Urban Services/City Property. Once this has occurred, Creative Services will liaise with IT to provide the necessary information for the kiosk.	Completed

9 OTHER BUSINESS

10 CONFIDENTIAL

Nil

11 NEXT MEETING

23 August 2022, 6.00pm in the Mayor's Reception Room.

12 MEETING CLOSE