

CITY OF WEST TORRENS



## Notice of Council & Committee Meetings

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

### Council

and

- **City Services and Climate Adaptation Standing Committee**

of the

**CITY OF WEST TORRENS**

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

on

**TUESDAY, 2 AUGUST 2022**  
**at 7.00pm**

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

## INDEX

<b>1</b>	<b>Meeting Opened</b> .....	<b>1</b>
1.1	Acknowledgement of Country	
1.2	Evacuation Procedures	
1.3	Meeting Livestream	
<b>2</b>	<b>Present</b> .....	<b>1</b>
<b>3</b>	<b>Apologies</b> .....	<b>1</b>
<b>4</b>	<b>Disclosure Statements</b> .....	<b>1</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>1</b>
<b>6</b>	<b>Mayors Report</b> .....	<b>1</b>
<b>7</b>	<b>Elected Members Reports</b> .....	<b>2</b>
<b>8</b>	<b>Petitions</b> .....	<b>3</b>
8.1	Petition to rename Dew Street Reserve to Barbara Hanrahan Park .....	3
<b>9</b>	<b>Deputations</b> .....	<b>5</b>
<b>10</b>	<b>Adjourn to Standing Committees</b> .....	<b>5</b>
<b>11</b>	<b>Adoption of Standing Committee Recommendations</b> .....	<b>5</b>
11.1	City Services and Climate Adaptation Standing Committee Meeting .....	5
<b>12</b>	<b>Adoption of General Committee Recommendations</b> .....	<b>5</b>
12.1	City Facilities and Waste Recovery General Committee Meeting .....	5
<b>13</b>	<b>Questions with Notice</b> .....	<b>5</b>
<b>14</b>	<b>Questions without Notice</b> .....	<b>5</b>
<b>15</b>	<b>Motions with Notice</b> .....	<b>5</b>
<b>16</b>	<b>Motions without Notice</b> .....	<b>5</b>
<b>17</b>	<b>Reports of the Chief Executive Officer</b> .....	<b>6</b>
17.1	2022 Local Government Association Annual General Meeting - Proposed Items of Business.....	6
17.2	Call for Nominations for Local Government Association President and Greater Adelaide Regional Organisation of Councils Member.....	8
17.3	Council Policy - Prudential Management.....	30
17.4	Review of Council Policy - Procurement.....	38
17.5	Review of Council Policy - Sale and Disposal of Assets .....	64
17.6	2022 Local Government Association Roads and Works Conference.....	80
17.7	Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board - Confidential Order Review .....	86
17.8	Kerbside Waste Management Services - Confidential Order Review .....	88
<b>18</b>	<b>Local Government Business</b> .....	<b>90</b>
<b>19</b>	<b>Member's Bookshelf</b> .....	<b>90</b>
<b>20</b>	<b>Correspondence</b> .....	<b>90</b>
20.1	Small Business Friendly Council Initiative .....	90
20.2	Mayors for Peace Newsletter - July 2022 .....	90
<b>21</b>	<b>Confidential</b> .....	<b>101</b>
<b>22</b>	<b>Meeting Close</b> .....	<b>101</b>

## 1 MEETING OPENED

### 1.1 Acknowledgement of Country

### 1.2 Evacuation Procedures

### 1.3 Meeting Livestream

## 2 PRESENT

## 3 APOLOGIES

### Leave of Absence

#### Council Member:

Cr Cindy O'Rielley

## 4 DISCLOSURE STATEMENTS

Elected Members are required to:

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

## 5 CONFIRMATION OF MINUTES

### RECOMMENDATION

That the Minutes of the meeting of the Council held on 19 July 2022 be confirmed as a true and correct record.

## 6 MAYORS REPORT

### (Preliminary report for the agenda to be distributed Friday, 29 July 2022)

In the two weeks since the last Council Meeting of 19 July, functions and meetings involving the Mayor have included:

#### 20 July

- Met with the Chair and Chief Executive Officer of the Adelaide Football Club, along with the Chief Executive Officer, Terry Buss.

#### 23 July

- Attended the pre-match function and the West Adelaide Football Club vs Glenelg Football Club match at Hisense Stadium.
- Attended the Adelaide Omonia Cobras Football Club's Legends Game event at Pro Paint 'N Panel Oval.

#### 26 July

- Participated in a radio interview with ABC Radio regarding the Christmas Riverbank Display.
- Attended the City Facilities and Waste Recovery General Committee meeting.

**27 July**

- Attended the Fan Footy SA 2022 Players Presentation Night at Hisense Stadium.

**28 July**

- Attended the Airport Over 50s Club Annual General Meeting where members paid special tribute by naming the hall "Garth Palmer Hall" in recognition of Garth's dedicated service to the Club.
- Participated in the official launch of the City of West Torrens Recycle Smart Program, held in the West Torrens Auditorium.

**29 July**

- Participated in the Global Covenant of Mayors for Climate & Energy Oceania webinar titled *Electrify Everything Webinar with Saul Griffith* held via Zoom.
- Attended the Western Adelaide Coastal Residents' Association *My Tree Project* exhibition held at the City of Charles Sturt Civic Centre.

**1 August**

- Attending the official opening of the new 'Weeks Homes' office and design studio in Keswick.
- Attending a public information session held at the Civic Centre in relation to a development at Lot 3 West Beach Road, West Beach.

**2 August**

- Attending the Council and City Services and Climate Adaptation Standing Committee meetings.

**RECOMMENDATION**

That the Mayor's Report be noted.

**7 ELECTED MEMBERS REPORTS**

## 8 PETITIONS

### 8.1 Petition to rename Dew Street Reserve to Barbara Hanrahan Park

#### Brief

This report presents a petition requesting the renaming of Dew Street Reserve to the Barbara Hanrahan Park.

#### RECOMMENDATION(S)

It is recommended to Council that a report be presented to progress the renaming of Dew Street Reserve to the 16 August 2022 meeting of the City Finance and Governance Standing Committee and the Head Petitioner be notified accordingly.

---

#### Introduction

At its 19 July 2022 meeting of Council, Council received a petition from Ms Deidre Robb, Head Petitioner requesting the renaming of Dew Street Reserve, located on the corner of Kintore Street Thebarton and Dew Street Thebarton, to Barbara Hanrahan Park (**Attachment 1**). Further, a Council Asset Naming Convention project report was presented to Council at that meeting, during which Council approved Dew Street Reserve for priority renaming.

*The petition requests 'that the Council approve the original motion that was amended at the City Advancement and Prosperity General Committee meeting of 24 August 2021.*

*Being that Council:*

*Approves the commencement of a consultation process, to rename the "Dew Street Reserve" located on Dew Street, Thebarton, to "Barbara Hanrahan Park", with the results to be presented to a future meeting of Council for further consideration."*

The petition contains one hundred and ten (110) signatures, of which sixty six (66) are residents of the City of West Torrens.

#### Discussion

Eighty three (83) of the 110 signatories to the petition are compliant with the requirements of Clause 8 of the *Code of Practice - Procedures at Meetings* (Code) and Regulation 10 of the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations). The remaining twenty seven (27) signatures do not comply as they have not provided complete addresses.

The petition is otherwise compliant with the requirements of the Code and the Regulations. The petition is 12 pages in length, and therefore pursuant to the Code, only the first page of the petition is attached to this report.

#### Climate Impact Considerations

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

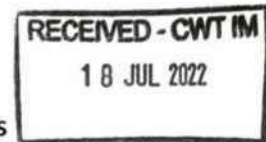
There is no direct climate impact consideration in relation to this report.

#### Conclusion

A petition has been received requesting for Council to rename Dew Street Reserve to the Barbara Hanrahan Park.

#### Attachments

##### 1. Petition to rename Dew Street Reserve to Barbara Hanrahan Park



# PETITION

To the Mayor and Councillors of the City of West Torrens

**Head Petitioner (contact person):** Ms Deidre Robb  
**Telephone number:** 0450 411 420  
**Address:** 76a Kintore Street, Thebarton 5031




This petition of Residents of the City of West Torrens draws the attention of the Council to the request that the park located on the corner of Kintore Street and Dew Street, Thebarton be renamed Barbara Hanrahan Park in recognition of one of Thebarton’s most famous and beloved residents, the author and artist Barbara Hanrahan.

At the moment the park is named purely by its geographical location, ie. Dew Street Reserve. As stated by Council administration in their report contained in the agenda item of the City Advancement and Prosperity General Committee meeting of 24 August 2021:  
*“ ... Dew Street Reserve (Reserve) is located on Dew Street in Thebarton. No official records have been located, with regard to any official naming of this reserve.  
 Rather, its naming appears to be colloquial in nature i.e. being a reserve located on Dew Street.  
 ... There is no evidence to suggest that the Reserve was named after George Dew”*

The petitioners below request that the Council approve the original motion that was amended at the City Advancement and Prosperity General Committee meeting of 24 August 2021.

Being that Council:  
 Approves the commencement of a consultation process, to rename the "Dew Street Reserve" located on Dew Street, Thebarton, to "Barbara Hanrahan Park", with the results to be presented to a future meeting of Council for further consideration.

Please use **CAPITAL LETTERS**

FULL NAME (i.e. JOHN SMITH)	FULL ADDRESS (i.e. 165 SIR DONALD BRADMAN DRIVE, HILTON, SA, 5031)	SIGNATURE
ROXANE ADAMS	19 CANTHORNE ST THEBARTON	
Ali Deslandes	38a Light Ice Thebarton	
Peta-Anne Lark	29 Kintore St Mile end	

**9 DEPUTATIONS**

Nil

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

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

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

That the recommendations of the City Services and Climate Adaptation Standing Committee held on 2 August 2022 be adopted.

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

That the Minutes of the City Facilities and Waste Recovery General Committee held on 26 July 2022 be noted and the recommendations adopted.

**13 QUESTIONS WITH NOTICE**

Nil

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

Nil

**16 MOTIONS WITHOUT NOTICE**

## **17 REPORTS OF THE CHIEF EXECUTIVE OFFICER**

### **17.1 2022 Local Government Association Annual General Meeting - Proposed Items of Business**

#### **Brief**

This report presents a proposed item of business for the 2022 Local Government Association Annual General Meeting.

#### **RECOMMENDATION**

It is recommended to Council that:

1. It submits the following motion with notice for inclusion in the 2022 Local Government Association's Annual General Meeting agenda:

*That the Local Government Association works with the State Government to review parking related legislation to grant councils additional power to intervene in matters surrounding unregistered vehicles being parked on roads for a long period of time.*

#### **OR**

2. The 2022 Local Government Association Annual General Meeting - Proposed Items of Business report be received.

---

#### **Introduction**

At its 7 June 2022 meeting, Council was advised that the Local Government Association (LGA) was calling for proposed items of business from councils for the LGA Annual General Meeting (AGM) to be held on Friday 28 October 2022 at Adelaide Oval.

#### **Discussion**

Following a report at its 7 June 2022 meeting, advising that the LGA was calling for proposed items of business and appointment of voting delegates for its AGM, Council resolved that the draft proposed items of business were to be provided to the Chief Executive Officer (CEO) by Tuesday 5 July 2022 and presented to its meeting of 2 August 2022 for consideration.

Council further resolved that, in line with practice, the voting delegates for the City of West Torrens be Mayor Michael Coxon with Deputy Mayor, Cr George Vlahos as proxy.

No items of business were received however, at a previous Council meeting; Cr Kym McKay raised concerns regarding unregistered vehicles parked on roads for longer than 24 hours that had long been a problem for Council.

Cr McKay advised that it had been suggested to him that the laws should be changed to grant councils additional power to intervene in these matters.

At that time, the Presiding Member advised that the Administration would note Cr McKay's comments and bring the matter up at an appropriate time for the LGA AGM.

Consequently, and in line with that advice, it is proposed that Council submits the below proposed item of business to the LGA for its AGM:

*That the Local Government Association works with the State Government to review parking related legislation to grant councils additional power to intervene in matters surrounding unregistered vehicles being parked on roads for a long period of time.*



**Climate Impact Considerations**

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

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

**Conclusion**

This report advises of the outcome of the call for proposed items of business for the LGA's 2022 AGM.

**Attachments**

Nil

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

### Brief

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

### RECOMMENDATION(S)

It is recommended to Council that:

1. Mayor/Cr.....be nominated to the Greater Adelaide Regional Organisation of Councils.
2. Subject to their acceptance, Mayor/Cr.....be nominated for the position of Local Government Association President.

### OR

3. The report be received.

### Introduction

The terms of the current President of the Local Government Association (LGA) and the West Regional Grouping Member to the Greater Adelaide Regional Organisation of Councils (GAROC) are due to expire at the 2022 LGA Annual General Meeting (AGM) on 28 October 2022. Consequently, the LGA is seeking nominations to those positions (**Attachments 1 & 2**).

### Discussion

#### LGA President

The term of LGA President will commence from the conclusion of the 2022 AGM until the conclusion of the 2024 AGM.

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC). For the 2022/2024 term of office, nominations are for council members within the SAROC, i.e. an Elected Member from a regional council.

In accordance with Clauses 28.4, 28.5 and 28.6 of the LGA Constitution, to be eligible for nomination to the LGA President position, a nominee must be a council member **and** be a current member of the SAROC Committee with at least 1 year of service to the SAROC. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council. An extract from the LGA Constitution, fact sheet and position description for further information on eligibility and role responsibilities is attached (**Attachment 3**).

Applying this criteria, the following members of SAROC are eligible to be nominated (subject to their willingness to stand) for election to the position of President:

- Mayor Brent Benbow (Port Augusta City Council – Spencer Gulf Cities Region)
- Mayor Peter Hunt (Berri Barmerra Council – Murraylands & Riverland Region)
- Mayor Moira Jenkins (City of Victor Harbor – Southern & Hills Region)
- Mayor Peter Matthey OAM (Regional Council of Goyder – Legatus Region)
- Mayor Clare McLaughlin (Whyalla City Council – Spencer Gulf Cities Region)
- Mayor Bill O'Brien (Light Regional Council – Legatus Region)

- Mayor Keith Parkes (Alexandrina Council – Southern & Hills Region)
- Mayor Caroline Phillips (District Council of Karoonda East Murray – Murraylands & Riverland Region)
- Mayor Richard Sage (District Council of Grant – Limestone Coast Region)
- Mayor Erika Vickery OAM (Naracoorte Lucindale Council – Limestone Coast Region)

The LGA Constitution also provides that the president may be nominated by a member council, and not necessarily the council which they are a member of.

The LGA President Nomination Form (**Attachment 4**) and Candidate Information Sheet (**Attachment 5**) must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than 5:00pm on **Friday 19 August 2022**.

Administration will liaise with the SAROC member for completion of Nomination Form and Selection Criteria to be submitted to the LGA if they wish to be nominated for LGA President.

### GAROC Member

The LGA is also calling for nominations to fill two positions allocated to each regional grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2022 LGA AGM and to remain in office until the conclusion of the 2024 AGM.

As the City of West Torrens is a member Council in the West Regional Grouping, Council is invited to submit one (1) nomination for the position on the West Regional Grouping of GAROC. A list of the GAROC Regional Groupings is attached (**Attachment 6**).

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

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

- advocating to achieve greater influence for local government in matters affecting councils and communities;
- assisting member councils to build capacity and increase sustainability through integrated and coordinated local government; and
- advancing local government through best practice and continuous improvement.  
GAROC will assist in the achievement of the LGA's objects by:
- supporting the activities of the LGA at a regional level;
- promoting communication between Members and between Members and the LGA;
- advocating in respect of matters which affect the GAROC Regional Group;
- encouraging engagement of Members within the GAROC Regional Group with GAROC and the LGA; and
- participating in policy development and implementation.

A nomination to the GAROC must be made by resolution of Council using the required Nomination Form (**Attachment 7**) and should include the Candidate Information Sheet (**Attachment 8**).

The Candidate Information Sheet requires nominees to provide details of their local government experience and knowledge, local government policy views and interests and any other details of leadership, board and corporate governance experience. If a ballot is required, the distribution of ballot papers to councils will include any information provided by the candidates to the Returning Officer in accordance with the GAROC Terms of Reference (**Attachment 9**).

All nominations and any accompanying candidate information must be received by the LGA no later than 5.00pm on **Friday 19 August 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 environmental impact in relation to this report.

### **Conclusion**

The Local Government Association has invited Council to submit nominations for the position of LGA President and one (1) nomination for a position on the West Regional Grouping of GAROC, which must be submitted to the LGA by 5:00pm on Friday 19 August 2022.

### **Attachments**

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



The voice of local government.

In reply please quote our reference: ECM 778272 TN/SR

4 July 2022

Terry Buss  
Chief Executive Officer  
City of West Torrens  
165 Sir Donald Bradman Drive  
HILTON SA 5033  
**Emailed:** csu@wtcc.sa.gov.au

Dear Terry

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

The terms of the current members of the Greater Adelaide Regional Organisation of Councils (GAROC) expire at the 2022 LGA Annual General Meeting (AGM). The LGA hereby calls for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2022 LGA Annual General Meeting and to remain in office until the conclusion of the 2024 AGM. A nomination form for the position of member of GAROC is attached and must be received by me, no later than **5pm Friday 19 August 2022**. Late nominations will not be accepted.

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

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

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

### **Voting**

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

### Timetable

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

Indicative Timing	Headline	GAROC TOR Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
18 July 2022	Nominations Called	CEO to write to members of GAROC Regional Groupings calling for nomination for position of members of GAROC at least 3 months before AGM (Clause 4.3.2)
19 August 2022	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination, being 24 August 2020 (Clause 4.3.4).
	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions for the Regional Grouping each candidate is elected and takes office at the conclusion of the AGM (Clause 4.4.3)
5 September 2022	Ballot papers prepared and posted	In the event of an election being required the CEO shall deliver ballot papers to each member of the relevant Regional Grouping at least 6 weeks before AGM GAROC (Clause 4.4.5(a))
17 October 2022	Voting closes	The CEO shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f))
18 October 2022	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5(f))
28 October 2022	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 4.4.5(h))
28 October 2022	Takes office	GAROC members take office at the conclusion of the AGM (Clause 4.5)
28 October 2022	Voting for Board Members	GAROC should meet at the conclusion of the AGM to elect 3 of its members (plus its Chair) to the Board of Directors (Clause 6.4.1 and 6.4.2) who's term of office commences after the AGM.

### Timing of LGA Election

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

It is acknowledged that because of the timing of the AGM, the election of LGA Board and President, and the four yearly cycle of local government general elections; that there is the potential for the President and/or a Board member(s) to not be re-elected in their respective council and thus causing a casual vacancy. It is also noted that if the election of LGA office holders was held, say three to six months after the local government elections to coincide with the LGA's OGM there is still the possibility that a current member of the Board may not be re-elected at the November local government elections, resulting in a casual vacancy to be filled prior to the OGM.

Thus, there is no ideal time to hold elections for office bearers for the LGA when the end of term coincides with the general council elections. However, the general view is that it is preferable for a new Board and President to take office at the AGM and as soon as possible around a general council election to ensure the Board and President can maximise their contribution during the two-year term, rather than be put in a holding pattern until a new Board is elected following council elections.

### **LGA Board Appointments**

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

If you have any questions in relation to the election process, please contact me or LGA Program Leader Governance Tami Norman on 8224 2037 or [tami.norman@lga.sa.gov.au](mailto:tami.norman@lga.sa.gov.au).

Yours sincerely



Clinton Jury

### **Chief Executive Officer / LGA Returning Officer**

Telephone: (08) 8224 2039

Email: [clinton.jury@lga.sa.gov.au](mailto:clinton.jury@lga.sa.gov.au)

Attachments:

- 1 List of GAROC Regional Groupings
- 2 Extract from LGA GAROC TOR – Section 4
- 3 2022 Nomination Form – GAROC
- 4 Candidate Information Sheet

In reply please quote our reference: ECM 778272 TN/SR

4 July 2022

Terry Buss  
Chief Executive Officer  
City of West Torrens  
165 Sir Donald Bradman Drive  
HILTON SA 5033  
**Emailed:** csu@wtcc.sa.gov.au

Dear Terry

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

The terms of the current members of the Greater Adelaide Regional Organisation of Councils (GAROC) expire at the 2022 LGA Annual General Meeting (AGM). The LGA hereby calls for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2022 LGA Annual General Meeting and to remain in office until the conclusion of the 2024 AGM. A nomination form for the position of member of GAROC is attached and must be received by me, no later than **5pm Friday 19 August 2022**. Late nominations will not be accepted.

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

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

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

### **Voting**

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



### Timetable

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

Indicative Timing	Headline	GAROC TOR Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
18 July 2022	Nominations Called	CEO to write to members of GAROC Regional Groupings calling for nomination for position of members of GAROC at least 3 months before AGM (Clause 4.3.2)
19 August 2022	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination, being 24 August 2020 (Clause 4.3.4).
	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions for the Regional Grouping each candidate is elected and takes office at the conclusion of the AGM (Clause 4.4.3)
5 September 2022	Ballot papers prepared and posted	In the event of an election being required the CEO shall deliver ballot papers to each member of the relevant Regional Grouping at least 6 weeks before AGM GAROC (Clause 4.4.5(a))
17 October 2022	Voting closes	The CEO shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f))
18 October 2022	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5(f))
28 October 2022	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 4.4.5(h))
28 October 2022	Takes office	GAROC members take office at the conclusion of the AGM (Clause 4.5)
28 October 2022	Voting for Board Members	GAROC should meet at the conclusion of the AGM to elect 3 of its members (plus its Chair) to the Board of Directors (Clause 6.4.1 and 6.4.2) who's term of office commences after the AGM.

### Timing of LGA Election

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

It is acknowledged that because of the timing of the AGM, the election of LGA Board and President, and the four yearly cycle of local government general elections; that there is the potential for the President and/or a Board member(s) to not be re-elected in their respective council and thus causing a casual vacancy. It is also noted that if the election of LGA office holders was held, say three to six months after the local government elections to coincide with the LGA's OGM there is still the possibility that a current member of the Board may not be re-elected at the November local government elections, resulting in a casual vacancy to be filled prior to the OGM.

Thus, there is no ideal time to hold elections for office bearers for the LGA when the end of term coincides with the general council elections. However, the general view is that it is preferable for a new Board and President to take office at the AGM and as soon as possible around a general council election to ensure the Board and President can maximise their contribution during the two-year term, rather than be put in a holding pattern until a new Board is elected following council elections.

### **LGA Board Appointments**

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

If you have any questions in relation to the election process, please contact me or LGA Program Leader Governance Tami Norman on 8224 2037 or [tami.norman@lga.sa.gov.au](mailto:tami.norman@lga.sa.gov.au).

Yours sincerely



Clinton Jury

### **Chief Executive Officer / LGA Returning Officer**

Telephone: (08) 8224 2039

Email: [clinton.jury@lga.sa.gov.au](mailto:clinton.jury@lga.sa.gov.au)

Attachments:

- 1 List of GAROC Regional Groupings
- 2 Extract from LGA GAROC TOR – Section 4
- 3 2022 Nomination Form – GAROC
- 4 Candidate Information Sheet

## Extract – LGA Constitution and Rules

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

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

## LGA President Election Fact Sheet

### 1. Who can nominate a person?

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

### 2. Who can be nominated?

To be eligible for nomination as a candidate in the 2022 President Election, a person must be a Council Member, and must be a current member of the SAROC Committee who has undertaken that role for a period of not less than 1 year.

### 3. How is a nomination made?

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than 5:00pm on Friday 19 August 2022.

### 4. What is the election process?






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

1. The CEO will deliver ballot papers to each Member at least six weeks prior to the Annual General Meeting (no later than 15 September).
2. The ballot papers will list the candidates for election, specify the date of closure of the election as 17 October 2022, and be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer".
3. Each Member then determines by resolution the candidate it wishes to vote for and mark the ballot paper accordingly and place it in a sealed envelope for delivery to the CEO.
4. The CEO will nominate the date, time, and place for the counting of votes and will invite each candidate and a person nominated as the candidate's scrutineer to be present.
5. At the counting of the votes the CEO will produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes.
6. The candidate with the most votes will be deemed elected and the CEO will declare the candidate elected at the Annual General Meeting.
7. If candidates receive the same number of votes, the CEO will draw lots at the counting of the votes and the lot drawn will be the candidate elected.

## LGA President Position Description

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

### LGA Values and Behaviours

					
<b>Our Values</b>	<b>Value and Respect</b>	<b>Optimism</b>	<b>Integrity</b>	<b>Connectivity</b>	<b>Excellence</b>
<b>Our Individual Behaviour</b>	I am considerate of others' priorities and workloads. I communicate with respect and am approachable, professional and polite.	I always look for the positive opportunity, even when challenged.	I uphold the values of the LGA and adhere to my workplace responsibilities.	I welcome opportunities to engage with others and build positive working relationships.	I am a leader and role model through my actions and behaviour. I value everyone equally. I am a driver of constructive change.
<b>Our Organisational Behaviour</b>	We engage with, and have confidence and trust in the ability and judgement of all of our staff. We provide regular, honest and constructive feedback.	We recognise the importance of a positive work/life balance. We recognise the best qualities in our staff and harness all abilities.	We are consistent in decision making and are honest when dealing with staff and stakeholders.	We provide a safe, supportive and informative workplace with clear and regular communication. We commit to removing barriers that impact on effective work practices.	We empower, support and encourage our staff. We lead toward clear and inspiring goals and vision.

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

2. The President shall:

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

**The key responsibilities of the LGA President**

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

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

Inside the boardroom the President is responsible for the following:

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

### Eligibility Criteria

As per clause 28 of the LGA Constitution:

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

### Performance/Accountability

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

### Remuneration

The remuneration of the President is outlined in the LGA policy – GP02 Board and Committee Member Allowances and Expenses (ECM 83590).





The voice of local government.

## LGA President Nomination Form 2022

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

**This form is to be sent to the LGA Returning Officer  
 Close of nominations is 5pm Friday 19 August 2022**

## LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

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

**This form must accompany the Nomination Form**

## Greater Adelaide Regional Organisation of Councils (GAROC)

### Regional Groupings

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



The voice of local government.

## Greater Adelaide Regional Organisation of Councils (GAROC) 2022 Nomination Form

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

**This form is to be sent to the LGA Returning Officer**  
**Close of nominations 5:00pm Friday 19 August 2022**

## Greater Adelaide Regional Organisation of Councils (GAROC) 2022 Candidate Information Sheet

(word limit is strictly 1,000 words)

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

**This form must accompany the Nomination Form**

## Extract – GAROC Terms of Reference

### Clause 4 – GAROC

#### 4.1. Role

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

#### 4.2. Membership

- 4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.
- 4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

#### 4.3. Nominations for election to GAROC

- 4.3.1. The members of GAROC will be elected biennially.
- 4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.
- 4.3.3. Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:
  - (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
  - (b) only a Council Member can be nominated to GAROC.
- 4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (Close of Nominations). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

#### 4.4. Election to GAROC

- 4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.
- 4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.
- 4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.
- 4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in

clause 4.2.1, then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.

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

## 17.3 Council Policy - Prudential Management

### Brief

This report presents the *Council Policy - Prudential Management* for Council's consideration and approval.

### RECOMMENDATION

It is recommended to Council that:

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

---

### Introduction

The proposed *Council Policy - Prudential Management (Policy)* (**Attachment 1**) sets out Council's prudential management requirements pursuant to the provisions of s48 of the *Local Government Act 1999 (Act)*.

Section 48 of the Act requires Council to develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure Council acts with due care, diligence and foresight.

As this is a statutory policy, Council is required to consider and approve the Policy directly rather than via the recommendation of the City Advancement and Prosperity General Committee.

### Discussion

The Policy applies to those activities when Council (or its subsidiaries) engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body).

The Policy does not apply to activities in relation to:

- Road construction or maintenance programs;
- Drainage works; or
- Business as usual (or operations) which are repetitive, ongoing functional activities to provide service.

The purpose of this Policy is to ensure that, as part of its due diligence, when considering and assessing activities that would be subject to the requirements of s48 of the Act, Council:

- Acts with due care, diligence and foresight; and
- Identifies and manages risks associated with a project; and
- Makes informed decisions; and
- Is accountable for the use of Council and other public resources, throughout its prudential management practices and procedures for certain activities.
- Complies with the legislative requirements applicable to the prudential management of activities that fall within the remit of s48 of the Act.
- Makes decisions, in respect of any activity that falls within the remit of s48 of the Act, is made with reliable, accurate, independent and timely information.



As a result of the introduction of this Policy, minor amendments have needed to be made to other Council policies. These reviewed policies are contained within this agenda.

### **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 *Council Policy - Prudential Management* and is presented to Council for its consideration.

### **Attachments**

#### **1. Council Policy - Prudential Management**



City of West Torrens Policy - Prudential Management

**Table of Contents**

1. Preamble .....3  
2. Purpose .....3  
3. Scope .....3  
4. Definitions.....3  
5. Policy Statement.....4

DRAFT

City of West Torrens Policy - Prudential Management

## COUNCIL POLICY - Prudential Management

### 1. Preamble

- 1.1 This policy sets out Council's prudential management requirements pursuant to the provisions of s48 of the *Local Government Act 1999* (Act).

### 2. Purpose

- 2.1 The purpose of this policy is to ensure that:

- 2.1.1 as part of its due diligence when considering and assessing activities that would be subject to the requirements of s48 of the Act, Council:
- a Acts with due care, diligence and foresight; and
  - b Identifies and manages risks associated with a project; and
  - c Makes informed decisions; and
  - d Is accountable for the use of Council and other public resources, throughout its prudential management practices and procedures for certain activities.
  - e Complies with the legislative requirements applicable to the prudential management of activities that fall within the remit of s48 of the Act.
  - f Makes decisions, in respect of any activity that falls within the remit of s48 of the Act, is made with reliable, accurate, independent and timely information.

### 3. Scope

- 3.1 This policy applies to those activities where the Council (or its subsidiaries) engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body.
- 3.2 This policy does not apply to activities in relation to:
- 3.2.1 Road construction or maintenance programs;
  - 3.2.2 Drainage works; or
  - 3.2.3 Business as usual (or operations) which are repetitive, ongoing functional activities to provide service.

### 4. Definitions

- 4.1 **CEO** means the Chief Executive Officer of the City of West Torrens.
- 4.2 **Due diligence** means the conduct of a systemic review of assumptions, risks and financial projections, prior to entering into any transactions, agreements or partnerships.

Objective ID - TBA

Page 3 of 6

The electronic version on the Intranet is the controlled version of this document.  
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

## City of West Torrens Policy - Prudential Management

- 4.3 A **major project** is a large commercial or non-commercial project of which the expected capital cost of the project over the ensuing five years is likely to exceed \$4 million (indexed).

In this section, \$4 million (indexed) means that that amount is to be adjusted for the purposes of this section on 1 January of each year, starting on 1 January 2011, by multiplying the amount by a proportion obtained by dividing the CPI for the September quarter of the immediately preceding year by the CPI for the September quarter, 2009.

- 4.4 A **prudential project** is a project or commercial activity being undertaken by Council or a subsidiary of Council that requires prudential legislative requirements to be followed.
- 4.5 A **prudential report** is the formal report with specific due diligence and format requirements that meets the requirements of with s48 of the Act. This report must be obtained and considered by Council as part of its considerations with regard to major projects.

## 5. Policy Statement

### 5.1 Requirement for a Prudential Report

- 5.1.1 For major projects, s48(1) of the Act requires that a full Prudential Report be prepared for, and considered by, Council in the following circumstances:

- (i) When the expected operating expenses calculated on an accrual basis of Council over the ensuing five years is likely to exceed 20 per cent of Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or
- (ii) The expected capital cost of the project (excluding GST) over the ensuing five years is likely to exceed \$4 million (indexed as specified in s48(6d) of the Act); or
- (iii) Council considers that it is necessary or appropriate.

- 5.1.1 If a Prudential Report is not required for a project, pursuant to s48 of the Act, Council will ensure it is conducted in accordance with the legislative principles of due diligence, as outlined in s48 (aa1) of the Act.

### 5.2 Content of a Prudential Report

- 5.2.1 In accordance with s48(2) of the Act, a Prudential Report must address the following prudential issues:
- a) The relationship between the project and relevant strategic management plans;
  - b) The objectives of the Planning and Design Code (detailed in the Act as Development Plan) in the area where the project is to occur;
  - c) The expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses

## City of West Torrens Policy - Prudential Management

carried on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;

- d) The level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
- e) If the project is intended to produce revenue then the report must details revenue projections and potential financial risks;
- f) The recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;
- g) The financial viability of the project and the short and longer term estimated net effect of the project on the financial position of Council;
- h) Any risks associated with the project and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the CEO and to Council);
- i) The most appropriate mechanisms or arrangements for carrying out the project;
- j) If the project involves the sale or disposition of land, the valuation of the land by a qualified valuer under the *Land Valuers Act 1994*.

5.2.2 An assessment must be conducted and the results clearly and specifically included within the Prudential Report regarding the merits of the project in the context of the Council's strategic management plans, Asset Management Plan, Long Term Financial Plan and risk management plan.

### 5.3 Preparation requirements of a Prudential Report by a suitably qualified person

- 5.3.1 Pursuant to s48(4) of the Act the Prudential Report must be prepared by a person whom Council reasonably believes to be qualified to address the prudential issues as required per legislation.
- 5.3.2 The CEO will ensure that prudential management reporting, as outlined above, is undertaken by a suitably qualified person independent of the project.
- 5.3.3 Council's internal and external auditors are precluded from preparing Prudential Reports.

### 5.4 Due Diligence During a Project

- 5.4.1 After a decision has been made to commence a project, it will be managed according to the principals of due diligence.
- 5.4.2 The CEO and Council, will take action to manage the project so that:
  - a) The project remains focussed upon the expected public benefits or needs that have been identified in the due diligence report; and

City of West Torrens Policy - Prudential Management

- b) Financial risks identified in the due diligence report are managed appropriately.

## **5.5 Public Access of the Prudential Report**

- 5.5.1 The Prudential Report will form part of the relevant Council Agenda papers and will be a public document unless it has been determined otherwise by the Council pursuant to s90 and/or s91 of the Act.
- 5.5.2 Council may determine to prevent specific information from being publically available to protect its commercial value or to avoid disclosing financial affairs of a person pursuant to s90 and s91 of the Act.

DRAFT

## 17.4 Review of Council Policy - Procurement

### Brief

This report presents the reviewed *Council Policy - Procurement*.

### RECOMMENDATION(S)

It is recommended to Council that:

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

---

### Introduction

The *Council Policy - Procurement* (Policy) provides the framework for procurement of goods and services at the City of West Torrens. The Policy was first issued in June 2000 and has been subject to regular scheduled reviews, with the most recent version approved in August 2020. While not subject to a scheduled review, the establishment of the *Council Policy - Prudential Management* (contained in this agenda) requires minor amendments to be made to this Policy.

The results of the review, shown as track changes, are presented for Council's consideration and approval (**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 details:

- The framework used by the City of West Torrens (CWT) to procure goods, works and services.
- A systematic approach to be used in the evaluation and selection of suppliers and contractors when seeking to procure goods, works or services.

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

Key changes to this Policy are:

- Clause 1.3 - contains an inclusion which aims to ensure compliance with all legislative requirements, including prudential reporting requirements.
- Clause 5.1.1 - contains an inclusion identifying prudential management as a guiding principal for procurement.
- Clause 5.1.5 - contains an inclusion making reference to the Local Government Act 1999 (Act) and the *Administration Policy - Employee Code of Behaviour*.
- Clause 5.6.1 - contains an inclusion detailing the requirement of the Act to develop a prudential report as part of the procurement process.
- Clause 5.16.2(d) - contains an inclusion which identifies that the Executive is responsible for obtaining a Prudential Report if an activity necessitates one in line with *Council Policy - Prudential Management* and s48 of the Act.



**Climate Impact Considerations**

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

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

**Conclusion**

The Policy has undergone a review to ensure consistency with the proposed *Council Policy - Prudential Management* and is presented to Council for its consideration and approval.

**Attachments**

- 1. Council Policy Procurement - Tracked Changes Marked**
- 2. Council Policy Procurement - Tracked Changes Accepted**

CITY OF WEST TORRENS



## Council Policy: Procurement

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	20 June 2000
<b>Dates of Review:</b>	2008, 2012, 2015, 2020, <u>2022</u>
<b>Version Number:</b>	<u>46</u>
<b>DW Doc setObjective ID:</b>	<u>3047780A8545</u>
<b>Next Review Due:</b>	2025
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999</a> <a href="#">Local Government (Financial Management) Regulations 1999</a> <a href="#">Independent Commissioner Against Corruption Act 2012</a> <a href="#">Freedom of Information Act 1991</a> <a href="#">Work Health and Safety Act 2012</a> <a href="#">Work Health and Safety Regulations 2012</a> <a href="#">Code of Practice: Construction Work 2012</a> <a href="#">Criminal Law Consolidation Act 1935</a> <a href="#">Code of Conduct for Council Employees</a> <a href="#">Code of Conduct for Council Members</a>
<b>Related Policies or Corporate Documents:</b>	<a href="#">Asset Management Council Policy</a> <a href="#">Fleet Management Administration Policy</a> <a href="#">Fraud and Corruption Prevention, Control, Reporting and Investigation Policy</a> <a href="#">Employee Gifts and Benefits Policy</a> <a href="#">Information Technology and Its Use Policy</a> <a href="#">Public Consultation Council Policy</a> <a href="#">Enterprise Risk Management Framework</a> <a href="#">Enterprise Risk Management Council Policy</a> <a href="#">Procurement Administration Policy</a> <a href="#">Credit Cards Administration Policy</a> <a href="#">National Competition Policy (Federal)</a> <a href="#">Work Health and Safety Administration Policy</a> <a href="#">Contractor Management Administration Policy</a> <a href="#">Prudential Management Council Policy</a> <a href="#">Prudential Management Administration Policy</a> <a href="#">Employee Code of Behaviour Policy</a>
<b>Associated Forms:</b>	<a href="#">Goods \$10k to \$200k - RFQ - Template</a> <a href="#">Professional Services \$10k to \$200k - RFQ - Template</a>



| City of West Torrens Council Policy - Procurement

### Table of Contents

- 1. Preamble .....4
- 2. Purpose .....4
- 3. Scope .....4
- 4. Definitions.....4
- 5. Policy Statement.....5

Draft

| [Doc-SetObjective ID - 3047780A8545](#)

Page 3 of 12

The electronic version on the Intranet is the controlled version of this document.  
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

City of West Torrens Council Policy - Procurement

## Council Policy - Procurement

### 1. Introduction 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 procuring goods, works and services to ensure that:
  - a. Value for money is obtained.
  - b. Suppliers are treated fairly and ethically.
  - c. Probity, accountability and transparency is intrinsic to the procurement process.
- 1.2 Council is committed to achieving compliance with the provisions of the [Work Health and Safety Act 2012](#) in its procurement process.
- 1.3 Council will ensure compliance with all legislative requirements, including prudential reporting requirements.

### 2. Purpose

- 2.1 This policy details:
  - a. The framework used by the City of West Torrens (CWT) to procure goods, works and services.
  - b. A systematic approach to be used in the evaluation and selection of suppliers and contractors when seeking to procure goods, works or services.

### 3. Scope

- 3.1 This policy applies to all employees when procuring goods, works and services.
- 3.2 This policy does not apply to purchases made by credit card.

### 4. Definitions

- 4.1 **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.
- 4.2 **Evaluation Plan** refers to a set of pre-determined criteria against which quotes or tenders are assessed.
- 4.3 **Local supplier** means those suppliers and contractors located within CWT's boundaries.
- 4.4 **Open Invitation to Tender** means a full public tender in which any interested party is able to submit an offer to supply goods, works or services.
- 4.5 **Panel Contract** means a standing offer arrangement with multiple pre-qualified providers established by the CWT or associated purchasing groups, e.g. LGA Procurement, Council Solutions, State Supply or Combined Charities etc.

Doc-SetObjective ID - 3047780A8545

Page 4 of 12

The electronic version on the Intranet is the controlled version of this document.  
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

City of West Torrens Council Policy - Procurement

- 4.6 **PCBU** refers to a person conducting a business or undertaking under the [Work Health and Safety Act 2012](#) and includes CWT and its suppliers, contractors and sub-contractors.
- 4.7 **Preferred Supplier/Contractor** means a preferred provider arrangement established by CWT through a competitive process or by a third party purchasing groups e.g. LGA Procurement, Council Solutions, State Supply or Combined Charities.
- 4.8 **Procurement** refers to the activity of obtaining goods, works and services to assist CWT in the delivery of its services.
- 4.9 **Quote** means an offer submitted by a supplier or contractor in response to a request for quote which details the basis on which the supplier or contractor is willing to provide the required goods, services or works.
- 4.10 **Residual Risk Rating** means, for the purpose of this policy, the rating of a risk, assessed and determined by the CWT after risk controls are applied.
- 4.11 **Responsible Officer** means the CWT employee responsible for undertaking the procurement process.
- 4.12 **RFQ** means a Request for Quote.
- 4.13 **RFT** means a Request for Tender.
- 4.14 **Select invitation to Tender** refers to an invitation to submit a tender to CWT that has been extended only to a small number of suppliers or contractors based on competence, experience, and previous successful performance or in circumstances that do not warrant full public tender.
- 4.15 **Supplier** refers to all people, companies and organisations that provide goods and/or services to the CWT.
- 4.16 **Tender** means a formal offer submitted by a supplier/contractor in response to a request for tender which details the basis on which the supplier/contractor is willing to provide the required goods, services or works.
- 4.17 **Works** refers to all construction and maintenance activity.

## 5. Policy Statement

### 5.1 Guiding Principles for Procurement

#### 5.1.1 Prudential Management

- a) When either required by the Act, as specified in the Council Policy - Prudential Management or otherwise determined by the Executive, a Prudential Report will be developed.

#### 5.1.2 Value for Money

- a) CWT will drive value for money in all of its procurement activities by deploying the most appropriate strategy to achieve its procurement objectives.
- b) Value for money includes consideration of both cost and non-cost factors i.e.:

## City of West Torrens Council Policy - Procurement

- Cost Factors - include the up-front price, through life costs such as maintenance and operating costs and disposal costs. CWT internal costs may also be included.
- Non-Cost Factors - may include fitness for purpose, quality, ability to meet schedule, service and support, training, sustainability, innovation and other value add opportunities.

## 5.1.32 Risk Management

- a) Use of appropriate processes and documentation is essential to minimising the risk to CWT. The risks associated with any procurement will be managed in accordance with this policy and CWT's [Risk Management Framework Administration Policy](#).
- b) The risk assessment information identifying the required work and any pertinent hazard information relating to circumstances of proposed work that CWT is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, working at heights etc.) must be provided as part of RFQ/RFT documents to contractors.

## 5.1.43 Efficiency

- a) Panel arrangements, preferred suppliers/contractors and third party contracts will be used to improve the efficiency of the procurement process and reduce the time and cost impacts of repetitive bidding on potential suppliers.
- b) CWT may collaborate with other councils to investigate opportunities for joint contracts to share resources, increase market leverage and improve value for money outcomes.

## 5.1.54 Probity and Accountability

- a) All Responsible Officers involved in procurement activities are required to observe the highest standards of integrity, probity and professional conduct and comply with the Code of Conduct for Council Employees [requirements of the Local Government Act 1999 and the Administration Policy-Employee Code of Behaviour](#).
- b) All stages of the procurement decision making process will be documented, defensible and preserve confidence in CWT's procurement process.
- c) Suppliers and contractors will be treated fairly and equitably in any procurement process.
- d) Non-conformance with this policy by employees may lead to disciplinary action.

## 5.1.65 Engagement with the Market

- a) CWT will engage with the market, if necessary, to promote supply opportunities, provide supplier education and to investigate innovative supply solutions which deliver superior value.

## 5.1.76 Support of Local Business

## | City of West Torrens Council Policy - Procurement

- a) CWT will ensure, as far as is practical, that local suppliers and contractors are able to bid for its work.

## | 5.1.87 Sustainability

- a) CWT will endeavour to source goods, works and services from socially, environmentally and ethically responsible suppliers and contractors.
- b) Some of the principles of sustainable procurement to consider as part of the procurement process include:
  - Adopting strategies to manage demand to avoid unnecessary consumption.
  - Give preference to goods and works that can be reused, repaired and recycled including recycled content.
  - Minimise environmental impacts by selecting products or services that have lower detrimental impacts over their lifecycle including production, use and disposal.

## | 5.1.98 Work Health and Safety

- a) CWT will use only those contractors who demonstrate an appropriate Work Health and Safety (WHS) management system capability that, at a minimum, meets CWT's WHS policy standards.

## 5.2 Procurement Planning

5.2.1 CWT will establish a Procurement Plan with a strategic 5 year view and 12 month action plans outlining all of the expected procurement activities during that period.

5.2.1 CWT will analyse the annual spend of each contractor or supplier to determine any panel or preferred supplier opportunities. If expenditure against a single supplier/contractor, who is not on an existing contract, has exceeded \$200,000 in the previous financial year, CWT will determine if future requirements warrant a competitive market approach for those services, goods or works.

## 5.3 Panel and Preferred Contractors

5.3.1 CWT will develop and maintain a preferred supplier/contractor and panel contracts register to provide a pool of pre-qualified suppliers/contractors.

## 5.4 Funding Availability and Approval

5.4.1 Procurers will ensure that no procurement process is undertaken unless funds are approved within the relevant budget or held in reserve for that purpose.

5.4.2 The availability of funds in the budget, particularly the capital budget, does not necessarily represent an approval to proceed with the procurement process

5.4.3 Capital expenditure may need to be justified and approved by the CEO or Council, if required, before the procurement process commences.

5.4.4 Approval to engage a supplier or contractor must be undertaken in accordance with CWT's delegations framework.



## 5.5 Market Approach

### 5.5.1 The market approaches which may be used by CWT include:

- expressions of interest
- open invitation to tender
- select invitation to tender
- direct negotiation with a particular supplier/contractor or group of suppliers/contractors
- request for quotation
- joint procurement arrangements with other councils
- use of panel arrangements or preferred suppliers/contractors
- use of third party contracts such as LGA Procurement, G6, State Supply

### 5.5.2 CWT will select the most appropriate market approach based on a number of factors including:

- value of the acquisition
- risk profile of the acquisition
- complexity of the acquisition and the experience and skills of CWT Responsible Officer
- market profile including the number of suppliers/contractors, capacity and capability of the suppliers/contractors, specialist skills, market maturity and rate of technological change
- CWT's leverage in the market
- cost of the chosen approach compared to the potential benefits
- cost incurred by suppliers/contractors in responding compared to the value of the work
- time constraints or urgency due to impact on CWT operations
- approved budget

### 5.5.3 In the event the CWT seeks indicative costs from the market for budgeting purposes, this must be made clear to potential suppliers/contractors and no commitments to procure must be made.

### 5.5.4 In all other circumstances, subject to budget and internal approvals, a market approach will occur to engage a supplier or contractor subject to achieving an acceptable outcome in terms of value for money and risk and in line with delegations.

## 5.6 Procurement Process

### 5.6.1 When required by the Act, as specified in the Prudential Management Policy, or otherwise determined by the Executive, a Prudential Report, will be developed.

### 5.6.21 The procurement process and documentation required depends on the total value of the procurement and the residual risk rating, resulting from a risk assessment of the purchase.

### 5.6.32 The value of the procurement will be determined from the total cost over the proposed length of the contract which will include all ancillary costs such as maintenance purchase or support agreements procured at the same time.

### 5.6.43 The values in clauses 5.7 of this policy are based on total value calculated under this clause.

City of West Torrens Council Policy - Procurement

5.6.54 Procurement activities must not be split into smaller components in order to avoid the competitive process and documentation requirements.

## 5.7 Purchasing Approach Criteria

### 5.7.1 Purchases up to \$2,000

- a) Direct purchasing can occur for purchases with a total value of \$2,000 or less without the need for a purchase order or contract and payment is on invoice.

### 5.7.2 Purchases between \$2,001-\$10,000

- a) Requires a minimum of two verbal or written quotes to be obtained and a purchase order provided to the supplier or contractor, which contains CWT's purchase terms and conditions, prior to the receipt of goods or services.

### 5.7.3 Purchases between \$10,001-\$50,000

- a) Requires a minimum of two written quotes to be obtained and quotes will be evaluated against the predetermined Evaluation Plan.

### 5.7.4 Purchases between \$50,001-\$200,000

- a) For purchases with a total value of between \$50,001 and \$200,000, a minimum of three written quotes must be obtained.
- b) A formal RFQ is required with appropriate conditions of contract and response schedules included.
- c) Evaluation criteria and weightings must be determined prior to the market approach and quotes must be evaluated in accordance with the Evaluation Plan.
- d) Approval of the selected supplier or contractor is via the Summary and Recommendation \$10k to \$50k - Template or Summary and Recommendation \$50k to \$200k - Template.

### 5.7.5 Purchases greater than \$200,000

- a) For purchases with a total value over \$200,000, a select or open RFT is required.
- b) A full RFT document is required.
- c) When a select tender process is used, reasons for that approach must be documented.
- d) An Evaluation Plan must be developed prior to tenders being called which outlines the methodology to be used and the criteria and weightings.
- e) Tenders must be evaluated in accordance with the Evaluation Plan and approval of the selected supplier or contractor is via the Summary and Recommendation \$200k and Over - Template..

## 5.8 Using Preferred Suppliers/Contractors

5.8.1 If a preferred supplier/contractor is engaged a direct purchase can be undertaken in accordance with this policy.

[Doc-SetObjective](#) ID - 3047780A8545

Page 9 of 12

The electronic version on the Intranet is the controlled version of this document.  
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

## a) Documentation Required:

If the value of the purchase is less than \$2,000, no purchase order is required and payment is on invoice. If the value is greater than \$2,000, a Purchase Order must be raised which references the contract under which the procurement is made.

## 5.9 Using Panel Contracts

5.9.1 If the procurement is made against a Panel Contract with fixed lump sum pricing, a direct purchase can be undertaken. If the Panel Contract is based on a schedule of rates, the number of quotes obtained must be in accordance with the requirements of clauses 5.7.3 to 5.7.5.

## a) Documentation Required:

If the value is less than \$2,000, no purchase order is required and payment is on invoice. If the value is greater than \$2,000 and competitive quotes are obtained, the Panel RFQ document should be used.

b) Approval of the selected contractor is via the Summary and Recommendation is required if the value is greater than the CWT officer's delegation.

c) A Purchase Order must be created and submitted for all purchases greater than \$2,000 and must reference the contract under which the purchase is made.

## 5.10 Exceptions

5.10.1 Circumstances may arise when the use of a competitive process is not practical or will not meet the objectives set out in clause 5.1, or the required number of quotes cannot be obtained. Examples when this may be the case include:

- If the benefits to be obtained through a competitive process are outweighed by the costs of the process.
- If the market structures are such that a monopoly exists and therefore a competitive process will not provide any benefit.
- Technical support or upgrades linked to existing products or software.
- If the skills required are specialised and can only be provided by a single provider.
- If there is an urgent and pressing need to acquire the goods, services or works and a competitive process will adversely impact on CWT operations or the community.
- If a preferred supplier/contractor arrangement already exists.

5.10.2 In these circumstances, the reasons for not obtaining the required number of quotes will be documented.

## 5.11 Audit

5.11.1 Regular audits will be conducted to ensure compliance with the policy requirements.

City of West Torrens Council Policy - Procurement

## 5.12 Confidentiality

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

## 5.13 Delegations

5.13.1 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.

5.13.2 The CEO is authorised to further delegate the authority to Responsible Officers to make decisions in respect of the matters covered in this policy.

5.13.3 Financial sub-delegations are recorded in the publically available City of West Torrens Delegations and Subdelegations Framework and reviewed at least annually.

5.13.4 Delegated and sub-delegated officers are required to ensure that all procurement activities comply with the provisions of this policy and in accordance with their approved delegations.

## 5.14 Consultation

5.14.1 If required, CWT will undertake public consultation in accordance with Section 50 of the Local Government Act 1999 and its Public Consultation Policy.

## 5.15 Availability

5.15.1 This policy will be available for inspection in the Civic Centre and the Hamra Centre during normal opening hours as well as on Council's website.

5.15.2 Copies may be purchased at a fee set annually by Council and as detailed in Council's Fees and Charges Register.

## 5.16 Responsibilities

### 5.16.1 Council

Council is responsible for approving and maintaining procurement policies.

### 5.16.2 Executive Management Team

The role of the Executive Management Team is to:

- a) Monitor compliance with the CWT's legislated procurement [and prudential reporting](#) responsibilities and policies.
- b) Ensure that managers and supervisors have been provided with training and that they understand and can apply the requirements of the procurement policy to the areas and activities under their control.
- c) Consult with other PCBUs, so far as is reasonably practical, if their duty of care overlaps.

City of West Torrens Council Policy - Procurement

- d) The Executive is responsible for obtaining a Prudential Report if an activity necessitates one in line with Council Policy- Prudential Management and-s48 of the Local Government Act 1999.

#### 5.16.3 Managers/Supervisors

Managers/Supervisors are responsible for ensuring:

- a) That Responsible Officers have the requisite skills and training to undertake the requirements of their role.
- b) That any staff assisting Responsible Officers in the procurement process are fully conversant with the requirements of this policy.
- c) Compliance with this policy.

#### 5.16.4 The Centre-Led Procurement Team

The Centre Led Procurement Team is responsible for:

- a) Implementing, maintaining, and monitoring the processes set in this policy.
- b) Providing the framework and tools to enable Responsible Officers to undertake the procurement processes required in this policy.
- c) The development and maintenance of the Preferred Supplier/Contractor and Panel Contracts Register and currency of information.
- d) Communicating and consulting with shared duty holders and workers involved in the contract and documenting these discussions.
- e) Ensuring that training for workers with responsibilities related to procurement is identified and delivered and the training register in relation to this training is kept up to date.
- f) Initiating audit and review activities as required.

#### 5.16.5 Responsible Officers

Responsible Officers are responsible for:

- a) Ensuring, as far as is reasonably practical, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practical.
- b) Ensuring compliance with this policy.
- c) Ensuring contractual documentation specifies which party is the Principal Contractor and has control of the workplace when required.
- d) Ensuring contractors have been given all information available to CWT in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out as part of the selection and engagement process.
- e) Reviewing and assessing the suitability of contractor WHS and hazard management systems as part of the contractor selection process, in consultation with WHS Coordinator, if required.

## CITY OF WEST TORRENS



## Council Policy: Procurement

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	20 June 2000
<b>Dates of Review:</b>	2008, 2012, 2015, 2020, 2022
<b>Version Number:</b>	6
<b>Objective ID:</b>	A8545
<b>Next Review Due:</b>	2025
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999</a> <a href="#">Local Government (Financial Management) Regulations 1999</a> <a href="#">Independent Commissioner Against Corruption Act 2012</a> <a href="#">Freedom of Information Act 1991</a> <a href="#">Work Health and Safety Act 2012</a> <a href="#">Work Health and Safety Regulations 2012</a> <a href="#">Code of Practice: Construction Work 2012</a> <a href="#">Criminal Law Consolidation Act 1935</a> <a href="#">Code of Conduct for Council Employees</a> <a href="#">Code of Conduct for Council Members</a>
<b>Related Policies or Corporate Documents:</b>	<a href="#">Asset Management Council Policy</a> <a href="#">Fleet Management Administration Policy</a> <a href="#">Fraud and Corruption Prevention, Control, Reporting and Investigation Policy</a> <a href="#">Employee Gifts and Benefits Policy</a> <a href="#">Information Technology and Its Use Policy</a> <a href="#">Public Consultation Council Policy</a> <a href="#">Enterprise Risk Management Framework</a> <a href="#">Enterprise Risk Management Council Policy</a> <a href="#">Procurement Administration Policy</a> <a href="#">Credit Cards Administration Policy</a> <a href="#">National Competition Policy (Federal)</a> <a href="#">Work Health and Safety Administration Policy</a> <a href="#">Contractor Management Administration Policy</a> <a href="#">Prudential Management Council Policy</a> <a href="#">Prudential Management Administration Policy</a> <a href="#">Employee Code of Behaviour Policy</a>
<b>Associated Forms:</b>	<a href="#">Goods \$10k to \$200k - RFQ - Template</a> <a href="#">Professional Services \$10k to \$200k - RFQ - Template</a>



City of West Torrens Council Policy - Procurement

### Table of Contents

1. Preamble .....	4
2. Purpose .....	4
3. Scope .....	4
4. Definitions.....	4
5. Policy Statement.....	5

Draft



## Council Policy - Procurement

### 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 procuring goods, works and services to ensure that:
  - a. Value for money is obtained.
  - b. Suppliers are treated fairly and ethically.
  - c. Probity, accountability and transparency is intrinsic to the procurement process.
- 1.2 Council is committed to achieving compliance with the provisions of the [Work Health and Safety Act 2012](#) in its procurement process.
- 1.3 Council will ensure compliance with all legislative requirements, including prudential reporting requirements.

### 2. Purpose

- 2.1 This policy details:
  - a. The framework used by the City of West Torrens (CWT) to procure goods, works and services.
  - b. A systematic approach to be used in the evaluation and selection of suppliers and contractors when seeking to procure goods, works or services.

### 3. Scope

- 3.1 This policy applies to all employees when procuring goods, works and services.
- 3.2 This policy does not apply to purchases made by credit card.

### 4. Definitions

- 4.1 **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.
- 4.2 **Evaluation Plan** refers to a set of pre-determined criteria against which quotes or tenders are assessed.
- 4.3 **Local supplier** means those suppliers and contractors located within CWT's boundaries.
- 4.4 **Open Invitation to Tender** means a full public tender in which any interested party is able to submit an offer to supply goods, works or services.
- 4.5 **Panel Contract** means a standing offer arrangement with multiple pre-qualified providers established by the CWT or associated purchasing groups, e.g. LGA Procurement, Council Solutions, State Supply or Combined Charities etc.

City of West Torrens Council Policy - Procurement

- 4.6 **PCBU** refers to a person conducting a business or undertaking under the [Work Health and Safety Act 2012](#) and includes CWT and its suppliers, contractors and sub-contractors.
- 4.7 **Preferred Supplier/Contractor** means a preferred provider arrangement established by CWT through a competitive process or by a third party purchasing groups e.g. LGA Procurement, Council Solutions, State Supply or Combined Charities.
- 4.8 **Procurement** refers to the activity of obtaining goods, works and services to assist CWT in the delivery of its services.
- 4.9 **Quote** means an offer submitted by a supplier or contractor in response to a request for quote which details the basis on which the supplier or contractor is willing to provide the required goods, services or works.
- 4.10 **Residual Risk Rating** means, for the purpose of this policy, the rating of a risk, assessed and determined by the CWT after risk controls are applied.
- 4.11 **Responsible Officer** means the CWT employee responsible for undertaking the procurement process.
- 4.12 **RFQ** means a Request for Quote.
- 4.13 **RFT** means a Request for Tender.
- 4.14 **Select invitation to Tender** refers to an invitation to submit a tender to CWT that has been extended only to a small number of suppliers or contractors based on competence, experience, and previous successful performance or in circumstances that do not warrant full public tender.
- 4.15 **Supplier** refers to all people, companies and organisations that provide goods and/or services to the CWT.
- 4.16 **Tender** means a formal offer submitted by a supplier/contractor in response to a request for tender which details the basis on which the supplier/contractor is willing to provide the required goods, services or works.
- 4.17 **Works** refers to all construction and maintenance activity.

## 5. Policy Statement

### 5.1 Guiding Principles for Procurement

#### 5.1.1 Prudential Management

- a) When either required by the Act, as specified in the *Council Policy - Prudential Management* or otherwise determined by the Executive, a Prudential Report will be developed.

#### 5.1.2 Value for Money

- a) CWT will drive value for money in all of its procurement activities by deploying the most appropriate strategy to achieve its procurement objectives.
- b) Value for money includes consideration of both cost and non-cost factors i.e.:

## City of West Torrens Council Policy - Procurement

- Cost Factors - include the up-front price, through life costs such as maintenance and operating costs and disposal costs. CWT internal costs may also be included.
- Non-Cost Factors - may include fitness for purpose, quality, ability to meet schedule, service and support, training, sustainability, innovation and other value add opportunities.

### 5.1.3 Risk Management

- a) Use of appropriate processes and documentation is essential to minimising the risk to CWT. The risks associated with any procurement will be managed in accordance with this policy and CWT's [Risk Management Framework Administration Policy](#).
- b) The risk assessment information identifying the required work and any pertinent hazard information relating to circumstances of proposed work that CWT is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, working at heights etc.) must be provided as part of RFQ/RFT documents to contractors.

### 5.1.4 Efficiency

- a) Panel arrangements, preferred suppliers/contractors and third party contracts will be used to improve the efficiency of the procurement process and reduce the time and cost impacts of repetitive bidding on potential suppliers.
- b) CWT may collaborate with other councils to investigate opportunities for joint contracts to share resources, increase market leverage and improve value for money outcomes.

### 5.1.5 Probity and Accountability

- a) All Responsible Officers involved in procurement activities are required to observe the highest standards of integrity, probity and professional conduct and comply with the Code of Conduct for Council Employees requirements of the *Local Government Act 1999* and the *Administration Policy-Employee Code of Behaviour*.
- b) All stages of the procurement decision making process will be documented, defensible and preserve confidence in CWT's procurement process.
- c) Suppliers and contractors will be treated fairly and equitably in any procurement process.
- d) Non-conformance with this policy by employees may lead to disciplinary action.

### 5.1.6 Engagement with the Market

- a) CWT will engage with the market, if necessary, to promote supply opportunities, provide supplier education and to investigate innovative supply solutions which deliver superior value.

### 5.1.7 Support of Local Business

## City of West Torrens Council Policy - Procurement

- a) CWT will ensure, as far as is practical, that local suppliers and contractors are able to bid for its work.

## 5.1.8 Sustainability

- a) CWT will endeavour to source goods, works and services from socially, environmentally and ethically responsible suppliers and contractors.
- b) Some of the principles of sustainable procurement to consider as part of the procurement process include:
  - Adopting strategies to manage demand to avoid unnecessary consumption.
  - Give preference to goods and works that can be reused, repaired and recycled including recycled content.
  - Minimise environmental impacts by selecting products or services that have lower detrimental impacts over their lifecycle including production, use and disposal.

## 5.1.9 Work Health and Safety

- a) CWT will use only those contractors who demonstrate an appropriate Work Health and Safety (WHS) management system capability that, at a minimum, meets CWT's WHS policy standards.

## 5.2 Procurement Planning

- 5.2.1 CWT will establish a Procurement Plan with a strategic 5 year view and 12 month action plans outlining all of the expected procurement activities during that period.
- 5.2.1 CWT will analyse the annual spend of each contractor or supplier to determine any panel or preferred supplier opportunities. If expenditure against a single supplier/contractor, who is not on an existing contract, has exceeded \$200,000 in the previous financial year, CWT will determine if future requirements warrant a competitive market approach for those services, goods or works.

## 5.3 Panel and Preferred Contractors

- 5.3.1 CWT will develop and maintain a preferred supplier/contractor and panel contracts register to provide a pool of pre-qualified suppliers/contractors.

## 5.4 Funding Availability and Approval

- 5.4.1 Procurers will ensure that no procurement process is undertaken unless funds are approved within the relevant budget or held in reserve for that purpose.
- 5.4.2 The availability of funds in the budget, particularly the capital budget, does not necessarily represent an approval to proceed with the procurement process
- 5.4.3 Capital expenditure may need to be justified and approved by the CEO or Council, if required, before the procurement process commences.
- 5.4.4 Approval to engage a supplier or contractor must be undertaken in accordance with CWT's delegations framework.

City of West Torrens Council Policy - Procurement

## 5.5 Market Approach

5.5.1 The market approaches which may be used by CWT include:

- expressions of interest
- open invitation to tender
- select invitation to tender
- direct negotiation with a particular supplier/contractor or group of suppliers/contractors
- request for quotation
- joint procurement arrangements with other councils
- use of panel arrangements or preferred suppliers/contractors
- use of third party contracts such as LGA Procurement, G6, State Supply

5.5.2 CWT will select the most appropriate market approach based on a number of factors including:

- value of the acquisition
- risk profile of the acquisition
- complexity of the acquisition and the experience and skills of CWT Responsible Officer
- market profile including the number of suppliers/contractors, capacity and capability of the suppliers/contractors, specialist skills, market maturity and rate of technological change
- CWT's leverage in the market
- cost of the chosen approach compared to the potential benefits
- cost incurred by suppliers/contractors in responding compared to the value of the work
- time constraints or urgency due to impact on CWT operations
- approved budget

5.5.3 In the event the CWT seeks indicative costs from the market for budgeting purposes, this must be made clear to potential suppliers/contractors and no commitments to procure must be made.

5.5.4 In all other circumstances, subject to budget and internal approvals, a market approach will occur to engage a supplier or contractor subject to achieving an acceptable outcome in terms of value for money and risk and in line with delegations.

## 5.6 Procurement Process

5.6.1 When required by the Act, as specified in the Prudential Management Policy, or otherwise determined by the Executive, a Prudential Report, will be developed.

5.6.2 The procurement process and documentation required depends on the total value of the procurement and the residual risk rating, resulting from a risk assessment of the purchase.

5.6.3 The value of the procurement will be determined from the total cost over the proposed length of the contract which will include all ancillary costs such as maintenance purchase or support agreements procured at the same time.

5.6.4 The values in clauses 5.7 of this policy are based on total value calculated under this clause.

## City of West Torrens Council Policy - Procurement

5.6.5 Procurement activities must not be split into smaller components in order to avoid the competitive process and documentation requirements.

## 5.7 Purchasing Approach Criteria

### 5.7.1 Purchases up to \$2,000

- a) Direct purchasing can occur for purchases with a total value of \$2,000 or less without the need for a purchase order or contract and payment is on invoice.

### 5.7.2 Purchases between \$2,001-\$10,000

- a) Requires a minimum of two verbal or written quotes to be obtained and a purchase order provided to the supplier or contractor, which contains CWT's purchase terms and conditions, prior to the receipt of goods or services.

### 5.7.3 Purchases between \$10,001-\$50,000

- a) Requires a minimum of two written quotes to be obtained and quotes will be evaluated against the predetermined Evaluation Plan.

### 5.7.4 Purchases between \$50,001-\$200,000

- a) For purchases with a total value of between \$50,001 and \$200,000, a minimum of three written quotes must be obtained.
- b) A formal RFQ is required with appropriate conditions of contract and response schedules included.
- c) Evaluation criteria and weightings must be determined prior to the market approach and quotes must be evaluated in accordance with the Evaluation Plan.
- d) Approval of the selected supplier or contractor is via the Summary and Recommendation \$10k to \$50k - Template or Summary and Recommendation \$50k to \$200k - Template.

### 5.7.5 Purchases greater than \$200,000

- a) For purchases with a total value over \$200,000, a select or open RFT is required.
- b) A full RFT document is required.
- c) When a select tender process is used, reasons for that approach must be documented.
- d) An Evaluation Plan must be developed prior to tenders being called which outlines the methodology to be used and the criteria and weightings.
- e) Tenders must be evaluated in accordance with the Evaluation Plan and approval of the selected supplier or contractor is via the Summary and Recommendation \$200k and Over - Template..

## 5.8 Using Preferred Suppliers/Contractors

5.8.1 If a preferred supplier/contractor is engaged a direct purchase can be undertaken in accordance with this policy.

## City of West Torrens Council Policy - Procurement

## a) Documentation Required:

If the value of the purchase is less than \$2,000, no purchase order is required and payment is on invoice. If the value is greater than \$2,000, a Purchase Order must be raised which references the contract under which the procurement is made.

## 5.9 Using Panel Contracts

5.9.1 If the procurement is made against a Panel Contract with fixed lump sum pricing, a direct purchase can be undertaken. If the Panel Contract is based on a schedule of rates, the number of quotes obtained must be in accordance with the requirements of clauses 5.7.3 to 5.7.5.

## a) Documentation Required:

If the value is less than \$2,000, no purchase order is required and payment is on invoice. If the value is greater than \$2,000 and competitive quotes are obtained, the Panel RFQ document should be used.

b) Approval of the selected contractor is via the Summary and Recommendation is required if the value is greater than the CWT officer's delegation.

c) A Purchase Order must be created and submitted for all purchases greater than \$2,000 and must reference the contract under which the purchase is made.

## 5.10 Exceptions

5.10.1 Circumstances may arise when the use of a competitive process is not practical or will not meet the objectives set out in clause 5.1, or the required number of quotes cannot be obtained. Examples when this may be the case include:

- If the benefits to be obtained through a competitive process are outweighed by the costs of the process.
- If the market structures are such that a monopoly exists and therefore a competitive process will not provide any benefit.
- Technical support or upgrades linked to existing products or software.
- If the skills required are specialised and can only be provided by a single provider.
- If there is an urgent and pressing need to acquire the goods, services or works and a competitive process will adversely impact on CWT operations or the community.
- If a preferred supplier/contractor arrangement already exists.

5.10.2 In these circumstances, the reasons for not obtaining the required number of quotes will be documented.

## 5.11 Audit

5.11.1 Regular audits will be conducted to ensure compliance with the policy requirements.

## City of West Torrens Council Policy - Procurement

## 5.12 Confidentiality

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

## 5.13 Delegations

- 5.13.1 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.
- 5.13.2 The CEO is authorised to further delegate the authority to Responsible Officers to make decisions in respect of the matters covered in this policy.
- 5.13.3 Financial sub-delegations are recorded in the publically available City of West Torrens Delegations and Subdelegations Framework and reviewed at least annually.
- 5.13.4 Delegated and sub-delegated officers are required to ensure that all procurement activities comply with the provisions of this policy and in accordance with their approved delegations.

## 5.14 Consultation

- 5.14.1 If required, CWT will undertake public consultation in accordance with Section 50 of the Local Government Act 1999 and its Public Consultation Policy.

## 5.15 Availability

- 5.15.1 This policy will be available for inspection in the Civic Centre and the Hamra Centre during normal opening hours as well as on Council's website.
- 5.15.2 Copies may be purchased at a fee set annually by Council and as detailed in Council's Fees and Charges Register.

## 5.16 Responsibilities

5.16.1 Council

Council is responsible for approving and maintaining procurement policies.

5.16.2 Executive Management Team

The role of the Executive Management Team is to:

- a) Monitor compliance with the CWT's legislated procurement and prudential reporting responsibilities and policies.
- b) Ensure that managers and supervisors have been provided with training and that they understand and can apply the requirements of the procurement policy to the areas and activities under their control.
- c) Consult with other PCBUs, so far as is reasonably practical, if their duty of care overlaps.



City of West Torrens Council Policy - Procurement

- d) The Executive is responsible for obtaining a Prudential Report if an activity necessitates one in line with *Council Policy- Prudential Management* ands48 of the *Local Government Act 1999*.

#### 5.16.3 Managers/Supervisors

Managers/Supervisors are responsible for ensuring:

- a) That Responsible Officers have the requisite skills and training to undertake the requirements of their role.
- b) That any staff assisting Responsible Officers in the procurement process are fully conversant with the requirements of this policy.
- c) Compliance with this policy.

#### 5.16.4 The Centre-Led Procurement Team

The Centre Led Procurement Team is responsible for:

- a) Implementing, maintaining, and monitoring the processes set in this policy.
- b) Providing the framework and tools to enable Responsible Officers to undertake the procurement processes required in this policy.
- c) The development and maintenance of the Preferred Supplier/Contractor and Panel Contracts Register and currency of information.
- d) Communicating and consulting with shared duty holders and workers involved in the contract and documenting these discussions.
- e) Ensuring that training for workers with responsibilities related to procurement is identified and delivered and the training register in relation to this training is kept up to date.
- f) Initiating audit and review activities as required.

#### 5.16.5 Responsible Officers

Responsible Officers are responsible for:

- a) Ensuring, as far as is reasonably practical, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practical.
- b) Ensuring compliance with this policy.
- c) Ensuring contractual documentation specifies which party is the Principal Contractor and has control of the workplace when required.
- d) Ensuring contractors have been given all information available to CWT in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out as part of the selection and engagement process.
- e) Reviewing and assessing the suitability of contractor WHS and hazard management systems as part of the contractor selection process, in consultation with WHS Coordinator, if required.

## 17.5 Review of Council Policy - Sale and Disposal of Assets

### Brief

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

### RECOMMENDATION

It is recommended 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)*.

While the Policy has been recently reviewed, in 2022, minor amendments have needed to be made to the Policy as a result of the introduction of the *Council Policy - Prudential Management*, which is contained within this agenda for Council's consideration and approval.

The results of this review, shown as track changes, are presented for Council's consideration and approval (**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.

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.

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

Key changes to this Policy are:

- Clause 1.2 - contains an inclusion requiring compliance with all legislative requirements, including prudential reporting requirements.
- Clause 5.1.3.1 - contains an inclusion requiring compliance with the Code of Conduct for Council Employees as per the *Local Government Act 1999 (Act)* and the *Administration Policy - Employee Code of Behaviour* as a probity and accountability guiding principal.
- Clause 5.2.8 - contains an inclusion requiring land valuations be sought pursuant to legislation and included in a prudential report within the sale or disposal strategy.

**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 review to ensure consistency with the *Council Policy - Prudential Management* and is presented to Council for its consideration and approval.

**Attachments**

1. **Council Policy Sale and Disposal of Assets - Tracked Changes Marked**
2. **Council Policy Sale and Disposal of Assets - Tracked Changes Accepted**

## CITY OF WEST TORRENS



## Council Policy: Sale and Disposal of Assets

<b>Classification:</b>	Council Policy	
<b>First Issued:</b>	21 July 2015	
<b>Dates of Review:</b>	2022, <del>2022</del>	
<b>Next Review Due:</b>	2027	
<b>Version Number:</b>	<del>22</del> 23	
<b>Objective ID:</b>	A8554	
<b>Applicable Legislation:</b>	<a href="#">Land Acquisition Act 1969</a> <a href="#">Local Government Act 1999</a> <a href="#">Criminal Law Consolidation Act 1935</a> <a href="#">Independent Commission Against Corruption Act 2012</a> <a href="#">Code of Conduct for Council Members</a> <a href="#">Code of Conduct for Council Employees</a> <a href="#">Land Valuers Act 1994</a> <a href="#">Valuation of Land Act 1971</a>	
<b>Related Policies or Corporate Documents:</b>	<a href="#">Asset Management Council Policy</a> <a href="#">Capitalisation of Assets Council Policy</a> <a href="#">Disposal of Computer and Related Equipment Policy</a> <a href="#">Employee Code of Behaviour</a> <a href="#">Enterprise Risk Management Council Policy</a> <a href="#">Fraud and Corruption Prevention and Control Council Policy</a> <a href="#">Gifts Benefits and Hospitality Administration Policy</a> <a href="#">Information Technology and Its Use Administration Policy</a> <a href="#">Public Consultation Council Policy</a> <a href="#">Prudential Management Council Policy</a> <a href="#">Prudential Management Administration Policy</a>	
<b>Associated Forms:</b>		
<b>Note:</b>		
<b>Responsible Manager:</b>	Manager, City Property	
<b>Confirmed by General Manager:</b>	General Manager Urban Services	<b>Date</b> 26-May-2022
<b>Approved by Executive:</b>		<b>Date</b> 8-June-2022
<b>Approved by Council:</b>		<b>Date</b> 5-July-2022

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

**Table of Contents**

1. Preamble .....3  
2. Purpose .....3  
3. Scope .....3  
4. Definitions.....3  
5. Policy Statement.....4

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.

1.2 Council will ensure compliance with all legislative requirements, including prudential reporting requirements.

### 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.

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

4.6 **Useful life** is:

- 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 [Code of Conduct for Council Employees as per the requirements of the Local](#)

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

[Government Act 1999 and the Administration Policy - Employee Code of Behaviour.](#)

- 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):



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

- 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.
- 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.
- 5.2.8. If the sale or disposal of land forms part of a project for which a prudential report is required, a valuation of the land must be sought pursuant legislation and included in the prudential report.

## 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*.

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

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

## CITY OF WEST TORRENS



## Council Policy: Sale and Disposal of Assets

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	21 July 2015
<b>Dates of Review:</b>	2022, 2022
<b>Next Review Due:</b>	2027
<b>Version Number:</b>	3
<b>Objective ID:</b>	A8554
<b>Applicable Legislation:</b>	<a href="#">Land Acquisition Act 1969</a> <a href="#">Local Government Act 1999</a> <a href="#">Criminal Law Consolidation Act 1935</a> <a href="#">Independent Commission Against Corruption Act 2012</a> <a href="#">Code of Conduct for Council Members</a> <a href="#">Code of Conduct for Council Employees</a> <a href="#">Land Valuers Act 1994</a> <a href="#">Valuation of Land Act 1971</a>
<b>Related Policies or Corporate Documents:</b>	<a href="#">Asset Management Council Policy</a> <a href="#">Capitalisation of Assets Council Policy</a> <a href="#">Disposal of Computer and Related Equipment Policy</a> <a href="#">Employee Code of Behaviour</a> <a href="#">Enterprise Risk Management Council Policy</a> <a href="#">Fraud and Corruption Prevention and Control Council Policy</a> <a href="#">Gifts Benefits and Hospitality Administration Policy</a> <a href="#">Information Technology and Its Use Administration Policy</a> <a href="#">Public Consultation Council Policy</a> Prudential Management Council Policy Prudential Management Administration Policy
<b>Associated Forms:</b>	
<b>Note:</b>	
<b>Responsible Manager:</b>	<b>Manager, City Property</b>
<b>Confirmed by General Manager:</b>	General Manager Urban Services <b>Date</b>
<b>Approved by Executive:</b>	<b>Date</b>
<b>Approved by Council:</b>	<b>Date</b>

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

**Table of Contents**

1. Preamble .....3  
2. Purpose .....3  
3. Scope .....3  
4. Definitions.....3  
5. Policy Statement.....4

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.
- 1.2 Council will ensure compliance with all legislative requirements, including prudential reporting requirements.

### 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.

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

4.6 **Useful life** is:

- 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 Code of Conduct for Council Employees as per the requirements of the *Local*

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

*Government Act 1999 and the Administration Policy - Employee Code of Behaviour.*

- 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):

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

- 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.
- 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.
- 5.2.8. If the sale or disposal of land forms part of a project for which a prudential report is required, a valuation of the land must be sought pursuant legislation and included in the prudential report.

## 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](#)*.



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

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

## 17.6 2022 Local Government Association Roads and Works Conference

### Brief

This report provides notice of the 2022 Local Government Association Roads and Works Conference which is being held from Wednesday 24 August to Thursday 25 August 2022 at the Bridges Event Centre, Murray Bridge.

### RECOMMENDATION(S)

It is recommended to Council that:

1. Subject to their confirmation, Council approves the attendance of ..... at the 2022 Local Government Association Roads and Works Conference being held from Wednesday 24 August to Thursday 25 August 2022 at the Bridges Event Centre, Murray Bridge.
2. Expenses be reimbursed in accordance with the Elected Member Professional Development Council policy.

OR

The report be received.

### Introduction

The 2022 Local Government Association (LGA) Roads and Works Conference is being held from Wednesday 24 August to Thursday 25 August 2022 at the Bridges Event Centre, Murray Bridge.

### Discussion

The LGA Roads and Works Conference is a long-standing annual event normally held in regional locations across South Australia.

This year's theme includes speakers and presentations on resilience, asset renewal programs, infrastructure projects, electric vehicles, infrastructure management, future proofing the workforce and a presentation on the the Rural City of Murray Bridge Swanport Road Masterplan.

The conference is being held at the Bridges Event Centre, Murray Bridge, and the travel time from accommodation to the venue is approximately 10 minutes by car.

Complimentary bus transfers from the Bridgeport Hotel and Murray Bridge Tourist Park and return will be available.

A copy of the Program is attached for Member's information at **Attachment 1**.

### Registration Fees

Type of Registration	Cost (including GST)
Conference registration	\$455
Accommodation	\$340 per night (1 night)
<b>TOTAL</b>	<b>\$795</b>

Conference registration includes the following:

**Welcome Reception - Wednesday 24 August 2022**

Bridges Event Centre, Murray Bridge

**Conference Sessions – Thursday 25 August 2022**

Bridges Event Centre, Murray Bridge

- Keynote address by Dan Aubin of Daring Humans - 'Thriving with Challenges and Change'
- State Minister address
- Morning tea and sponsor networking
- Technical session - Asset renewal programs
- Sponsor demonstrations
- Council infrastructure showcase
- Panel discussion - The rise of Electric Vehicles in the Regions - what does it mean for Councils?
- Lunch and sponsor networking
- Technical session - Infrastructure management
- Panel discussion - Future proofing our workforce
- Afternoon tea
- Q&A session - Future proofing our workforce
- Presentation - Rural City of Murray Bridge - Swanport Road Masterplan Implementation
- Conference close - South Aussie with Cosi
- Stand-Up Networking Dinner - Bridgeport Hotel, Murray Bridge

**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.)*

Face-to-face attendance at the 2022 LGA Roads and Works Conference will require travelling via motor vehicle to Murray Bridge, which will result in emissions and a negative implication on climate change.

**Conclusion**

This report provides notice of the 2022 Local Government Association Roads and Works Conference which is being held from Wednesday 24 August to Thursday 25 August 2022 at the Bridges Event Centre, Murray Bridge.

**Attachments**

1. **2022 LGA Roads & Works Conference Program**

**2022 LGA**

**Roads & Works  
Conference**

**24-25 August**

**Murray Bridge**

*Through unique challenges  
comes opportunity*

 **Local Government Association  
of South Australia**

**Program**

## LGA Roads & Works Conference

### Wednesday 24 & Thursday 25 August 2022

#### Overview

The 2022 LGA Roads and Works Conference, hosted by the Rural City of Murray Bridge, will be held on Wednesday 24 and Thursday 25 August 2022 at the Bridges Event Centre.

The premier *all things roads* conference in local government in South Australia is back!

Ample networking opportunities, combined with a curated conference program make this an event not to be missed.

CEOs, senior council engineers, works managers and staff, Mayors/chairpersons and council members from all 68 metropolitan and country councils are invited and encouraged to attend.

#### Conference venue

##### Bridges Event Centre

342 Brinkley Road Road, Glifford Hill, Murray Bridge

#### Welcome reception

*Sponsored by Greencap*

**Wednesday 24 August**

**From 5.30pm - 8.30pm**

Bridges Event Centre

342 Brinkley Road, Glifford Hill Murray Bridge



#### Registration

##### Investment

\$455.00 including GST

Registration includes attendance at the Welcome Reception, Conference and Stand-Up Networking Dinner.

Upon completion of the online registration form, you will be sent an invoice for payment. Book your accommodation, if required, prior to registering your event attendance so that transfer requirements during the event can be captured and catered for.

Complimentary bus transfers from the Bridgeport Hotel and Murray Bridge Tourist Park and return will be available.

##### Register online

Register online at:

<https://www.lga.sa.gov.au/roadsandworks>

For assistance please contact: 08 8224 2080 or [events@lga.sa.gov.au](mailto:events@lga.sa.gov.au)

##### Photo permission

By registering for this event, you accept the possibility that your photograph may be taken, and the image used or shared by LGA for promotional and/or educational purposes. If you do not agree

to this use, please email [events@lga.sa.gov.au](mailto:events@lga.sa.gov.au) by 5pm Monday 15 August 2022.

##### Cancellation policy

Please note, a [cancellation policy](#) applies.

##### Changes to events

LGA reserves the right to change a speaker and/or agenda details at any time throughout the marketing lifecycle of an event.

We will do everything within our control to minimise the risks of changes to any event or program and will always endeavour to deliver the content that is advertised.

In the case of a change occurring in the lead up to an event, where time permits, we will notify all registrants within a timely manner.

#### Thankyou



*Members of the Roads and Works Conference Organising Committee wish to sincerely thank all sponsors, speakers, delegates and the Rural City of Murray Bridge for their support.*

## Program

<b>8.00am</b>	<b>Registration &amp; sponsors marquee opens</b>	<b>1.15pm</b>	<b>Lunch &amp; sponsor networking</b>
<b>9.00am</b>	<b>Conference welcome &amp; acknowledgement of country</b> Clinton Jury, CEO, LGA	<b>2.15pm</b>	<b>Premier sponsor - LGA Workers Compensation Scheme</b>
<b>9.05am</b>	<b>LGA President's welcome</b> Mayor Angela Evans	<b>2.25pm</b>	<b>Technical session</b> <i>Infrastructure management for small regional councils.</i> <i>Hear from the District Council of Barunga West on how they are working with the Tonkin Consulting Asset Management team to find practical and sustainable solutions to infrastructure challenges and how these outcomes are shaping this regional council for the future.</i> <ul style="list-style-type: none"> <li>• Rosalie Milde, Assets &amp; Infrastructure Support Officer, Barunga West Council</li> <li>• Rod Ellis, Executive Director, Tonkin Consulting</li> </ul>
<b>9.10am</b>	<b>Keynote address</b> <i>Thriving with Challenges and Change</i> <i>There is no doubt the past couple of years have been challenging – but we have demonstrated strength, resilience and commitment and come out the other side. When we embrace challenges and change, the doors are opened to new opportunities - resulting in practical and innovative outcomes for our communities.</i> <ul style="list-style-type: none"> <li>• Dan Aubin, Daring Humans</li> </ul>	<b>2.55pm</b>	<b>Future proofing our workforce</b> <i>Regional councils are particularly vulnerable to difficulty in the attraction of skilled people from within their local area. Gain an insight into the 'status' and approach used by three regional councils to combat this workforce issue through outside the box thinking.</i> <ul style="list-style-type: none"> <li>• Sam Johnson, CEO, District Council of Mount Remarkable</li> <li>• Dr Helen Macdonald, CEO, Clare &amp; Gilbert Valleys Council</li> <li>• Rebecca Hayes, CEO, District Council of Tumby Bay</li> </ul>
<b>9.55am</b>	<b>State Minister address</b>	<b>3.40pm</b>	<b>Short afternoon tea break</b>
<b>10.05am</b>	<b>Premier sponsor - Adelaide Signs Group</b>	<b>3.50pm</b>	<b>Future proofing our workforce Q&amp;A</b> <b>Facilitator: Matt Elding, Design Manager Civil/ Infrastructure, McMahon Services Australia</b> <b>Panelists:</b> <ul style="list-style-type: none"> <li>• Sam Johnson, CEO, District Council of Mount Remarkable</li> <li>• Dr Helen Macdonald, CEO, Clare &amp; Gilbert Valleys Council</li> <li>• Rebecca Hayes, CEO, District Council of Tumby Bay</li> </ul>
<b>10.10am</b>	<b>Morning tea &amp; sponsor networking</b>	<b>4.10pm</b>	<b>Rural City of Murray Bridge – Swanport Road Masterplan Implementation</b> <i>A town beautification project focused on one of Murray Bridges key gateways.</i> <ul style="list-style-type: none"> <li>• Heather Barclay, General Manager Assets &amp; Infrastructure, Rural City of Murray Bridge</li> </ul>
<b>11.00am</b>	<b>Technical session</b> <i>How can councils assess and build a comprehensive renewal program based on the condition and remaining life of their assets?</i> <i>Hear from a council and contractor as to how this works in practice.</i> <ul style="list-style-type: none"> <li>• Kathryn Johnson, Technical Services Director, Port Pirie Regional Council</li> <li>• Richard Powell, Director, Plumbing &amp; Pipeline Solutions</li> </ul>	<b>4.30pm</b>	<b>Premier sponsor - Cavpower</b>
<b>11.40am</b>	<b>Premier sponsor - Greencap</b>	<b>4.35pm</b>	<b>Where to for SA? Hear from Cosi regarding what he sees as the challenges, opportunities and way forward for not only communities but South Australia.</b> <i>Conference close &amp; wrap up</i> <ul style="list-style-type: none"> <li>• Andrew Costello, South Aussie with Cosi</li> </ul>
<b>11.45am</b>	<b>Infrastructure showcase</b> <i>Hear from three South Australian councils who have recently delivered innovative infrastructure projects for their communities, including successes, challenges and learnings that can be implemented across the South Australian local government sector.</i> <ul style="list-style-type: none"> <li>• Nat Traeger, CEO, Kingston District Council - Boat Ramp on a Roll</li> <li>• Brenton Mitsos, Project Manager, Light Regional Council – Gerald Roberts Road Culvert</li> <li>• Cherie Armfield, Project Manager Public Realm &amp; Urban Design, City of Holdfast Bay – Jetty Road Master Plan Stage 1</li> </ul>	<b>5.30pm-7.30pm</b>	<b>Stand-up networking dinner</b> Sponsored by Cavpower Bridgeport Hotel, 2 Bridge Street, Murray Bridge
<b>12.45pm</b>	<b>The rise of Electric Vehicles in the Regions - what does it mean for Councils?</b> <i>Hear about South Australia's statewide electric vehicle charging network and Smart Charging Trials, and explore the opportunities and role of councils during the roll out of public charging infrastructure.</i> <ul style="list-style-type: none"> <li>• Peter Nattrass, Manager, Future Industries, Department for Energy and Mining</li> </ul>		

Connect with us



LinkedIn: lga-of-sa

Twitter: lgaofsa

# A special thanks to our sponsors.

## Premier Sponsors



## Premier Welcome Reception Sponsor



## Premier Dinner Sponsor



## Major Sponsors

## Coffee Cart & Display



## Lanyard & Display



## Display Sponsors



## 17.7 Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board - Confidential Order Review

### Brief

This report presents the annual review of the confidential order applied to confidential report Item 21.2 - Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board, at the 3 August 2021 Meeting of Council in accordance with the provisions of Section 91(9)(a) of the *Local Government Act 1999*.

### RECOMMENDATION

It is recommended to Council that:

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999*, Council orders that the the Minutes arising, attachments and any associated documentation, having been considered by the Council in confidence under Section 90(3)(a), and contained in:

- a) confidential report Item 21.2 - Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board and the Minutes arising

be kept confidential and not available for public inspection until such time as the appointment process for Board Members to the Brown Hill and Keswick Creeks Stormwater Board is finalised and applicants have been advised of the outcome of the process; and

- b) attachments and any associated documentation

be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, or until the conclusion of the term of appointment for the relevant Board Member to the Brown Hill and Keswick Creeks Stormwater Board, on the basis that the premature disclosure of this information would be unreasonable given it contains personal information relating to the applicants which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.

---

### Introduction

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

While the CEO has reviewed the confidential order on a monthly basis in accordance with his delegated authority, the CEO has not revoked the Order. Given the CEO does not have the ability to extend the order, the Act requires that the Order to be reviewed by Council.

### Discussion

At its 3 August 2021 meeting, Council ordered that the confidential agenda item relating to the appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board, having been considered by the Council in confidence under Section 90(3)(a) and contained in:

- a) confidential report Item 21.2 - Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board and the Minutes arising



be kept confidential and not available for public inspection until such time as the appointment process for Board Members to the Brown Hill and Keswick Creeks Stormwater Board is finalised and applicants have been advised of the outcome of the process; and

- b) attachments and any associated documentation

be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, or until the conclusion of the term of appointment for the relevant Board member to the Brown Hill and Keswick Creeks Stormwater Board, on the basis that the premature disclosure of this information would be unreasonable given it contains personal information relating to the applicants which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council.

As the term of appointment for the relevant Board member to the Brown Hill and Keswick Creeks Stormwater Board concludes on 2 August 2024, it is recommended that the confidential order for attachments and any associated documentation remain in place for a further 12 months.

### **Climate Impact Considerations**

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

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

### **Conclusion**

As the confidential order applied by Council at its 3 August 2021 meeting in relation to confidential Item 21.2 - Appointment of Member to the Brown Hill and Keswick Creeks Stormwater Board has not been revoked and the CEO does not have the ability to extend the order, the Act requires the Order to be reviewed by Council.

### **Attachments**

Nil

## 17.8 Kerbside Waste Management Services - Confidential Order Review

### Brief

This report presents the annual review of the confidential order applied to confidential report Item 11.1 - Kerbside Waste Management Services, at the 10 August 2021 meeting of the Audit General Committee in accordance with the provisions of Section 91(9)(a) of the *Local Government Act 1999*.

### RECOMMENDATION

It is recommended to Council that:

1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 10 August 2021, in respect of confidential Item 11.1 - Kerbside Waste Management Services, 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)(g) and (j)(i) of the *Local Government Act 1999*, and not be available for public inspection for a further 12 month period, on the basis that [REDACTED] has directed that all communication regarding [REDACTED] (including email correspondence) be treated as confidential and not made publicly available or published (such as in the Council's meeting minutes) until [REDACTED] is finalised.
2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.

---

### Introduction

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

While the CEO has reviewed the confidential order on a monthly basis in accordance with his delegated authority, the CEO has not revoked the Order. Given the CEO does not have the ability to extend the order, the Act requires that the Order to be reviewed by Council.

### Discussion

At its 10 August 2021 meeting, the Audit General Committee ordered that the confidential agenda Item 11.1 - Kerbside Waste Management Services be kept confidential and not available for public inspection until such time as [REDACTED] is finalised by [REDACTED] and [REDACTED] has given permission for, or makes, [REDACTED] publicly available on the basis that [REDACTED] has directed that all communication regarding [REDACTED] (including email correspondence) be treated as confidential and not made publicly available or published (such as in the Council's meeting minutes) until [REDACTED] is finalised.

As the examination has not yet been finalised, it is recommended that the confidential order remain in place for a further 12 months.

### Climate Impact Considerations

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

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

**Conclusion**

As the confidential order applied by the Audit General Committee at its 10 August 2021 meeting in relation to confidential Item 11.1 - Kerbside Waste Management Services has not been revoked and the CEO does not have the ability to extend the order, the Act requires the Order to be reviewed by Council.

**Attachments**

Nil

**18 LOCAL GOVERNMENT BUSINESS**

Nil

**19 MEMBER'S BOOKSHELF**

- Adelaide Sailing Club 2021/22 Annual Report and Financial Statements

**RECOMMENDATION**

That the additions to Members' bookshelf be noted.

**20 CORRESPONDENCE****20.1 Small Business Friendly Council Initiative**

Correspondence has been received from the Small Business Commissioner, Nerissa Kilvert, regarding the success of the *Food Tourism in the West* networking event hosted by Council (**Attachment 1**).

**20.2 Mayors for Peace Newsletter - July 2022**

Correspondence has been received from the Mayors for Peace, providing the July 2022 No. 151 Newsletter (**Attachment 2**).

**RECOMMENDATION**

That the correspondence be received.

**Attachments**

**20.1 Small Business Friendly Council Initiative**

**20.2 Mayors for Peace Newsletter - July 2022**

**OFFICIAL****Small Business  
Commissioner**  
SOUTH AUSTRALIAT 08 8303 2026  
Toll Free 1800 072 772  
E [sasbc@sa.gov.au](mailto:sasbc@sa.gov.au)  
W [sasbc.sa.gov.au](http://sasbc.sa.gov.au)Chesser House  
Level 4  
95 Grenfell Street  
ADELAIDE SA 5000GPO Box 1264  
ADELAIDE SA 5001

ABN 34 643 517 562

Reference: SBC202201856

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

Dear Mr Buss

**Small Business Friendly Council Initiative**

Thank you for providing the City of West Torrens' progress report for the period from 1 June 2021 to 31 May 2022.

I read with interest about the initiatives and activities that council has undertaken during this reporting period.

I was particularly pleased to learn about the success of the Food Tourism in the West networking event hosted by council. I note that council intends to follow up on that success by speaking with local businesses about joining a food tourism working group.

I hope that you will be able to attend the 2022 SBFC Initiative Workshop, which will be held at U City, 43 Franklin Street, Adelaide on Thursday 27 October 2022, the day before the Local Government Association's AGM. My Office is currently finalising arrangements for the Workshop and will formally invite you in the near future.

I take this opportunity to thank the City of West Torrens for its commitment to the SBFC Initiative, and I look forward to working with you over the next 12 months to support your small business community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nerissa Kilvert'.

Nerissa Kilvert  
**SMALL BUSINESS COMMISSIONER**

27 July 2022



# Mayors for Peace News Flash

July 2022 / No.151

## Mayors for Peace Member Cities

**8,188** cities

in **166** countries and regions

(as of July 1, 2022)

Help us achieve **10,000** member cities!

Check our website and follow us on social media:

**Website**

<https://www.mayorsforpeace.org/en/>

**Facebook**

<https://www.facebook.com/mayorsforpeace>

**Twitter**

<https://twitter.com/Mayors4Peace>

“Like” and **share** our Facebook and Twitter posts to help spread awareness of our mission.

## Table of Contents

- Attendance of Mayors for Peace delegation at the first Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons
- 10th General Conference of Mayors for Peace: Registration Now Open!
- Children's Art Competition "Peaceful Towns" 2022: Application open until Oct. 31
- Regional chapter activities
- Request for payment of the 2022 Mayors for Peace Membership Fee
- Mayors for Peace member cities - 8,188 cities in 166 countries/regions
- Request to implement initiatives outlined in the Mayors for Peace Action Plan
- Call for input: examples of peace education initiatives
- A closer look at the “World’s Nuclear Warheads Count in 2022” Part 1: Research Center for Nuclear Weapons Abolition, Nagasaki University (RECNA)
- Peace-related news from Hiroshima (provided by the Chugoku Shimbun Hiroshima Peace Media Center)
- Introducing the film, *8:15 Hiroshima*

## Attendance of Mayors for Peace delegation at the first Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons


In June, a Mayors for Peace delegation, including President Matsui (mayor of Hiroshima), Vice President Taue (mayor of Nagasaki), and Secretary General Koizumi, attended the first Meeting of States Parties (1MSP) to the Treaty on the Prohibition of Nuclear Weapons (TPNW) and the 2022 Vienna Conference on the Humanitarian Impact of Nuclear Weapons (HINW22Vienna) held in Vienna, Austria. At the 1MSP, they expressed their grave concern about the devastating humanitarian consequences of the use of nuclear weapons and emphasized the need for advancing nuclear disarmament toward the total elimination of nuclear weapons to the representatives of national governments and the UN.

Mayors for Peace also hosted a joint side event of the 1MSP with ICAN (International Campaign to Abolish Nuclear Weapons), as well as the Atomic Bomb Poster Exhibition at the venue of the 1MSP, both aimed at building momentum for achieving a peaceful world free of nuclear weapons.

In his speech during the General Debate session on the first day of the 1MSP, President Matsui urged all in attendance—representatives of national governments, the UN, and civil society—to collaborate urgently for the effective implementation of the treaty, and appealed that it is imperative to have the nuclear-armed states deepen their understanding of the inhumane nature of nuclear weapons and the uncertainty of nuclear arsenal management by winning additional states parties to the treaty, especially non-nuclear weapon states. He also introduced the initiatives of Mayors for Peace and the cities of Hiroshima and Nagasaki, expressed his hope for the G7 Leaders' Summit which will be held in Hiroshima next year, and called for the fulfillment of the ambitious goals of the treaty, including the improvement and enrichment of victim assistance provision.



Vice President Taue stressed that amidst the Ukraine Crisis, threats of nuclear force are being made and there is a risk that nuclear weapons will be used again, and that now more than ever, the existence of the treaty is very important. He appealed to the attendees to come together under the *hibakusha*'s motto of "make Nagasaki the last atomic bombing site" and foster a global sense of empathy to combat the use of nuclear weapons.

 Mayors for Peace statement at the first Meeting of States Parties to the TPNW  
by [President \(Mayor of Hiroshima\)](#) and [Vice President \(Mayor of Nagasaki\)](#)

On this occasion, the mayors of Hiroshima and Nagasaki had opportunities to meet representatives of national governments, the UN, and the organizations that we work with, to exchange views on the unfolding situation of the world concerning nuclear disarmament and non-proliferation. In the meeting, they also requested support for Mayors for Peace initiatives.

In order to foster and expand international public support to have more states join the TPNW, as well as for its effective implementation, in close collaboration with the member cities, the States Parties, the UN, and the NGOs, Mayors for Peace will continue to further "promote a culture of peace," as outlined in the *PX Vision*.

 Reports on Mayors for Peace activities in Vienna (Mayors for Peace website):  
<https://www.mayorsforpeace.org/en/news/2022/post-220726/>

## 10th General Conference of Mayors for Peace: Registration Now Open!

As we wrote to all member cities in our email on June 20, the registration for the 10th General Conference of Mayors for Peace, which will be held in Hiroshima City on Wednesday, October 19, and Thursday, October 20, 2022, is now open.

It is our sincere hope that your city will give favorable consideration to attending. Please refer to the webpage below for details, including the registration guide and the outline of the conference, and register online by Friday, August 26.

We very much look forward to your attendance.

 Announcement of the 10th General Conference of Mayors for Peace (Mayors for Peace website): <https://www.mayorsforpeace.org/en/news/2022/post-220610/>

## Children's Art Competition "Peaceful Towns" 2022: Application open until Oct. 31

Mayors for Peace has been accepting applications for a children's art competition on the theme of "Peaceful Towns," for children from 6 to 15 years old in all of its over 8,100 member cities in 166 countries and regions, in order to expand peace education efforts in these cities.

### Categories:

- [Category 1] 6–10 year olds
- [Category 2] 11–15 year olds

### Number of applications allowed per city:

Up to 5 artworks for each category

### Submission Deadline:

5:00 PM (Japan Standard Time), October 31, 2022

### Submission:

Via Google Forms: <https://forms.gle/mr5Zw7LLnqVgUCuf6>

To ensure that submissions are only received from member cities, the form is password-protected.

Note: In the case that it is difficult to submit artworks via Google Forms, member cities are able to send submissions by email. Please send the scanned artwork and application form, along with a cover sheet to the Secretariat.

### Inquiries:

Email the Secretariat: [mayorcon@pcf.city.hiroshima.jp](mailto:mayorcon@pcf.city.hiroshima.jp)

### Children's Art Competition "Peaceful Towns" 2022



Call for Submissions

### Details of the competition:

<https://www.mayorsforpeace.org/en/news/2022/post-220420-3/>

### Short video introducing awarded artworks in the past competitions from 2019 to 2021:

<https://www.mayorsforpeace.org/en/news/2022/post-220719-2/>



## Regional chapter activities

### ● UK & Ireland Chapter

#### Report from the UK & Ireland Chapter

Report by Mr. Richard Outram, UK & Ireland Mayors for Peace Chapter Secretary

Lancaster City Council in the North West of England has become the latest local authority in the UK to join Mayors for Peace.

Lancaster has previously signified its opposition to nuclear weapons by passing a resolution calling upon the UK Government to sign and ratify the UN Treaty on the Prohibition of Nuclear Weapons as a sign of its commitment to multilateral disarmament.



Photo: courtesy of the UK & Ireland Chapter

The motion to join Mayors for Peace was proposed by Councillor Mandy Bannon seen—centre—in this photo with local peace activists and fellow Councillors celebrating the news.

The UK's Lead City Manchester will be represented at the forthcoming General Conference and meeting of the European Chapter Board being held in Vienna alongside the First Meeting of States Parties to the nuclear weapon ban treaty.

### Please send us a report on your city's peace activities

Help us tell other members what you are doing! Please send the Secretariat a short report on a peace activity or initiative by your city based on the Action Plan so that we can share it on our [website](#) or the News Flash. Reports on your city's activity or initiative that stimulate youth to be engaged in peace activities or promote 'a culture of peace' are especially welcome! We look forward to receiving ones!

Email: [mayorcon@pcf.city.hiroshima.jp](mailto:mayorcon@pcf.city.hiroshima.jp)

\*Please write a **SHORT** (up to 200 words long) report in English, and send it to the above email address with photos (if any). Please include key information such as the date, venue, description, and result.

## Request for payment of the 2022 Mayors for Peace Membership Fee

In order to facilitate future activities and strengthen the sense of solidarity amongst member cities, Mayors for Peace introduced an annual Membership Fee in 2015.

This year again, we ask each member city to pay a fee of 2,000 Japanese yen (about 17 USD/15 Euro as of March 2022) per city. If your city has not paid their Membership Fee in previous years, we ask your city to pay the total amount owed for each unpaid year since 2015. The collected Membership Fees will be allocated toward new and existing projects listed on the [Mayors for Peace Action Plan](#).

A request for payment of the 2022 membership fee was sent to each city by email on April 1. We deeply appreciate your kind cooperation.

\* If you want to know your city's payment status or if you have not received the email of request for payment, please contact the Secretariat.

Contact: Mayors for Peace Secretariat (Email: [mayorcon@pcf.city.hiroshima.jp](mailto:mayorcon@pcf.city.hiroshima.jp))

 Request for the 2022 Mayors for Peace Membership Fee (Mayors for Peace website): <https://www.mayorsforpeace.org/en/about-us/joins/fees/>

**Mayors for Peace member cities - 8,188 cities in 166 countries/regions**

On July 1, we gained 14 new member cities, bringing our total membership to 8,188. We thank all involved in promoting expanded membership for their invaluable support. Below is the breakdown of the new members.

Country/Region	New Members	Total No.	Remarks
Canada	Saint-Constant	111	
Germany	Bad Belzig and 9 other cities	826	Thanks to efforts by Hannover, a Vice President and Lead City.
Italy	Ivrea	518	Thanks to efforts by Cervia, an Executive and Lead City.
Spain	Xaló	400	
UK	Lancaster	86	Thanks to efforts by Manchester, a Vice President and Lead City

**14 new cities from 5 countries**

- Canada 1 city
- Germany 10 cities
- Italy 1 city
- Spain 1 city
- UK 1 city

**Member Cities**  
8,188 member cities

**166 countries & regions**

As of July 1, 2022

**Help us achieve 10,000 member cities!**

List of new members (PDF): [https://www.mayorsforpeace.org/wp-content/uploads/2022/file-2206-newmembers2207\\_en-1.pdf](https://www.mayorsforpeace.org/wp-content/uploads/2022/file-2206-newmembers2207_en-1.pdf)

Membership by country (PDF): [https://www.mayorsforpeace.org/wp-content/uploads/monthly/file-07\\_membership\\_by\\_country\\_en.pdf](https://www.mayorsforpeace.org/wp-content/uploads/monthly/file-07_membership_by_country_en.pdf)

**Help us achieve 10,000 member cities!**

Mayors for Peace aims to achieve 10,000 member cities to foster international public support for the realization of a world without nuclear weapons. Invite other cities in your country, as well as your sister cities and any other cities with which you have relations to join Mayors for Peace. You can download a letter of request and document pack below.

The document pack is available in 10 different languages: Chinese, English, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Spanish.

Letters of request to join Mayors for Peace and document pack <https://www.mayorsforpeace.org/en/about-us/resources/#recruit>

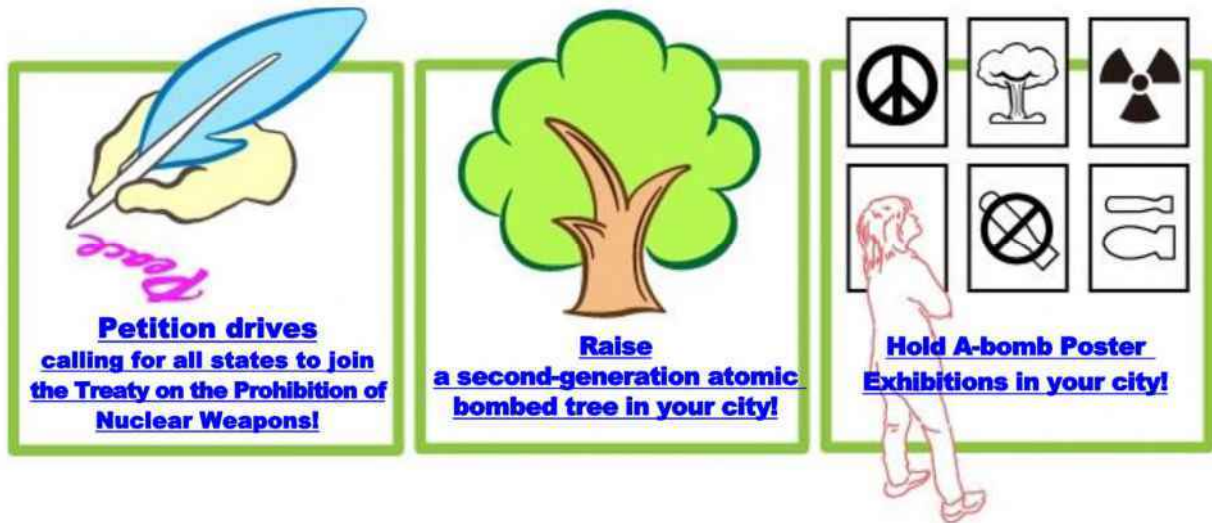
Your continued cooperation is highly appreciated!

**Request to implement initiatives outlined in the Mayors for Peace Action Plan**

At the 12th Executive Conference of Mayors for Peace held online in July last year, we adopted our new Action Plan (2021–2025). Together, let us continue our utmost efforts toward our ultimate goal of realizing lasting world peace. Please implement initiatives outlined in the Action Plan within your own municipality or regional group.

🔗 Mayors for Peace Action Plan (PDF):  
[https://www.mayorsforpeace.org/wp-content/uploads/2021/file-PX\\_Vision\\_Action\\_Plan\\_en.pdf](https://www.mayorsforpeace.org/wp-content/uploads/2021/file-PX_Vision_Action_Plan_en.pdf)

🔗 Initiatives implemented under the Action Plan:  
<https://www.mayorsforpeace.org/en/visions/initiatives/>



**Call for input: examples of peace education initiatives**

The Mayors for Peace Secretariat has been seeking examples of peace education initiatives conducted by any organization (city government/school/NGO, etc.) in Mayors for Peace member cities. The Mayors for Peace Secretariat accepts reports on a rolling basis, so please send your report whenever your project is completed. The submitted reports will be posted on our website and in the Mayors for Peace News Flash as a source of information for other member cities that are planning to launch their own peace education program.

🔗 Call for Input on the Mayors for Peace website:  
<https://www.mayorsforpeace.org/en/visions/initiatives/edu-examples/>

## A closer look at the “World’s Nuclear Warheads Count in 2022” Part 1: Research Center for Nuclear Weapons Abolition, Nagasaki University (RECNA)

As we introduced in the last issue, as of June 2022, the total number of nuclear warheads in the world is estimated at 12,720. The possessors are: United States (5,425), Russia (5,975), China (350), France (290), United Kingdom (225), India (160), Pakistan (165), Israel (90), and North Korea (40). Five of these countries (the U.S., Russia, France, the U.K., and China) are defined by the Nuclear Non-Proliferation Treaty (NPT) as Nuclear Weapon States, as they had been conducting nuclear testing at the time of NPT negotiations. India, Pakistan, and Israel possess nuclear weapons outside of the NPT framework. North Korea declared its withdrawal from the NPT in 2003 and proceeded to possess nuclear weapons.

As for the total number of nuclear warheads, the trend continues to be downward. The number of warheads, which peaked at nearly 70,000 in 1987, has been greatly reduced since the end of the Cold War. Most of this reduction was due to bilateral or unilateral measures by the United States and Russia, which together account for more than 90% of the total number of warheads.

However, the basic stance of both the U.S. and Russia, which believe that nuclear weapons are indispensable for their own security, has not changed. To make matters worse, the nuclear arms race between them has been intensified as the great power rivalries involving China have escalated. Both the United States and Russia have invested a huge budget to modernize and upgrade their aging nuclear weapons systems, while accelerating their efforts to develop and deploy new types of weapons utilizing state-of-the-art technology. As exemplified by the expiration of the Intermediate-Range Nuclear Forces (INF) Treaty in August 2019, bilateral and multilateral disarmament and arms control regimes have also been deteriorating.

For further information, please see: <https://www.recna.nagasaki-u.ac.jp/recna/en-top>

“World’s Nuclear Warheads Count in 2022” Poster



Courtesy of RECNA

Created by RECNA Warheads Data Monitoring Team

## Peace-related news from Hiroshima

(Provided by the Chugoku Shimbun Hiroshima Peace Media Center)

Last month, in June, the momentous First Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons (TPNW) was held in Vienna, Austria. In conjunction with the gathering, other related events also took place, such as a forum organized by the International Campaign to Abolish Nuclear Weapons (ICAN) and the 2022 Vienna Conference on the Humanitarian Impact of Nuclear Weapons, which was hosted by the Austrian government.

From Japan, Hiroshima City Mayor Kazumi Matsui attended the TPNW states parties meeting as President of Mayors for Peace, along with Nagasaki City Mayor Tomihisa Taue, with both having the opportunity to speak at the venue. In addition, many A-bomb survivors, young people, and members of the public visited Vienna from Japan and engaged in activities at the site of the meeting. Nevertheless, Japan’s national government failed to show up at the states parties meeting although observer status was available for it to use. Once again, the lack of clear prospect for Japan’s involvement in the treaty was undeniable.

Hope is not lost, however. The Nuclear Non-Proliferation Treaty (NPT) Review Conference, the other critical multinational disarmament treaty besides the TPNW, is to be held this upcoming August. Even if difficult, the public’s message ensuring that the conference participants make an effort to avoid another collapse such as that experienced at the previous conference in 2015 must be conveyed. More efforts are about to begin to address issues regarding how to flesh out assistance to nuclear victims as defined in the TPNW and how to increase the number of signatory nations to the treaty. The resolve to make step-by-step progress must be renewed as the 77th anniversary of the atomic bombing draws nearer.

Please access the following websites and read our peace-related news.

Number of A-bomb Survivor's Certificate holders falls below 120,000, with average age now 84.53 years, according to Ministry of Health Labour and Welfare data

<https://www.hiroshimapeacemedia.jp/?p=121246>

TPNW meeting closes with adoption of declaration, 50-article action plan to attain world without nuclear weapons and show respect for survivor contributions

<https://www.hiroshimapeacemedia.jp/?p=121242>

Hiroe Kawashimo, A-bomb survivor with microcephaly, raises her voice at international conference to convey wish that war be eliminated

<https://www.hiroshimapeacemedia.jp/?p=121244>

Directors and chairperson of WFC, base of international peace exchange, replaced and they pledge to send message of peace

<https://www.hiroshimapeacemedia.jp/?p=121036>

Sharing persistent suffering and anguish, A-bomb survivor Sueichi Kido says atomic bombs force people to live lives less than human, criticizes Japan's stance

<https://www.hiroshimapeacemedia.jp/?p=121240>

### ----- Introducing the film, *8:15 Hiroshima* -----

“Widely convey the realities of the atomic bombings and war” is one of the initiatives Mayors for Peace advocates in the “Mayors for Peace Action Plan (2021 – 2025).” We hope you could use the below film as a tool for passing down the *hibakusha*'s experiences of the atomic bombings to as many people as possible and having them share in the *hibakusha*'s sincere desire for the abolition of nuclear weapons.

Title: *8:15 Hiroshima*

Directed by J.R. Heffelfinger, Executive Producer Akiko Mikamo

50 min.

Film, *8:15 Hiroshima*, takes the audience through the journey of young Shinji Mikamo's survival firsthand. From the time the atomic bomb exploded in Hiroshima at 8:15am on August 6, 1945, through the 5-day trek, Shinji and his father endured unimaginable agony to fight for their survivals. They encountered “demons” and “angels” along the way, and a heartbreaking turn of events are revealed.

Created in the US, the film is narrated in English with Japanese subtitles, intertwined with Shinji's real voice and interviews, layered with reenactments, archival footage/photos to tell his moving true story of survival and resilience.

*8:15 Hiroshima* shares a survivor's message of love and the power of forgiveness, reminding the world that our worst enemies of yesterday can become our best friends of tomorrow, with intention, gratitude, and collaborations.

 Free Global Online Screening on August 6–9, 2022:

<https://watch.showandtell.film/watch/815hiroshima>

**Mayors for Peace Official Social Media Accounts**

<Twitter>  <https://twitter.com/Mayors4Peace>



<Facebook>  <https://www.facebook.com/mayorsforpeace>



 The latest and archived issues of Mayors for Peace News Flash are available at:  
<https://www.mayorsforpeace.org/en/news/newsflashes/>

\*\*\*\*\*

If you have any comments or questions, please contact us at:

**Mayors for Peace Secretariat**

1-5 Nakajima-cho, Naka-ku, Hiroshima 730-0811 Japan

Tel: +81-82-242-7821 Fax: +81-82-242-7452

Email: [mayorcon@pcf.city.hiroshima.jp](mailto:mayorcon@pcf.city.hiroshima.jp)

\*\*\*\*\*

**21 CONFIDENTIAL**

Nil

**22 MEETING CLOSE**

**INDEX**

<b>1</b>	<b>Meeting Opened</b> .....	<b>1</b>
<b>2</b>	<b>Present</b> .....	<b>1</b>
<b>3</b>	<b>Apologies</b> .....	<b>1</b>
<b>4</b>	<b>Disclosure Statements</b> .....	<b>1</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>1</b>
<b>6</b>	<b>Communications by the Chairperson</b> .....	<b>1</b>
<b>7</b>	<b>Questions with Notice</b> .....	<b>1</b>
<b>8</b>	<b>Questions without Notice</b> .....	<b>1</b>
<b>9</b>	<b>Motions with Notice</b> .....	<b>1</b>
<b>10</b>	<b>Motions without Notice</b> .....	<b>1</b>
<b>11</b>	<b>City Services and Climate Adaptation Reports</b> .....	<b>2</b>
11.1	Community Infrastructure Grants Program for Road Safety Projects along Barwell Avenue .....	2
11.2	Regulatory Services Activity Report .....	10
11.3	Service Centre Activity Report - Fourth Quarter 2021/22.....	23
11.4	Community Services Activity Report - July 2022 .....	26
11.5	Urban Services Activities Report - July 2022.....	41
<b>12</b>	<b>Meeting Close</b> .....	<b>62</b>



**1 MEETING OPENED****2 PRESENT****3 APOLOGIES****Leave of Absence****Committee Member:**

Cr Cindy O'Rielley

**4 DISCLOSURE STATEMENTS**

Committee Members are required to:

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

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

That the Minutes of the meeting of the City Services and Climate Adaptation Standing Committee held on 5 July 2022 be confirmed as a true and correct record.

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

Nil

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

Nil

**10 MOTIONS WITHOUT NOTICE**

## 11 CITY SERVICES AND CLIMATE ADAPTATION REPORTS

### 11.1 Community Infrastructure Grants Program for Road Safety Projects along Barwell Avenue

#### Brief

This report provides Elected Members with information in regards to a grant offer from the Department for Infrastructure and Transport to implement a range of local area traffic management improvements along Barwell Avenue, Kurralta Park.

#### RECOMMENDATION

The Committee recommends to Council that:

1. The report be noted.
2. The Administration proceed to consult directly with the residents and stakeholders in the vicinity of Barwell Avenue around Kurralta Park and Marleston on the recommended traffic projects as detailed in Table 1 of the Agenda report.

---

#### Introduction

In June 2022, the Department for Infrastructure and Transport (DIT) approached the City of West Torrens and offered a grant funding offer of \$1,000,000 for a series of traffic and road related upgrades on Barwell Avenue. The grant represents the State Government Election commitments to the community in this area.

#### Discussion

The City of West Torrens has received and accepted a grant funding offer of \$1,000,000 from DIT, through its Community Infrastructure Grants Program to upgrade the pedestrian crossing on Barwell Avenue at the Kurralta Park Kindergarten and to implement a range of local area traffic management improvements on Barwell Avenue to improve road safety.

The recommended projects from the grant does not provide specific details on the exact traffic projects that should be implemented on Barwell Avenue. The intent and desired output of the traffic projects however coincides with the broader Local Area Traffic Management (LATM) traffic projects and concepts for Ashford, Keswick, Kurralta Park, Marleston and Plympton (Precinct 17, 18, 19, 20 and D) which Council consulted with the community in late February 2022.

As a condition of the Grant, the State Government requires Council to provide a detailed scope for the recommended traffic projects and clarify the next steps of the project delivery. For this reason, the administration is seeking to consult directly with the residents and stakeholders in the vicinity of Barwell Avenue around Kurralta Park and Marleston with the proposed projects outlined in **Table 1** in ensuring that community support is achieved for the recommended traffic projects.

**Table 1 - Proposed Projects on Barwell Avenue, Kurralta Park**

Number	Project Description	Estimated cost (\$)
1	Harvey Street / Barwell Avenue bus friendly and bicycle friendly speed humps	160,000
2	Bice Street/Beauchamp Street/ Barwell Avenue bus friendly and bicycle friendly speed humps	160,000
3	Koala Crossing upgrade (signalised)	180,000
4	Anstey Crescent / Barwell Avenue roundabout upgrade	200,000
5	Wombat Crossing upgrade at West Side Bikeway intersection	100,000
6	Protuberances upgrade at the intersection of Ritchie Terrace/Barwell Avenue/Clifford Avenue with new pram ramps	100,000
7	Mid-block section protuberances	100,000
8	Lighting upgrade to match new traffic control devices	50,000
<b>Total Estimated Cost (\$)</b>		<b>1,050,000</b>

The proposed traffic projects on Barwell Avenue from Council's LATM consultation are costed at approximately \$1,050,000 based on costings from Council's recent traffic projects and quotes from the industry.

Council is not required to contribute any costs to deliver the traffic projects on Barwell Avenue if the total cost of the traffic projects sits below \$1,000,000.

From an overall project funding point of view, Council is able to cover the costs of shortfall associated with the traffic projects delivery through its Traffic Management and Road Lighting budget if need be.

The intended process of the traffic projects planning and implementation is outlined in **Table 2**:

**Table 2 - Process and timeline for the project planning and delivery**

Step	Process	Timeline
1	Council to identify project scope based on community needs and traffic investigations (with evidence based traffic data)	June - July 2022
2	Council to consult with the community with the identified project scope	August & September 2022
3	Council to finalise project concepts and estimated costs based on community feedback	September - October 2022
4	Council to finalise scope with DIT with estimated timeframes for project delivery	October - December 2022
5	Council will seek tender for the projects and plan for immediate construction	February 2023
6	Construction of the traffic projects	April 2023 - 30 June 2024

## **Climate Impact Considerations**

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

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

## **Conclusion**

Council received and accepted a grant funding of \$1,000,000 from DIT to upgrade of the pedestrian crossing on Barwell Avenue at the Kurralta Park Kindergarten and to implement a range of local area traffic management improvements on Barwell Avenue.

In order to finalise the scope of the recommended traffic projects, the Administration needs to undertake a consultation directly with the residents and stakeholders in the vicinity of Barwell Avenue to ensure that community support is achieved and the traffic projects deliver the required road safety outcomes for all road users.

## **Attachments**

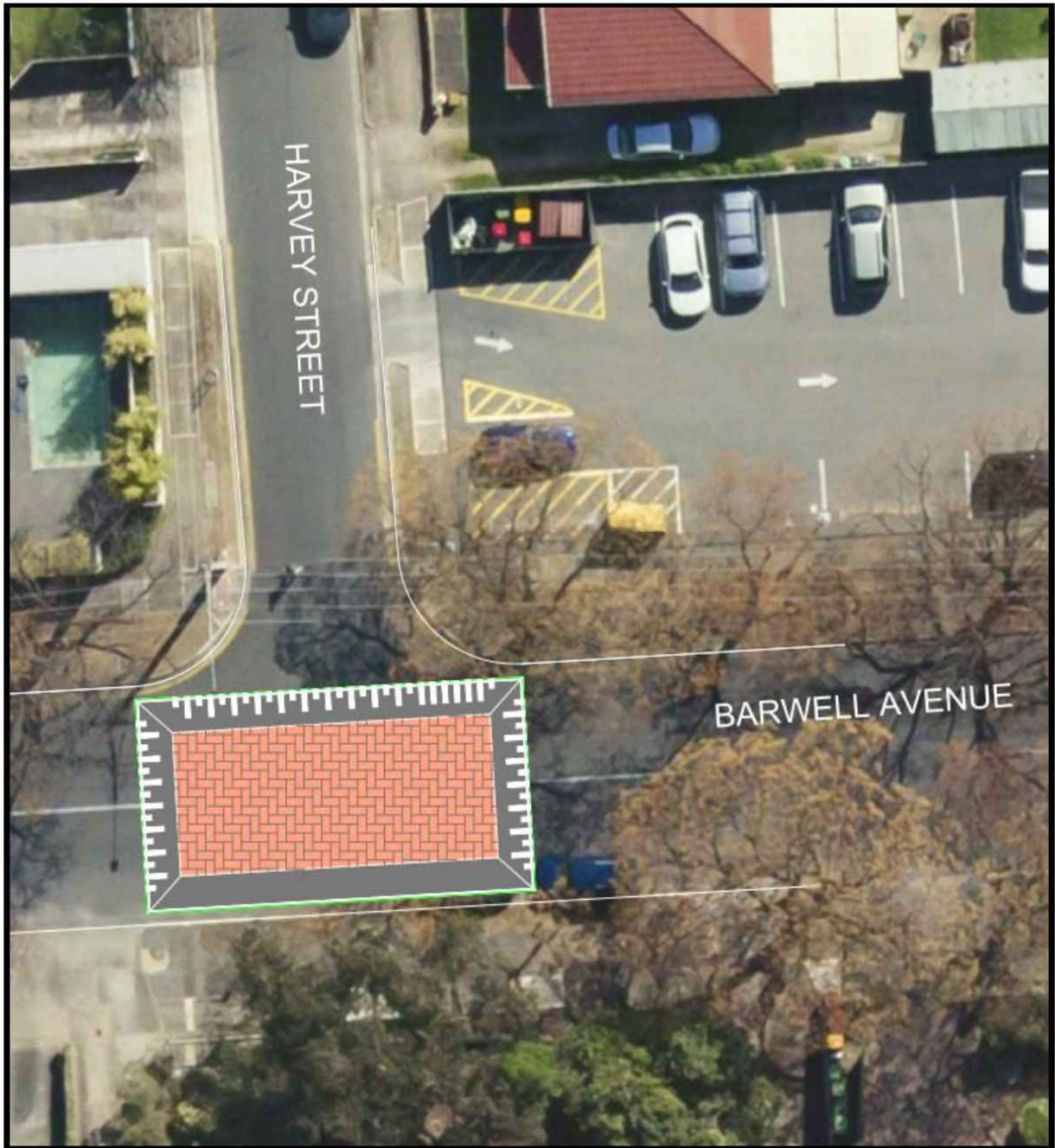
- 1. Map and diagrams of proposed road safety projects along Barwell Avenue**



Figure 1 - Locality of proposed Traffic Projects

### Preliminary Concept Plans of Traffic Projects

#### Item 1 - Harvey Street / Barwell Avenue bus friendly and bicycle friendly speed humps



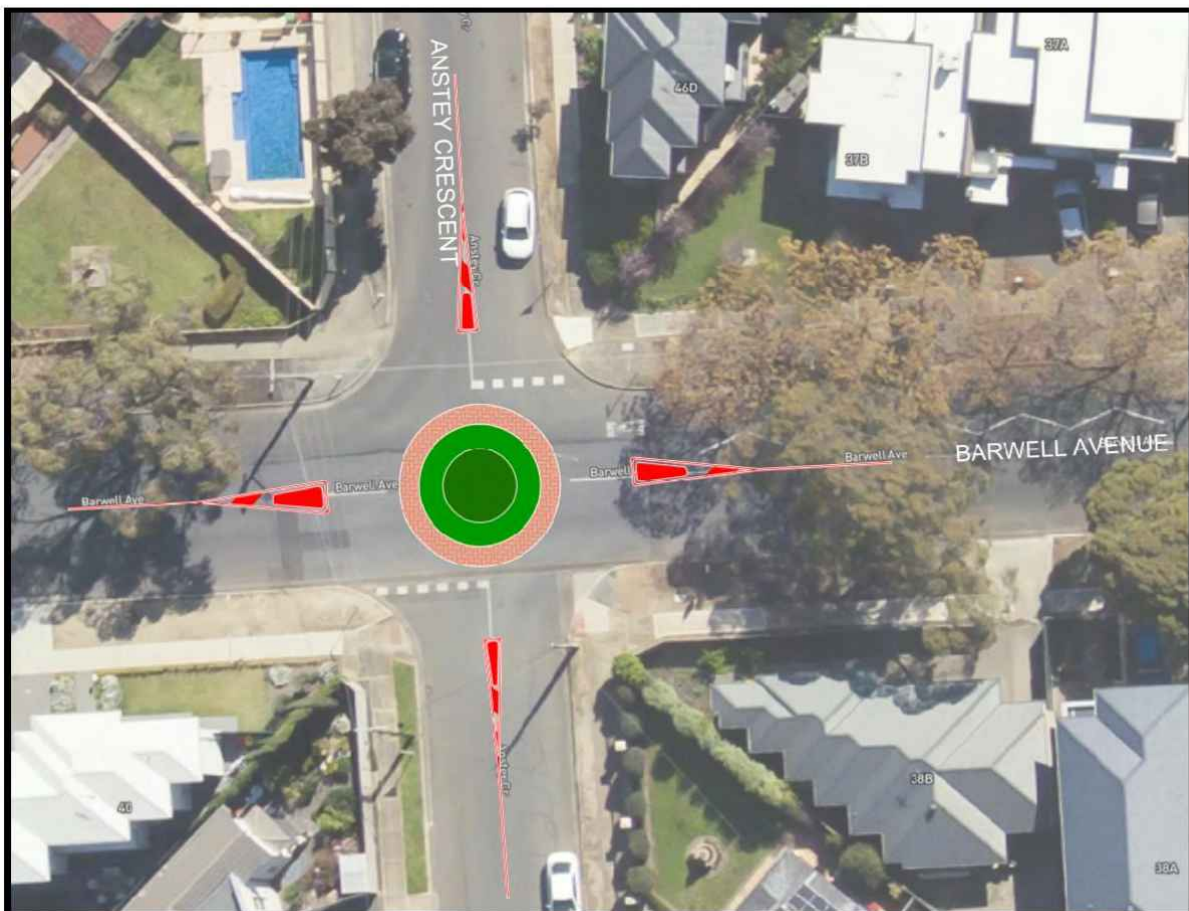
**Item 2 - Bice Street/Beauchamp Street/ Barwell Avenue bus friendly and bicycle friendly speed humps**



**Item 3 - Koala crossing upgrade (signalised)**

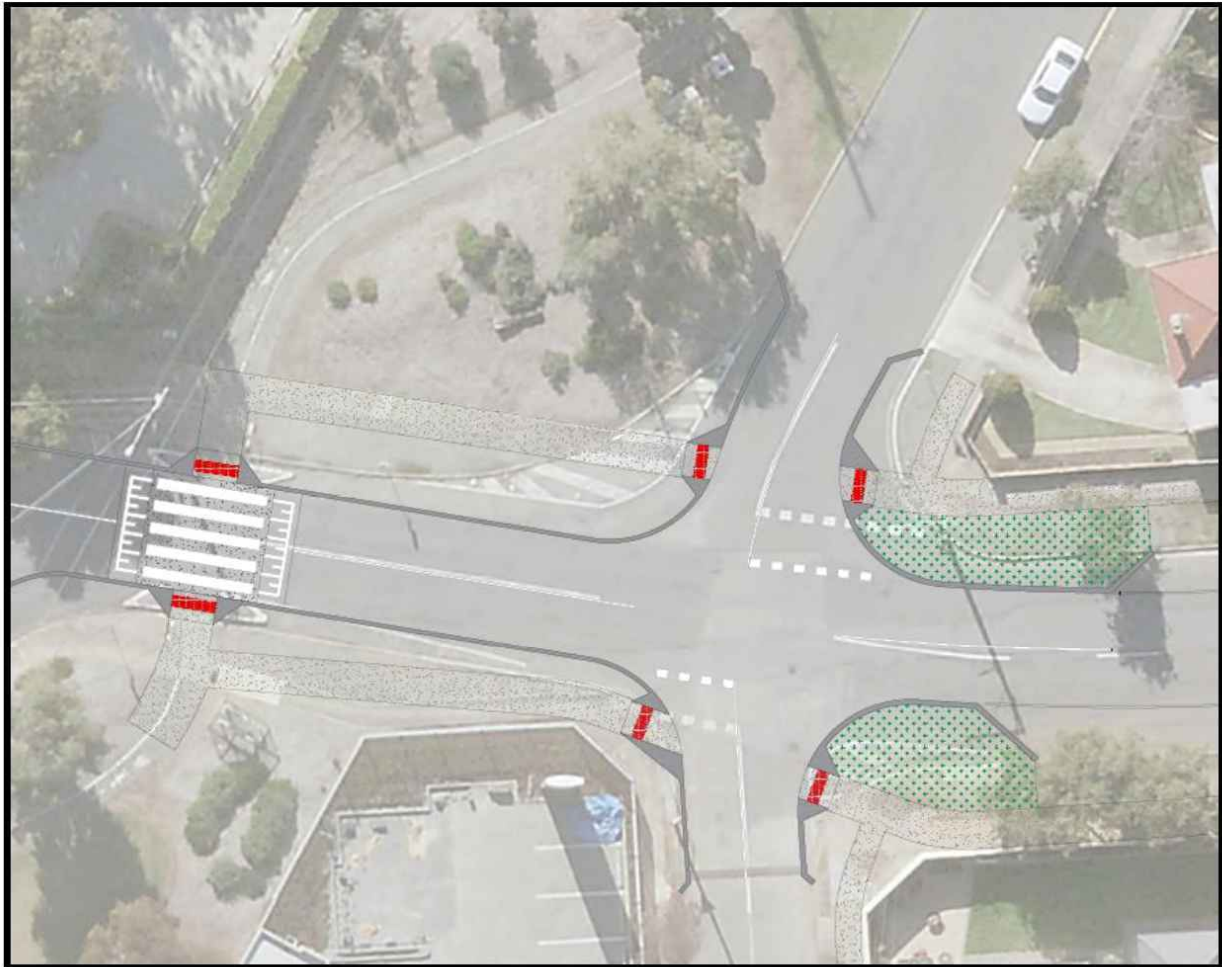


**Item 4 - Anstey Crescent / Barwell Avenue roundabout upgrade**





**Item 5 & 6** - Wombat crossing upgrade at West Side Bikeway intersection & Protuberances upgrade at the intersection of Ritchie Terrace/Barwell Avenue/Clifford Avenue with new pram ramps



**Item 7** - Mid-block section protuberances

Location of mid-block section protuberances on Barwell Avenue (between South Road and Moss Avenue) will be determined prior to consultation with residents.

**Item 8** - Lighting upgrade to match new traffic control devices

New road lighting will be reviewed and implemented accordingly in conjunction with Traffic Projects 1 to 7.

## 11.2 Regulatory Services Activity Report

### Brief

This report provides information on the activities of the Regulatory Services Department for the twelve months to 30 June 2022.

### RECOMMENDATION

The Committee recommends to Council that the Regulatory Services Activities report be received.

### Introduction

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

### Discussion

#### Parking Enforcement

A total of 1,820 parking expiation notices were issued in the June quarter, bringing the total number of parking expiation notices issues for the year to 8,210 (8,540 YTD in 2020/21).

The tables below show details of parking fines that were waived; educative warnings issued; and parking reviews upheld or withdrawn to 30 June 2022.

<b>Parking Enforcement Report</b>					
<b>Fines Waived and Warnings Issued</b>					
<b>2021/22 Financial Year</b>					
Report Meeting 2 August 2022					
Grounds	1 July - 31 Mar 2022	1 Apr - 30 Jun 2022	Year to Date Total 21/22	Year to Date Total 20/21	%
<b>Parking Fines Waived</b>					
- Compelling humanitarian grounds	78	28	106	61	16.2
- Unavoidable offence	77	9	86	114	13.1
- Technical, trivial or petty	183	48	231	213	35.3
- Defective notice	163	44	207	115	31.7
- Administrative error	4	0	4	9	0.6
- Other	18	2	20	21	3.1
<b>Totals</b>	<b>523</b>	<b>131</b>	<b>654</b>	<b>533</b>	<b>100.0</b>
Reason	1 July - 31 Mar 2022	1 Apr - 30 Jun 2022	Year to Date Total 21/22	Year to Date Total 20/21	%
<b>Warnings Issued</b>					
- Proximity to intersection - minor	12	3	15	21	2.3
- Not angle/parallel park; Footpath/Verge	13	9	22	11	3.4
- Part driveway/ramp blocked	39	5	44	32	6.7
- Permits Incorrectly Displayed	5	2	7	18	1.1
- Motorist moved on	34	30	64	73	9.8
- Other	34	10	44	47	6.7
<b>Totals</b>	<b>137</b>	<b>59</b>	<b>196</b>	<b>202</b>	<b>100.0</b>

<b>Parking Reviews 2021/22 Financial Year</b>					
	<b>1 July - 31 Mar 2022</b>	<b>1 Apr - 30 Jun 2022</b>	<b>Year to Date Total 21/22</b>	<b>Year to Date Total 20/21</b>	<b>%</b>
<b>Parking Reviews</b>					
- Upheld	431	143	574	581	46.74
- Withdrawn	523	131	654	533	53.26
<b>Total Received</b>	<b>954</b>	<b>274</b>	<b>1228</b>	<b>1114</b>	<b>100</b>

## **Animal Management**

On 16 May 2022 the new Dog Holding Facility was opened, two dogs were impounded between the 16 May and 30 June. Sasha was held for a day before being collected by her owner and Luna was held for 3 days before being surrendered to AWL as the owner was not found.

## **Climate Impact Considerations**

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

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

## **Conclusion**

This report provides an overview of the key activities of the Regulatory Services Department for the 2021/22 financial year.

## **Attachments**

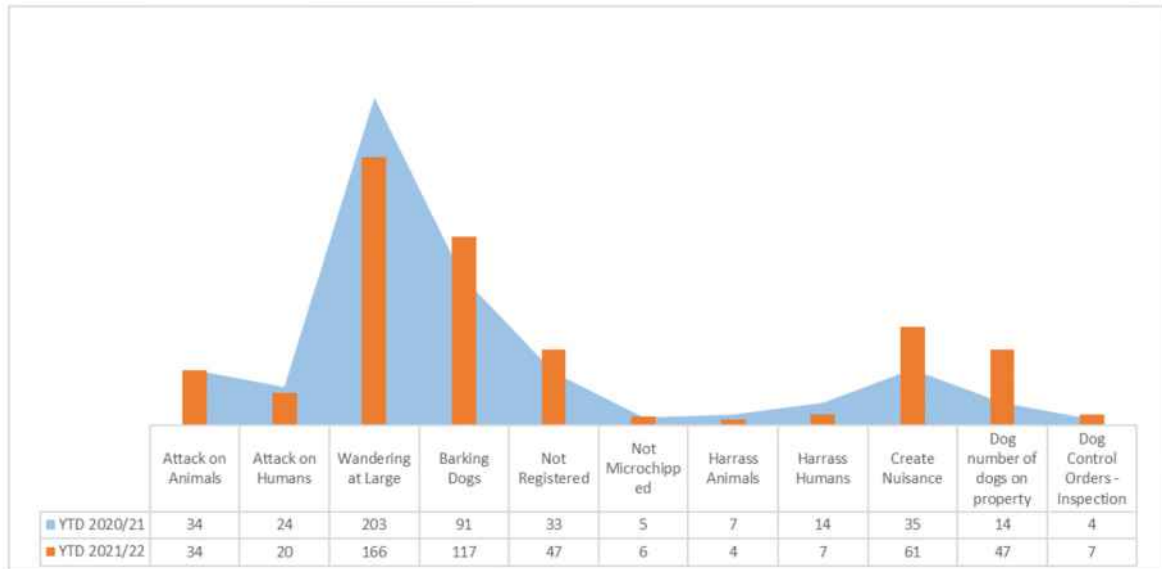
### **1. Regulatory Services Activity Report**

**Attachment 1**

**COMMUNITY SAFETY**

**2021 - 2022 Year to Date Work Requests**

**Dog Management**



**Dogs Work Requests**

	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
<b>Attack on Animals</b>	0	2	4	0	2	2
<b>Attack on Humans</b>	2	1	1	1	1	0
<b>Wandering at Large</b>	19	20	11	10	16	23
<b>Barking Dogs</b>	13	10	9	8	11	0
<b>Not Registered</b>	4	1	1	2	6	7
<b>Not Microchipped</b>	0	1	0	1	1	1
<b>Harrass Animals</b>	0	0	1	0	1	0
<b>Harrass Humans</b>	1	0	0	1	1	1
<b>Create Nuisance</b>	4	5	5	5	3	4
<b>Dog number of dogs on property</b>	2	8	5	0	3	2
<b>Dog Control Orders - Inspection</b>	1	1	0	1	0	0

**Commentary:**

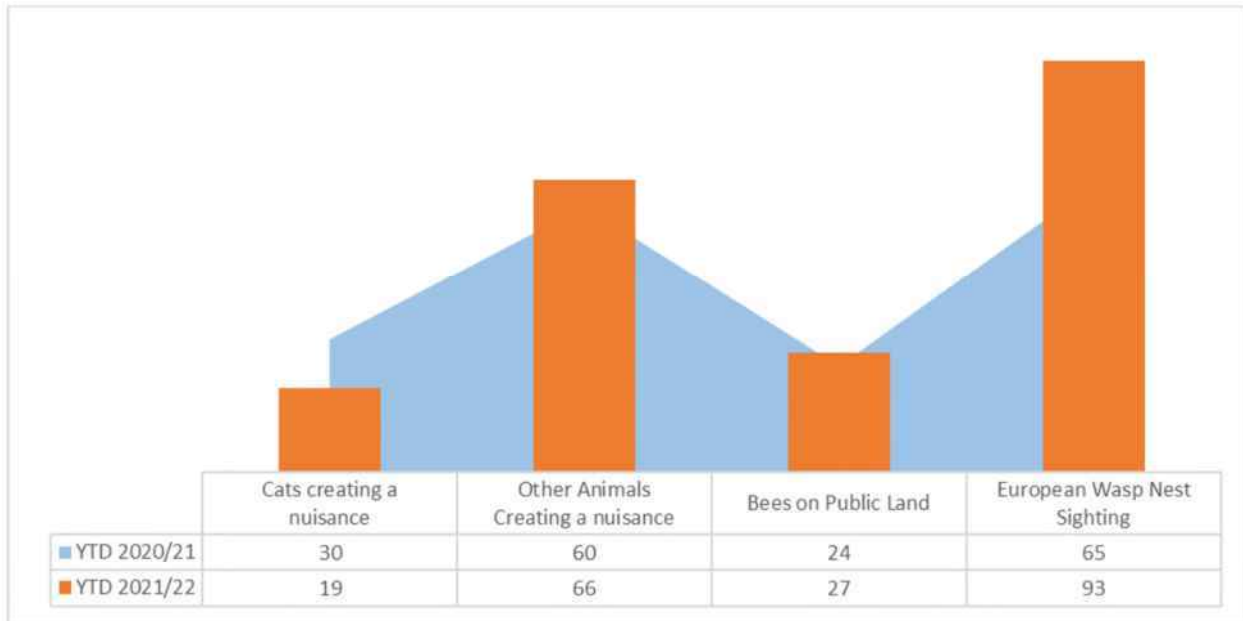
- Dogs - Number of dogs on property**

This line shows the number of dogs on a property in excess of those allowed. Ie where the owner does not have a permit to keep extra dogs. Dog registration fees are due on the 30 August and after that date a report is received showing addressees where there are extra dogs on property without the appropriate permit. Keeping extra dogs on a property without a permit is in breach of Council's By-Law No. 5, which states that no more than one dog is allowed in a small dwelling or no more than two dogs are allowed in premises other than a small dwelling.

- **Not Registered**

This line shows the number of dogs the Animal Management Officer has picked up that have been found wandering or as a result of other investigations e.g. barking dog complaints where the dog does not have a current registration.

### Other Animals



### Other Animal Work Requests

	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
Cats creating a nuisance	3	0	0	2	1	0
Other Animals Creating a nuisance	7	6	2	4	2	7
Bees on Public Land	1	0	0	0	0	1
European Wasp Nest Sighting	10	4	0	8	5	4

### Commentary:

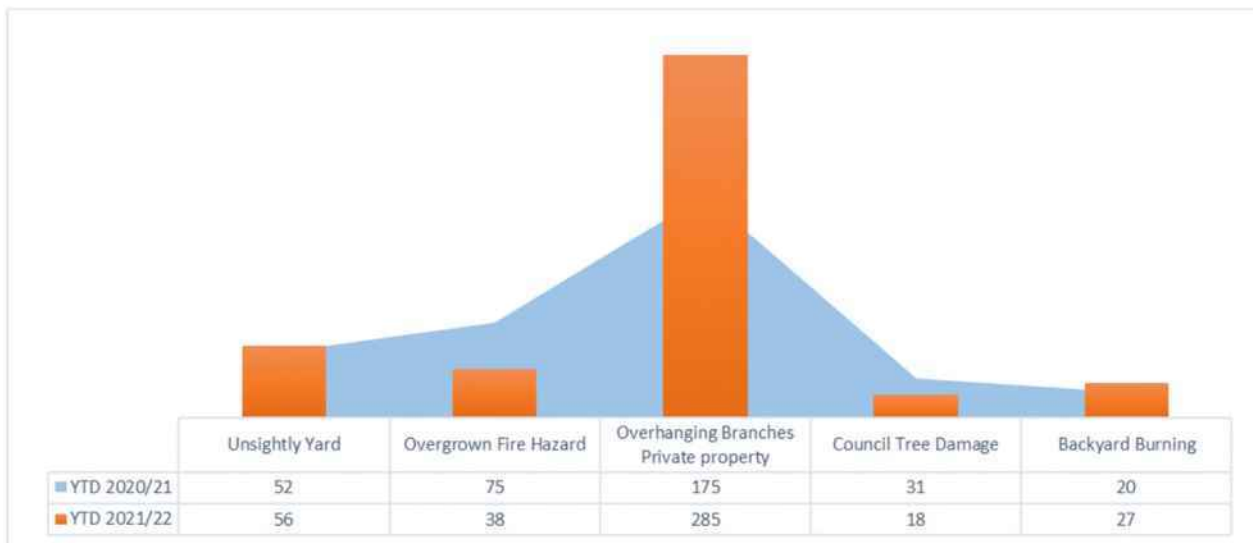
- **Other Animals Creating a Nuisance**

This line relates to mainly people feeding wild pigeons and the issue of crowing roosters.

- **Bees on Public Land and European Wasp Nest Sighting**

These lines are self-explanatory and when required or requested, a contractor undertakes the removal or eradication of swarms and nests on private land and public areas.

## Environment



### Environment Work Requests

	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
Unsightly Yard	4	3	4	2	5	3
Overgrown Fire Hazard	0	0	0	1	12	3
Overhanging Branches Private property	14	16	21	16	0	7
Council Tree Damage	0	3	3	0	0	1
Backyard Burning	1	3	3	1	0	0

### Commentary:

- Overhanging Branches**

The overhanging branches on Private Property line shows the number of complaints received from the community in relation to trees overhanging from private property into a public area, potentially obstructing the footpath. There is a requirement for the owner of the land to cut back the trees and/or bushes to the property boundary and to a height clearance of 2.5 metres

- Overgrown Fire Hazard**

This line relates to the fire danger season from October to April. Officers conduct property inspections and if a hazard is identified, appropriate action is taken to reduce fire risk.

## Parking



### Parking Work Requests

	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
Abandoned Vehicle	28	26	22	38	26	32
Parking Complaint	89	132	92	76	101	81
Parking Permit Application	0	0	0	1	1	0

### Commentary:

- Parking Compliant**

The parking complaint line shows the number of complaints received about parking issues.

Example of complaints received include:

- vehicles overstaying time limits
- vehicles being parked outside a home for extended periods
- vehicles parked near a driveway.

## Parking Expiations

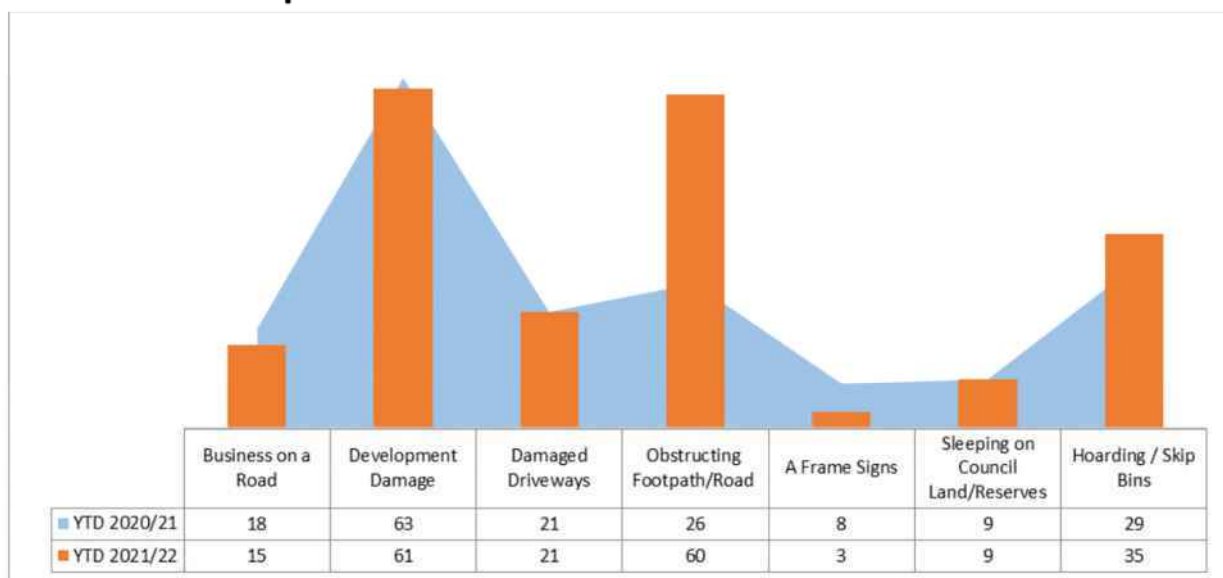


<b>Parking Expiations</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>
<b>Parking Expiations</b>	548	711	561	689	777	891
<b>Parking Fines Waived</b>	61	34	36	30	63	30
<b>Parking Warnings Issued</b>	8	40	13	20	21	15
<b>Review Requests</b>	99	73	102	93	107	123

**Commentary:**

- **Parking Expiations**  
The parking expiation line has decreased slightly due to staff vacancies.

**Roads and Footpaths**



<b>Roads and Footpaths Work Requests</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>
<b>Business on a Road</b>	0	1	0	1	5	0
<b>Development Damage</b>	4	8	3	2	7	9
<b>Damaged Driveways</b>	1	3	3	2	0	4
<b>Obstructing Footpath/Road</b>	7	2	1	2	0	1
<b>A Frame Signs</b>	0	0	1	1	0	1
<b>Sleeping on Council Land/Reserves</b>	0	1	0	0	0	1
<b>Hoarding / Skip Bins</b>	1	1	1	3	1	5

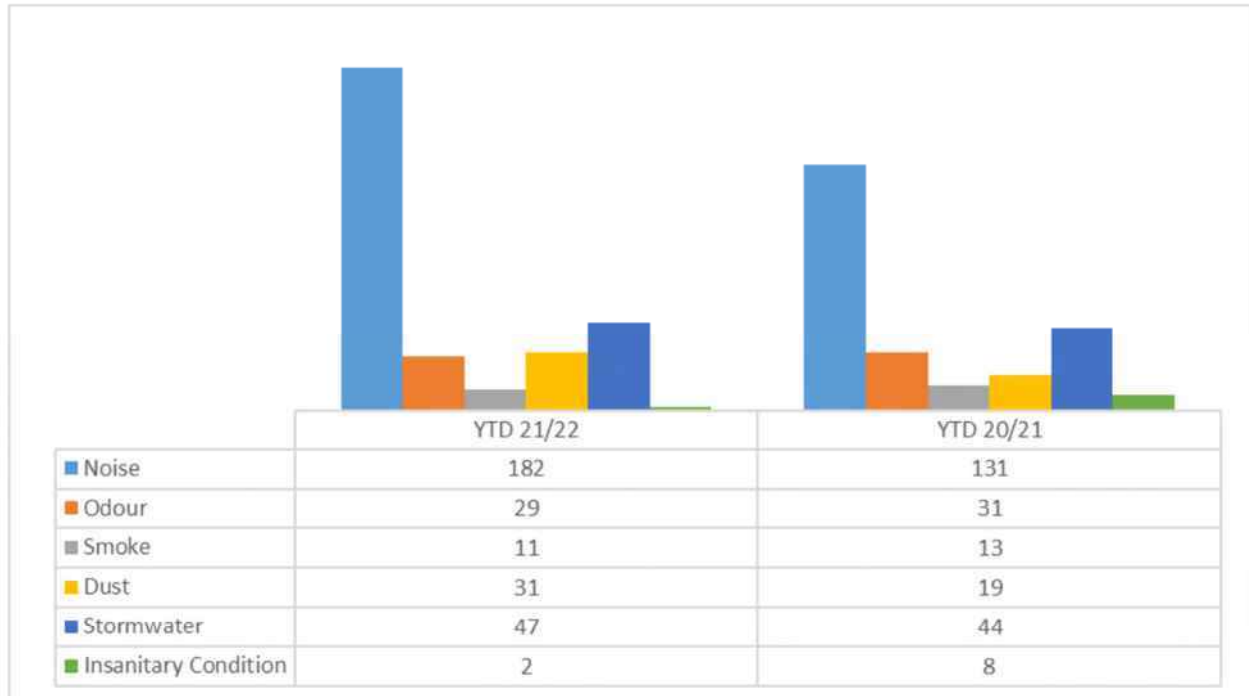
**Commentary:**

- **Obstructing Footpath / Road and Hoarding / Skip Bins**  
This line is self-explanatory and is in part due to an increase in land divisions and building developments.



# ENVIRONMENTAL HEALTH

## Environmental Nuisance



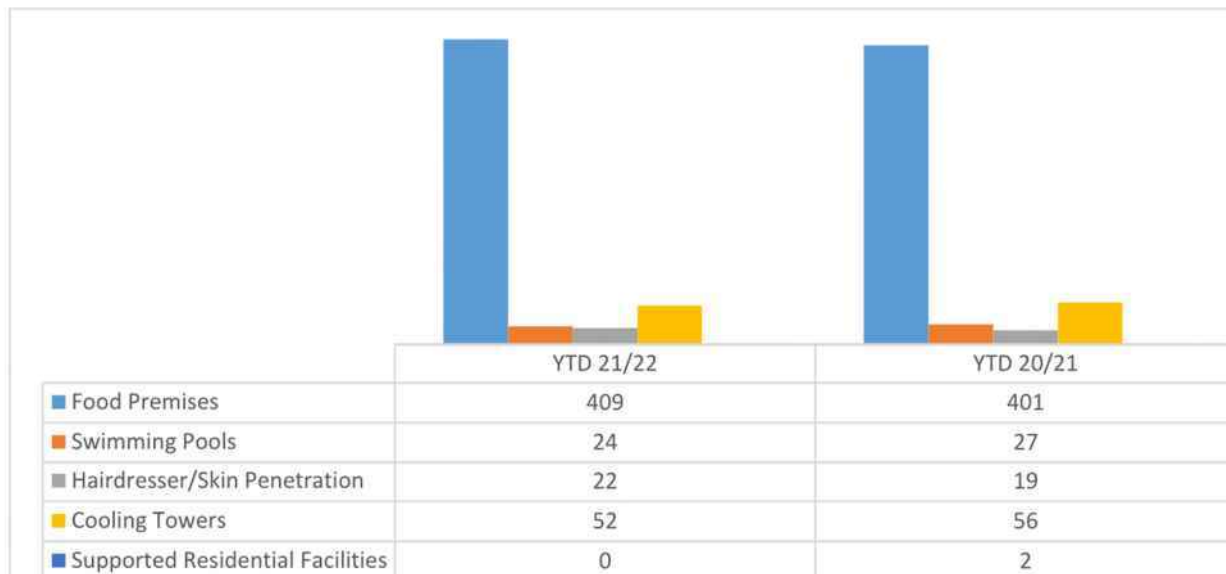
Environmental Nuisance	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
Noise	13	10	8	12	4	5
Odour	3	3	1	2	1	1
Smoke	2	4	1	0	2	2
Dust	2	1	0	4	0	0
Stormwater	0	3	9	3	4	3
Insanitary Condition	0	0	0	0	0	0

### Commentary:

- **Noise**

An increase in this line, which depicts the number of noise complaints could be a reflection of more members of the community working from home as a result of COVID-19.

## Routine Inspections



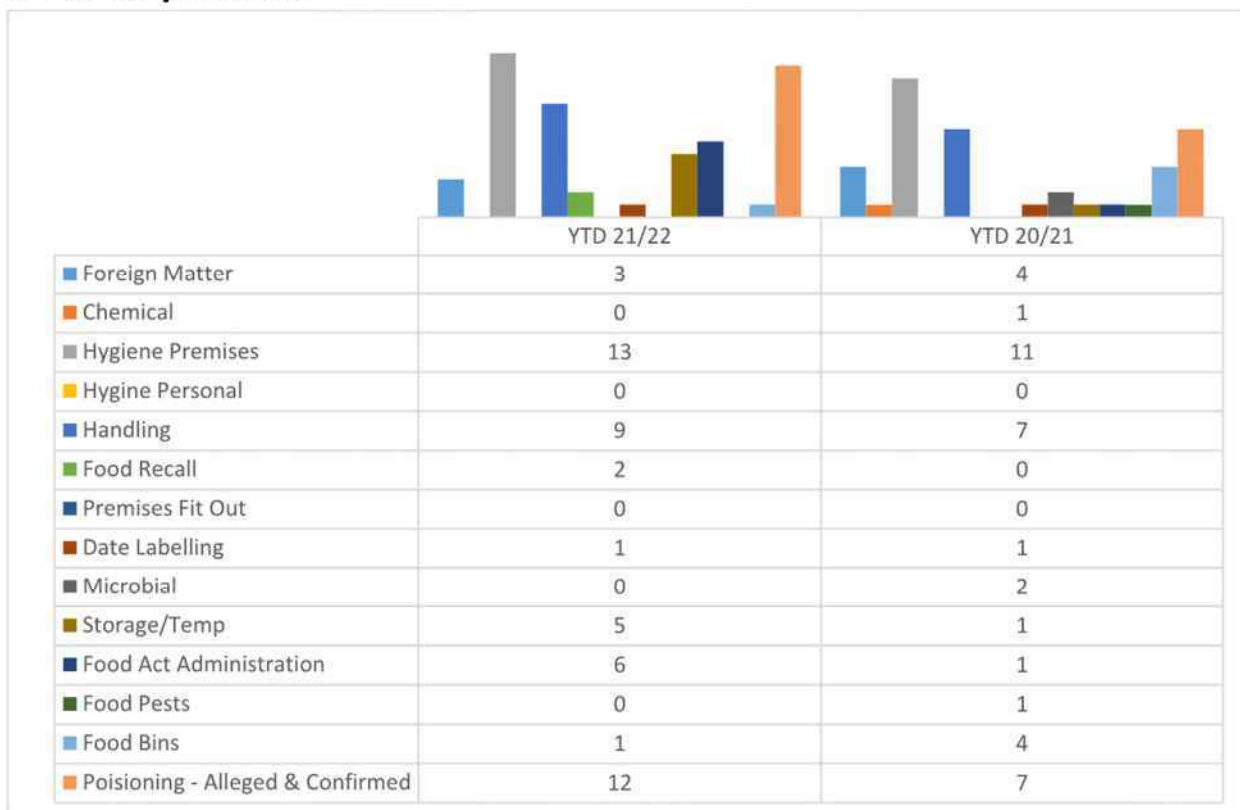
<b>Routine Inspections</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>
<b>Food Premises</b>	44	35	45	29	48	28
<b>Swimming Pools</b>	0	8	0	1	4	0
<b>Hairdresser/Skin Penetration</b>	1	1	2	0	0	1
<b>Cooling Towers</b>	0	0	0	1	0	3
<b>Supported Residential Facilities</b>	0	0	0	0	0	1

### Commentary:

- Food premises**

This line, which shows the number of inspections of food premises, has increased reflecting the cyclical nature of this work and the catch up of inspections following the return of staff to the Office.

## Food Inspections

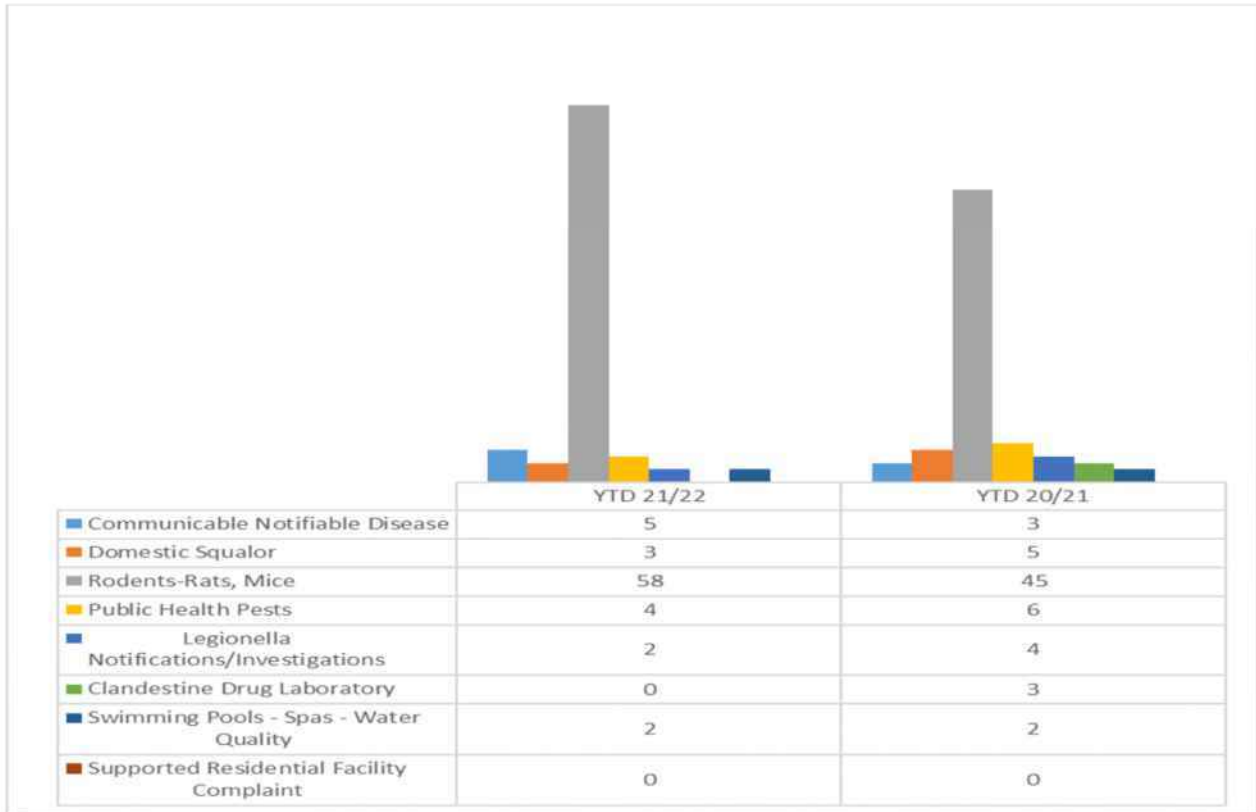


Food	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
Foreign Matter	0	2	0	0	0	0
Chemical	0	0	0	1	0	0
Hygiene Premises	1	0	1	2	0	1
Hygiene Personal	0	0	0	0	0	0
Handling	2	0	1	0	0	0
Food Recall	0	0	0	0	0	0
Premises Fit Out	0	0	0	0	0	0
Date Labelling	0	0	0	0	0	0
Microbial	0	0	0	0	0	0
Storage/Temp	1	0	0	0	0	0
Food Act Administration	1	0	0	0	0	0
Food Pests	0	0	0	0	0	0
Food Bins	0	0	0	0	0	0
Poisoning - Alleged & Confirmed	0	1	0	0	0	1

### Commentary:

Nil.

## Public Health



### Public Health

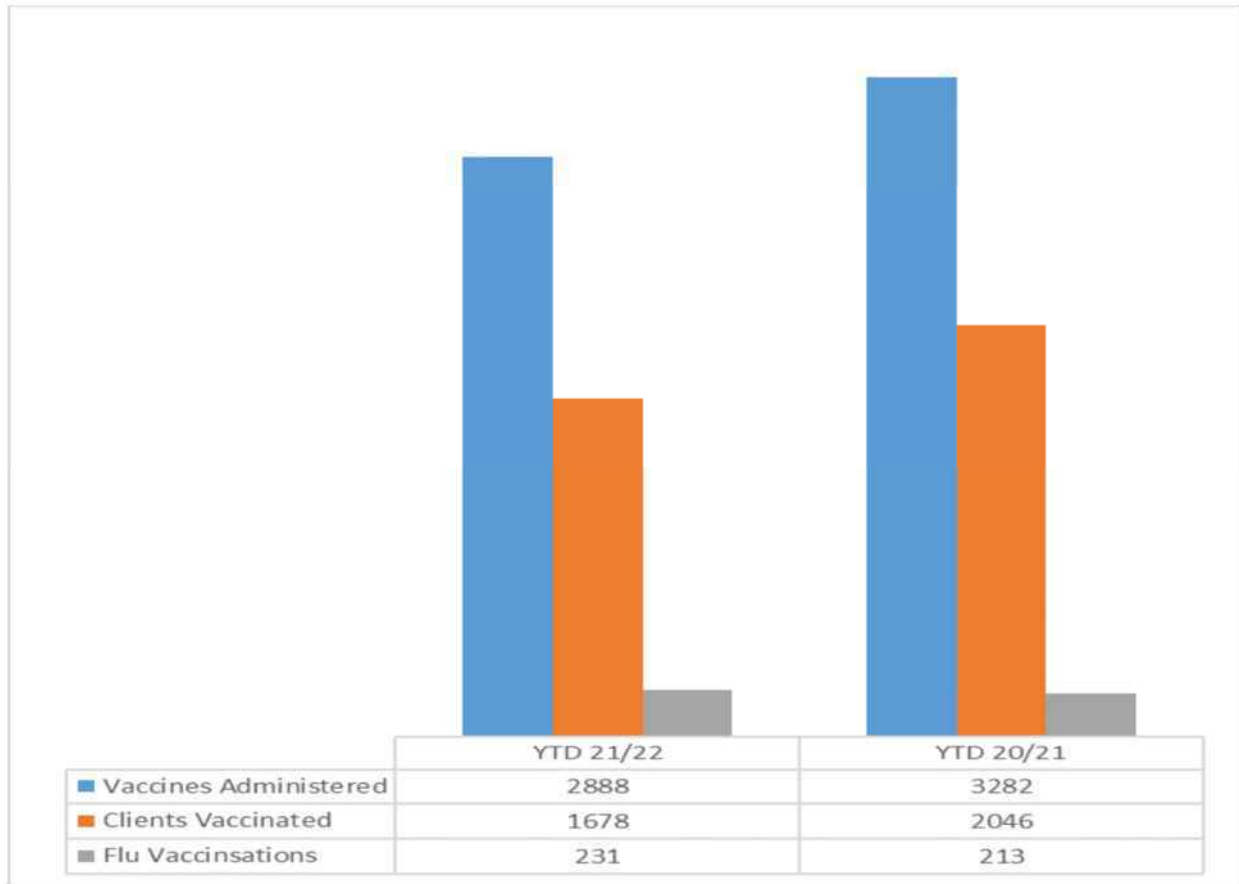
	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
General Duty	1	2	1	0	1	1
Communicable Notifiable Disease	0	0	0	0	0	0
Domestic Squalor	0	1	0	0	0	0
Rodents-Rats, Mice	5	2	4	3	3	4
Public Health Pests	1	0	0	0	2	0
Legionella Notifications/Investigations	1	1	0	0	1	0
Clandestine Drug Laboratory	0	0	0	0	1	0
Swimming Pools - Spas - Water Quality	0	0	0	0	0	0
Supported Residential Facility Complaint	0	0	0	0	0	0

### Commentary:

- **Rodent - Rats Mice**

The number of complaints depicted in this line are greatly influenced by the seasons. Rat activity decreases during the winter months and residents spent less time outdoors. In addition to the sighting of rats, the majority of complaints also relate to the condition and maintenance of the property.

## Total Vaccines



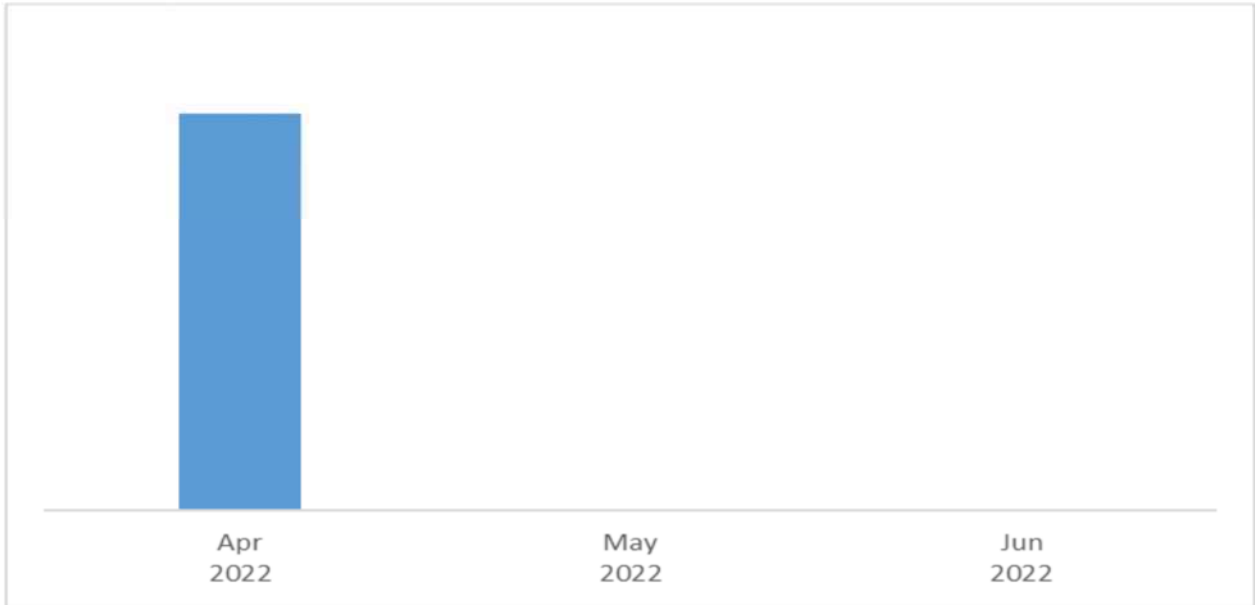
### Total Vaccines

	Apr-22	May-22	Jun-22	Apr-21	May-21	Jun-21
Vaccines Administered	139	298	513	146	765	175
Clients Vaccinated	73	170	270	75	423	93
Flu Vaccinations	45	82	43	55	82	53

### Commentary:

Nil.

## Business COVID-19 Compliance Monitoring



<b>Business COVID-19 Compliance Monitoring</b>	<b>Apr 2022</b>	<b>May 2022</b>	<b>Jun 2022</b>
Business assessed for compliance	1	0	0

### 11.3 Service Centre Activity Report - Fourth Quarter 2021/22

#### Brief

This report provides an overview of the key activities of the Service Centre for the fourth quarter of the 2021/22 financial year.

#### RECOMMENDATION

The Committee recommends to Council that the report be received.

---

#### Introduction

The Service Centre team currently provides customers with multiple ways to contact us, these include telephone, face to face, web chat, email, SMS, CityWatch and Social Media.

We manage over 80,000 contacts per annum via the various channels and, as a key stakeholder who responds to various enquiries on behalf of most departments across the organisation, our service provision contributes to the quality, brand and reputation of CWT.

Our objective is to put our customers and community at the heart of everything we do through providing a quality customer experience for our customers and community in a responsive, consistent, convenient and caring way.

#### Discussion

This quarter Information Services provided the Service Centre with assistance to roll out new resources for staff working from home. The new arrangement, as pictured below, has enabled staff to operate more efficiently and maintain service levels, as a result there has been less disruption to overall services by replicating the setup we have in the Civic Centre office.

The team in collaboration with Information Services, rolled out a successful upgrade of our telephone application, Touchpoint, in early April. The upgrade was completed over one weekend to ensure zero disruption to organisational services.

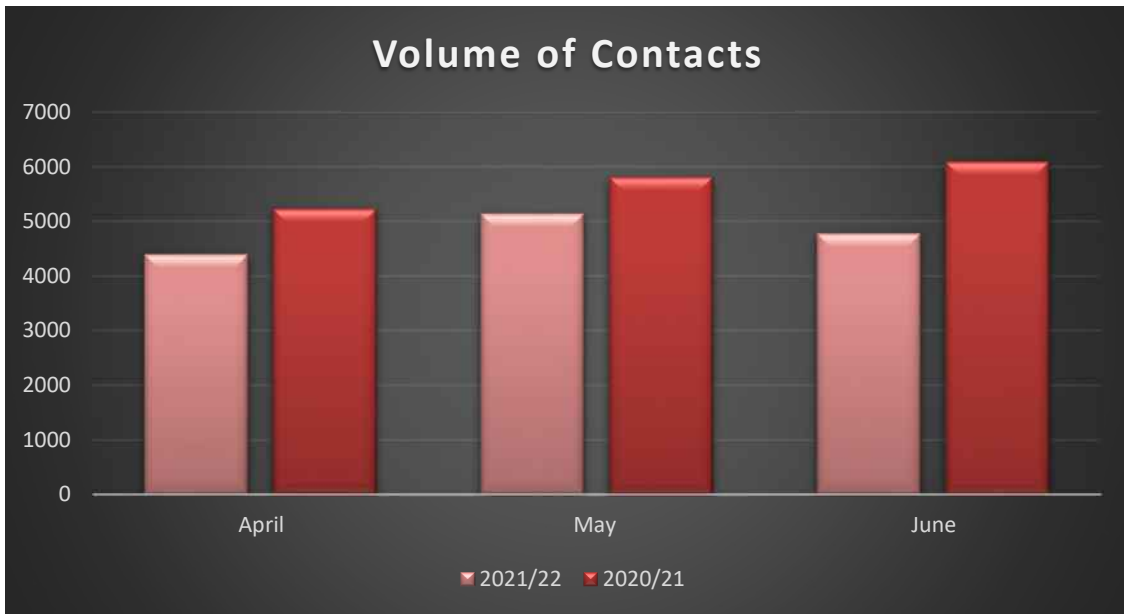


As the Service Centre is at the frontline of service delivery for CWT, we aim to continuously improve and streamline our processes and interactions with internal departments.

The Team Leader Service Centre has partnered with various stakeholders to implement the use of Pathway customer requests as an alternative to emails for follow up enquiries received by customers. The aim of the project is to allow staff to keep track of incoming enquiries whilst also assisting in the management of their workloads. This will see an integrated process being used by Service Centre team to distribute customer enquiries to the wider organisation. This process is currently being supported by City Development and the Community Safety team, and we aim to complete the project and have the rest of the organisation on board for the following quarter.

This quarter the team responded to 14,310 enquiries via telephone, email, web chat, CityWatch and SMS. We experienced a decrease in call volume, web chats, and email and a significant increase in SMS and CityWatch use in comparison to the same time last year. There has been a noticeable increase in the use of online services indicating a change in customer behaviour for online self-services.

The graph below shows the comparison for the same time in the previous year; however, please note this does not include front counter or social media enquiries, as they are not able to be reported on accurately.



During the fourth quarter our Customer Service Officers processed 2,712 customer requests, this represents 65 per cent of the overall total of requests generated.

The Service Centre processed the following receipts this quarter.

**Total Receipts**

Advam Credit Card	BANK CHEQUE	CASH PAYMENT	DIRECT DEBIT	EFTPOS	ePathway	Journal	LIBRARY CARD PAYMENT	MONEY ORDER	ON-LINE SERVICES	CHEQUE	Total
1357	10	377	1769	439	3948	25	139	3	22093	374	30534

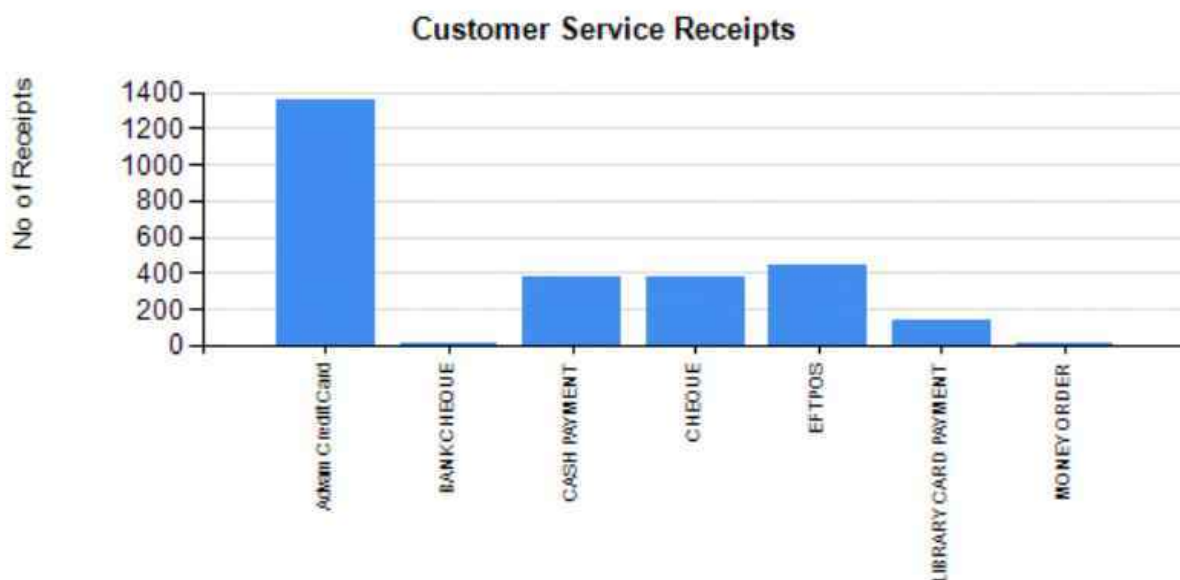
**Customer Service Receipts**

Advam Credit Card	BANK CHEQUE	CASH PAYMENT	EFTPOS	LIBRARY CARD PAYMENT	MONEY ORDER	CHEQUE	Total
1357	10	377	439	139	3	374	2699

**Customer Service Percentage of Total Receipts**

8.84%





### Customer Experience

The after call surveys are currently on hold due to a review of content, system enhancements and optimisation of the current platform. This includes the introduction of surveying customers once a Pathway request has been 'actioned' in the system, in addition to after the first point of contact. This will also allow us to better capture the entire customer journey and measure customer satisfaction across all areas of Council, as well as continuing to measure the Service Centre customer satisfaction score. The surveying software system will also become completely automated thanks to in-house Pathway integration and will create 'tickets' for managers to 'close the loop' with customers identified as 'detractors'. These enhancements are being done in partnership with Information Services and the Continuous Improvement team and are expected to go live on 1 August 2022.

This quarter we experienced some technical issues with our web chat resulting in no surveys being distributed to customers for over a month. These issues have since been rectified with the assistance of our Information Services team and web chat is operational again. Feedback surveys will commence being distributed as customers begin to use the online service once again.

### Climate Impact Considerations

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

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

### Conclusion

This report provides an overview of the key activities of the Service Centre for the fourth quarter of the 2021/22 financial year.

### Attachments

Nil

## 11.4 Community Services Activity Report - July 2022

### Brief

This report details the activities of the Community Services Department for July 2022.

### RECOMMENDATION

The Committee recommends to Council that the Community Services Activity Report - July 2022 be received.

### Introduction

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

### Discussion

The key projects and activities undertaken by the Department during the month of July 2022 are as follows:

#### Community Centres

The usage statistics for all the community centres/facilities for July 2022 are as follows:

Facility	# Groups	Hours used	Notes
Apex Park Community Facility	28	456	
Cowandilla Community Room	-	-	Closed for staff use only - COVID-19
Lockleys Community Room	-	-	Closed for Mellor Park major works
Lockleys Oval Sporting Facility	6	7	Meeting Rooms only
Plympton Community Centre	40	435	
Thebarton Community Centre	87	1221	
Weigall Oval Sporting Facility	12	334	
<b>Total</b>	<b>173</b>	<b>2453</b>	
<b>Average per day</b>	<b>6</b>	<b>79</b>	

#### Library Statistics

Library Visitor and borrowing statistics - June 2022	Average per day	
Total Number of visitors to the Hamra Centre	12,068	416
Total Number of items checked out from the Hamra Centre	19,336	667
Total Number of visitors to the Mobile Library	570	27
Total Number of items checked out from the Mobile Library	1,713	82

## Community Centre Partnerships

The Administration hosted a forum with the Community Centre partners (Western Youth Centre, Camden Community Centre and Fulham Community Centre). The theme of the forum was promotion and information sharing. Opportunities for promoting activities on Council's website were presented and opportunities for collaboration were explored. As a result, these forums will be held quarterly and hosted at the different Centres.

## Library Services - Children

The Children's Programs (Story Time, Toddler Time and Baby Time) have had a big increase in numbers. This month Story Time had both Nature Play SA and Bugs n Slugs visit to run workshops and complement the nature themed sessions for the term. Attendees delighted in making leaf crowns, clay echidnas and building with wooden blocks with Nature Play SA. Kris from Bugs n Slugs had everyone excited about meeting her array of insects.

To celebrate Adelaide becoming the first National Park City in Australia the library welcomed Bluegum Bill and his animal friends from Animals Anonymous for a very special performance on Saturday June 25<sup>th</sup>. Bluegum Bill's Suburban Wildlife Safari's interactive performance of song and narrative had attendees singing and dancing whilst getting to know some amazing Australian animals. This session was in partnership with Green Adelaide and part of the Adelaide National Park City June-long celebration.



## Library Services - Craft and Art

Several workshops were held in the Craft and Art Space in the Hamra Centre. Four workshops were focussed on the Cricut Machine. Participants learnt how to set up and connect the Cricut Machine, learn about the Cricut product range, how to install Cricut Design Space, how to navigate the machine, about the different types of Cricut Iron-On, how to choose the right iron-on for their project, what tools and equipment they need to work with iron-ons, as well as learn how to operate the Cricut Easy Press. There was also a sewing workshop teaching people how to sew while making their own library bag.



## School Holiday Program

The *Get With The Program (Attachment 1)* winter school holiday program was packed full of activities. Activity highlights included Lego Animation and Claymation, Nitro Nat's Chemistry Show, monster crafting, come and try Cricket, Geocaching, special themed Story Times, Barista training and a Live Audio Visual Equipment set-up workshop. The animations made by the children in the Lego and Clay animation workshops were showcased across the library windows in the evenings via the projectors.



## Lifestyle Programs

The Orange Tree Quilters created an amazing set of quilts from fabric featuring Aboriginal prints. The quilts were distributed to Aboriginal children in Centacare's Foster Care program for NAIDOC Week. Mayor Coxon, along with the Orange Tree Quilters, presented the quilts to Centacare early this month.



## Active Ageing

Fit Ball Drumming continues to be a very popular exercise class each week at Plympton Community Centre. The class is attended by an average of 25 older residents each week. One 45-minute Fit Ball Drumming session is the equivalent of walking 4.72 km and burning off 1,364 kilojoules.

The Active Ageing program celebrated "Christmas in July", in the first week of this month, with a roast lunch, a special gift (reusable cutlery sets) and lots of Christmas music and songs. Around thirty older residents attended the lunch held at Plympton Community Centre and the feedback was extremely positive.



## Vulnerable Residents

Winter Wellness packs were created and delivered to twenty vulnerable residents. The packs included winter warmers such as soup, tea, and hot chocolate. The packs also included beanies and scarves that were knitted by participants of the Active Ageing Program.



## **Climate Impact Considerations**

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

All Community Services programs have, when relevant, implemented climate adaptation strategies.

## **Conclusion**

This report provides details on the activities of the Community Services Department for the month of July 2022.

## **Attachments**

1. **Get With The Program - Winter 2022**
2. **Community Services Activities - August 2022**

# Get with the Program

## School holiday activities July 2022

Bookings open at 10am on Monday 4 July  
at [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)

cityofwesttorrens  
 @westtorrens  
 westtorrens

Brought to you by City of West Torrens  
Between the City and the Sea

# Get with the Program

## Monday 11 July

### Lego animation with GooRoo Animation

This animation workshop gives you the opportunity to create your own 'Brick Film'. Learn to build a scene and how to bring it to life using the app Stop Motion Studio. The finished videos will be screened to the group and uploaded to YouTube on the GooRoo Animation Workshops channel.

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** Session A 10am - 12noon, Session B 1pm - 3pm.

**Ages:** 8 to 13 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*



### Crafternoon: Monster craft!

Drop in and create some cute little monsters!

**Venue:** Children's area, Hamra Centre Library, 1 Brooker Terrace, Hilton.

**Time:** Drop in between 2pm - 4pm.

**Ages:** 3 and up.

## Tuesday 12 July to Friday 22 July

### GeoExplore - Geocache scavenger hunt

Geocaching is a treasure hunt with something for everyone. We have hidden geocaches across West Torrens. Using map coordinates and your phone or other GPS device, can you find them all? Each geocache has a stamp inside, so make sure to get your GeoExplore Passport stamped (found in the Get with the Program brochure), and then collect a giveaway from the Hamra Centre Library from Tuesday 12 July until Friday 22 July. To join in, go to [www.westtorrens.sa.gov.au/geoexplore](http://www.westtorrens.sa.gov.au/geoexplore)

## Tuesday 12 July

### Claymation with GooRoo Animation

This workshop gives you the opportunity to create your own animated movie. You will design and sculpt characters from plasticine, then bring them to life using the app Stop Motion Studio. The finished videos will be screened to the group and uploaded to YouTube on the GooRoo Animation Workshops channel to be shared.

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** Session A 9am - 12noon and Session B 1pm - 4pm.

**Ages:** 8 to 13 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Crafternoon: painting ceramic bird feeders

Want to create a colourful artwork that will help feed the birds in your backyard? We will provide all the equipment you need to make a stunning and practical addition to your garden, as well as information on local birds!

**Venue:** Youth area, Hamra Centre Library, 1 Brooker Terrace, Hilton.

**Time:** 2pm - 3pm.

**Ages:** 10 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Bedtime story time - Dino pyjama party

Dinosaur dance meets bedtime in this danceable picture book by award-winning author Laurie Wallmark. Join the dinos for a bash before bedtime! Dress in your PJs and join us for a fun story time as we read the book 'Dino Pajama Party'! Hunt for dinosaurs around the library and make a dinosaur craft to take home.

**Venue:** Children's area, Hamra Centre Library, 1 Brooker Terrace, Hilton.

**Time:** 4.45pm - 5.45pm.

**Ages:** 2 - 5 years.



## Wednesday 13 July

### Story Trove

Join Story Trove for an interactive storytelling session. Story Trove explores stories old and new through imaginative play, celebrating the whimsy of life, community and connection. Story Trove is an immersive, accessible and inclusive experience for everybody.

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** Session A 10.30am - 11.30am, Session B 12noon - 1pm.

**Ages:** 4 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Crafternoon - Loom Bands and Hama Beads

Drop in and make your own loom band bracelets and design your own hama bead craft.

**Venue:** Children's area, Hamra Centre Library, 1 Brooker Terrace, Hilton.

**Time:** 1.30pm - 3pm.

**Ages:** 4 years and up.

### Board game drop-in session

Interested in learning some new board games or revisiting some classics? Have questions about how to set up a D&D character or plot out a table-top RPG? Want to practice your chess manoeuvres? Come down to the library for some dice-rolling, card-dealing good times!

**Venue:** Youth area, Hamra Centre Library, 1 Brooker Terrace, Hilton.

**Time:** Drop in between 2pm - 4pm.

**Ages:** 12 years and up.

## Thursday 14 July

### Glenelg Baseball Club come and try

Have you ever wanted to try baseball and to see if it's right for you? Or are you already playing baseball and looking to join a new club? This is your chance to come along and try out Glenelg Baseball Club. Receive expert tuition from coaches and division one players. There will also be a free sausage sizzle lunch for all parents and participants from 12.30pm - 1pm.

**Venue:** Diamond Sports Indoor Training Facility, Barratt Reserve, West Beach Road, West Beach.

**Time:** 10am – 12.30pm.

**Ages:** 5 - 15 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Mr Badger tells the story of

#### The Wind in the Willows by Kenneth Grahame

Mr Badger tells this much loved, classic story celebrating the joys of nature and friendship. A delightful, intimate storytelling performance. Over 300 performances across Australia including at the National Library Canberra and state libraries in Sydney, Melbourne and Adelaide.

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 11am - 12noon.

**Ages:** 5 - 95 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*



### Come and try chess with the West Torrens Chess Club

Come join the West Torrens Junior Chess Club! All beginners and experienced players welcome. They'll teach you the basics or help you improve your chess game. Increase your critical thinking and concentration skills, learn effective strategy and enhance your memory and creativity. Make your move!

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 12noon – 2pm.

**Ages:** 8 - 16 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Build your digital skills: keyboard & mouse skills

Come along and play our free online learning games to build fine motor and digital skills - all while having tons of fun!

This introduction session for 3 to 6 year olds is designed to help our littlest learners begin to develop keyboard awareness and mouse skills. Please only book into session A or B.

**Venue:** Hamra Centre Library Learning Centre, 1 Brooker Terrace, Hilton.

**Times:** Session A 1pm - 1.30pm, Session B 1.30pm - 2pm.

**Ages:** 3 - 6 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Build your digital skills: typing skills

Join us for the next step in our 'build your digital skills' series as we begin to teach targeted typing skills for kids aged 7 plus. In this games-based learning session you will continue to develop your keyboard awareness and typing technique by playing fun online games. Please only book into session A or B.

**Venue:** Hamra Centre Library Learning Centre, 1 Brooker Terrace, Hilton.

**Times:** Session A 2pm - 2.30pm, Session B 2.30pm - 3pm.

**Ages:** 7 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

## Monday 18 July

### Come and try cricket

Come and try junior cricket at the Plympton International College gym with the Phantoms Cricket Club. For more information about the Phantoms, visit [phantomscricketclub.com](http://phantomscricketclub.com)

**Venue:** Plympton International College, 21A Errington Street, Plympton.

**Times:** 9.30am - 10.30am for 5 to 7 years.

10.30am - 12noon for 8 to 9 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### PS4 on the big screen!

Want to channel your inner esports champion? Book in for a half-hour session of your favourite PS4 games in the auditorium! Bring your friends or go it alone – it's up to you! Please note: you can only participate in one session per day, but you're welcome to stick around and watch the action!

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 12noon - 2pm and 4pm - 6pm.

**Ages:** 12 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*



## Tuesday 19 July

### Digital art

Come along and learn how to use a digital art tablet. Experiment with digital drawing and painting, using XP-Pen Deco art tablets and Krita, an open-source digital painting program. Basic computer skills are essential. Bring a USB to take home a copy of your creation. Please only book into session A or B.

**Venue:** Hamra Centre Library Learning Centre, 1 Brooker Terrace, Hilton.

**Time:** Session A 10.30am - 11.15am, Session B 11.30am - 12.15pm.

**Ages:** 10 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*



## Wednesday 20 July

### Lego Studio pixel art

Learn how to design an original Lego mosaic using Studio 2.0 software. Access the parts library to build a 16 x 16 Lego mosaic and then create your very own PDF instruction booklet to take home - complete with parts list and classic Lego-style step by step picture building instructions. Basic keyboard and mouse skills essential. Bring a USB to take home a copy of your instructions. Please only book into session A or B.

**Venue:** Hamra Centre Library Learning Centre, 1 Brooker Terrace, Hilton.

**Time:** Session A 10.30am - 11.15am,  
Session B 11.30am - 12.15pm.

**Ages:** 8 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### PS4 on the big screen!

Want to channel your inner esports champion? Book in for a half-hour session of your favourite PS4 games in the auditorium! Bring your friends or go it alone - it's up to you! Please note: you can only participate in one session per day, but you're welcome to stick around and watch the action!

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 12noon - 2pm and 4pm - 6pm.

**Ages:** 12 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Barista training - introduction to coffee by HG Coffee School

This 3 hour course will introduce you to the skills needed to become a barista. It's designed to equip you with as much knowledge as possible about producing quality coffee!

**Venue:** Living Jute, 1/231 Sir Donald Bradman Drive, Cowandilla.

**Time:** 1.30pm - 4.30pm.

**Ages:** 14 - 18 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

## Thursday 21 July

### Nitro Nat's jaw dropping chemistry workshop

The jaw dropping chemistry workshop will loosen the mandible of any budding scientist. This is an hour long hands on experience with lots of mixing and discovering acids and bases, solids and liquids in a safe and scientific way. The participants will get to make and take home some wicked wormy slime and a lot of smiles.

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 12noon - 1pm.

**Ages:** 5 - 14 years (younger participants may need parental assistance).

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*



### Come and try chess with the West Torrens Chess Club

Come join the West Torrens Junior Chess Club! All beginners and experienced players welcome. They'll teach you the basics or help you improve your chess game. Increase your critical thinking and concentration skills, learn effective strategy and enhance your memory and creativity. Make your move!

**Venue:** Youth area, Hamra Centre Library, 1 Brooker Terrace, Hilton.

**Time:** 12noon - 2pm.

**Ages:** 8 - 16 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

### Nitro Nat's crazy colourful chemistry show

The crazy colourful chemistry show explores chemical reactions with lots of colour and wonder. With safe fire demonstrations and some mess, we tackle things changing into solids, liquids and gases, along with acids and bases and colour changing chemically. This is a fantastic way to see some wicked chemistry.

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 1.30pm - 2.30pm.

**Ages:** All ages.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

## Friday 22 July

### Talking money - financial literacy workshop

Money - It's something you'll always need. It can provide you freedom, and has the power to help you realise your dreams and secure your future. Join Mary from Uniting Care Wesley Bowden to find out how to look after money and use it wisely.

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 1pm - 2.30pm.

**Ages:** 14 - 21 years.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*



### Live AV with Saba Entertainment

Come and learn the basics of setting up a PA system and basic lighting that will be perfect for a band or event. Familiarise yourself with live audio visual equipment, learn how to put it together and run it successfully! This is an ideal session for budding musicians and entertainers. Feel free to bring along your instruments!

**Venue:** West Torrens Auditorium, 1 Brooker Terrace, Hilton.

**Time:** 3pm - 4.30pm.

**Ages:** 13 years and up.

*Bookings required: visit [westtorrens.sa.gov.au/gwp](http://westtorrens.sa.gov.au/gwp)*

# Get with the Program

# activity calendar

Monday 11 July	Tuesday 12 July	Wednesday 13 July	Thursday 14 July	Friday 15 July
<p><b>Lego animation with GooRoo Animation</b> 10am - 12noon, 1pm - 3pm</p> <p><b>Crafternoon: Monster craft!</b> 2pm - 4pm</p>	<p><b>Claymation with GooRoo Animation</b> 9am - 12noon</p> <p><b>Claymation with GooRoo Animation</b> 1pm - 4pm</p> <p><b>Crafternoon: painting ceramic bird feeders</b> 2pm - 3pm</p> <p><b>Bedtime story time - Dino pyjama party</b> 4.45pm - 5.45pm</p>	<p><b>Story Trove</b> 10.30am - 11.30am</p> <p><b>Story Trove</b> 12noon - 1pm</p> <p><b>Crafternoon - Loom Bands and Hama Beads</b> 1.30pm - 3pm</p> <p><b>Board game drop-in session</b> 2pm - 4pm</p>	<p><b>Mr Badger tells the story of The Wind in the Willows</b> 11am - 12noon</p> <p><b>Come and try chess</b> 12noon - 2pm</p> <p><b>Build your digital skills: keyboard &amp; mouse skills</b> 1pm - 1.30pm 1.30pm - 2pm</p> <p><b>Build your digital skills: typing skills</b> 2pm - 2.30pm 2.30pm - 3pm</p>	<p>No organised activities - try the GeoExplore Geocache scavenger hunt.</p>
Monday 18 July	Tuesday 19 July	Wednesday 20 July	Thursday 21 July	Friday 22 July
<p><b>Come and try cricket</b> 9.30am - 10.30am for 5 to 7 years. 10.30am - 12noon for 8 to 9 years.</p> <p><b>PS4 on the big screen!</b> 12noon - 2pm</p> <p><b>PS4 on the big screen!</b> 4pm - 6pm.</p>	<p><b>Digital art</b> 10.30am - 11.15am 11.30am - 12.15pm</p>	<p><b>Lego Studio pixel art</b> 10.30am - 11.15am 11.30am - 12.15pm</p> <p><b>PS4 on the big screen!</b> 12noon - 2pm</p> <p><b>Barista training - introduction to coffee by HG Coffee School</b> 1.30pm - 4.30pm</p> <p><b>PS4 on the big screen!</b> 4pm - 6pm.</p>	<p><b>Nitro Nat's jaw dropping chemistry workshop</b> 12noon - 1pm</p> <p><b>Come and try chess</b> 12noon - 2pm</p> <p><b>Nitro Nat's crazy colourful chemistry show</b> 1.30pm - 2.30pm.</p>	<p><b>Talking money - financial literacy workshop</b> 1pm - 2.30pm</p> <p><b>Live AV with Saba Entertainment</b> 3pm - 4.30pm</p>



### Bookings

Make a booking at [eventbrite.com.au](https://www.eventbrite.com.au) for the following activities:

- 8 Lego animation with GooRoo Animation
- Claymation with GooRoo Animation
- Crafternoon: painting ceramic bird feeders
- Story Trove
- Mr Badger tells the story of The Wind in the Willows
- Come and try chess with the West Torrens Chess Club
- Build your digital skills: keyboard & mouse skills
- Build your digital skills: typing skills
- Come and try cricket
- PS4 on the big screen!
- Digital art
- Lego Studio pixel art
- Barista training - introduction to coffee by HG Coffee School
- Nitro Nat's jaw dropping chemistry workshop
- Nitro Nat's crazy colourful chemistry show
- Talking money - financial literacy workshop
- Live AV with Saba Entertainment.

Bookings are confirmed if you receive a confirmation email from Eventbrite. If this does not occur, please try again or contact the library on 8416 6228.

You are allowed up to 8 minutes to complete your booking before your session times out.

Please be aware that some activities have small participant numbers and as a result book out quickly. There are no waiting lists for activities. If you are unable to attend an activity after making a booking, it is essential you notify the City of West Torrens or the activity provider of your cancellation.

You can notify us by:

- Email [library@wtcc.sa.gov.au](mailto:library@wtcc.sa.gov.au)
- Phone 8416 6228 during library open hours, or contact our Service Centre on 8416 6333 between 8.30am and 5pm Monday through Friday.
- In person at the Hamra Centre Library, 1 Brooker Terrace, Hilton.

Note: Failure to notify us of your cancellation within 24 hours of the activity may result in being refused entry to future activities.

### Wet / inclement weather

For outdoor programs, please check [westtorrens.sa.gov.au/gwp](https://www.westtorrens.sa.gov.au/gwp) on the morning of the program for any location updates.

If heavy rain or storms are forecasted, programs may be moved indoors or cancelled.

### Behaviour

- The City of West Torrens does not tolerate unacceptable behaviour.
- Should unacceptable behaviour occur, the participant(s) will first receive a warning; if the unacceptable behaviour persists, the participant(s) will be asked to leave the activity/premises.



cityofwesttorrens



@westtorrens



westtorrens

Brought to you by





# GEOEXPLORE passport

The GeoExplore geocaches are hidden at 6 local parks within the City of West Torrens. Each geocache container has one stamp inside. Stamp the boxes below and if you can find at least 5 geocaches then head to the Hamra Centre Library for a free giveaway. Note: only one giveaway per household. From Tuesday 12 July until Friday 22 July you can access the list of locations along with the clues to find them at [westtorrens.sa.gov.au/geoexplore](http://westtorrens.sa.gov.au/geoexplore) Fill in the details below to claim your giveaway.

Name: .....

Age: ..... Address: .....

What did you think of this activity: .....



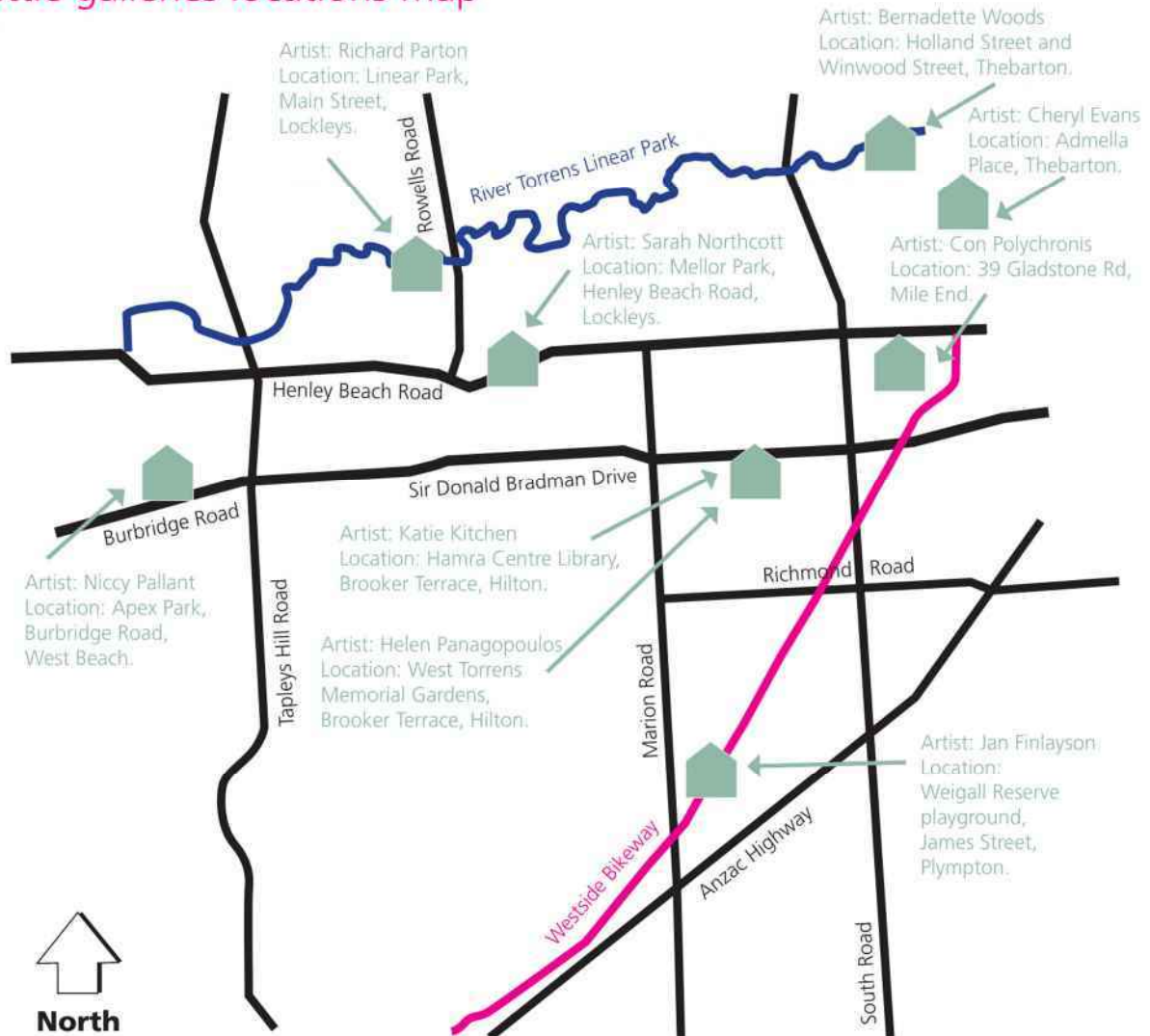

**Clue:**  
The geocache container will look like one of these.

# WESTSIDE STORIES

**History Festival Exhibition**  
20 April - 20 July 2022  
Theme: Food and Beverage  
Production in West Torrens



**Explore your local community and discover public art.**  
Little galleries locations map



Thanks to the West Torrens Historical Society for their generous support.

A public art project brought to you by

**City of West Torrens**  
Between the City and the Sea

## Community Services Activities and Events - August 2022

Children's Book Council of Australia Book Week 20-26 August - Theme: Dreaming with eyes open...

Date	Time	Activity/Event	Location
<b>Mon 1/8</b>	8am-9am	NHF Walking Group	Kurralt Park
	10am-12pm	Lifestyles Program: Yarn Knitting Group	Hamra Centre - Sun Room
	10.30am-12noon	Learn English Reading Group: intermediate to advanced	Hamra Centre
	2pm-4pm	Rewire Tech Help One-to-One Session	Hamra Centre
	3pm-5.30pm	Craft & Art Space	Hamra Centre - Sun Room
	3.30pm-5.00pm	Lego Club: school aged children	West Torrens Auditorium
	6pm-9pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Tue 2/8</b>	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
	12noon-2pm	Active Ageing: Share a Table	Plympton Community Centre
	1pm-3pm	Learn English Class with free crèche	Hamra Centre
	2pm	Baby & Toddler Time Facebook Live	
	3pm-4pm	Active Ageing: Fit Ball Drumming	Plympton Community Centre
<b>Wed 3/8</b>	10.30am-12noon	Learn English Reading Group: post beginner to pre-intermediate	Hamra Centre
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	10.30am-12.30pm	Book Club	Hamra Centre - Sun Room
	11am-2pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Thu 4/8</b>	8am-9am	NHF Walking Group	Kurralt Park
	9am	Fulham Gardens Shopping Bus Run	Fulham Gardens Shopping Cnt
	10am-12pm	West Torrens Men's Social 8 Ball Group	Plympton Community Centre
	10am-12noon	Rewire Tech Help One-to-One Session	Hamra Centre
	10.30am-1pm	Craft & Art Space	Hamra Centre - Sun Room
	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
	6pm-8pm	Book Club 1	Hamra Centre - Sun Room
	6.15pm-8.15pm	Book Club 2	Hamra Centre
<b>Fri 5/8</b>	9.00am	Brickworks Shopping Bus Run	Brickworks Marketplace
	10am-12noon	Lifestyles Programs: Knit & Natter Group	Hamra Centre - Sun Room
	10am-12noon	Active Ageing: Movers & Shakers	Plympton Community Centre
	12noon	Kurralt Park Shopping Bus Run	Kurralt Park
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	1pm-4pm	Rewire Tech Help Drop-in Session	Hamra Centre
	3pm-5pm	Book Club	Hamra Centre - Sun Room
<b>Sat 6/8</b>	10am-1pm	Rewire Tech Help Drop-in Session	Hamra Centre
<b>Sun 7/8</b>			
<b>Mon 8/8</b>	8am-9am	NHF Walking Group	Kurralt Park
	10am-12pm	Lifestyles Program: Yarn Knitting Group	Hamra Centre - Sun Room
	10.30am-12noon	Learn English Reading Group: intermediate to advanced	Hamra Centre
	2pm-4pm	Rewire Tech Help One-to-One Session	Hamra Centre
	3pm-5.30pm	Craft & Art Space	Hamra Centre - Sun Room
	6pm-9pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Tue 9/8</b>	9am	Active Ageing: Coffee, Tea and Me	Plympton Community Centre
	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
	1pm-3pm	Learn English Class with free crèche	Hamra Centre
	2pm	Baby & Toddler Time Facebook Live	
	3pm-4pm	Active Ageing: Fit Ball Drumming	Plympton Community Centre

Date	Time	Activity/Event	Location
<b>Wed 10/8</b>	10.30am-12noon	Learn English Reading Group: post beginner to pre-intermediate	Hamra Centre
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	11am-2pm	Lifestyle Program: Sewing Studio	Plympton Community Centre
<b>Thu 11/8</b>	8am-9am	NHF Walking Group	Kurralta Park
	9am	Fulham Gardens Shopping Bus Run	Fulham Gardens Shopping Cnt
	10am-12noon	West Torrens Men's Social 8 Ball Group	Plympton Community Centre
	10am-12noon	Rewire Tech Help One-to-One Session	Hamra Centre
	10.30am-1pm	Craft & Art Space	Hamra Centre - Sun Room
	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
<b>Fri 12/8</b>	8.30am	Hilton Shopping Bus Run	Hilton Plaza Shopping Centre
	10am-2.30pm	Lifestyles Program: Orange Tree Quilters	Hamra Centre - Sun Room
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	12.00noon	Kurralta Park Shopping Bus Run	Kurralta Park
	1pm-4pm	Rewire Tech Help Drop-in Session	Hamra Centre
<b>Sat 13/8</b>	10am-1pm	Rewire Tech Help Drop-in Session	Hamra Centre
	1.30pm-3.30pm	Rewire Focus Class: Pinterest (Intermediate level)	Hamra Centre
<b>Sun 14/8</b>			
<b>Mon 15/8</b>	8am-9am	NHF Walking Group	Kurralta Park
	10am-12noon	Lifestyles Program: Yarn Knitting Group	Hamra Centre - Sun Room
	10.30am-12noon	Learn English Reading Group: intermediate to advanced	Hamra Centre
	2pm-4pm	Rewire Tech Help One-to-One Session	Hamra Centre
	3pm-5.30pm	Craft & Art Space	Hamra Centre - Sun Room
	3.30pm-5pm	Lego Club: school aged children	West Torrens Auditorium
	6pm-9pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Tue 16/8</b>	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
	12noon-2pm	Active Ageing: Share a Table	Plympton Community Centre
	1pm-3pm	Learn English Class with free crèche	Hamra Centre
	2pm	Baby & Toddler Time Facebook Live	
	3pm-4pm	Active Ageing: Fit Ball Drumming	Plympton Community Centre
<b>Wed 17/8</b>	10.30am-12noon	Learn English Reading Group: post beginner to pre-intermediate	Hamra Centre
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	11am-2pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Thu 18/8</b>	8am-9am	NHF Walking Group	Kurralta Park
	9am	Fulham Gardens Shopping Bus Run	Fulham Gardens Shopping Cnt
	10am-12noon	West Torrens Men's Social 8 Ball Group	Plympton Community Centre
	10am-12noon	Rewire Tech Help One-to-One Session	Hamra Centre
	10.30am-1pm	Craft & Art Space	Hamra Centre - Sun Room
	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
<b>Fri 19/8</b>	8.30am	Brickworks Shopping Bus Run	Brickworks Marketplace
	10am-12noon	Active Ageing: Movers & Shakers	Plympton Community Centre
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	12.00noon	Kurralta Park Shopping Bus Run	Kurralta Park
	1pm-4pm	Rewire Tech Help Drop-in Session	Hamra Centre
<b>Sat 20/8</b>	10am-1pm	Rewire Tech Help Drop-in Session	Hamra Centre
<b>Sun</b>			

Date	Time	Activity/Event	Location
<b>Mon 22/8</b>	8am-9am	NHF Walking Group	Kurralta Park
	10am-12noon	Lifestyles Program: Yarn Knitting Group	Hamra Centre - Sun Room
	10.30am-12noon	Learn English Reading Group: intermediate to advanced	Hamra Centre
	2pm-4pm	Rewire Tech Help One-to-One Session	Hamra Centre
	3pm-5.30pm	Craft & Art Space	Hamra Centre - Sun Room
	6pm-9pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Tue 23/8</b>	9am	Active Ageing: Coffee, Tea and Me	Plympton Community Centre
	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
	1pm-3pm	Learn English Class with free crèche	Hamra Centre
	2pm	Baby & Toddler Time Facebook Live	
	3pm-4pm	Active Ageing: Fit Ball Drumming	Plympton Community Centre
<b>Wed 24/8</b>	10.30am-12noon	Learn English Reading Group: post beginner to pre-intermediate	Hamra Centre
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	11am-2pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Thu 25/8</b>	8am-9am	NHF Walking Group	Kurralta Park
	9am	Fulham Gardens Shopping Bus Run	Fulham Gardens Shopping Cnt
	10am-12noon	West Torrens Men's Social 8 Ball Group	Plympton Community Centre
	10am-12noon	Rewire Tech Help One-to-One Session	Hamra Centre
	10.30am-1pm	Craft & Art Space	Hamra Centre - Sun Room
	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
	7pm	Movie Night: Stillwater (M)	West Torrens Auditorium
<b>Fri 26/8</b>	8.30am	Hilton Shopping Bus Run	Hilton Plaza Shopping Centre
	10am-12noon	Active Ageing: Movers & Shakers	Plympton Community Centre
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	12.00noon	Kurralta Park Shopping Bus Run	Kurralta Park
	1pm-4pm	Rewire Tech Help Drop-in Session	Hamra Centre
<b>Sat 27/8</b>	10am-1pm	Rewire Tech Help Drop-in Session	Hamra Centre
<b>Sun 28/8</b>			
<b>Mon 29/8</b>	8am-9am	NHF Walking Group	Kurralta Park
	10am-12noon	Lifestyles Program: Yarn Knitting Group	Hamra Centre - Sun Room
	10.30am-12noon	Learn English Reading Group: intermediate to advanced	Hamra Centre
	2pm-4pm	Rewire Tech Help One-to-One Session	Hamra Centre
	3pm-5.30pm	Craft & Art Space	Hamra Centre - Sun Room
	3.30pm-5pm	Lego Club: school aged children	West Torrens Auditorium
	6pm-9pm	Lifestyles Program: Sewing Studio	Plympton Community Centre
<b>Tue 30/8</b>	10.30am-11am	Baby Time: 0-18 months	West Torrens Auditorium
	11.15am-11.45am	Toddler Time: 18 months -3years	West Torrens Auditorium
	12pm-2pm	Active Ageing: Share a Table	Plympton Community Centre
	1pm-3pm	Learn English Class with free crèche	Hamra Centre
	2pm	Baby & Toddler Time Facebook Live	
	3pm-4pm	Active Ageing: Fit Ball Drumming	Plympton Community Centre
<b>Wed 31/8</b>	10.30am-12noon	Learn English Reading Group: post beginner to pre-intermediate	Hamra Centre
	10.30am-11.30am	Story Time: 5 years and under	West Torrens Auditorium
	11am-2pm	Lifestyles Program: Sewing Studio	Plympton Community Centre

\* Dates and times are correct at date of publication



## 11.5 Urban Services Activities Report - July 2022

### Brief

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

### RECOMMENDATION

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

### Discussion

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

Special Project Work	
Street Lighting - LED transition	This project is in progress. SA Power Networks (SAPN) and Enerven have been engaged to transition the remaining SAPN managed streetlights (approximately 600 lights) to LED.
Electric Vehicle Charging Stations	On Tuesday 19 July 2022, Council resolved to endorse the establishment of a network of public electric vehicle charging stations in the City of West Torrens as per the advertiser-funded model. The Administration is currently progressing this project.
Stormwater Management Plan - West Torrens	<p>The Draft West Torrens Stormwater Management Plan (the Plan) has been prepared by specialist consultancy firm Southfront.</p> <p>An information session to Council was held on Tuesday 19 July 2022 to provide an overview of the Plan and the proposed works.</p> <p>An information report to Council is currently being prepared, along with a proposed community consultation program for Council to approve.</p>
Transport and Movement Strategy	<p>Community consultation on the Draft Transport and Movement Strategy was undertaken from Monday 9 May 2022 to Monday 6 June 2022.</p> <p>A report to Council is being prepared to provide an overview of the feedback received and how this has been considered in developing the final Strategy. That report will also seek Council's approval of the Plan.</p>
Packard Street, Stormwater Drainage - North Plympton	<p>The request for tender closed on Tuesday 14 June 2022. A procurement recommendation has been signed off by the Executive Management Team and the works are scheduled to commence in early September 2022.</p> <p>It is expected that preliminary site works will commence in August 2022 and construction works to follow in September 2022.</p>
Camden Park and North Plympton Stormwater Upgrade Investigations	<p>This project now includes the relocation of the existing drainage within the development site at 93-107 Morphett Road, Camden Park. The Administration is currently working with the site developer's project team to formally engage the preferred contractor for the drainage works.</p> <p>Works on this drain relocation are due to be commence around August 2022.</p>

Thanet Street, Brooklyn Park	<p>The Procurement recommendation has been approved by the Executive Management Team and contractor has been engaged by Council.</p> <p>APA gas work expected to be complete in early August 2022. Construction to commence following APA Group gas main works in mid-August.</p>
Ballantyne Street, Thebarton	<p>The tender drawings and documentation for this project have been prepared and tendered on VendorPanel. The tender period for this project will close on 8 August 2022.</p>
Jervois Street, Torrensville	<p>Detailed design is completed and tender documentation is being prepared for construction of the works.</p>
McArthur Avenue, Plympton	<p>Detailed design is completed and tender documentation is being prepared for construction of the works.</p>
Wheaton Road, Plympton	<p>Concept design for the upgrading of this street has been received. Consultation with the community is scheduled in early August 2022.</p>
Beare Avenue and Watson Avenue Bridge Upgrade	<p>The construction works associated with the upgrade of the existing road bridge crossing Brownhill Creek at the intersection of Beare Avenue and Watson Avenue, Netley closed on 13 July 2022. An extension to the tender period was granted in June at the request of the Brown Hill Creek Stormwater Project to enable the tendering of works associated with Lower Brown Hill Creek under the same contract.</p> <p>Tender submissions will be reviewed with Brown Hill Keswick Creek (BHKC).</p>

**Capital Works**

**Road Reconstruction Works**

The progress of works associated with the 2022/2023 Road Reconstruction Program are as follows:

**Road Reconstruction Program 2022/23**



The tender process has been completed for works at Fulham Park Drive, Lockleys (Corona Avenue to Castlebar Road) and works are scheduled to commence in early September 2022.

The tender process for Holland Street, Thebarton (Phillips Street to Smith Street) has closed and works are scheduled to commence in early September 2022 and conclude end of November 2022.

The tender process has commenced for the road reconstruction of Ballantyne Street, Thebarton (South Road to Dew Street). The works are expected to be awarded to a contractor in September 2022.

The tender process has been completed for drainage works at Fulham Park Drive, Lockleys (Corona Avenue to Castlebar Road). Preliminary onsite investigation has been completed. Major works are scheduled to commence in early October 2022.

Traffic Projects and Parking Management																	
Novar Gardens/Camden Park LATM	<p>The following traffic control device designs are currently being finalised:</p> <ol style="list-style-type: none"> <li>1. Roundabout at the intersection of Bonython Avenue and Shannon Avenue; and</li> <li>2. Bonython Avenue extension of Bicycle and Parking lane.</li> </ol> <p>It is scheduled for the works to be tendered in mid-August 2022.</p> <p>The construction works associated with the installation of the flat top road humps on Coorilla Avenue, Novar Gardens is completed.</p>																
Richmond/Mile End LATM	<p>The LATM report and the recommended projects have been endorsed by Council for implementation.</p> <p>Administration has commenced to prepare concepts for LATM projects for direct consultation with affected residents for construction in 22/23 FY.</p> <p>The following projects shown below have been completed in June/July 2022:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 90%;">Traffic Projects</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td>Line marking and Pavement bars on Tarragon Street approach</td> </tr> <tr> <td style="text-align: center;">4</td> <td>No right turn from Bagot Avenue into Roebuck Street (7.00am - 9.00 am, Monday to Friday)</td> </tr> <tr> <td style="text-align: center;">17</td> <td>Pavement bars at Marion Road / Craig Street</td> </tr> <tr> <td style="text-align: center;">18</td> <td>Pavement bars at Marion Road / Shierlaw Street</td> </tr> <tr> <td style="text-align: center;">19</td> <td>Pavement bars at Marion Road / Lane Street</td> </tr> <tr> <td style="text-align: center;">20</td> <td>Pavement bars at Marion Road / Bickford Street</td> </tr> <tr> <td style="text-align: center;">21</td> <td>Pavement bars at Marion Road / Lucas Street</td> </tr> </tbody> </table> <p>The Administration has consulted with the residents along Elizabeth Street regarding the installation of speed humps (6 humps in total) on 19 July 2022. The purpose of this traffic control is to minimise identified through traffic movement / rat runs and vehicle speeding along Elizabeth Street. Subject to community feedback, the concept design of the speed humps will be finalised into detailed design for construction in the coming months.</p>	Item	Traffic Projects	2	Line marking and Pavement bars on Tarragon Street approach	4	No right turn from Bagot Avenue into Roebuck Street (7.00am - 9.00 am, Monday to Friday)	17	Pavement bars at Marion Road / Craig Street	18	Pavement bars at Marion Road / Shierlaw Street	19	Pavement bars at Marion Road / Lane Street	20	Pavement bars at Marion Road / Bickford Street	21	Pavement bars at Marion Road / Lucas Street
Item	Traffic Projects																
2	Line marking and Pavement bars on Tarragon Street approach																
4	No right turn from Bagot Avenue into Roebuck Street (7.00am - 9.00 am, Monday to Friday)																
17	Pavement bars at Marion Road / Craig Street																
18	Pavement bars at Marion Road / Shierlaw Street																
19	Pavement bars at Marion Road / Lane Street																
20	Pavement bars at Marion Road / Bickford Street																
21	Pavement bars at Marion Road / Lucas Street																
Blackspot Project North Parade / West Street raised speed humps	<p>The Administration consulted with the residents regarding the implementation of this project on 6 June 2022. It is anticipated that the construction speed humps/ raised platform at this intersection will commence in early August 2022 and complete by mid to late September 2022.</p>																
Charles Street line marking	<p>The line marking for parking and centre of the road on Charles Street (between Anzac Highway and Wheaton Road) has been completed on 22 July 2022. The boxed line marking will improve delineation, parking movements and road safety along this road corridor.</p>																

Emmaus Christian College school signs and line marking update	The Administration recently updated the new school zone line marking and signage to improve road safety for all road users along Lipsett Terrace, near the College.
Marleston / Keswick / Kurralta Park / North Plympton / Ashford LATM	<p>The consultation for this LATM closed on Friday 22 April 2022. The Administration is currently collating and reviewing the feedback and comments for all the recommended traffic projects prior to finalising the draft LATM report for tabling at the LATM Working Party Group in late August 2022.</p> <p>The concept plan for the Moss Avenue/Grove Avenue Roundabout modification and closure has been finalised. Community consultation is scheduled to occur in early August 2022.</p>
City-wide Sharrow line marking and way finding signs	<p>The Administration are finalising the Sharrow line marking plans for the existing bike direct network within the City of West Torrens.</p> <p>The project also includes way-finding signs for installation along selected corridors and major bikeways.</p> <p>The wayfinding signs are proposed on the following road / bikeway corridor:</p> <ol style="list-style-type: none"> <li>1. King Street - Roebuck Street - Hounslow Avenue - Lipsett Terrace - Adelaide Airport Limited (AAL) Precinct;</li> <li>2. Lipsett Terrace - Sir Donald Bradman Drive bikeway - Apex Park (beyond this is Charles Sturt Council boundary);</li> <li>3. Clifford Street - Henley Street and Bagot Avenue (from Ashwin Parade to Sir Donald Bradman Drive);</li> <li>4. Westside Bikeway (within West Torrens Council area);</li> <li>5. Anna Meares Bike path (within West Torrens Council area);</li> <li>6. Reece Jennings Bike path (within West Torrens Council area);</li> <li>7. Captain McKenna Bike path (within West Torrens Council area);</li> <li>8. River Torrens Linear Park (within West Torrens Council area - only southern side)</li> </ol>
Traffic and Parking Review	<p>Parking Review:</p> <ul style="list-style-type: none"> <li>• Hughes Street Mile End - existing <b>2-Hour</b> timed parking on the northern side of Hughes Street, Mile End is proposed to be updated to <b>2 Hour Limit 8.00am - 5.00pm Mon - Fri</b>. parking signs will be replaced by end of July 2022</li> <li>• The line-marking plan for Charles Street (between Anzac Highway and Wheaton Road) has been finalised and the line marking has been completed.</li> <li>• Dewey Street, Fulham - Traffic count data obtained and has been assessed for traffic/parking control signs. The data obtained and our desktop study does not support any traffic/parking control signs. Accordingly, a response has been sent to customers informing of no change to existing conditions.</li> </ul>

**Capital Works**

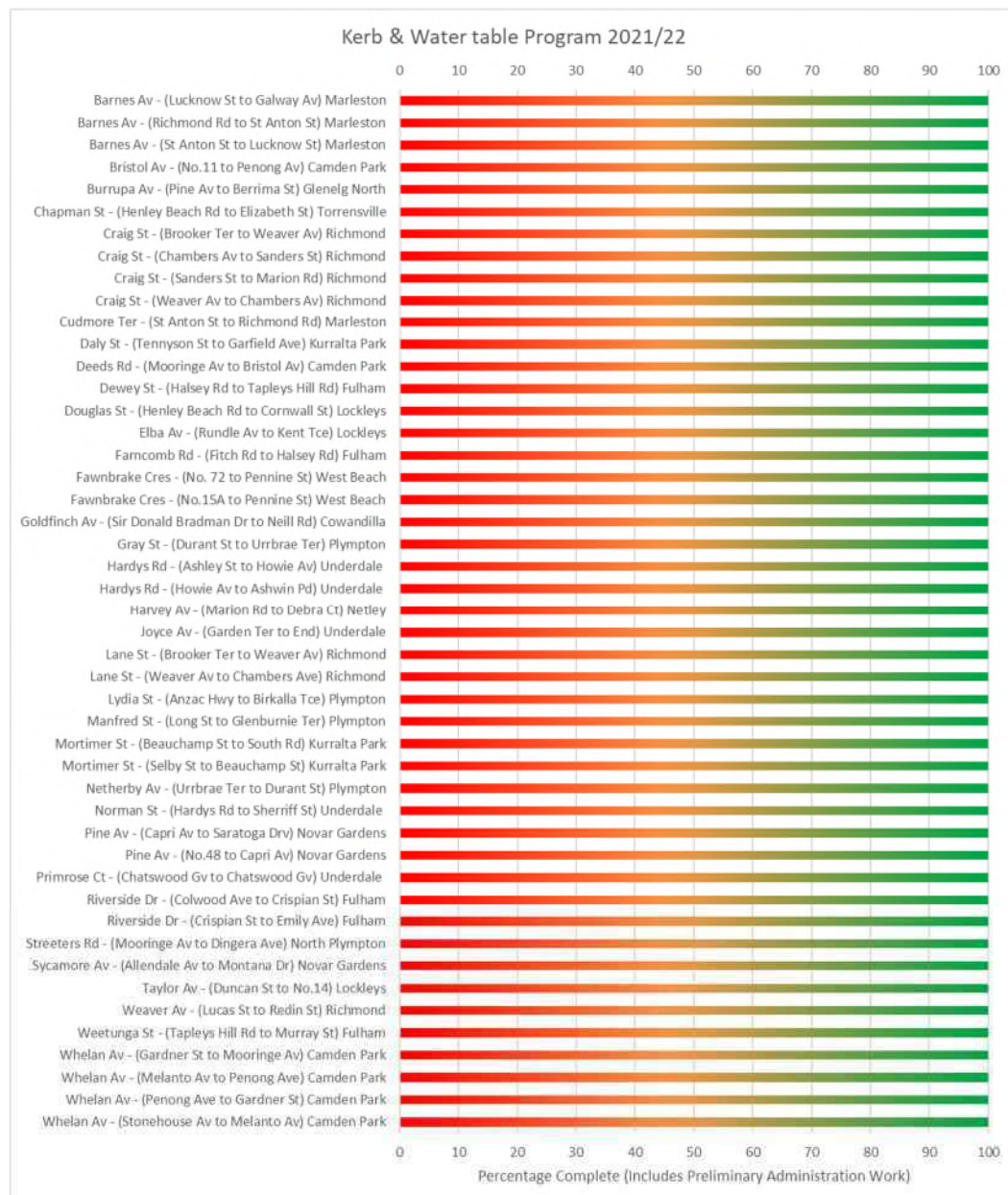
Kerb and Gutter Program 2021/2022

The Kerb & Gutter Program for 2021 to 2022 has now been completed.

Final works in the following streets were completed in June 2022:

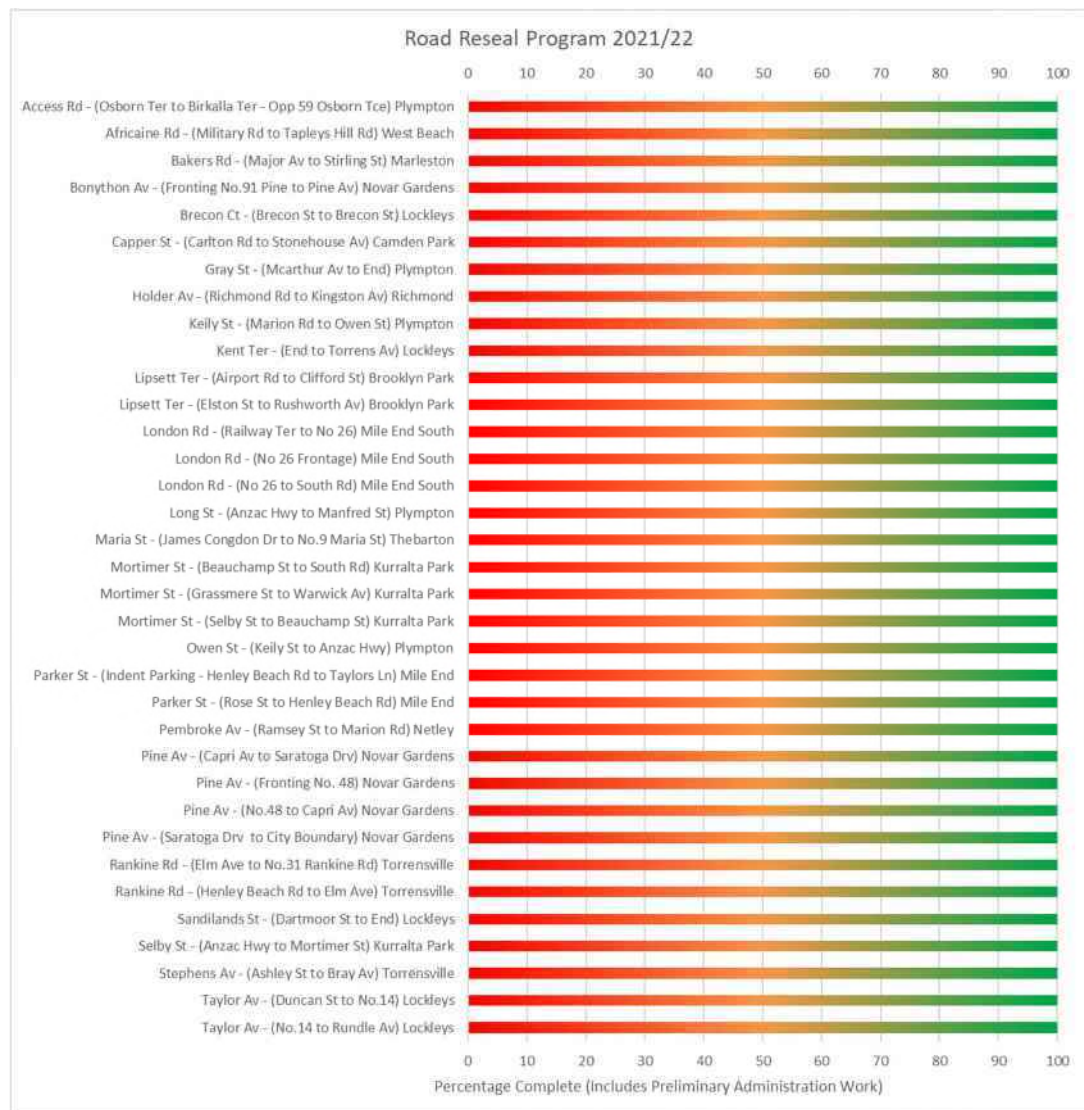
- Primrose Court - (Chatswood Grove to Chatswood Grove) Underdale
- Netherby Av - (Urrbrae Terrace to Durant Street) Plympton
- Manfred St - (Long Street to Glenburnie Terrace) Plympton
- Lydia St - (Anzac Highway to Birkalla Terrace) Plympton
- Hardys Rd - (Howie Avenue to Ashwin Parade) Underdale
- Hardys Rd - (Ashley Street to Howie Avenue) Underdale
- Deeds Rd - (Mooringe Avenue to Bristol Avenue) Camden Park
- Daly St - (Tennyson Street to Garfield Avenue) Kurralta Park
- Barnes Av - (Lucknow Street to Galway Avenue) Marlestone

The following graph lists all streets that had kerb and water table work as part of the 2021/2022 Kerb and Gutter Program, the program has been completed.



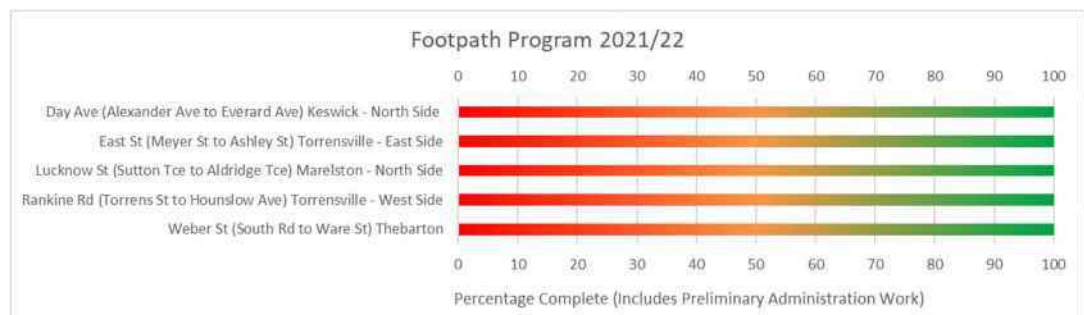
Surface Reseal Program 2021/2022

The following graph lists all streets that have been resealed as part of the 2021/2022 reseal program, the program has been completed.



Footpath Program 2021/2022

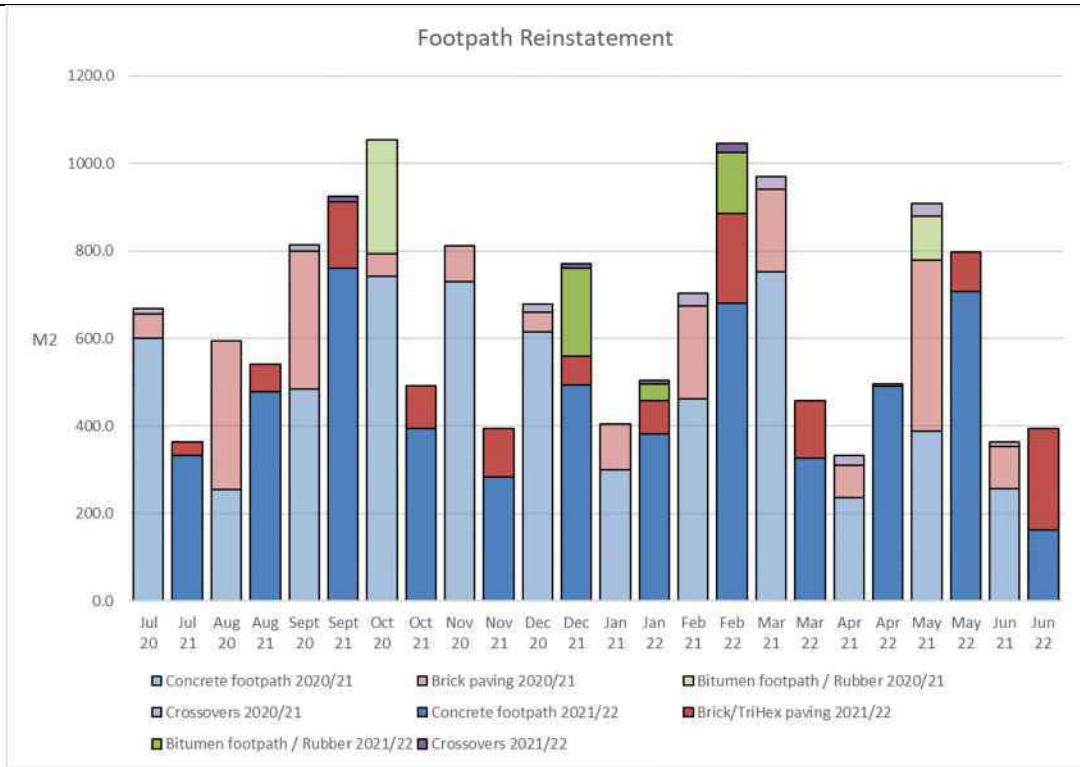
The following graph lists the streets completed as part of the 2021 to 2022 footpath program.



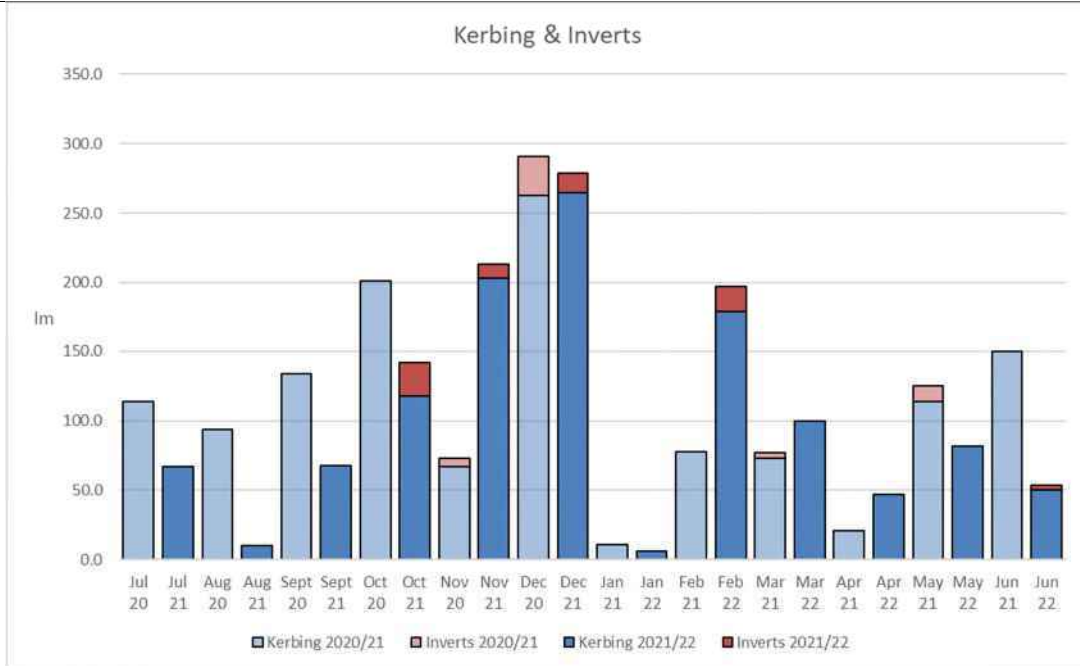
Playground Upgrade 2021/2022	<p>The following is an update of the playground upgrade / replacement program for 2021/2022:</p> <ul style="list-style-type: none"><li>• Westside Bikeway, Camden Park along Creslin Terrace, (works are continuing on site - with minor project delays as a result of contractor availability. The updated expected completion date is mid - August);</li><li>• Mile End Common, Mile End Playground, (works are now scheduled for November. The delays are a result of shipping of the play equipment); and</li><li>• Weigall Oval, Plympton - Corner of Urrbrae Terrace and James Street, (works are scheduled to commence in mid to late August).</li></ul>
Reserve / Irrigation Upgrades 2021/2022	<p>The following is an update of the reserve and irrigation upgrades programs for the 2021/2022:</p> <ul style="list-style-type: none"><li>• James Congdon Drive corner of Sir Donald Bradman Drive, Mile End - Works are underway on site with an updated completion date by the end of July due to inclement weather. Irrigation installation completed. Awaiting on a new power supply/meter from SAPN, which should be installed August 2022.</li><li>• Brownhill Creek / Adelaide Airport - Captain McKenna Bikeway (sections by bikeway). Works are currently on hold pending the water supply (SA Water) connection point. Waiting on the installation of a new water meter, once the meter is installed a flow test can be undertaken to determine design parameters. Completion of design expected at the end of September.</li><li>• Westside Bikeway, Camden Park - Irrigation installation along Creslin Terrace. Design details have now been finalised with the consultants / developer. Works have been re-scheduled again with the developer and contractor and are now programmed to be undertaken later in 2022, (date to be confirmed).</li><li>• Memorial Gardens, Hilton - Irrigation replacement and garden rejuvenation. This project will be completed in combination with landscape and lighting upgrades within the Civic Centre. A design for the lighting project is currently being finalised. Once the lighting upgrade is complete, City Operations will commence the procurement process.</li></ul>



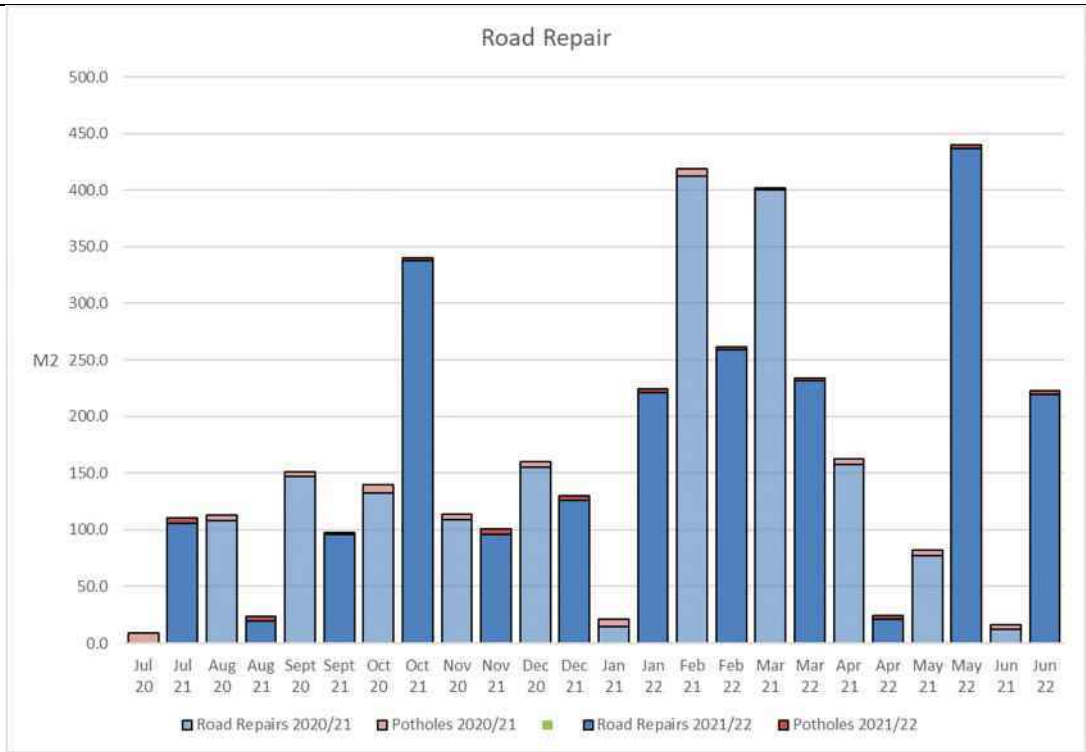
Footpath Re-instatement



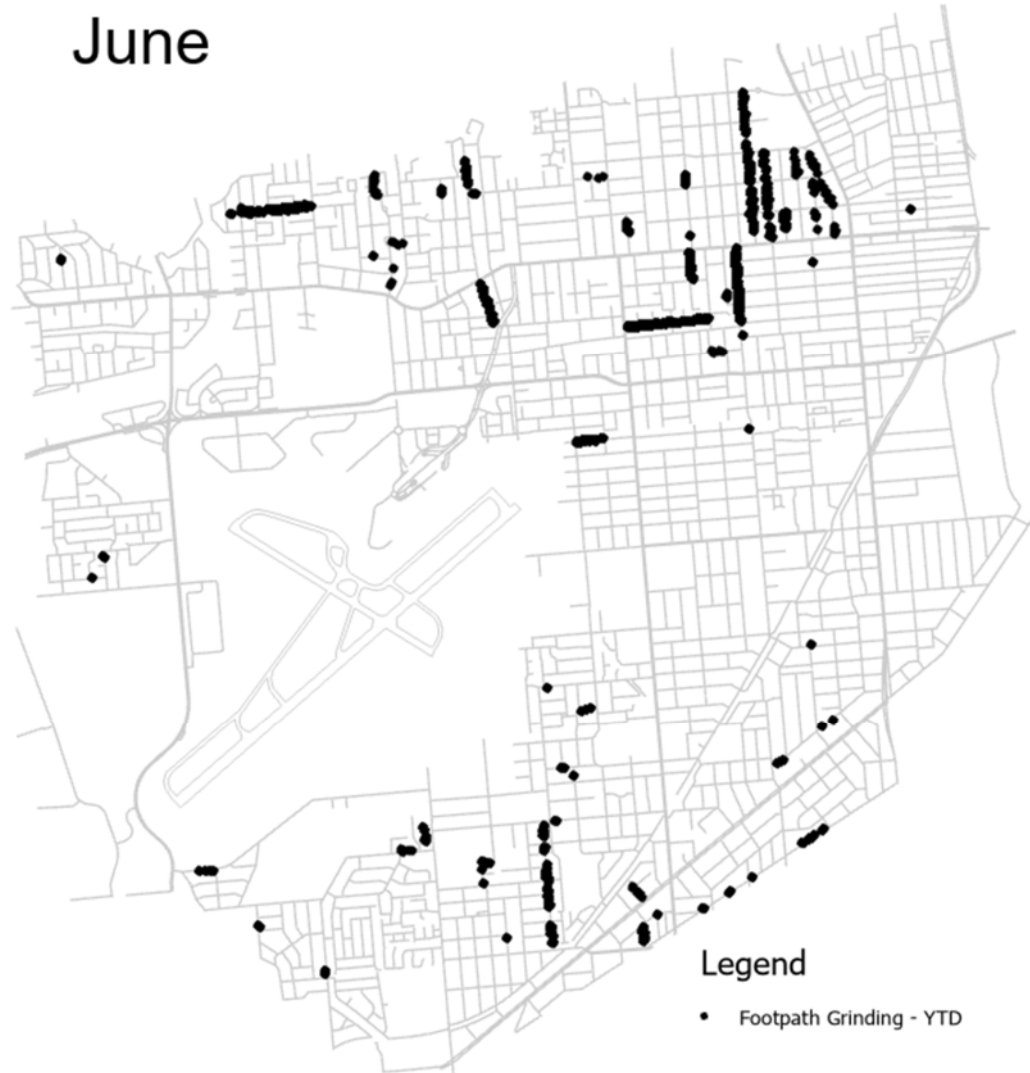
Kerb and Watertable / Invert Re-instatement



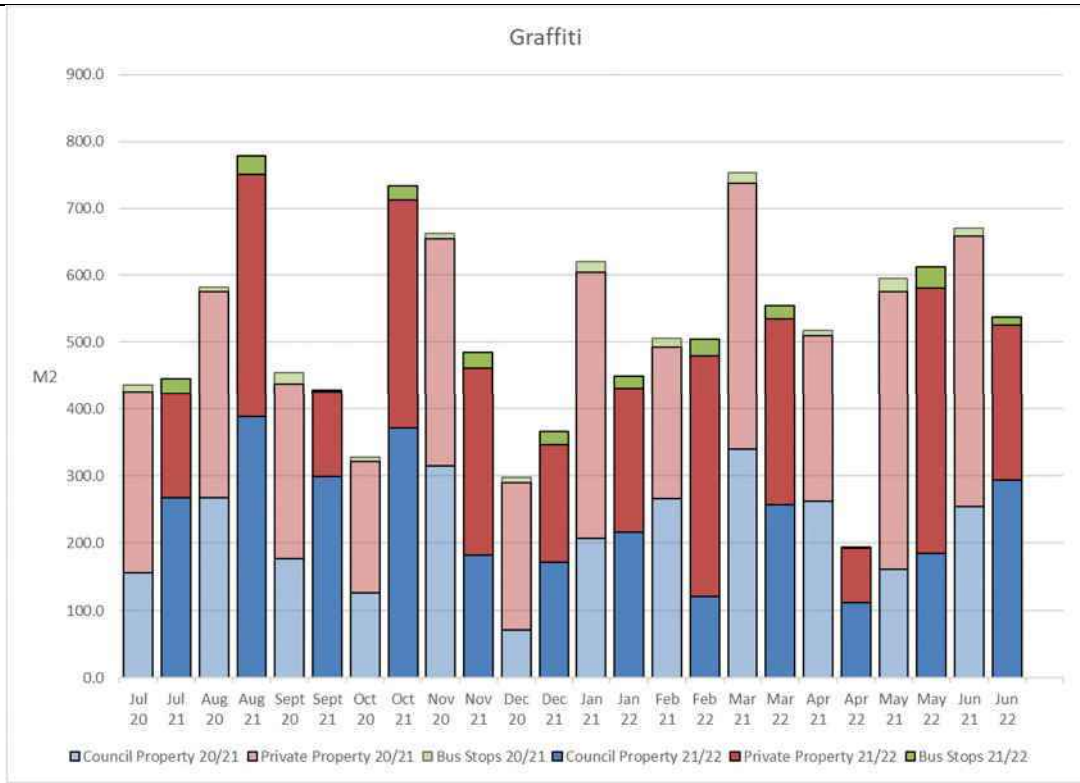
Road Repair and Potholes



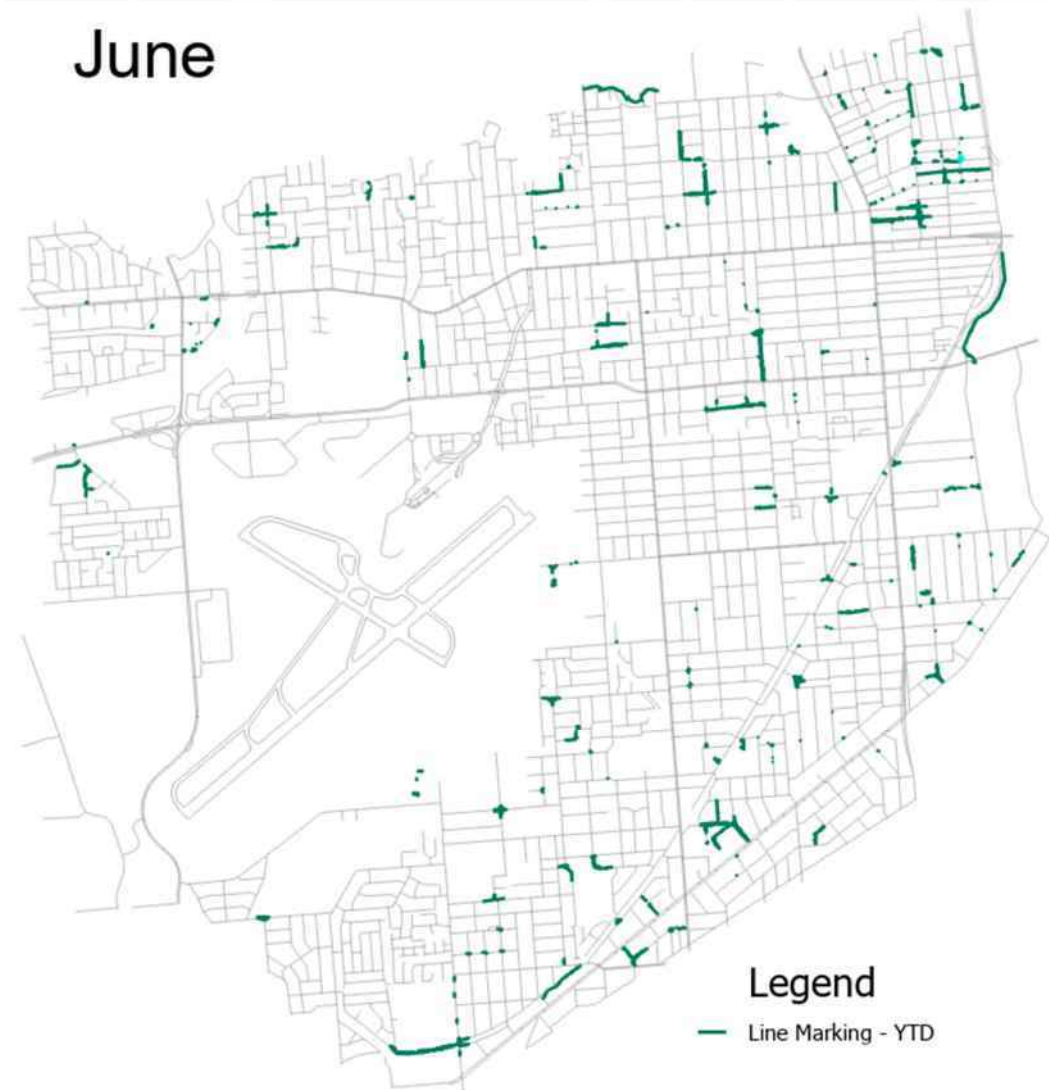
Footpath Grinding Program



Graffiti Removal

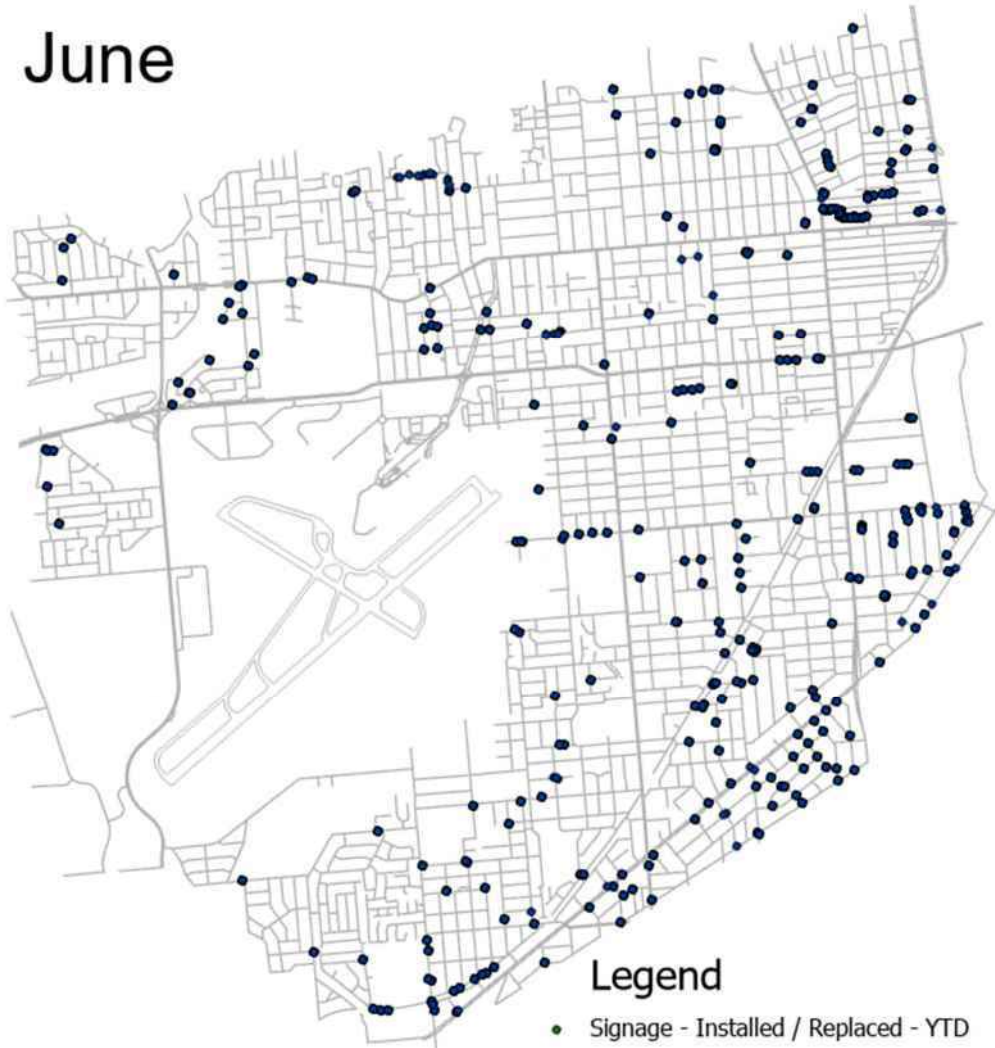


Line Marking



Sign repairs and new installations

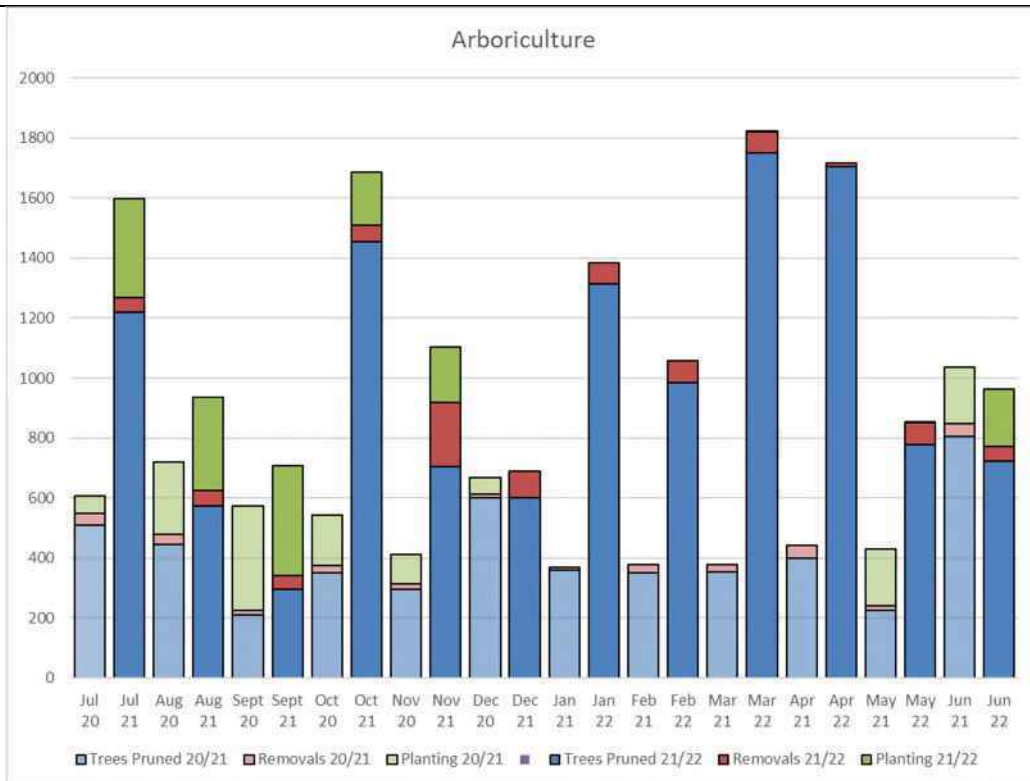
June



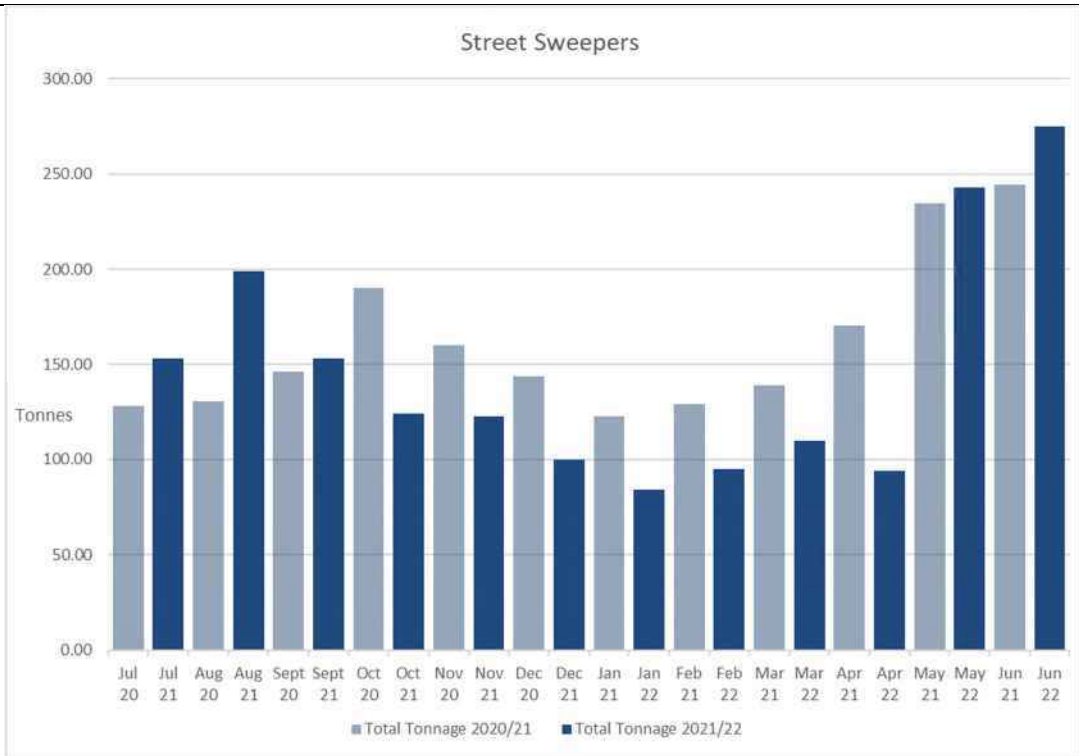
Legend

● Signage - Installed / Replaced - YTD

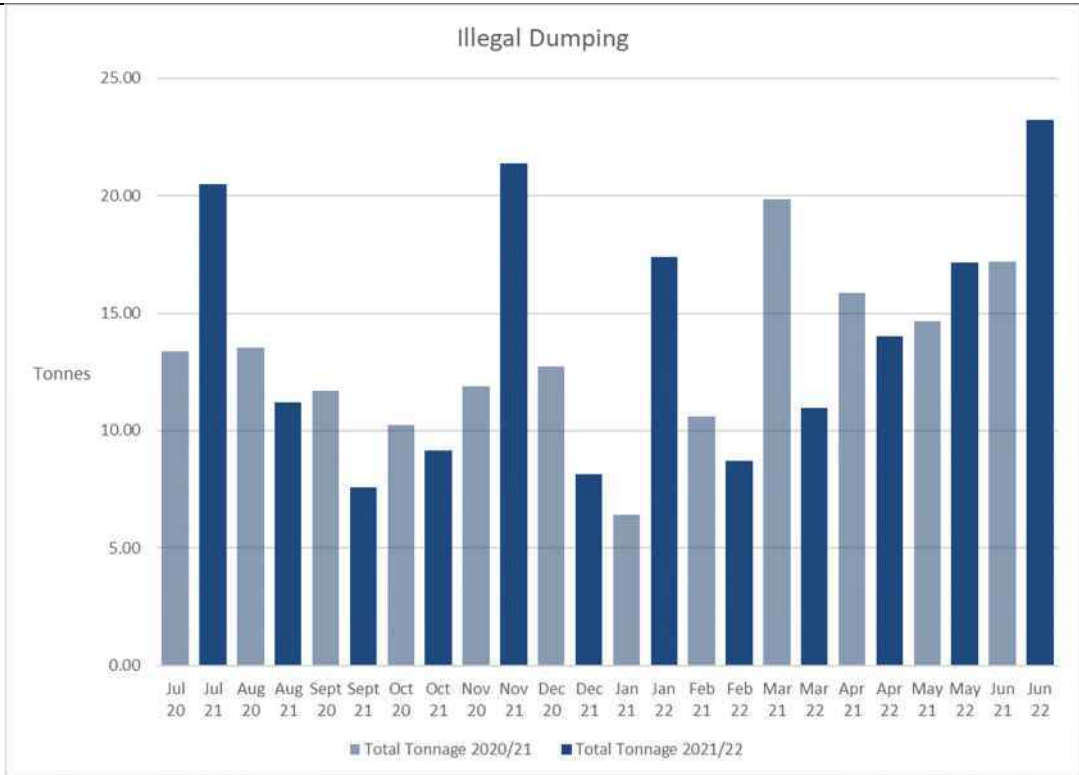
Arboriculture



Street Sweeper

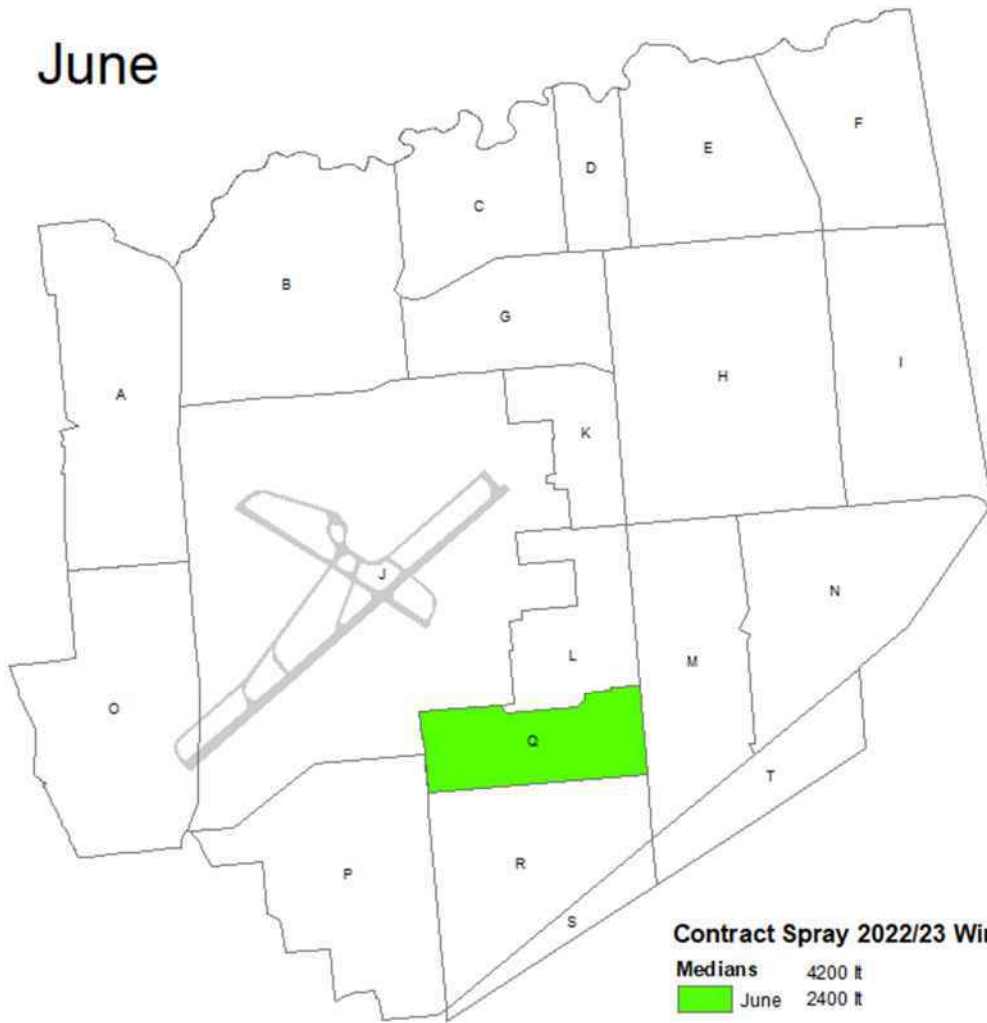


Street Rubbish Collection



Contract Weed Spraying

June



**Property and Facilities**

*Please refer to the City Facilities and Waste Recovery General Committee Agenda of the 26 July 2022 for an update on projects, property and facility management.*

**Development Assessment**

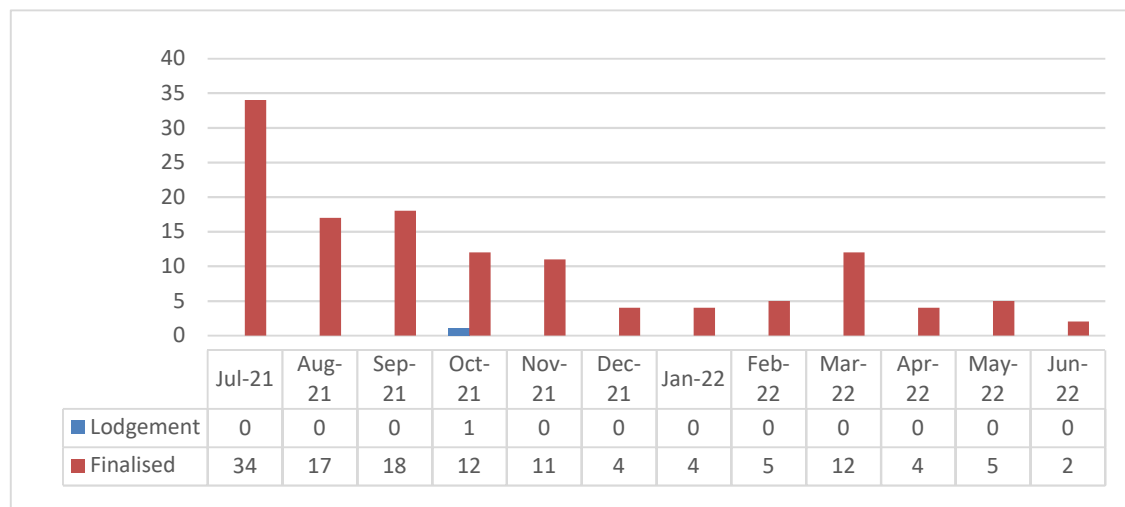
**Development Applications**

Lodgements and Decisions

As at 25 July 2022, a total of 1972 applications had been submitted in the PlanSA Portal in the City of West Torrens area under the *Planning, Development and Instructure Act 2016* (PDI Act). Of these 1707 have completed the lodgement (verification) process. The approved applications have an estimated development cost of \$226.02 million.

*Note: At this time the PlanSA Portal does not allow for monthly reporting on lodgements and decisions information. Therefore a time series chart has not been provided at this time.*

Two (2) applications were finalised in June 2022 under the *Development Act 1993*.



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

**Planning Assessment**

Assessment ERD Court Appeals

There is one (1) new appeal since last month's report:

- An appeal against an against the Assessment Manager's decision for DA22013657 for "Construction of two (2) single storey detached dwellings" at 3 Lowry St, Fulham.

A conciliation conference will be held in August 2022.

There is one (1) ongoing appeal since last month's report.

- An appeal against an against CAP's decision for DA21014495 for "Demolition of existing dwelling and shed and the construction of warehouse and ancillary offices and showroom with associated carparking and landscaping" at 233-235 Richmond Road, Richmond.

A conciliation conference is scheduled to be held in August 2022.

There is one (1) ongoing appeal against SCAP decisions within the City of West Torrens area. Compromise plans have been lodged with SCAP but are yet to be tabled at a future SCAP meeting:

- To refuse an application for a multi-storey mixed use development, incorporating commercial tenancy, 2 storey car park, 9-storey residential flat building, four x 3-storey residential flat buildings and car parking at 79 Port Road, Thebarton.

**Building Rules Assessment**

Building Rules Consent issued By Relevant Authority

Two hundred and seventy-two (272) building consents have been assessed by Council under the PDI Act since March 2021.

*Note: At this time the PlanSA Portal does allow for monthly reporting on building rules consent information. Therefore a time series chart has not been provided at this time. Building Rules Consents are assessed by Council or private assessors known as Private Certifiers, these privately certified assessments still need to be registered and recorded with Council.*

Council has no further building rules consent applications to assess under the *Development Act 1993*.



**PDI Assessment Timeframes**PDI Assessment Timeframes  
(March 2021 - 25 July 2022)

Consent	Pathway	Average days
Building Consent	Accepted	3
	Deemed to Satisfy	4
	Performance Assessed	5
Planning Consent	Accepted	9
	Deemed to Satisfy	8
	Performance Assessed	20
Land Division Consent	Deemed to Satisfy	4
	Performance Assessed	43
Planning and Land Division Consent	Deemed to Satisfy	18
	Performance Assessed	40

*Note: At this time the PlanSA Portal does not allow for monthly reporting on assessment timeframe information and does not provide this data for specific relevant authority. The accuracy of this information is currently unable to be verified as the raw data is not made available to Council.*

**Community advice and education**

Pre-lodgement advice

Rostered Duty Planner and Duty Building Officers are available to answer preliminary pre-lodgement and general enquiries during Service Centre opening hours.

Advice is provided to the general public and applicants via the phone, email and in person at the Service Centre.

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

PDI Act Public notification

Eight (8) applications for planning consent were notified in June 2022 under the *PDI Act 2016*.

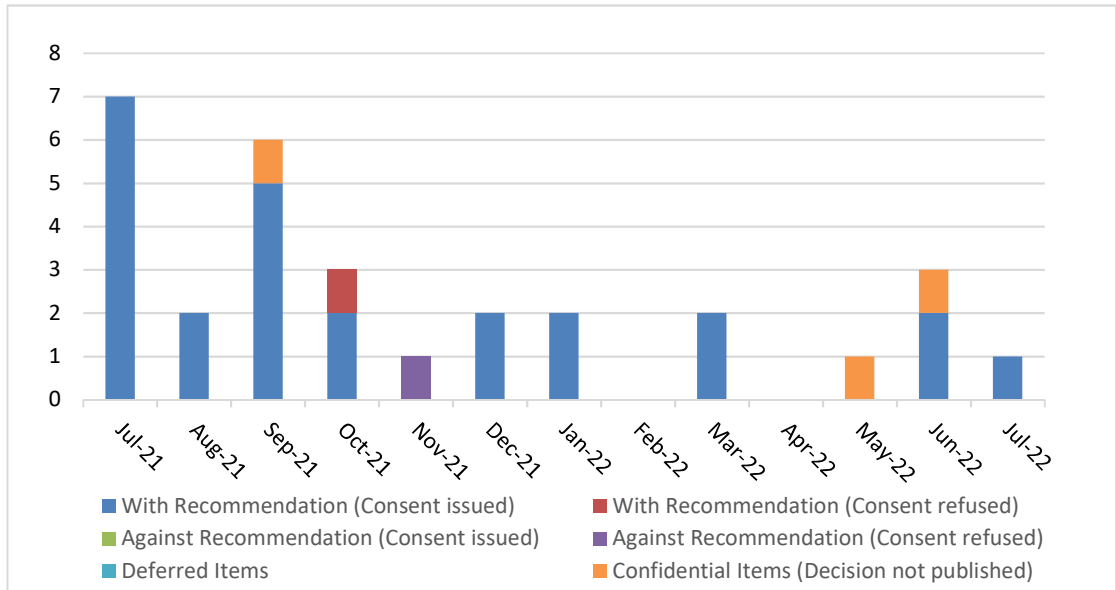
*Note: At this time the PlanSA Portal does not accurately capture all applications that have commenced public notification, and this data is compiled manually. Therefore a time series chart has not been provided at this time.*

**Council Assessment Panel**

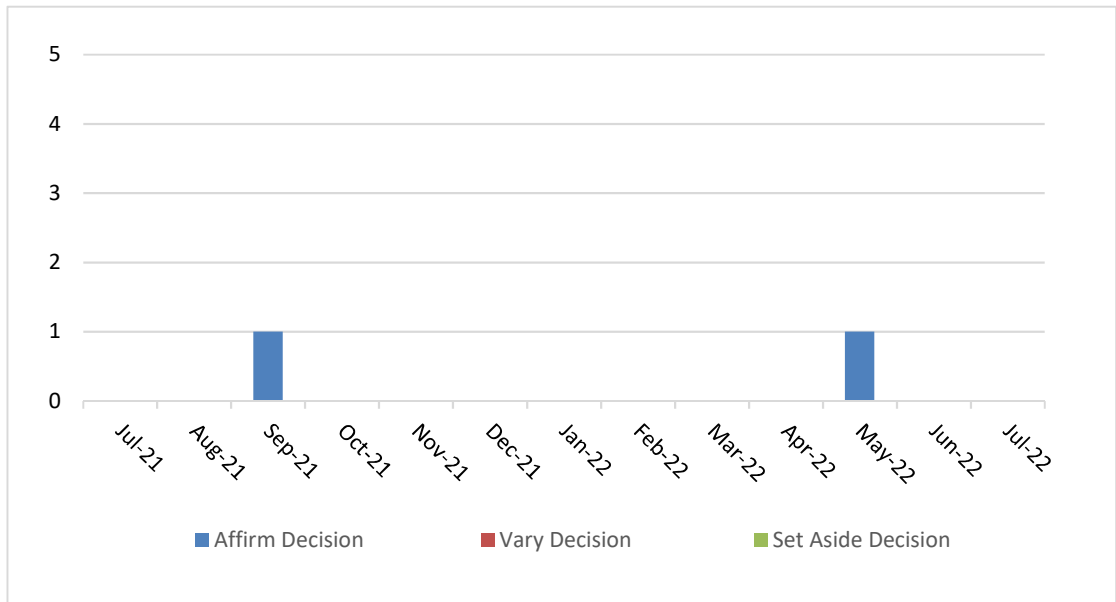
The July CAP meeting was held on Tuesday 12 July 2022.

The next CAP meeting will be held on Tuesday 9 August 2022.

Council Assessment Panel Decisions on Planning Consent Applications



Council Assessment Panel Decisions on Review of Assessment Manager Decisions (PDI Act)



*Note: For planning consent applications where the Assessment Manager is the relevant authority, the PDI Act introduces a new avenue of appeal for applicants as an alternative to appealing to the ERD Court. Applicants may seek a review of a prescribed decision of the Assessment Manager by the Council Assessment Panel.*

*The CAP has adopted a [Review of Decision of Assessment Manager Policy](#) to guide this process. The CAP consider applications for review at its monthly meetings.*

### Referrals from other statutory agencies

Council is a statutory referral agency for some applications that are assessed by other agencies, including State Commission Assessment Panel (SCAP), Minister for Planning, Governor of South Australia (under the former *Development Act 1993*) and Adelaide Airport Limited (*Airports Act 1996*).

Council is also informally referred applications for development five storeys or more in height within the Urban Corridor Zone that are assessed by SCAP.

Please refer to the Assessment Appeals section for a SCAP appeal currently before the ERD Court.

### Service improvements

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

- City Development staff continue to participate on external working groups with PlanSA on process and reporting improvements for the PlanSA Portal, and report process issues and enhancements to the PlanSA Service Desk. Council staff have recently attended DA Lite workshops for a backup read only version of the PlanSA Portal.

### Development compliance

Twenty (20) new development compliance requests were received in June 2022. Fifteen (15) development compliance requests were resolved within the month and two (2) requests were resolved from a previous month in June 2022. At the end of June there were thirty-two (32) ongoing development compliance requests.

Compliance Requests

Month/Year	No of Requests Received	Requests resolved within the month	Requests resolved from previous months	Total Ongoing Actions
June 2021	22	19	3	27
July 2021	26	13	2	38
Aug 2021	20	12	6	29
Sept 2021	25	21	7	26
Oct 2021	25	14	3	33
Nov 2021	26	20	3	36
Dec 2021	20	18	3	35
Jan 2022	16	13	4	25
Feb 2022	23	15	6	31
Mar 2022	17	16	6	26
Apr 2022	15	8	1	32
May 2022	22	16	1	31
June 2022	20	15	2	32

*Note: Compliance actions include investigating potential use of properties for activities that haven't been approved, approval conditions that may have been breached or buildings being constructed without the required approvals.*

Enforcement Action

Zero (0) enforcement notices were issued in June 2022. Zero (0) emergency orders were issued in June 2022.

There were no new, ongoing or finalised court matters as at 25 July 2022.

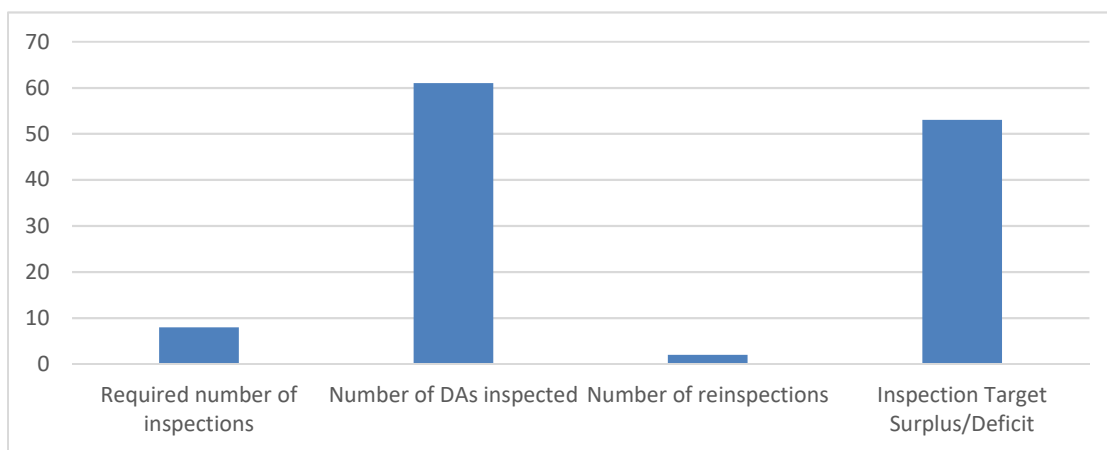
Month/Year	Enforcement Notice Issued	Emergency Order Issued
June 2021	1	-
July 2021	-	-
Aug 2021	-	-
Sept 2021	-	-
Oct 2021	-	1
Nov 2021	-	1
Dec 2021	1	1
Jan 2022	-	-
Feb 2022	-	-
Mar 2022	-	-
Apr 2022	-	1
May 2022	-	-
June 2022	-	1

*Note: Section 213 enforcement notices are the first stage of prosecution for unapproved development. Section 155 emergency orders are the first stage of prosecution for unsafe buildings.*

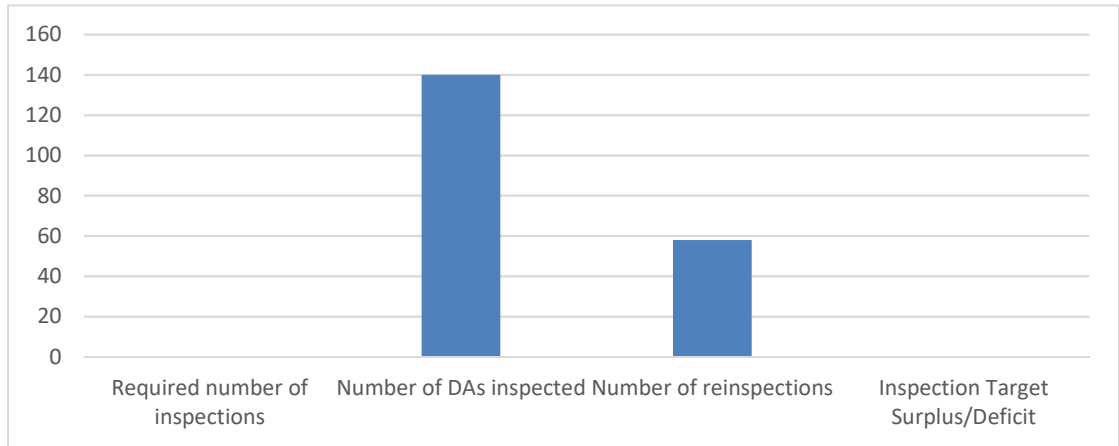
**Building compliance inspections**

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

Development Act Building Inspections  
(July 2021 - June 2022)

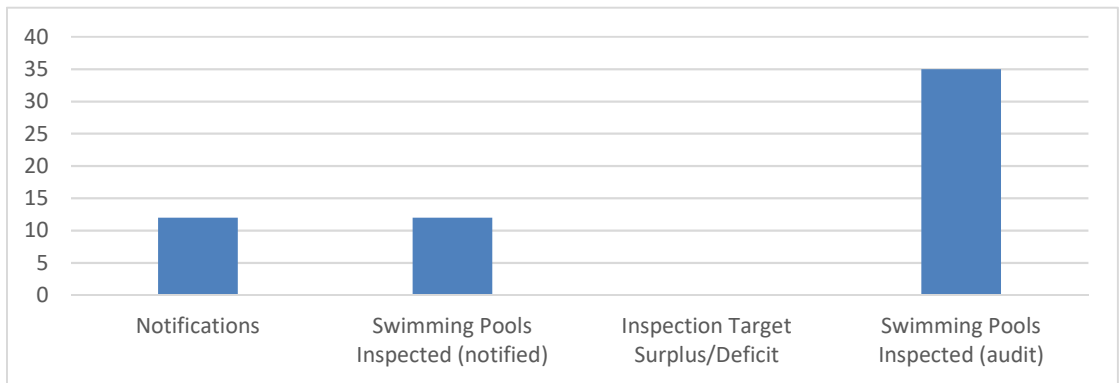


PDI Act Building Inspections  
(July 2021 - June 2022)

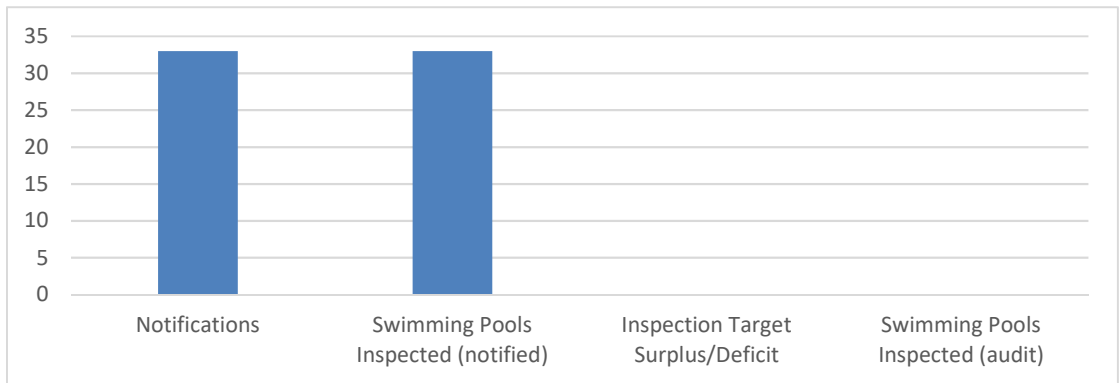


**Note:** At this time the PlanSA Portal does not accurately capture the required number of inspections so the inspection target cannot be accurately identified, therefore these fields have been left blank.

Development Act Swimming  
Pool Inspections ( July 2021 -  
June 2022)



PDI Act Swimming Pool Inspections (July  
2021 - 30 June 2022)



**Note:** At this time the PlanSA Portal does not allow for reporting on the number of satisfactory or unsatisfactory inspections. The PlanSA Portal Notifications function is limited and so incomplete notifications are still recorded as complete notifications at this time.

**Note:** The State Planning Commissions' Practice Direction 8 - Inspection Policy for Swimming Pools requires that a minimum number of approved buildings and notified swimming pools are inspected for compliance with their associated Development Approval documentation. Where 100% of inspections have not been met in a month the requirement is rolled over to the next month until all required inspections have been undertaken. The inspection target is based on the first inspection of a building or swimming pool and re-inspections are not included in the target.

**City of West Torrens Building Fire Safety Committee**

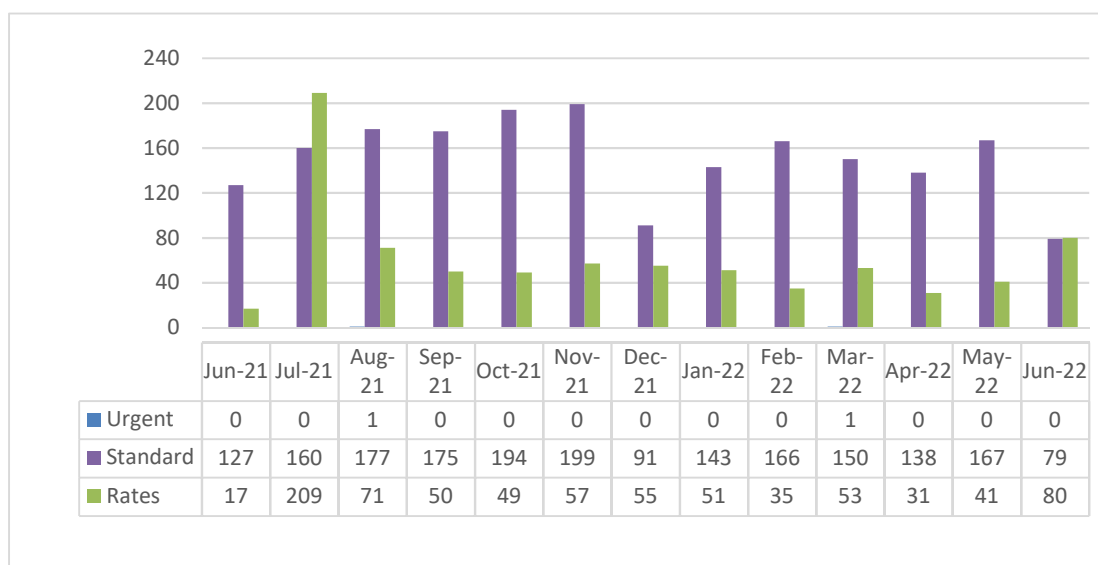
BFSC Meetings

A Building Fire Safety Committee (BFSC) meeting was held on 9 June 2022.  
 The next ordinary BFSC meeting will be held on 8 September 2022.  
 There are no new, ongoing or finalised appeals since last month's report.

**Property and land information requests**

Property Searches

Seventy-nine (79) standard search requests. Eighty (80) rates search requests were received in June 2022.



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

**Climate Impact Considerations**

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

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

**Conclusion**

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

**Attachments**

Nil