

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

- **Finance and Regulatory Prescribed Standing Committee**
- **Strategy and Community Prescribed 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, 17 MAY 2016**  
**at 7.00 PM**

**Terry Buss**  
**Chief Executive Officer**

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

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

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**1. MEETING OPENED**

**1.1 Evacuation Procedure**

**2. PRESENT**

**3. APOLOGIES**

**Leave of Absence**

Cr Demetriou (25 April - 4 June 2016)

**4. DISCLOSURE STATEMENTS**

Elected Members are required to:

1. Consider Section 73 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 75 of the *Local Government Act 1999*.

**5. CONFIRMATION OF MINUTES**

**RECOMMENDATION**

That the Minutes of the meeting of Council held on 3 May 2016 be confirmed as a true and correct record.

**6. MAYOR'S REPORT**

**(Preliminary report for the agenda to be distributed Friday 13 May 2016)**

In the two weeks since the last Council Meeting of 3 May 2016, functions and meetings involving Mayor Trainer have included:

**Wednesday 4 May**

1.30pm-5.00pm Participated in the Australian Mayoral Aviation Council (AMAC) Annual General Meeting at the Stamford Plaza Adelaide, followed by an inspection of the Adelaide Airport.

**Thursday 5 May**

9.00am-4.00pm Attended the AMAC Annual Conference at the Stamford Plaza Adelaide.  
7.00pm Attended the AMAC Conference Dinner.

**Friday 6 May**

9.00am-12.00pm Attended the AMAC Annual Conference at the Stamford Plaza Adelaide.  
2.00pm Attended the Recognition/Opening Ceremony of the William Light R-12 School Health Industry Trades Skills Centre, opened by Mr Matt Williams MP.

**Saturday 7 May**

12.00pm Presented the 'Club Person of the Year' trophy at the Novar Gardens Bowling Club Annual General Meeting.

**Monday 9 May**

10.00am Met with Executive Officer of the Australia Day Council of South Australia, Mr Matt Miles to discuss the role of the board.

12.30pm Met with local newspaper journalist Mr Eugene Boisvert, newly appointed to the *Guardian Messenger*, to familiarise him with the West Torrens district and its history.

**Tuesday 10 May**

6.30pm Attended for the (unfortunately inquorate) Corporate Planning, Policy and Performance Committee Meeting.

**Wednesday 11 May**

10.00am Spoke with Leon Byner on 5AA, along with Chief Executive Officer of the LGA, Matt Pinnegar regarding federal election signage being erected *en masse* eight days prior to the issue of writs.

12.30pm Attended the Metropolitan Mayors' Luncheon hosted by the City of Unley.

3.00pm Participated in the Lord Mayor's Light Rail Summit Meeting.

4.30pm Participated in the LGA Metropolitan Local Government Group Meeting at LGA House, which was addressed on rate capping by Shadow Minister of Local Government Steven Griffiths.

**Thursday 12 May**

10.00am Attended the National Volunteer Week City of West Torrens Volunteers Celebration at Thebarton Community Centre.

12.00pm Attended the Lockleys Senior Citizens 52<sup>nd</sup> Birthday Celebration

In addition, after the compilation of this report on Thursday evening as part of the distributed Agenda on Friday, the Mayor also expects to have attended or participated in the following:

**Saturday 14 May**

2.10pm Attending the West Adelaide vs North Adelaide SANFL Football game at City Mazda Stadium.

**Tuesday 17 May**

6.00pm Council pre-brief and dinner

7.00pm Council meeting.

**RECOMMENDATION**

That the Mayor's Report be noted.

**7. ELECTED MEMBER REPORTS**

## 8. PETITIONS

### 8.1 59 Main Street Lockleys

#### Brief

A petition has been received from 57 residents and ratepayers of Lockleys requesting that Council refuse development application 211/44/2016 at 59 Main Street, Lockleys.

#### RECOMMENDATION(S)

It is recommended to Council that the Petition be noted.

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#### Introduction

A petition has been received from 57 residents and ratepayers of Lockleys requesting that Council refuse development application 211/44/2016 from Main Street Holdings for the construction of nine (9) two storey dwellings with associated car parking, fencing and landscaping areas (Lot 3); Community Title Land Division - DAC No. 211/C028/16 (Unique ID 53600) - Create Eight (8) Additional Allotments at 59 Main Street, Lockleys 5032 (**Attachment 1**).

#### Discussion

This petition does not meet the requirements of sections 8(4) and 8(5) of Council's *Code of Practice - Procedures at Meetings (Code)* in that:

- No head petitioner is identifiable, and
- Each page of the petition presented to the Council does not restate the whole of the request or submission of the petitioners.

However, given the compliance of the petition to all other provisions of the Code, and the minor administrative nature of the non-compliance, the petition is presented to Council for its notation. The petition is presented to Council for notation only as the application to which this petition relates will be referred to a future Development Assessment Panel (DAP) meeting.

As Council is aware, it has no ability to intervene in a decision, past or future, of the Development Assessment Panel so is unable to consider or seek further information relating to this petition.

**ATTACHMENT 1**

Dear Mayor Trainer, Mr Buss, Elected Members, DAP Members and Development Assessment staff.

We, the undersigned, **strongly object to and request that Council REFUSE** application DA 211/44/2016 from Main Street Holdings for *the construction of nine (9) two storey dwellings with associated car parking, fencing and landscaping areas (Lot 3); Community Title Land Division – DAC No. 211/C028/16 (Unique ID 53600) – Create Eight (8) Additional Allotments* at 59 Main Street, Lockleys SA 5032.

We, the undersigned, have a number of concerns including, but not limited to:

- Access:
  - increased traffic and general road usage which has not been adequately provided for.
  - Lack of parking for residents and visitors to the new development and dwellings.
  - Bin collection – access to all housing, along with placement of bins.
- Proposed development is not in keeping with the character of the area.
- This is not low density housing.
- Street frontage set-back for the area is not adhered to.
- Suspected groundwater contamination is not being addressed. A health hazard to future and current local residents.

We also note that the Riverstone Development DA 211/971/2014 is not a luxury development as marketed, construction has not adhered to approval conditions from council and machinery equipment, not suitable for residential areas, have been used. Many local residents have sustained damage to their homes due to construction. Not all residents impacted by this development have been informed at any given time throughout this process.

Overall, the Riverstone development has grossly affected all residents, whether their house backs directly on to the development or not. The health and harmony of the area has and continues to become degenerated. Property values will decrease and the lifestyle that existing residents have bought into the area for are fast becoming distant memories.

The murmurs are of a greedy and/or corrupt council. Please prove otherwise. Support your existing residents, not the developers for whom profit is the only consideration.

Sincerely,

Your rate paying residents of Lockleys.

Name	Owner/Resident	Address	Signature
<i>M. Peters</i>	<i>owner resident</i>	<i>41 Lancaster st</i>	<i>M. Peters</i>
<i>C. Peters</i>	<i>owner resident</i>	<i>41 Lancaster st.</i>	<i>C. Peters</i>

## **9. DEPUTATIONS**

Nil

## **10. ADJOURN INTO STANDING COMMITTEES**

### **RECOMMENDATION**

That the meeting be adjourned, move into Standing Committees and reconvene at the conclusion of the Strategy and Community Prescribed Standing Committee.

## **11. ADOPTION OF STANDING COMMITTEE RECOMMENDATIONS**

### **11.1 FINANCE AND REGULATORY COMMITTEE**

#### **RECOMMENDATION**

That the recommendations of the Finance and Regulatory Prescribed Standing Committee held on 17 May 2016 be adopted.

### **11.2 STRATEGY AND COMMUNITY COMMITTEE**

#### **RECOMMENDATION**

That the recommendations of the Strategy and Community Prescribed Standing Committee held on 17 May 2016 be adopted.

## **12. ADOPTION OF GENERAL COMMITTEE RECOMMENDATIONS**

Nil

## **13. QUESTIONS WITH NOTICE**

### **13.1 Development in Burnley Street, Fulham**

At the meeting of Council on 3 May 2016, Cr Haese asked the following question which was taken on notice:

On what grounds did Council approve the badminton court and five car garage at 15 Burnley Street, Fulham?

#### **Answer**

The development at 15 Burnley Street, Fulham was approved by the Administration under delegation, in accordance with the City of West Torrens Development Plan - consolidated 2 February 2012.

Council received an application for "Construction of a two storey detached dwelling with associated triple garage and recreation room and demolition of existing structures on site" on 31 July 2012.

On 15 August 2012, Category 2 Public Notification commenced, no representations were subsequently received.



On 3 April 2013, Development Plan Consent was issued, the following matters were particularly considered:

- Locality/ Character/Scale with particular regard to the shed/garage
- Overshadowing of own private open space
- Overshadowing of adjoining properties
- Overlooking/Visual Privacy
- Site coverage
- Bulk with particular regard to the shed/garage
- Boundary development with particular regard to the shed/garage

On 31 March 2014, a 3 month extension of time to the Development Plan Consent was requested due to engineering issues (a 12 month extension was granted).

On 19 February 2015 a further 3 month extension of time to the Development Plan Consent was requested due to building rules issues (a 3 month extension was granted).

On 5 May 2015, Development Approval was granted.

Work on the site commenced in late 2015 with the demolition of the existing garage and the commencement of construction of the triple garage and recreation room (badminton court). As work has commenced, the owner has until 5 May 2018 to complete the work. It is acknowledged that as the building is currently under construction it is particularly unattractive but it is expected that the appearance will substantially improve with completion of works.

#### **14. QUESTIONS WITHOUT NOTICE**

#### **15. MOTIONS WITH NOTICE**

Nil

#### **16. MOTIONS WITHOUT NOTICE**

## 17. REPORTS OF THE CHIEF EXECUTIVE OFFICER

### 17.1 Annual Service Plans 3rd Quarter 2015/16 Progress Update

#### Brief

This report presents the 3rd quarter review of the 2015/16 annual service plans and progress in the delivery of Council's Community Plan.

#### RECOMMENDATION(S)

It is recommended to Council that the:

1. Annual Service Plans 3rd Quarter Progress Report 2015/16 be received, and
2. Proposed changes to the 2015/16 service plans are approved, as detailed within the report.

#### Introduction

The Annual Service Plans 3rd Quarter Progress Report (**Attachment 1**) outlines progress in implementing the *Towards 2025* Community Plan.

Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, this report is presented directly to Council for consideration and approval.

#### Discussion

This progress report provides updates on the delivery of actions from the 2015/16 annual service plans that implement the Community Plan aspirations outlined in figure 1.

Figure 1 Community Plan Aspirations



Below is an explanation of the reporting format:


### Pie Charts

The pie charts graphically illustrate how the City of West Torrens as a whole, and each individual department, is progressing with the delivery of the actions from the departmental service plans.


### Action Status

The status of the actions presented in the quarterly report may be 'monitor' or 'off-track'. On-track and completed actions are not presented in the report.

'Monitor' means the action has not progressed to the point that the relevant department manager had planned, but it is within 70-90% of the quarterly target.

When the status of an action is listed as 'monitor', the attached quarterly report shows a yellow traffic light (  ) in the right hand column.

'Off-track' means the action has not progressed to the point that the relevant department manager had planned and has reached less than 70% of the quarterly target.

When the status of an action is off-track, the attached quarterly report shows a red traffic light (  ) in the right hand column.

An explanation of why a particular action has off-track or monitor status is contained within the *Annual Service Plans 3<sup>rd</sup> Quarter Progress Report*.

Note: Where an action has had previous approval by the Corporate Planning, Policy and Performance Committee for extension of the completion date, and appears in the *Annual Service Plans 3<sup>rd</sup> Quarter Progress Report* with a status of off track or monitor, then the original completion date appears in red and strike-through text with the new completion date below.

### Report

The service plans show:

- 89.6 % of actions are on-track/completed;
- 3.8 % of actions have a monitor status; and
- 6.6 % of actions have an off-track status.

*NB: due to rounding effects the total may be less than or greater than 100%*

In the third quarter 12 actions were completed. These relate to:

- Strengthening links and developing partnerships with organisations that support new arrivals;
- Developing the 2016 Summer Festival;
- Researching and implementing ways to broaden the Summer Festival Concept;
- Developing a more extensive range of options for inclusion in the Annual Summer Festival;
- Implementation of the new Cummins House booking system;
- Finalisation of the Water Quality Report;
- Preparation and reporting on Council's annual water consumption for 2014/15;
- Supporting appropriate Activity Centre policy development consistent with the State Government's Activity and Shopping Centre review;
- Assisting the business take-up of available functionality including mobility for field workers, Pathway customer service functionality and GIS;
- Expanding the use of internal online services;
- Undertaking 100% of public swimming pool inspections during the Summer season; and
- Designing Holland St road upgrade (Thebarton Technical Hub Master Plan) to maximise streetscape greening.

Fourteen actions have been reported as 'off track', which represents 6.6% of the total number of actions. These relate to:

- Developing and implementing options for Maker Space/Library Annex;
- Developing and implementing a plan for highlighting the heritage values (people and places) in the City of West Torrens;
- Developing and implementing a "Public Art" proposal for Council;
- Developing a strategy for community engagement and community connectedness;
- Participating in the National Cool Cities Research project;
- Engaging residents in a Citizen Science project;
- Implementing Community Services' Cultural Development Program;
- Implementing Council's Animal Management Plan;
- Implementing the Bin Tagging Program;
- Upgrading to Microsoft Office 2013;
- Reviewing and implementing identified improvements in the debt collection process;
- Reviewing and streamlining the Thebarton Hub booking system;
- Undertaking Lockleys Oval Redevelopment (Stage 1); and
- Undertaking Stage 3 fire safety upgrades at the Thebarton Theatre.

Eight actions have been reported as needing to be monitored, which represents 3.8% per cent of the total number of actions. These relate to:

- Key library information translated into most relevant languages;
- Reviewing Council's Success Indicators and reporting processes for the Community Plan and Council's suite of Corporate Plans;
- Replacing the end-of-life NEC PABX and associated telephony;
- Upgrading from ECM 3.08 to an Executive approved Information Management solution;
- Completing the Stormwater Catchment Management Plan;
- Completing the Open Space Infrastructure & Asset Management Plan;
- Installing new pedestrian solar lighting along the Anna Meares shared pathway; and
- Upgrading of pedestrian lighting to LED along the Westside Bikeway, including new lighting for the dog park facility.

Delays in implementation of these actions have been attributed to a number of factors including; staff resources, awaiting completion of other projects, waiting on consultants or other project partners, unsuccessful funding bids and more extensive work required than originally planned.

#### Requests for approval to change timeframes

It is requested that the 'completion date' be extended from 31/3/16 to 30/6/16 for the action relating to 'Key library information translated into most relevant languages'.

Approval is also requested to defer the following six actions to the relevant 2016/17 Departmental Service Plans:

- Developing and implementing options for Maker Space/Library Annex;
- Developing and implementing a plan for highlighting the heritage values (people and places) in the City of West Torrens;
- Developing and implementing a "Public Art" proposal for Council;
- Developing a strategy for community engagement and community connectedness;
- Implementing Council's Animal Management Plan; and
- Implementing the Bin Tagging Program;

While work will continue on the remaining 15 actions and some will be brought back on track by the end of the fourth quarter, it is anticipated that some of the actions may need to be carried over to the 2016/17 Service Plans. Further information will be provided in the Annual Service Plans 4<sup>th</sup> Quarter 2015/16 Progress Update.

### **Conclusion**

The Annual Service Plans 3<sup>rd</sup> Quarter Progress Report outlines the organisation's progress in implementing Council's Community Plan.

Fourteen actions have been reported as off track and eight actions have been reported as requiring monitoring, with subsequent requests to defer six actions to the 2016/17 financial year and extend the completion date for one action.

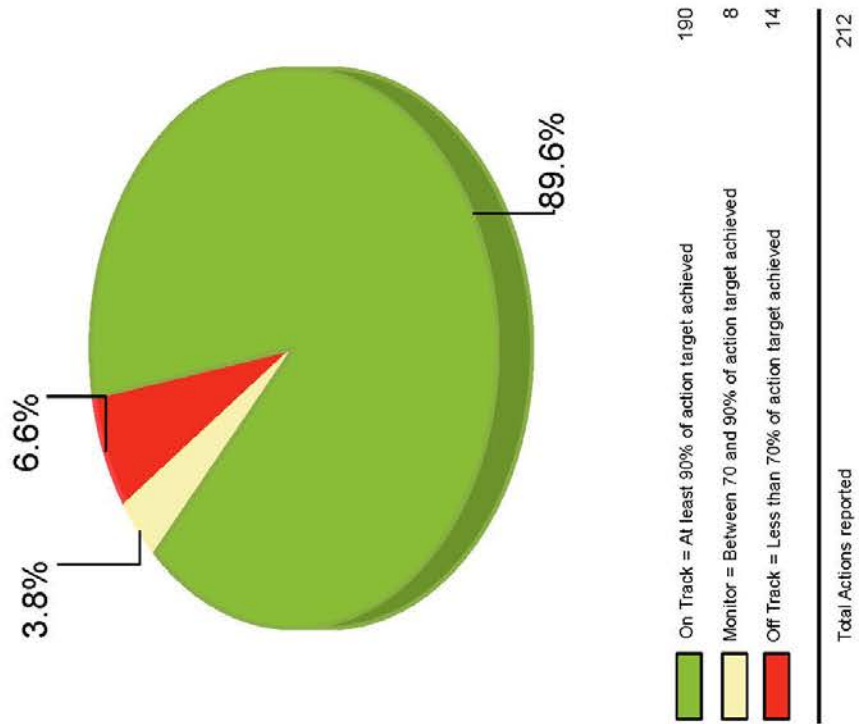
**ATTACHMENT 1**



***Annual Service Plans 3rd Quarter Progress Report 2015/16***

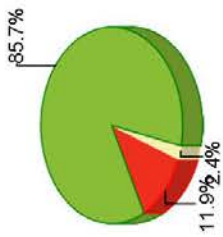
January - March 2016

City of West Torrens

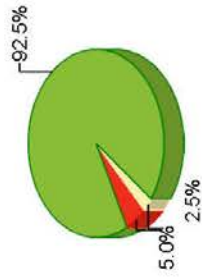


**Business and Community Services Division**

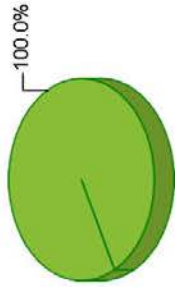
**Community Services**



**City Strategy**



**Business Services**



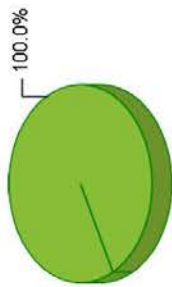
On Track = At least 90% of action target achieved	86
Monitor = Between 70 and 90% of action target achieved	2
Off Track = Less than 70% of action target achieved	7

Total Actions reported 95

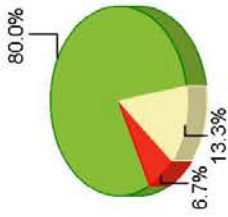


**Corporate and Regulatory Services Division**

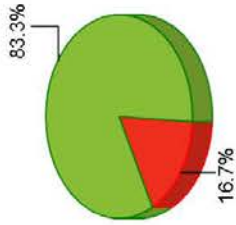
**Human Resources and Service Centre**



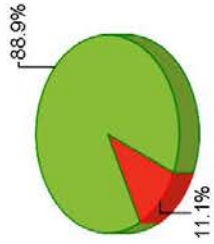
**Information Services**



**Financial Services**



**Regulatory Services**



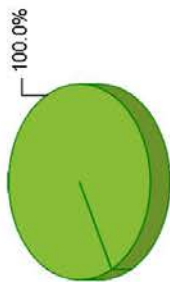
On Track = At least 90% of action target achieved	52
Monitor = Between 70 and 90% of action target achieved	2
Off Track = Less than 70% of action target achieved	5




Total Actions reported

59

**Office of the Mayor and CEO**

**Office of the Mayor and CEO**

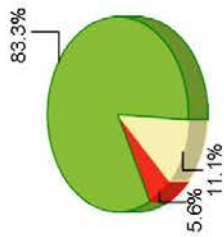


 On Track = At least 90% of action target achieved	5
 Monitor = Between 70 and 90% of action target achieved	-
 Off Track = Less than 70% of action target achieved	-

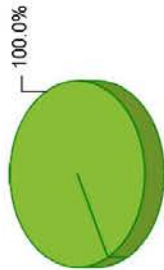
**Total Actions reported** 5

Urban Services Division

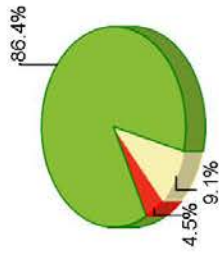
City Works



City Development



City Assets




On Track = At least 90% of action target achieved	47
Monitor = Between 70 and 90% of action target achieved	4
Off Track = Less than 70% of action target achieved	2
<b>Total Actions reported</b>	<b>53</b>

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

**Business and Community Services Division**


**Aspiration: 1 A Community That Embraces Diversity**

- Long Term Strategy: 1.1 Encourage recognition and celebration of our community's cultural diversity.**  
**5 Year Strategy: 1.1.3 Facilitate access to information and resources in languages other than English.**


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.1.3.3 Key library information translated into most relevant languages based on demographic information. (6 months, ie.: Dec Quarter) <ul style="list-style-type: none"> <li>• Identify key library information and languages</li> <li>• Obtain certified translations</li> <li>• Graphic design work, approval</li> <li>• Information released for use by community (March Quarter)</li> </ul>	In Progress	75%	100%	31/03/2016	This action is slightly off track due to delays in finalising the graphic design for the brochures on library services and programs. It is however anticipated that this action will be completed by the end of the financial year.  It is therefore requested that the completion date for this action be extended to 30 June 2016. There are no budgetary implications associated with this extension.	Team Leader Library	 YELLOW

**ACTIONS WITH OFF-TRACK OR MONITOR STATUS**

- Long Term Strategy:** 1.2 Facilitate opportunities for people from diverse social backgrounds to come together.  
**5 Year Strategy:** 1.2.2 Facilitate the use of community hubs as points of social, recreational and educational interaction.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.2.2.5 Develop and implement options for a Maker Space/Library Annex, providing additional venue for community members interested in exchanging and developing a range of craft and related skills. Ensure the "skills exchange" concept is made available across diverse cultural groups and encourage new arrivals to participate. The venue would also provide additional programmable space for Hamra Centre and other related events and activities and be available for hire for related community groups and events.	In Progress	50%	75%	30/06/2016	Due to uncertainty around the timeframe for design and construction plans of various Council buildings, the future of this project is uncertain. Further updates will be provided to the next meeting of the Committee.  Approval is therefore sought for this action to be deferred to the 2016/17 Service Plan.	Acting Manager Community Services	 RED


- Long Term Strategy:** 1.3 Foster a sense of identity and pride within the West Torrens community.  
**5 Year Strategy:** 1.3.2 Create greater public awareness and appreciation of heritage sites, events and people of local significance.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.3.2.2 In conjunction with City Strategy and Historical Societies develop and implement a plan for highlighting the heritage values (people and places) in the City of West Torrens, commencing with the Thebarton/Mile End precincts.	In Progress	50%	75%	30/06/2016	A local artist is producing watercolour paintings of Thebarton buildings of interest (e.g. Queen of Angels, Wheatsheaf Hotel, character housing). Thebarton Historical Society has been consulted and it is planned for local venues to display artworks in conjunction with Historical Society events. Thebarton Historical Society has been encouraged to submit a Community Grant application to hold a series of history related events. The artist is currently on an extended trip overseas, therefore approval is sought for this action to be deferred to 2016/17.	Acting Manager Community Services	 RED


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 2 Active, Healthy and Learning Communities

- Long Term Strategy: 2.1 Encourage all members of the community to pursue active and creative lifestyles.  
5 Year Strategy: 2.1.2 Facilitate access to arts and cultural performances, exhibitions and events.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
2.1.2.1 Develop and implement a "Public Art" proposal for Council.	In Progress	50%	100%	<del>31/03/2016</del> 31/03/2016	Expressions of interest and project description documents have been completed. This project has now been incorporated into a wider design brief for the upgrade and refurbishment of Thebarton Community Centre.  Due to resourcing issues in the department, approval is sought for this action to be deferred to the 2016/17 Service Plan.	Acting Manager Community Services	 RED


- Long Term Strategy: 2.5 Support community involvement and intergenerational connection  
5 Year Strategy: 2.5.1 Promote participation in community activities and local neighbourhood.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
2.5.1.1 Develop a strategy for community engagement and community connectedness. Trial this strategy in conjunction with developments at the Thebarton Community Centre, linking with Kings Reserve developments, Clifford Street Reserve and the boost in activity resulting from Brickworks commercial development, as well as the roll-out of the Thebarton Technology Hub Master Plan.	In Progress	15%	75%	30/06/2016	The Kings Reserve Master Plan has not yet commenced, so consequently this project has been delayed.  Approval is therefore sought for this action to be deferred to the 2016/17 Service Plan.	Team Leader Community Development	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

**Aspiration:** 5 Reduction of Our Ecological Impact


- Long Term Strategy:** 5.4 Respond to the challenges of a changing climate.  
**5 Year Strategy:** 5.4.3 Work collaboratively with our partners, community and business to plan for, and adapt to the impacts of a changing climate.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
5.4.3.2 Participate in the National Cool Cities Research project to map urban heat island effect in relation to built form across the city (subject to external partner receiving funding).	In Progress	25%	75%	30/06/2016	In late 2015 advice was received from the UniNSW that, while the National Cool Cities Initiative had received funding to proceed with the City of Sydney, the funding bid was unfortunately not successful for the part of the project which was to be undertaken in Adelaide.  A report was presented to the 19 April meeting of Council proposing that the mapping be achieved through a partnership project with the Cities of Port Adelaide Enfield and Charles Sturt over summer 2016/17 instead.  A carryover of \$15,000 allocated in 2015/16 for the National Cool Cities project will therefore be sought.	Team Leader Sustainability Planning	 RED

**ACTIONS WITH OFF-TRACK OR MONITOR STATUS**


**Aspiration: 6 Enhanced Natural Environment**

- Long Term Strategy:** 6.2 Protect and enrich local biodiversity, waterways and the coast.  
**5 Year Strategy:** 6.2.2 Foster a sense of appreciation of, and respect for, our local environment within the community.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.2.2.1 Engage residents in a Citizen Science project including BioBlitz event at Breakout Creek (April 2016).	In Progress	25%	50%	30/05/2016	A Citizen Science Bio Blitz event was planned at Break Out Creek for 15-16 April, however this has now been delayed until June as the University of South Australia (event coordinator) was unable to confirm participation of project partners Department of Environment Water and Natural Resources and the South Australian Museum in time. As the event has not yet been publicised, the postponement is unlikely to have any negative impact.	Team Leader Sustainability Planning	 RED

**Aspiration: 17 Leading governance and administration practices**


- Long Term Strategy:** 17.1 Regularly review, update and adopt leading governance and administrative practices  
**5 Year Strategy:** 17.1.6 Ensure that Council's plans, projects and activities are aligned with the Community Plan.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
17.1.6.8 Review Council's Success Indicators and reporting processes for the Community Plan and Council's suite of Corporate Plans.	In Progress	40%	50%	30/06/2016	Research was commenced into current trends in success indicators and 'community well being' indicators. The project is however slightly off track due to staff leave and competing work priorities. A review of project milestones will be undertaken and consideration of the use of a consultant to expedite this work, which will feed into the upcoming review of the Community Plan in 2016/17.	Corporate Planner	 YELLOW



**ACTIONS WITH OFF-TRACK OR MONITOR STATUS**

**5 Year Strategy:** 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
17.1.9 Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	In Progress	50%	75%	30/06/2016	Staff undertake cultural development activities throughout the year. Staff have also organised and participated in special events (e.g. Christmas breakfast, Council Christmas functions). A new Cultural Action Plan has been developed after staff discussion. Implementation of the plan through a small working group made up of staff and Manager has been delayed due to staff leave.	Acting Manager Community Services	 RED


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Corporate and Regulatory Services Division

Aspiration: 2 Active, Healthy and Learning Communities

Long Term Strategy: 2.4 Foster health, wellbeing and safety within the community.


5 Year Strategy: 2.4.1 Promote and protect the health of the community through the provision and support of public health education and services.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
2.4.1.4 Implement Council's Animal Management Plan	In Progress	50%	75%	30/06/2016	Restriction of dog access to fenced play grounds has occurred as endorsed by Council. Monitoring of fenced dog parks and rewarding good behaviour has also been ongoing.  However, due to vacancies of two key positions within Regulatory Services and awaiting impending changes to the Dog and Cat Management Act, this action remains off track and is unlikely to be completed by 30 June 2016.  Approval is therefore sought for this action to be deferred to the 2016/17 Service Plan. There are no budgetary or service impacts foreseen with this delay.	Manager Regulatory Services	 REC

**ACTIONS WITH OFF-TRACK OR MONITOR STATUS**

**Aspiration: 5 Reduction of Our Ecological Impact**




**Long Term Strategy:** 5.1 Facilitate the minimisation of waste production and disposal to landfill and productive utilisation of waste.  
**5 Year Strategy:** 5.1.1 Promote and enhance waste minimisation and resource recovery within Council, community, local businesses and industry.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
5.1.1.3 Implement the Bin Tagging Program to educate the community and local businesses on the appropriate use of the three bin system, and reward those who are using the system to its optimum.	In Progress	50%	75%	30/06/2016	<p>The bin tagging program has commenced, with graphic designs completed and the bin tagging procedure finalised.</p> <p>However, as previously reported, this action remains off track due to the impact on resources of undertaking the 'At Call Hard Waste Collection' trial. Upcoming leave of the Project Officer Waste and Recycling will also delay progress of this action.</p> <p>Approval is therefore sought for this action to be deferred to the 2016/17 Service Plan. There are no budgetary or service impacts foreseen with this delay.</p>	Manager Regulatory Services	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS



Aspiration: 17 Leading governance and administration practices

Long Term Strategy: 17.1 Regularly review, update and adopt leading governance and administrative practices  
5 Year Strategy: 17.1.7 Provide information management systems that support organisational initiatives and enhance the delivery of services.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
17.1.7.8 Replace the end-of-life NEC PABX and associated telephony.	In Progress	60%	80%	30/05/2016	This action is slightly off track due to a delay with the tender process in response to revised business priorities.  Four offerings from the tender process have been short-listed and are undergoing evaluation.	Manager Information Services	
17.1.7.10 Upgrade from ECIM 3.08 to an Executive approved Information Management solution.	In Progress	75%	90%	30/04/2016	The Tender Recommendation Report was approved by the Executive and the project to implement the Objective Enterprise Content Management solution commenced. The definition stage workshops have also been completed.  It is anticipated that this action will be completed by the 4th quarter.	Manager Information Services	
17.1.7.11 Upgrade to Microsoft Office 2013	In Progress	30%	50%	30/06/2016	This action is off track as it cannot be completed until the implementation of the Objective ECM is completed.  Although limited rollout has commenced, it is anticipated that this project will need to be carried over to the 2016/17 Service Plan.	Manager Information Services	

**ACTIONS WITH OFF-TRACK OR MONITOR STATUS**

**5 Year Strategy:** 17.1.10 Promote innovation and continuously improve all of Council's operations and activities.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
17.1.10.8 Review and implement identified improvements in the debt collection process.	In Progress	40%	75%	30/06/2016	Initial improvements have been identified and implemented, however the project is off track due to the extended absence of the Debt Collection Officer.  The project is expected to recommence in May, however it is likely that a carryover into the 2016/17 Service Plan will be required.	Manager Financial Services	 RED
17.1.10.9 Review and streamline the Thebarton Hub booking system.	In Progress	20%	50%	<del>31/03/2016</del> 30/06/2016	The commencement of this project was delayed until March 2016, with an extended completion date of 30 June 2016, as previously approved by the Corporate Planning Policy and Performance Committee.  Although currently off track due to awaiting assessment of the Cummins House bookings and appointment of a LEAN facilitator, it is anticipated that the project will be brought back on track and completed by 30 June 2016.	Manager Financial Services	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Urban Services Division

Aspiration: 1 A Community That Embraces Diversity

Long Term Strategy: 1.2 Facilitate opportunities for people from diverse social backgrounds to come together.  
5 Year Strategy: 1.2.2 Facilitate the use of community hubs as points of social, recreational and educational interaction.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.2.2.1 Undertake Lockleys Oval Redevelopment (Stage 1)	In Progress	45%	75%	30/06/2016	<p>A Community Consultation summary report was tabled at the Council meeting of 5 April 2016. The tender for the engagement of architectural design services was tendered late March 2016.</p> <p>Delay with the project is however anticipated due to extensive design changes required following community consultation. Although work will continue in 2015/16, completion of the design (Stage 1) for this project will need to be carried over to the City Assets 2016/17 Service Plan with the associated budget allocation.</p> <p>Funds allocation for the construction (Stage 2) have been included in the 2016/17 budget.</p>	Manager City Assets	

**ACTIONS WITH OFF-TRACK OR MONITOR STATUS**


**Aspiration: 5 Reduction of Our Ecological Impact**

- Long Term Strategy:** 5.2 Create a water-sensitive city.  
**5 Year Strategy:** 5.2.1 Develop stormwater management plans for city catchments which take an integrated urban water cycle approach.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
5.2.1.1 Complete the Stormwater Catchment Management Plan.	In Progress	85%	95%	30/06/2016	Sub-catchment studies to inform the Plan have been completed and a brief for the engagement of a consultant is scheduled for tendering in mid-April 2016. It is likely that this action will need to be carried over to the City Assets 2016/17 Service Plan, with associated budget allocation, depending on the timeframes required by the consultant.	Coordinator Engineering Services	

**Aspiration: 8 An Attractive and Functional Open Space Network**




- Long Term Strategy:** 8.1 Facilitate equitable access to open spaces.  
**5 Year Strategy:** 8.1.2 Establish a hierarchy of maintenance for Council's open spaces in accordance with identified priorities.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
8.1.2.1 Complete the Open Space Infrastructure & Asset Management Plan	In Progress	80%	100%	<del>31/03/2015</del> 31/03/2016	The draft Open Space Infrastructure and Asset Management Plan was completed and put out for consultation with internal stakeholders. The action is off track due to delays with this internal consultation process, however should be completed by the 4th quarter. It is therefore requested that the completion date for this action be extended to 30 June 2016. Once finalised, the final plan will be presented to Council for adoption.	Coordinator Asset Management	

**ACTIONS WITH OFF-TRACK OR MONITOR STATUS**

**Aspiration: 15 Proactive Asset Management**

**Long Term Strategy:** 15.1 Ensure assets are utilised to their optimal capacity and maintained at acceptable standards.  
**5 Year Strategy:** 15.1.1 Manage Council's assets with consideration to economic, social, cultural and environmental values.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
15.1.1.13 Undertake Stage 3 fire safety upgrades at the Thebarton Theatre.	In Progress	50%	75%	30/06/2016	Stage 1 and 2 works carried over from 2014/2015 have been completed and the procurement process for Stage 3 was commenced. Additional funds required to complete Stage 3 were requested via the March Budget Review process. Completion of this action will depend on the outcome of this budget request, however it is likely that the action will need to be carried over to the 2016/17 Service Plan.	Manager City Works	
15.1.1.15 Undertake the nominated project to install new pedestrian solar lighting along the Anna Meares shared pathway.	In Progress	40%	50%	30/06/2016	Designs have been completed and the procurement process is to commence in April. Works are scheduled to be undertaken in the last quarter of 2015/16, with completion pending favourable weather conditions. Stage 2 of the project has been scheduled and budgeted for in 2016/17.	Manager City Works	
15.1.1.16 Undertake the upgrade of pedestrian lighting to LED along the Westside Bikeway, including new lighting for the dog park facility.	In Progress	40%	50%	30/06/2016	Designs have been completed and the procurement process is to commence in April. Works are scheduled to be undertaken in the last quarter of 2015/16, with completion pending favorable weather conditions. Stage 2 of the project has been scheduled and budgeted for in 2016/17.	Manager City Works	



## 17.2 Draft 2016/17 Departmental Annual Service Plans

### Brief

This report presents the draft 2016/17 annual departmental service plans which aid in the delivery of the Council's *Community Plan*.

### RECOMMENDATION(S)

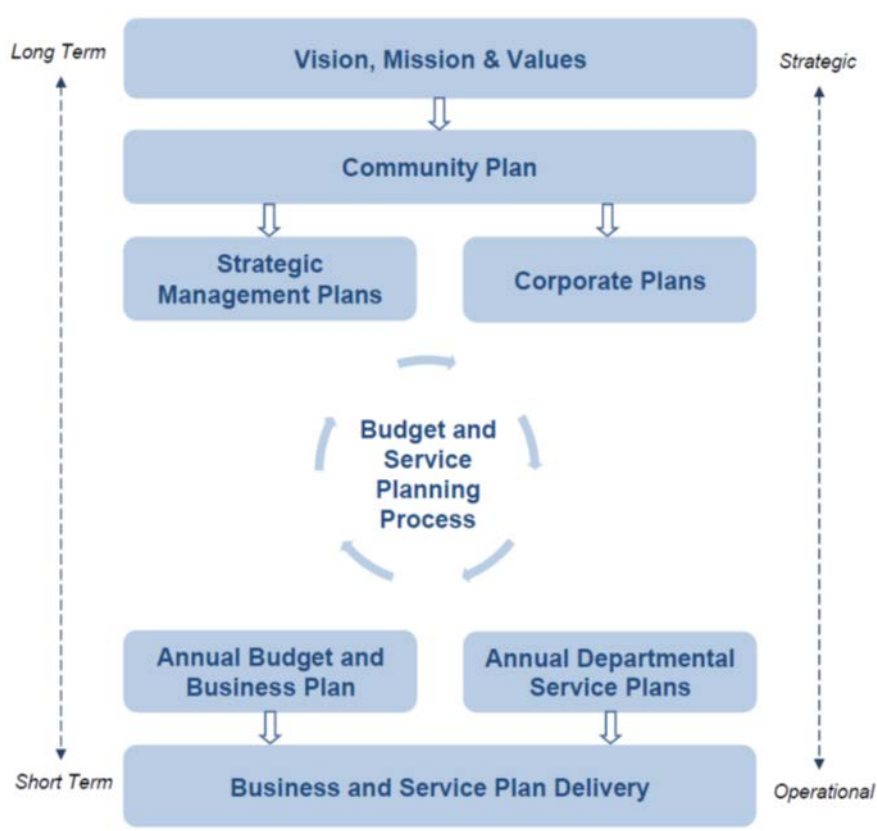
It is recommended to Council that it endorses the 2016/17 departmental service plans, subject to any changes in the budget and any minor editorial and formatting changes.

### Introduction

Departmental annual service plans (**drafts provided under separate cover**) are the key instruments towards the implementation of Council's *Towards 2025 Community Plan*.

In accordance with its Corporate Planning Framework, Council's eleven departments develop an annual service plan each year.

Each annual service plan sets priority actions which are linked to the delivery of the five-year strategies in the overarching *Towards 2025 Community Plan*, and strategies in Council's suite of strategic management and corporate plans (as in the diagram below).



Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, the draft 2016/17 annual departmental service plans are presented directly to Council for consideration.

## Discussion

Subject to any changes made by Council to the draft Annual Budget and Business Plan 2016/17, the eleven draft service plans take effect on the 1 July 2016.

Delivery of the actions in the annual service plans is monitored by the Corporate Planning, Policy and Performance (CPPP) Committee through quarterly reports.

In most cases, the majority of service plan actions are progressed and delivered as planned. Occasionally, due to resourcing issues, changes in priorities or external influences etc. requests are made through the CPPP Committee for actions to be deferred, removed or assigned to another department.

The Chief Executive Officer is authorised to make minor amendments to annual service plans when required, subject to those amendments being reported quarterly to the Corporate Planning, Policy and Performance Committee.

The 2016/17 departmental annual service plans are provided in draft form as any significant changes to the 2016/17 budget following public consultation may impact the delivery of specified projects contained within the service plans.

Incomplete actions from the 2015/16 service plans may also be rolled over into the next years' service plan to ensure their delivery and, if this is the case, a request for a budget carryover may also be made to Council.

Actions that will not be completed in 2015/16 may not be known until the end of the financial year and any requests to roll over actions will be made through the fourth quarter report.

It should be noted that actions shown in black text are unique to that department, while actions shown in blue text are common to every department and address corporate-wide issues relating to Records Management, Work Health and Safety and Injury Management, the Employee Performance Development Program, the Organisational Cultural Development Program and the Continuous Improvement Program.

## Conclusion

The annual departmental service plans (**drafts provided under separate cover**) are the key instruments in the focus of resources towards the implementation of Council's *Community Plan*.

This report presents the draft 2016/17 annual departmental service plans for Council's consideration.

## 17.3 Building Western Adelaide Update

### Brief

This report presents the redesigned *Building Western Adelaide* document and provides an update on progress of projects initiated through the Western Economic Alliance.

### RECOMMENDATION(S)

It is recommended to Council that:

1. The redesigned *Building Western Adelaide* strategy be endorsed, subject to any minor editorial changes.
2. The Administration works with partner councils towards development of a program of events through the Western Innovation Network and preparation of a combined Tourism Destination Action Plan; and
3. A contribution of \$5,000 be allocated towards the Western Innovation Network and an additional \$5,000 allocated towards development of the combined Tourism Destination Action Plan from the current *Building Western Adelaide* budget.

---

### Introduction

At its meeting on 21 April 2015, Council considered a report seeking feedback on the draft *Building Western Futures* document prepared by the City of Charles Sturt and a proposal to create a Western Alliance of councils to partner on economic development outcomes for the region.

On 10 November 2015 the Chief Executive Officer was authorised to sign a 'Memorandum of Understanding' to formalise the Western Alliance. On 30 November 2015, the CEOs of the cities of Charles Sturt, Holdfast Bay, City of Port Adelaide Enfield and West Torrens signed the 'Memorandum of Understanding for Regional Collaboration and a Western Alliance for Economic Development'.

At its 10 November 2015 meeting, Council endorsed the *Building Western Adelaide* strategy and the draft Communications Strategy to promote *Building Western Adelaide*, the Western Alliance and economic development in the Western Adelaide region.

Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, this report is presented directly to Council for consideration and approval.

### Discussion

The original version of the *Building Western Adelaide* strategy (the Strategy), was endorsed by all parties and publicised in late 2015 alongside the announcement of the newly formed Western Alliance for Economic Development.

The City of Charles Sturt (CCS) has subsequently written to the Administration to advise of the redesign of the document in order to enhance the look and feel of the Strategy as well as proposing a number of minor changes of an editorial nature.

The CCS requests that the new updated version of the document be accepted and supersede the previously endorsed document.

The updated document is provided as an **attachment under separate cover**.

The proposed minor changes to the document include:

- Redesign of the style and format of the document with the intention of a more modern appearance, including formatting of tables, figures and graphs;
- Some changes to photographs, including the removal or cropping of images and the addition of new images;
- Minor grammatical and textual changes to improve comprehension and clarify meanings;
- Updated information;
- Correction of spelling errors and incorrect or changed names;
- Updated maps to improve clarity and accuracy; and
- Greater visibility of all four council logos.

Updates to information include:

- References have been added regarding the endorsement of the MoU by the four Western Alliance council members in November 2015 and the delegation of businesses accompanying the Premier to China in April 2016;
- The timeframe for the Northern Connector Road (previously given as five years) is changed to 2016-20, and its value has been adjusted from \$1.1 billion to \$985 million, with the corresponding extra jobs scaled down from 2,640 direct and 440 supply chain to 2,364 direct and 394 supply chain;
- The estimated direct economic impact of Tourism and Recreation projects has been revised down from \$4.2 million to \$3.7 million; and
- Kooyonga Golf Club has been added to the list of participating project partners.

#### Progress on *Building Western Adelaide* projects

This report also provides an update on two projects of significance to the City of West Torrens which are identified in the *Building Western Adelaide* strategy and seeks approval to progress these proposals.

#### *Western Innovation Network (WIN)*

Staff of the Alliance councils have met to scope the project described in the *Building Western Adelaide* document as the 'Western Adelaide Innovation and Export Network', as shown on page 31 of the redesigned Strategy.

This project (now re-branded as the Western Innovation Network) aims to provide an opportunity for businesses to network and promote their business and develop business-to-business relationships across Western Adelaide. It may also provide a platform to establish a regional newsletter for western businesses.

It is proposed that a 12 month trial of the Western Innovation Network be undertaken in 2016/17. This will deliver a total of four networking activities with an opportunity for each of the Alliance councils to host a business networking function over the next financial year.

The host council may choose to nominate a specialised industry of interest relevant to their business community. It is anticipated that events will be promoted through the four Alliance councils across the Western Adelaide region, as well as other avenues such as the Australian Institute of Management and the Adelaide Business Hub.

While details are yet to be confirmed, it is proposed that in the trial year each council in the Alliance will host one networking event and cover the costs for the catering, promotions, marketing and expertise/presenters associated with their event.

A WIN working group, comprising staff of the participating councils, will be set up to coordinate and evaluate the events in 2016/17. Key performance indicators to assess the benefits and success of the network will be identified so that the trial year can be evaluated.

To facilitate delivery of the Western Innovation Network, an investment of \$5,000 from each of the four councils is currently being sought.

#### *Western Region Tourism Destination Action Plan (TDAP)*

Western Alliance council staff have also met to progress the Western Region Tourism Destination Action Plan project proposal which is also included in the *Building Western Adelaide* document (on page 30 of the redesigned Strategy).

The Tourism Destination Action Plan is intended to showcase key destinations and tourism experiences in the Western region, with the view to making the Western Region a key destination to stay and enjoy. The ultimate aim of the TDAP is to increase visitor numbers and tourism dollars spent in the region, leading to increased employment in the tourism sector.

Collaborating to deliver a Western Region TDAP would have a practical method to capitalise on the collective experience across the region and build the profile of West Torrens in relation to neighbouring tourism offerings. The Administration at City of Holdfast Bay in particular have considerable experience in tourism planning as part of their core business in their role as 'custodians' of one of Adelaide's premiere tourism destinations and most popular tourist beach (Glenelg).

Preparation of a regional Tourism Destination Action Plan would have the advantage of economies of scale, as well as leveraging the experience of councils in the Alliance that are already advanced in this area. It would also mean more opportunity to build on proximity to neighbouring tourism draw cards, while providing opportunity to establish a point of difference.

The Strategy lists this project as having a nominal investment budget of \$100,000, which anticipates contributions from other key stakeholders as well as from the Alliance councils.

To facilitate development of the Tourism Destination Action Plan, an initial investment of \$5,000 is being sought from each council in the Alliance to support engagement of consultants to assist with preparation of the plan.

It is proposed that the \$10,000 commitment required from West Torrens to deliver both these projects be provided as a carryover of the 2015/16 City Strategy budget allocated for support for local business, initially through the Inner West Business Enterprise Centre, and then (following its demise) through *Building Western Adelaide*.

#### **Conclusion**

A redesigned *Building Western Adelaide* strategy has been prepared which incorporates a number of minor editorial changes and is presented to Council for its consideration and endorsement.

The Western Innovation Network and the Western Region Tourism Destination Action Plan are two projects included in the Strategy which reflect the economic development priorities of the City of West Torrens.

Proposals to develop these projects are presented through this report and approval is sought to further progress them, with a total \$10,000 investment from the City of West Torrens for both projects, to be matched by equivalent contributions from the other Alliance councils.

The opportunity to align with neighbouring councils on key projects to benefit from the combined experience and expertise across the region will be beneficial to the economic development of West Torrens and the wider region.

## 17.4 Asset Naming Policy Review

### Brief

This report presents the feedback resulting from the public consultation on the draft *Council Policy - Asset Naming* to Council.

### RECOMMENDATION(S)

It is recommended to Council that the revised *Council Policy - Asset Naming* be approved.

---

### Introduction

Section 219(6) of the *Local Government Act 1999* (the Act) requires that prior to a review of a Policy pursuant to this section, public notice must be given of the adopting or altering of this Policy and s50(4)(a) provides that public consultation must occur for a minimum of 21 days.

The *Council Policy - Asset Naming* (Policy) was approved by Council at its 5 March 2013 meeting so was not scheduled for review until March 2018, however, the *Local Government (Accountability and Governance) Amendment Act 2015* (Amendment Act) received assent on 17 November 2015 and commenced on 31 March 2016 resulting in amendments to several provisions of the *Local Government Act 1999* which in turn affect the content and focus of various policies of the City of West Torrens including the Policy. Consequently, the Policy was reviewed to ensure that it is consistent with the provisions of the Amendment Act.

The draft Policy was endorsed by Council for public consultation at its 15 March 2016 meeting on the recommendation resulting from the March 2016 meeting from the Corporate Planning, Policy and Performance Committee (Committee).

Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, the policy is presented directly to Council for consideration and approval.

### Discussion

A notice was placed on Council's website, in the Weekly Times and Guardian Messenger newspapers and on Council's social media pages as per Council's *Public Consultation Policy* and pursuant to Section 219(6) of the Act.

Members of the public were invited to provide feedback on the draft Policy from 22 March 2016 to 19 April 2016. Feedback was received on the draft Policy during the consultation period suggesting the inclusion of criteria for the temporary asset naming as a result of sponsorship agreements. The draft Policy, presented to the 8 March 2016 meeting of the Committee, inclusive of feedback received is attached (**Attachment 1**). Track changes have been used throughout the Policy to highlight the changes proposed.

As detailed in the report to the Committee at that meeting, the Review resulted in the following proposed modifications:

- Inclusion of clause 5.5 to facilitate feedback received regarding the ability of Council to agree to an asset name on a temporary basis based on sponsorship agreements.
- Amendment to clause 5.6 to bring the public notice requirements in line with the provisions of the Amendment Act. On commencement of the Amendment Act.
- Minor typographic amendments.

The review date of this Policy was not been amended as a result of this review given minor adjustments only are necessary to ensure legislative compliance.

As the Policy is a statutory requirement, it requires direct consideration and approval by Council.

### **Conclusion**

The revised *Council Policy - Asset Naming* has been subject to an unscheduled review and is presented to Council for approval.



ATTACHMENT 1

CITY OF WEST TORRENS



**Council Policy:  
Asset Naming**

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	June 2010
<b>Dates of Review:</b>	20 February 2013, <u>2016</u>
<b>Version Number:</b>	<u>23</u>
<b>DW Doc set ID:</b>	1423091
<b>Next Review Due:</b>	5 March 2018
<b>Applicable Legislation:</b>	<u>Local Government Act 1999 (SA)</u>
<b>Related Policies or Corporate Documents:</b>	
<b>Associated Forms:</b>	
<b>Note:</b>	Amendments and/or adoption of this policy require public notification. Formally Road Naming Policy
<b>Responsible Manager:</b>	<b>General Manager Business and Community Services</b>
<b>Confirmed by General Manager:</b>	Date <u>26 April 2016</u>
<b>Approved by Executive</b>	Date <u>26 April 2016</u>
<b>Endorsed by Council:</b>	Date

City of West Torrens Council Policy - Asset Naming

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Draft

City of West Torrens Council Policy - Asset Naming

## Council Policy - Asset Naming

### 1. Introduction

1.1 A Council has the power under section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

1.2 Council *must* assign a name to each public road created by land division.

### 2. Purpose

2.1 The purpose of this Policy is to:

- Provide a framework for selecting new and replacement names for assets in the City of West Torrens (CWT).
- Provide staff, the local community and developers with clear information on Council's requirements for the naming of assets.
- Ensure asset names are appropriate, will stand the test of time and preferably are of local or historical significance.

### 3. Scope

This policy applies to:

- 3.1 All existing and proposed assets and public places in the CWT; including both public and private assets.
- 3.2 All sealed and all formed public roads within the ~~City of West Torrens~~CWT.
- 3.3 All formed private roads that are accessible to the public; including (but not limited to) roads within complexes such as hospitals and retirement villages.

### 4. Definitions

#### 4.1 Asset

A fixed item or facility used to satisfy a service potential or enabling the CWT to meet its corporate or community objectives. There are three types of assets:

1. Infrastructure - includes roads, bridges, footbridges, footpaths, bike paths, carparks, drainage, stormwater and traffic infrastructure.
2. Community - includes parks, playgrounds, sporting fields, monuments, community buildings and hubs.
3. Corporate - includes the Civic Centre, depot and other administrative buildings.

#### 4.2 Community

Community means the residents of the CWT.

City of West Torrens Council Policy - Asset Naming

4.3 Developer

Developer means a person, persons or company that has submitted a development application to Council.

4.4 Land Division

Land division is a reference to the division of an allotment under the *Development Act 1993* or to the dealing with land under the *Roads (Opening and Closing) Act 1991* so as to open a road.

4.5 Property Owner

Property Owner means the registered owner of the relevant parcel of land.

4.6 Road

Road means a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes –

- (a) a bridge, viaduct or subway; or
- (b) an alley, laneway or walkway.

4.7 Private Road

Private Road means a road that is on private property that is not under the control of Council.

5. **Policy Statement**

5.1 An asset or public place naming process may be initiated if:

- 5.1.1 A request is received by the Council from an affected land owner or their agent; or the community;
- 5.1.2 Council resolves that a name change be investigated;
- 5.1.3 Council staff determine it is in the public interest to investigate a change in name;
- 5.1.4 Council or DTEI opens or forms a road; or
- 5.1.5 Council receives an application for a land division. Council *must* assign a name to each public road created by land division.

5.2 In the naming and renaming of assets and public places the following principles will be observed.

Uniqueness

- 5.2.1 An asset or public place will have only one name.
- 5.2.2 Duplicate names and similar sounding names within a suburb or locality will be avoided where possible.  
(e.g. Paice, Payce or Pace Roads)

City of West Torrens Council Policy - Asset Naming

- 5.2.3 Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

Name Sources

- 5.2.4 Sources for road or public place names may include:
- 5.2.4.1 Early explorers, pioneers, and settlers;
  - 5.2.4.2 Historic home and property names;
  - 5.2.4.3 Long-term and past landholders of the City;
  - 5.2.4.4 Names on old survey plans;
  - 5.2.4.5 Local history;
  - 5.2.4.6 Eminent or notable persons with a connection to the area;
  - 5.2.4.7 Landscapes or physical forms;
  - 5.2.4.8 Persons who have served the community well;
  - 5.2.4.9 Achievements in arts, culture, education, law, medicine, research sciences and sports;
  - 5.2.4.10 Thematic names such as flora, fauna, ships, etc;
  - 5.2.4.11 Commemorative names; and
  - 5.2.4.12 Aboriginal names taken from the local Aboriginal language; only after consultation with the Aboriginal community and obtaining the appropriate permissions.
- 5.2.5 Names will be selected that are appropriate to the physical, historical or cultural character of the area concerned.
- 5.2.6 The origin and significance of each name should be clearly stated and subsequently recorded.
- 5.2.7 Preference will be given to names that refer to the history and development of the CWT; including pre-European settlement history.
- 5.2.8 However, Council will not assign the name of a serving member of the Elected Council, or of the Administration, to an asset owned and/or controlled by the ~~City of West Torrens~~CWT.

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Propriety

- 5.2.9 Names, which may be characterised as follows, will not be used:
- 5.2.9.1 Offensive or likely to give offence;
  - 5.2.9.2 Incongruous - out of place;
  - 5.2.9.3 Could be construed as advertising particular commercial or industrial enterprise; or
  - 5.2.9.4 Names of living persons , except in exceptional circumstances.

Form

- 5.2.10 Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
- 5.2.11 Unduly long names and names composed of two or more words or unusual combinations of words will be avoided.
- 5.2.12 When using geographical place or feature names, the form adopted in the State Gazetteer will be used. The State Gazetteer may be accessed online at [www.placenames.sa.gov.au](http://www.placenames.sa.gov.au) or by contacting the Geographical Names Unit of the Land Services Group (DTEI).
- 5.2.13 Road or public place names will not contain abbreviated prefixes, with the exception of "St" in place of "Saint" and "Mt" in place of "Mount".
- 5.2.14 The possessive case will not be used e.g. "Smith's Road" would be "Smith Road".
- 5.2.15 The use of given names or both given names and surname or initials should generally be avoided.
- 5.2.16 The use of hyphens or other similar diacritical marks will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.
- 5.2.17 Asset and public place names should be practical for maps and plans when possible. Long street names should not be allocated to short roads as the inclusion of such names on street directories and other maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people using the maps.
- 5.2.18 Asset or public place names will not contain a prefix or an additional suffix, eg. "north" or "extension".

City of West Torrens Council Policy - Asset Naming

#### Road Type

5.2.19 Road names will include an appropriate road type suffix (e.g. Smith Road) conforming with the following guidelines:

5.2.19.1 The appropriate suffix will be selected from those approved at Appendix 1.

5.2.19.2 The suffix chosen will be compatible with the class and type of road and any geometry of the road form where appropriate.  
e.g. a crescent shaped road takes the suffix Crescent.

#### 5.3 Naming of Private Roads

5.3.1 Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.

5.3.2 When Council proposes to assign or change a private road name it will consult with the owner of the land over the proposed name and the signage requirements for the road.

#### 5.4 Consultation with Affected Parties

5.4.1 If Council decides to change the name of a road or public place, it will:

- give at least 14 days notice of the proposed change to owners of adjoining properties;
- consider any representations made in response to the notice; and
- When the road or public place runs into the area of an adjoining council, the Council will give the adjoining council at least two months notice to allow for consultation with their residents.

5.4.2 Council will consult with the Department for Transport, Energy and Infrastructure (DTEI) when State roads under the Council's care and control are to be named.

#### 5.5 Temporary Naming Agreements for Sponsorship Purposes

5.5.1 Lessees or licensees of Council owned property may seek to enter into naming rights agreements with other parties.

5.5.2 Lessees or licensees of Council property who wish to enter into commercial arrangements with third parties to temporarily rename a Council asset must, before entering into any agreement, seek and receive Council's consent for the proposed arrangement in writing. The request for consent should include the following information:

- the existing name (if any) of the Council asset;
- the proposed temporary name of the asset;
- the commercial benefit of temporarily renaming the asset; and
- the proposed duration of the naming agreement.

City of West Torrens Council Policy - Asset Naming

| 5.66 Council Decisions and Responsibility for Costs

| 5.66.1 A report will be put before Council for a decision detailing the selected name(s), outlining compliance with Clause 5.2 of this policy and providing any submissions made in the consultation phase of the naming process.

| 5.66.2 The cost of implementing any decision to assign or change a name, that being public notification and signage, will be borne by the Council unless otherwise specified.

| 5.67 Public Notice of Name Assignment or Name Change

| 5.67.1 Council will give public notice of the assigning or changing of a road or public place name. This will be by publication on the Council website, in the Government Gazette and by notice in a newspaper circulating generally throughout the State Council area, as required under Section 219 of the *Local Government Act 1999*. The public notice will include the date that the name takes effect.

Comment [LJ1]: Amended to reflect new public notice requirements introduced by the Local Government (Accountability and Governance) Act 2013

| 5.67.2 The date when an asset or public place name takes effect shall be the date of gazettal or the date specified in the resolution of Council.

| 5.67.3 When a developer proposes to change the approved layout of a development or the layout adjacent to a development that will require a change of an existing or approved road or public place name(s), all costs and any associated public consultation requirements will be borne by the developer.

| 5.78 Advise Relevant Parties of Name Assignment or Change

| 5.78.1 Council will provide written notice of Council's decision of a name assignment or change to the Registrar-General, Surveyor-General and Valuer-General in accordance with Section 219 of the *Local Government Act 1999*.

| 5.78.2 Council will update the Register of Public Roads as required by Section 231 of the *Local Government Act 1999*.

| 5.89 Signage

| 5.89.1 Council will ensure signage is in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected.

| 5.89.2 Signage may be erected during construction of a sub-division.



City of West Torrens Council Policy - Asset Naming

**Appendix 1. APPROVED ROAD SUFFIXES**

Two lists are provided in this Appendix:

- Suffixes for Open Ended Roads.
- Suffixes for Cul-de-sacs.

Open Ended Roads		
Alley	Al	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
Arcade	Ar	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
Avenue	Av	A broad roadway, usually planted on each side with trees.
Boulevard	Bvd	A wide roadway, well paved, usually ornamented with trees and grass plots.
Break	Bk	A vehicular access on a formed or unformed surface which was originally prepared as a firebreak.
Bypass	By	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
Circle	Ci	A roadway that forms a circle or part of a circle.
Circus	Cs	A circular open place where many roads come together.
Circuit	Cct	A roadway enclosing an area.
Crescent	Cr	A crescent or half-moon shaped roadway.
Drive	Dr	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
Edge	Ed	A roadway constructed along the edge of a cliff or ridge.
Entrance	Ent	A roadway connecting other roads.
Esplanade	Esp	A level roadway, often along the seaside or a river.
Fairway	Fry	A short open roadway between other roadways.
Formation	Fmn	A formed surface, once a timber railway, which now provides vehicular access.
Freeway	Fwy	An express highway with limited or controlled access.
Highway	Hwy	A main road or thoroughfare. A main route.
Interchange	Int	A highway or freeway junction designed so that traffic streams do not intersect.
Lane	La	A narrow way between walls, building, etcetera. A narrow country or city roadway.
Loop	Lp	A roadway that diverges from and rejoins the main thoroughfare.
Mall	Ml	A sheltered walk, promenade or shopping precinct.
Meander	Mr	A sinuous winding roadway, wandering at random through an area or subdivision.
Parade	Pde	A public promenade or roadway which has good pedestrian facilities along the side.
Parkway	Pwy	A roadway through parklands or an open grassland area.
Pass	Ps	A roadway connecting major thoroughfares or passing through hills.
Path	Pt	A roadway usually used for pedestrian traffic.
Promenade	Prm	A roadway-like avenue with plenty of facilities for the public to take a leisurely walk. A public place for walking.
Quays	Qs	A roadway leading to a landing place alongside or projecting into water.
Ramble	Ra	A roadway that meanders from place to place.
Road	Rd	A place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another.
Rotary	Rty	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
Row	Rw	A roadway with a line of professional buildings on either side.
Spur	Sp	A minor roadway off at less than 45 degrees.

City of West Torrens Council Policy - Asset Naming

Street	St	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terrace	Tce	A roadway usually with houses on either side raised above the road level.
Track	Tk	A roadway with a single carriageway.
Trail	Trl	A roadway through a natural bushland region.
Turn	Tn	A roadway containing a sharp bend or turn.
Vista	Vs	A road with a view or outlook.
Walk	Wk	A thoroughfare with restricted vehicle access used mainly by pedestrians.
Way	Way	An access way between two streets.
<b>Closed Ended Roads</b>		
Close	Cl	A short enclosed roadway.
Court	Ct	A short enclosed roadway.
Courtyard	Cy	An enclosed area.
Cove	Ce	A short enclosed roadway.
Cross	Cro	A roadway forming a "T" or cross.
Elbow	El	A roadway containing a sharp bend or turn.
Gardens	Gns	A roadway with special plantings of trees, flowers, etcetera, and often leading to a place for public enjoyment.
Green	Grn	A roadway often leading to a grassed public recreation area.
Grove	Gr	A roadway which often features a group of trees standing together.
Mews	Me	A roadway having houses grouped around the end.
Place	Pl	A short sometimes narrow enclosed roadway.
Plaza	Pa	A roadway enclosing the four sides of an area forming a market place or open space.
Retreat	Rt	A roadway forming a place of seclusion.
Square	Sq	A roadway bounding the four side of an area to be used as open space or a group of buildings.
View	Vw	A roadway commanding a wide panoramic view across the surrounding areas.

## 17.5 Impoundment of Vehicles Policy Review

### Brief

The *Council Policy - Impoundment of Vehicles* has been subject to an unscheduled review and is presented to Council for approval.

### RECOMMENDATION(S)

It is recommended to Council that:

1. The revised *Council Policy - Impoundment of Vehicles* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Impoundment of Vehicles*.

---

### Introduction

The *Council Policy - Impoundment of Vehicles* (Policy) has been subject to an unscheduled review to ensure that it is consistent with current legislation (**Attachment 1**) and is presented to Council for approval.

Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, the policy is presented directly to Council for consideration and approval.

### Discussion

Given they are not extensive, proposed changes to the policy are shown as 'track changes'.

Amendments are proposed to this policy to ensure its consistency with both the *Road Traffic Act 1961* and the *Heavy Vehicle National Law (South Australia) Act 2013*.

The key changes proposed include:

- Minor amendments to formatting and to the template;
- Amended policy scope to include heavy vehicles;
- New definitions to include 'light' and 'heavy' vehicles in line with legislation;
- Minor wording amendments; and
- New section to allow for provisions regarding the requirements of the *Heavy Vehicle National Law (South Australia) Act 2013*.

### Conclusion

The revised *Council Policy - Impoundment of Vehicles* has been subject to a review and is presented to Council for approval.



City of West Torrens Council Policy - Impoundment of Vehicles

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Draft

City of West Torrens Council Policy - Impoundment of Vehicles

## COUNCIL POLICY - Impoundment of Vehicles

### 1. Purpose

- 1.1 The purpose of this policy is to provide information about the identification, removal and possible disposal of abandoned vehicles.
- 1.2 This policy provides the framework for dealing with vehicles that have been abandoned or left on public roads or in public places, to ensure such matters are dealt with lawfully and in a fair, consistent and transparent fashion.

### 2. Scope

#### 2.1 This policy applies to

- 2.1.1 The abandonment of vehicles under Section 236 of the *Local Government Act 1999*;
- 2.1.2 The removal and disposal of vehicles pursuant to Section 237 of the *Local Government Act 1999*; ~~and~~
- 2.1.3 The removal and disposal of light vehicles pursuant to Section 40N of the *Road Traffic Act 1961*; ~~and~~
- 2.1.4 The moving of heavy vehicles pursuant to section 519 of the Heavy Vehicles National Law (South Australia) Act 2013.

### 3. Definitions

- 3.1 *Abandonment* refers to the relinquishment or renunciation of an interest, claim, possession or right, especially with the intent of never again resuming or reasserting it.
- 3.2 *Authorised officer* for the purposes of the *Road Traffic Act 1961* refers to an authorised person appointed under Section 260 of the *Local Government Act 1999*.
- 3.3 *Authorised person* refers to a person appointed by the Council as an authorised person under Section 260 of the *Local Government Act 1999*.
- 3.4 *Delegation* refers to the assignment by Council of the authority for an officer to make decisions or undertake specific tasks.

#### 3.5 A heavy vehicle is:

- A vehicle that has a gross vehiclur mass (GVM) or aggregate trailer mass (ATM) of more than 4.5 tonnes; or
- Other than in relation to registration under the Heavy Vehicle National Law (South Australia) Act 2013, a combination that includes a vehicle with a GVM or ATM of more than 4.5 tonnes.

#### 3.6 A light vehicle means a vehicle that is not a heavy vehicle.

3.57 *Public place* means a place to which the public has access, as defined in Section 4 of the *Local Government Act 1999*.

3.68 *Public road* refers to a road as defined in Section 4 of the *Local Government Act 1999*.

City of West Torrens Council Policy - Impoundment of Vehicles

#### 4. Policy Statement

##### 4.1 Local Government Act Requirements

4.1.1 The *Local Government Act 1999* provides Council the authority to:

- Expiate or prosecute a person who abandons a vehicle on a public road or public place (Section 236); and
- Impound and sell vehicles left on public roads or public places, or local government land, for longer than 24 hours (Section 237).

##### 4.1.2 Abandonment of Vehicles

4.1.2.1 Vehicle owners will not be exiated or prosecuted under s236 of the *Local Government Act 1999* unless abandonment can be established clearly, along with the identity of the person who abandoned the vehicle.

4.1.2.2 The removal of a vehicle deemed abandoned under s236 will be in accordance with the requirements of s237 of the *Local Government Act 1999*.

##### 4.1.3 Removal of Vehicles

4.1.3.1 Vehicles will not be impounded by Council:

- That are stolen - this being a police matter; or
- Simply because they have been parked for more than 24 hours on a public road or public land, it being a requirement for abandonment to be established.

4.1.3.2 Council staff will endeavour to have all vehicles left on a public road or in a public place removed by their owners. All avenues to locate owners and have them remove their vehicles will be exhausted before resorting to impoundment.

4.1.3.3 If an unregistered vehicle is reported for being on a road, in breach of s9 of the *Motor Vehicles Act 1959*, Council staff will initially notify police and request action by them for the vehicle to be moved. Removal by Council can occur after this has been done, if the police have not acted, consistent with the requirements of this policy.

4.1.3.4 Owners found must be advised of *Local Government Act 1999* requirements and be given a reasonable amount of time to remove their vehicles. Compliance staff will follow up any verbal requests of an owner with a letter explaining Council's requirements.

4.1.3.5 When an owner cannot be contacted personally, a letter will be sent to the address of the last registered owner requesting that that owner remove the vehicle or contact Council within seven working days if the vehicle cannot be removed.

4.1.3.6 A prescribed warning notice must be placed on a vehicle before impoundment occurs.

City of West Torrens Council Policy - Impoundment of Vehicles

## 4.2 Road Traffic Act Requirements

- 4.2.1 Section 40N of the *Road Traffic Act 1961* applies to light vehicles left unattended or broken down on any road ~~where-when~~ the vehicle is:
- Causing harm, or creating a risk of harm, to public safety, the environment or road infrastructure; or
  - Causing or likely to cause an obstruction to traffic or any event lawfully authorised to be held on the road; or
  - Obstructing or hindering, or likely to obstruct or hinder, vehicles from entering or leaving land adjacent to the road.
- 4.2.2 An *event* is defined in section 33 of the Act as an organised sporting, recreational, political, artistic, cultural or other activity, and includes a street party.
- 4.2.3 Removing a vehicle under these circumstances is regarded by Council as being a police matter. If reported to Council, SAPOL must be advised immediately of the vehicle's location, and a request needs to be made for the vehicle to be moved. If SAPOL contacts Council for such a vehicle to be moved, advice should be provided that it is a police rather than a Council responsibility.
- 4.2.4 Further action by Council is not normally required. However, it is recognised under certain circumstances that SAPOL may choose not to move dangerous or obstructive vehicles, and in such cases removal may be authorised, subject to the authorising officer being satisfied that Section 40N allows removal under the circumstances and the requirements of this policy being observed.
- 4.2.5 The removal of stolen vehicles is a police matter, and Council staff should not be involved, apart from notifying police.

## 4.3 Heavy Vehicle National Law (South Australia) Act Requirements

- 4.3.1 Section 519 of the *Heavy Vehicles National Law (South Australia) Act 2013* applies to heavy vehicles left unattended on a road when the vehicle is:
- Causing or creating an imminent risk of serious harm to public safety, the environment or road infrastructure; or
  - Obstructing traffic or likely to obstruct traffic.
- 4.3.2 Heavy vehicles may only be moved under section 519 to the extent it is reasonably necessary to avoid the harm or obstruction.
- 4.3.3 Abandonment and removal must be dealt with pursuant to the *Local Government Act 1999*, requirements, as described in clause 4.1 of this Policy.
- 4.3.4 However, removing a heavy vehicle is regarded by Council as being a police matter. If reported to Council, SAPOL must be advised immediately of the vehicles location, and a request needs to be made for the vehicle to be moved. If SAPOL contacts Council for such a vehicle to be moved, advice should be provided that it is a police rather than Council responsibility.



**5. Procedure**

**5.1 Removal, Reclaim and Disposal of Vehicles**

**5.1.1 Towing a Vehicle**

5.1.1.1 Prior to the towing of the vehicle, authorisation must be obtained in writing from the Manager Regulatory Services.

5.1.1.2 An owner is entitled to the return of goods left in an impounded vehicle and they can be claimed by the owner by providing proof of ownership.

**5.2 Notice of Removal**

5.2.1 Vehicle owners must be notified in writing of the removal of their vehicles and this must occur as soon as practicable after impoundment occurs. This notice must be served personally, whenever possible, but if the owner is unknown or cannot be found an advertisement in a state newspaper must be placed within 14 days of a vehicle being removed.

5.2.2 When personal service has not been possible, the notice may be sent to the owner by person-to-person registered post, requiring delivery only to the person named and their signature to acknowledge receipt.

**5.3 Reclaiming a Vehicle**

5.3.1 An owner is entitled to take possession of an impounded vehicle when all expenses in connection with the removal, custody, maintenance and advertising / notification are paid in full. Proof of ownership must be sighted prior to release of a vehicle, and release requires the signing of a release form by the owner.

5.3.2 The expenses levied on the owner of an impounded vehicle must not exceed the expenses incurred.

5.3.3 Costs incurred to hold a vehicle longer than one month will be carried by Council, rather than being passed on to a vehicle owner.

5.3.4 A vehicle must be sold when payment in full does not occur within the time frames set under the *Local Government Act 1999* and the *Road Traffic Act 1961*.

**5.4 Disposal of Vehicles**

5.4.1 When a vehicle has been impounded and Council has complied with all statutory requirements in relation to contacting the owner and / or advertising in a state wide newspaper, the Council may dispose of the vehicle.

5.4.2 The disposal process must not be commenced until after statutory time frames have passed following the service of a notice to the owner or advertisement appearing in the state newspaper.

5.4.3 All vehicles will be sold by auction by an automotive auctioneering company, except as provided below.

5.4.4 All vehicle disposals must be authorised in writing by the Manager Regulatory Services.

City of West Torrens Council Policy - Impoundment of Vehicles

5.4.5 Disposal of a vehicle may occur otherwise than by way of auction, but this can only occur when the proceeds of sale are unlikely to exceed the costs incurred in removing, holding and selling the vehicle. The costs incurred in selling a vehicle include:

- Advertising;
- Sales commission;
- Costs associated with preparing a vehicle for sale, including having an ignition key cut; and
- Costs associated with towing a vehicle to the premises of a motor vehicle auctioneer.

5.4.6 Any goods in the vehicle at the time of impoundment must not be sold with the vehicle. Disposal must be in accordance with the requirements of the *Unclaimed Goods Act 1987* and Council's [Found Property Policy](#).

## 5.5 Transparency and Accountability

5.5.1 The expenses levied on the owner of an impounded vehicle must not exceed the expenses incurred.

5.5.2 Costs incurred to hold a vehicle longer than one month will be carried by Council, and will not be passed on to a vehicle owner.

## 5.6 External Parties Used by Council

5.6.1 Where external parties are used to tow, store, value and sell vehicles, the Manager, Regulatory Services will ensure that the costs are reasonable and competitive, and evidence of this must be available for audit purposes.

5.6.2 Valuations cannot be undertaken by the party responsible for selling a vehicle.

5.6.3 Formal agreements must be in place with the external parties that provide these services. The storage company's responsibility for costs associated with damage to a vehicle being stored must be covered in an agreement.

## 17.6 Code of Practice - Access to Meetings and Documents Review

### Brief

This report presents the feedback resulting from the public consultation on Council's draft *Code of Practice - Access to Meetings and Documents*.

### RECOMMENDATION(S)

It is recommended to Council that, having received no feedback from the required community consultation process, the revised *Code of Practice - Access to Meetings and Documents* be approved.

---

### Introduction

Section 92 of the *Local Government Act 1999* (Act) requires that prior to a review of the Code of Practice - Access to Meetings and Documents (Code), public notice must be given of any proposed alterations to the Code while s50(4)(a) provides that public consultation must occur for a minimum of 21 days.

The current Code was adopted in June 2015 by Council following the last Local Government Elections. However, the *Local Government (Accountability and Governance) Amendment Act 2015* (Amendment Act) received assent on 17 November 2015 and commenced on 31 March 2016. The Amendment Act amends several provisions of the *Local Government Act 1999* which in turn affect the content and focus of various policies of the City of West Torrens. Consequently, the *Code of Practice - Access to Meetings and Documents* (Code) was reviewed to ensure that it is consistent with the provisions of the Amendment Act (**Attachment 1**). Track changes have been used throughout the Policy to highlight the changes proposed.

The draft Code was presented to the Committee at its March 2016 meeting and subsequently endorsed by Council for public consultation at its 15 March 2016 following the receipt of a recommendation from the Committee.

Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, the Code is presented directly to Council for consideration and approval.

### Discussion

In accordance with the Act, a notice was placed on Council's website, in the Weekly Times and Guardian Messenger newspapers and on Council's social media pages as per Council's *Public Consultation Policy* and pursuant to Section 92 of the *Local Government Act 1999*.

Members of the public were invited to provide feedback on the draft Code from 22 March 2016 to 19 April 2016. No feedback was received on the draft Code during the consultation period.

The current and draft Codes, presented to the 8 March 2016 meeting of the Committee, are attached for reference (**Attachments 1 & 2 respectively**).

As detailed in the report to the Committee at that meeting, the Review resulted in the following proposed modifications:

- Additional grounds that should not be considered as a reason to go into confidence and build on existing grounds (incorporated into clause 5.8.1.2).
- More information to be recorded in the minutes when a confidentiality order is made (incorporated into clause 5.1.8.3).
- Council to adopt a policy in relation to the holding of informal gatherings (these provisions are incorporated into clause 5.8.2).
- Minor typographical and administrative amendments.

The review date of this Code was not been amended as a result of this review given minor adjustments only are necessary to ensure legislative compliance.

As the Code is a statutory requirement, it requires direct consideration and approval by Council.

**Conclusion**

The Code is due for further review in early 2019, following the scheduled 2018 periodic Local Government Elections. The Code has been reviewed and is presented to Council for approval.

ATTACHMENT 1

CITY OF WEST TORRENS



## Code of Practice: Access to Meetings and Documents

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	7 November 2000
<b>Dates of Review:</b>	11 December 2001, 12 November 2002, 3 February 2004, 2 October 2007, 7 October 2008, May 2011, August 2012, July 2015
<b>Version Number:</b>	9
<b>DW Doc set ID:</b>	591879
<b>Next Review Due:</b>	November 2019
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999 (SA)</a> <a href="#">Development Act 1993 (SA)</a> <a href="#">Freedom of Information Act 1991 (SA)</a> <a href="#">Local Government (Procedures at Meetings) Regulations 2013 (SA)</a> <a href="#">Criminal Law Consolidation Act 1935 (SA)</a> <a href="#">Code of Conduct for Council Members</a> <a href="#">Code of Conduct for Council Employees</a>
<b>Related Policies or Corporate Documents:</b>	<a href="#">Code of Practice: Procedures at Meetings</a> <a href="#">Public Consultation Council Policy</a> <a href="#">Internal Review of Council Decisions Policy</a>
<b>Associated Forms:</b>	
<b>Note:</b>	This is a statutory document and must be reviewed within 12 months of each Local Government General Election.
<b>Responsible Manager:</b>	<b>General Manager Organisational Support</b>
<b>Confirmed by General Manager:</b>	General Manager Organisational Support
<b>Approved by Executive:</b>	<b>Date</b> July 2015
<b>Approved by Council:</b>	<b>Date</b> 15 September 2015

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

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Current

## CODE OF PRACTICE – Access to Meetings and Documents

### 1. Preamble

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

### 2. Purpose

- 2.1 To provide guidelines relating to access to meetings and documents by the public and Elected Members.
- 2.2 To clearly outline the purpose of, and on what basis, the Council may apply the provisions of s90 and s91 of the [Local Government Act 1999](#) (Act) and s56A of the [Development Act 1993](#) (Development Act) to restrict public access to meetings and/or documents.

### 3. Scope

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

### 4. Definitions

- 4.1 **Agenda** refers to a list of items of business to be considered at a meeting.
- 4.2 **Clear Days** means the days between the:
- posting of a notice of a meeting and the day the meeting is held excluding both the day on which the notice is given and the day of the meeting, e.g. when notices are given on a Friday for a following Tuesday meeting, the clear days are Saturday, Sunday and Monday; or
  - holding of a meeting and the day the minutes are released excluding the day of the meeting and the day the minutes are released.
- 4.3 **Minutes** refers to a record of the items discussed and the resolutions made at a meeting of Council, Committee or the DAP.
- 4.4 **Principal Member** refers to the Mayor.
- 4.5 **Presiding Member** refers to a member appointed by the Council to preside at Committee meetings.

## 5. Access to Meetings

### 5.1 Council Meetings

5.1.1 Sections 81(2) and 81(6) of the Act require Council to meet at least once during each month, but not on a Sunday or public holiday and no earlier than 5pm unless Council resolves otherwise by a resolution supported unanimously by all members of Council. Consequently, ordinary Council meetings will commence at 7pm, in the Council Chamber at the Civic Centre, 165 Sir Donald Bradman Drive, Hilton SA 5033, on the first and third Tuesday of the month with the exception of January each year when it only meets on the third Tuesday of the month and in December each year when Council meets on the second Tuesday of the month.

5.1.2 Special Council meetings may be held at any time.

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

### 5.2 Committees established under Section 41 of the [Act](#).

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

- Finance and Regulatory Prescribed Standing Committee;
- Governance Prescribed Standing Committee;
- Strategy and Community Prescribed Standing Committee; and
- Urban Services Prescribed Standing Committee.

5.2.1.1 The Urban Services and Governance Prescribed Standing Committee meet during the Council meeting held on the first Tuesday of each month between and including February and November each year.

5.2.1.2 The Finance and Regulatory and Strategy and Community Prescribed Standing Committees meet during the Council meeting held on the first Tuesday of each month between and including February and November each year.

5.2.1.3 All four prescribed standing committees meet on the second Tuesday in December and on the third Tuesday of January each year.

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

- Audit and Risk Prescribed General Committee;
- Chief Executive Officer's Prescribed General Review Committee;
- Community Facilities Prescribed General Committee; and
- Corporate Planning, Policy and Performance Prescribed General Committee.



5.2.3 Council has established one Non-Prescribed General Committee to which Elected Members are appointed by Council. The meetings of this Committee are held outside of Council meetings. This Committee is the:

- Civic Non-Prescribed General Committee

**5.3 Committees established under a Deed of Trust.**

5.3.1 Council has established the Mendelson Committee under a Deed of Trust and not under s41 of the [Act](#). Both Elected Members and independent members are appointed to this Committee in accordance with the provisions of the Deed of Trust with meetings held outside of Council meetings.

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

**5.4 Development Assessment Panel Meetings.**

5.4.1 The DAP, established in accordance with s56A of the [Development Act](#), comprises three Elected Members and four independent members, appointed by Council based on their skills and expertise.

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

**5.5 Notice and Agenda for Meetings.**

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

- Hard copies publically displayed at least three clear days before the date of each meeting at the Civic Centre and Hamra Centre Library;
- [Council's website](#);
- A monthly advertisement in the Guardian and Weekly Times Messenger Newspapers.

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

- Hard copy displayed in the Civic Centre and Hamra Centre Library;
- The [City of West Torrens' website](#).

**5.6 Meeting Schedules.**

5.6.1 The CEO will ensure that a schedule of the dates, times and places set for meetings of Council, Committees and the DAP is made available on the [City of West Torrens' website](#).

**5.7 Public Access to Meetings.**

5.7.1 Section 90 of the [Act](#) requires Council and Committee meetings be open to the public.

5.7.2 Section 56A(11) of the [Development Act](#) requires DAP meetings to be open to the public.

5.7.3 The public will only be excluded from part of a Council, Committee or DAP meeting if the need for confidentiality outweighs the principle of open decision-making and an order to exclude the public is made in accordance with s90 of the [Act](#) or, in respect of DAP meetings, s56A(12) of the [Development Act](#).

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

5.8.1 **Council or Committee Meetings**

5.8.1.1 Section 90(3) of the [Act](#) provides that Council or a Committee may order that the public be excluded from attendance at any part of a meeting as is necessary to receive, discuss or consider in confidence, any information or matter in the following circumstances:

- a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b) information the disclosure of which:
  - (i) could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct, business, or to prejudice the commercial position of Council; and
  - (ii) would, on balance, be contrary to the public interest;
- c) information the disclosure of which would reveal a trade secret;
- d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:
  - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage of a third party; and
  - (ii) would, on balance, be contrary to the public interest;
- e) matters affecting the security of Council, Members or employees of Council, Council property or the safety of any person.
- f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- g) matters that must be considered in confidence in order to ensure that Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;

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- h) legal advice;
- i) information relating to actual litigation, or litigation that Council or Committee believes on reasonable grounds will take place, involving Council or an employee of Council;
- j) information the disclosure of which;
  - (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of Council, or a person engaged by Council); and
  - (ii) would, on balance, be contrary to the public interest;
- k) tenders for the supply of goods, the provision of services or the carrying out of works;
- l) information relating to a proposed amendment to a Development Plan under the [Development Act 1993](#) before a Development Plan Amendment relating to the amendment is released for public consultation under that Act;
- m) information relevant to the review of a determination of a Council under the [Freedom Of Information Act 1991](#).

5.8.1.2 Council and Committees cannot make an order, that the public be excluded from a meeting, only on the basis that discussion of a matter in public may:

- cause embarrassment to Council, the Committee, Elected Members, independent members of a Committee or employees of the City of West Torrens; or
- cause a loss of confidence in Council.

5.8.1.3 When a decision to exclude the public is taken, a note will be made in the minutes of the meeting which details:

- a. the making of the order;
- b. the grounds on which the order was made in accordance with s90(7) of the [Act](#); and
- c. which employees were in attendance.

## 5.8.2 Informal Gatherings.

5.8.2.1 Council will, on occasions, hold informal gatherings from which the public are excluded. Section 90(8) of the [Act](#) provides that informal gatherings of Elected Members (with or without City of West Torrens' employees) may take place if the matter(s) being discussed would not normally form part of a Council meeting agenda, and no decisions are reached.

Informal gatherings include:-

- planning sessions associated with the development of policies or strategies;
- briefing or training sessions;
- workshops; or
- social gatherings to encourage informal communication between Members or between Members and staff.

### 5.8.3 Development Assessment Panel

5.8.3.1 Section 56A(12) of the [Development Act](#) provides that the DAP may order that the public be excluded from attendance at any part of a meeting as is necessary to receive, discuss or consider in confidence, any information or matter in the following circumstances:

- a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b) information the disclosure of which:
  - i) could reasonably be expected to confer a commercial advantage on a person, or to prejudice the commercial position of a person; and
  - ii) would, on balance, be contrary to the public interest;
- c) information the disclosure of which would reveal a trade secret;
- d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:
  - i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - ii) would, on balance, be contrary to the public interest;
- e) matters affecting the safety or security of any person or property;
- f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- g) matters that must be considered in confidence in order to ensure that Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- h) legal advice;

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- i) information relating to actual litigation, or litigation that the panel believes on reasonable grounds will take place;
- j) information the disclosure of which:
  - i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of Council, or a person engaged by Council); and
  - ii) would, on balance, be contrary to the public interest; or
  - iii) during so much of a meeting that consists of its discussion or determination of any application or other matter that falls to be decided by the panel.

5.8.3.2 The DAP will apply the same level of transparency and accountability as Council or Committee and will not make an order, that the public be excluded from a meeting, only on the basis that discussion of a matter in public may:

- cause embarrassment to Council, Committee, DAP, Elected Members, independent members of Committees and/or City of West Torrens employees; or
- cause a loss of confidence in Council or the DAP.

5.8.3.3 When a decision to exclude the public from all or part of a DAP meeting is taken, a note is required to be made in the minutes detailing the making of the order and the grounds on which it was made under s56A(12) of the [Development Act](#).

## 5.9 Approach to the Use of Confidentiality Provisions

5.9.1 Any consideration of the use of confidentiality provisions, to exclude the public from the discussion of a particular matter at a meeting, will require the identification of the grounds as outlined in clause 5.8.

5.9.2 Council, Committee and DAP meetings are guided by the following principles:

- a) open and accountable government is strongly supported;
- b) confidentiality provisions will only be used when considered proper and necessary;
- c) when a decision to exclude the public is taken, the reason and legislative grounds for this will be communicated to the public, both in the meeting at the time of the public being requested to leave, and in the meeting minutes;

5.9.3 The CWT cannot guarantee confidentiality in relation to any information provided to it by members of the public. This includes information such as the names and addresses of person(s):

- contained in petitions to Council
- responding to consultation
- who are representors at DAP meetings

5.9.4 A report contained in a Council, Committee or DAP agenda must meet the requirements of s90 of the [Act](#) or s56A(12) of the [Development Act](#) respectively before the CEO orders that a report be retained in confidence until the matter is presented to Council or a Committee.

5.9.4.1 Council, a Committee or the DAP will determine whether any such information will be retained in confidence, refer clause 6.4.

#### 5.10. Process to Exclude the Public

5.10.1 Items to be considered at Council, a Committee or DAP meetings will generally be placed at the end of the relevant agenda. However, each meeting may resolve, for the convenience of the public present at the meeting, to deal with a confidential matter earlier in the meeting.

5.10.2 Before an order to exclude the public from a meeting, to enable the receipt, discussion and consideration of a particular matter, the Council, Committee or DAP will formally determine, in open session, if this is necessary and appropriate.

5.10.2.1 If it is deemed necessary and appropriate, Council, a Committee or DAP, after due consideration will resolve to exclude the public while dealing with a particular matter. The resolution will include the grounds, under the relevant legislation, on which the order to exclude the public was made in accordance with s90 of the [Act](#) or s56A(12) of the [Development Act](#) respectively.

5.10.3 When a number of agenda items are identified as confidential within an agenda, the Council, a Committee or DAP will;

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

5.10.4 If Council, a Committee or DAP resolves that a particular matter will be considered in confidence, members of the public must immediately leave the Council Chamber or meeting room.

5.10.4.1 If Council or Committee orders that a matter is to be considered in confidence, City of West Torrens' employees are considered to be members of the public and required to leave the meeting unless the Council, Committee or DAP resolves to allow them to remain in the meeting while the item is being considered. The names of those employees will be included in the resolution to consider the matter in confidence.

5.10.4.2 It is an offence for a member of the public, who knowing that a confidential order is in force, to enter or remain in the room in which a matter is being considered in confidence.

#### 5.11 Interruption of Meetings by Members

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

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5.11.2 Regulation 29 states:

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

Maximum penalty: \$1250.

5.12 Interruption of Meetings by Others

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

5.12.2 Regulation 30 states:

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

Maximum penalty: \$500.

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

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

## 6. Access to Documents

- 6.1 Publicly available documents, including Council and Committee agendas and minutes are available for inspection at the Civic Centre, and in some cases the Hamra Centre Library as well as on [City of West Torrens' website](#).

- 6.2 Requests to access documents held by Council which are not publically available can be made in accordance with the [Freedom of Information Act 1991](#).

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

## 6.3 Access to Agendas

- 6.3.1 The CEO will make the agenda for each ordinary meeting of Council, Committee and the DAP available for public inspection at least three clear days before the date of the meeting in hard copy at the Civic Centre and Hamra Centre Library and on [City of West Torrens' website](#) at the same time they are forwarded to the members of Council, a Committee or the DAP.

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

- 6.3.3 Items which are deemed to require consideration in confidence will not be contained in a Council, Committee or DAP agenda made available to the public pursuant to s84(6)(b) of the [Act](#) or s56A(12) of the [Development Act](#).

- 6.3.3.1 When a confidential item is to be considered by Council, a Committee or DAP, a report will be included in the public agenda, made available pursuant to s84(6)(b) of the [Act](#), detailing

- a. the report title;
- b. the basis on which matter should be considered in confidence;
- c. the relevant legislative provisions; and
- d. the recommendation to Council to consider the matter in confidence.

## 6.4 Access to Minutes

- 6.4.1 The CEO will make the minutes of each ordinary or special meeting of Council, a Committee or the DAP available for public inspection, within 5 days after the meeting, in hard copy at the Civic Centre and Hamra Centre Library as well as on [City of West Torrens' website](#) at the same time they are provided to members of Council, a Committee or DAP.



- 6.4.2 In some circumstances Council, a Committee or DAP may order that a document(s) relating to a particular matter that has been considered in confidence (refer clauses 5.10 and 5.11) be retained in confidence in accordance with s91 of the [Act](#) and s56A(16) of the [Development Act](#) and be kept confidential.
- 6.4.3 Council or a Committee must not make an order to retain a document in confidence:
- a) to prevent the disclosure of the remuneration or conditions of service of an employee of the City of West Torrens after the remuneration or conditions have been set or determined; or
  - b) to prevent the disclosure of the identity of a successful tenderer for the supply of goods or the provision of services (including the carrying out of works), or of any reasons adopted by Council as to why a successful tenderer has been selected; or
  - c) to prevent the disclosure of the amount or amounts payable by Council under a contract for the supply of goods or the provision of services (including the carrying out of works) to, or for the benefit of, Council after the contract has been entered into by all parties to the contract; or
  - d) to prevent the disclosure of the identity of land that has been acquired or disposed of by Council, or of any reasons adopted by Council as to why land has been acquired or disposed of by Council.
- 6.4.4 If the retention of a document(s) in confidence is considered proper and necessary, taking into account the public interest when required, a resolution to this effect contained in the minutes will include the reason and legislative grounds for confidentiality and the circumstances in which the order will cease to apply.
- 6.4.5 Any order that operates for a period exceeding 12 months will be reviewed by Council at least once each year. Such matters will be considered on a case-by-case basis depending on the particular circumstances of the matter.
- 6.4.6 Council may delegate to an employee of the City of West Torrens the power to revoke the order but not extend the order and, if relevant, may place other conditions placed on the delegation.
- 6.4.7 Requests to obtain Council, Committee or DAP documents which are not normally available for public inspection can be made under the [Freedom of Information Act 1991](#) for a fee set annually by the State Government.

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

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

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

## 6.6 Elected Member Access to Documents

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

## 7. Confidential Orders Reporting

7.1. A report will be provided to Council on the use of confidential provisions on an annual basis. The report will include the following information:

- the number of occasions each of the identified provisions for excluding the public was used;
- the number of occasions a confidential order was utilised;
- the subject of the confidential item (e.g. a property sale or purchase)
- the relevant sub-sections of s90 and s91 of the [Act](#) or s56A of the [Development Act 1993](#) under which the order was made.

7.2. In accordance with Schedule 4 of the [Act](#), a summary of confidential items will be included in Council's Annual Report.

7.3. A list and the status of items retained in confidence will be maintained on [City of West Torrens' website](#) and will be made available on the website when the confidential order is revoked.

## 8. Review

8.1. The Act requires that Council's Code of Practice - Access to Meetings and Documents (the Code) be reviewed within 12 months of a periodic election but Council has the ability to review this Code at any other time.

8.2. Before Council adopts, alters, or substitutes this Code, unless proposed changes are minor in nature and do not alter the materiality of the Code, it will;

- a) Make copies of the proposed Code, alterations or substitute Code available for inspection or purchase at Council's principal office; and
- b) Follow the relevant steps set out in its [Council Policy - Public Consultation](#).

## 9. Grievance

9.1. Council has established a policy for the review of decisions made by:

- Council
- Employees of the City of West Torrens
- Other persons acting on behalf of Council, which have resulted or will result in an administrative act of Council.

9.1.1. If a person is aggrieved about a decision to restrict access to meetings and/or documents they may lodge an application in writing for consideration under the [Council Policy – Internal Review of Council Decisions](#), established by Council in accordance with s270 of the [Act](#) or lodge a complaint with the [SA Ombudsman](#).

9.2. Council has established a policy for customer complaints

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

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

## 10. Availability of the Code

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

Current

ATTACHMENT 2

CITY OF WEST TORRENS



**Code of Practice:  
Access to Meetings and Documents**

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	7 November 2000
<b>Dates of Review:</b>	11 December 2001, 12 November 2002, 3 February 2004, 2 October 2007, 7 October 2008, May 2011, August 2012, July 2015, <u>2016</u>
<b>Version Number:</b>	<u>910</u>
<b>DW Doc set ID:</b>	591879
<b>Next Review Due:</b>	2019
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999 (SA)</a> <a href="#">Development Act 1993 (SA)</a> <a href="#">Freedom of Information Act 1991 (SA)</a> <a href="#">Local Government (Procedures at Meetings) Regulations 2013 (SA)</a> <a href="#">Criminal Law Consolidation Act 1935 (SA)</a> <a href="#">Code of Conduct for Council Members</a> <a href="#">Code of Conduct for Council Employees</a>
<b>Related Policies or Corporate Documents:</b>	<a href="#">Code of Practice: Procedures at Meetings</a> <a href="#">Public Consultation Council Policy</a> <a href="#">Internal Review of Council Decisions Policy</a> <a href="#">Customer Complaints Council Policy</a>
<b>Associated Forms:</b>	
<b>Note:</b>	This is a statutory document and must be reviewed within 12 months of each Local Government General Election.
<b>Responsible Manager:</b>	General Manager <del>Organisational Support</del> <u>Business and Community Services</u>
<b>Confirmed by General Manager:</b>	General Manager <del>Organisational Support</del> <u>Business and Community Services</u>
<b>Approved by Executive:</b>	<b>Date</b> <del>July 2015</del>
<b>Approved by Council:</b>	<b>Date</b> <del>15 September 2015</del>

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

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Draft

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

## CODE OF PRACTICE – Access to Meetings and Documents

### 1. Preamble

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

### 2. Purpose

- 2.1 To provide guidelines relating to access to meetings and documents by the public and Elected Members.
- 2.2 To clearly outline the purpose of, and on what basis, the Council may apply the provisions of s90 and s91 of the Local Government Act 1999 (Act) and s56A of the Development Act 1993 (Development Act) to restrict public access to meetings and/or documents.

### 3. Scope

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

### 4. Definitions

- 4.1 **Agenda** refers to a list of items of business to be considered at a meeting.
- 4.2 **Clear Days** means the days between the:
- posting of a notice of a meeting and the day the meeting is held excluding both the day on which the notice is given and the day of the meeting, e.g. when notices are given on a Friday for a following Tuesday meeting, the clear days are Saturday, Sunday and Monday; or
  - holding of a meeting and the day the minutes are released excluding the day of the meeting and the day the minutes are released.
- 4.3 **Minutes** refers to a record of the items discussed and the resolutions made at a meeting of Council, Committee or the DAP.
- 4.4 **Principal Member** refers to the Mayor.
- 4.5 **Presiding Member** refers to a member appointed by the Council to preside at Committee meetings.

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

## 5. Access to Meetings

### 5.1 Council Meetings

5.1.1 Sections 81(2) and 81(6) of the Act require Council to meet at least once during each month, but not on a Sunday or public holiday and no earlier than 5pm unless Council resolves otherwise by a resolution supported unanimously by all members of Council. Consequently, ordinary Council meetings will commence at 7pm, in the Council Chamber at the Civic Centre, 165 Sir Donald Bradman Drive, Hilton SA 5033, on the first and third Tuesday of the month with the exception of January each year when it only meets on the third Tuesday of the month and in December each year when Council meets on the second Tuesday of the month.

5.1.2 Special Council meetings may be held at any time.

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

### 5.2 Committees established under Section 41 of the [Act](#).

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

- Finance and Regulatory Prescribed Standing Committee;
- Governance Prescribed Standing Committee;
- Strategy and Community Prescribed Standing Committee; and
- Urban Services Prescribed Standing Committee.

5.2.1.1 The Urban Services and Governance Prescribed Standing Committee meet during the Council meeting held on the first Tuesday of each month between and including February and November each year.

5.2.1.2 The Finance and Regulatory and Strategy and Community Prescribed Standing Committees meet during the Council meeting held on the first Tuesday of each month between and including February and November each year.

5.2.1.3 All four prescribed standing committees meet on the second Tuesday in December and on the third Tuesday of January each year.

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

- Audit and Risk Prescribed General Committee;
- Chief Executive Officer's Prescribed General Review Committee;
- Community Facilities Prescribed General Committee; and
- Corporate Planning, Policy and Performance Prescribed General Committee.



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5.2.3 Council has established one Non-Prescribed General Committee to which Elected Members are appointed by Council. The meetings of this Committee are held outside of Council meetings. This Committee is the:

- Civic Non-Prescribed General Committee

5.3 **Committees established under a Deed of Trust.**

5.3.1 Council has established the Mendelson Committee under a Deed of Trust and not under s41 of the [Act](#). Both Elected Members and independent members are appointed to this Committee in accordance with the provisions of the Deed of Trust with meetings held outside of Council meetings.

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

5.4 **Development Assessment Panel Meetings.**

5.4.1 The DAP, established in accordance with s56A of the [Development Act](#), comprises three Elected Members and four independent members, appointed by Council based on their skills and expertise.

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

5.5 **Notice and Agenda for Meetings.**

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

- Hard copies publically displayed at least three clear days before the date of each meeting at the Civic Centre and Hamra Centre Library;
- [Council's website](#);
- A monthly advertisement in the Guardian and Weekly Times Messenger Newspapers.

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

- Hard copy displayed in the Civic Centre and Hamra Centre Library;
- The [City of West Torrens' website](#).

5.6 **Meeting Schedules.**

5.6.1 The CEO will ensure that a schedule of the dates, times and places set for meetings of Council, Committees and the DAP is made available on the [City of West Torrens' website](#).

5.7 **Public Access to Meetings.**

5.7.1 Section 90 of the [Act](#) requires Council and Committee meetings be open to the public.

5.7.2 Section 56A(11) of the [Development Act](#) requires DAP meetings to be open to the public.

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5.7.3 The public will only be excluded from part of a Council, Committee or DAP meeting if the need for confidentiality outweighs the principle of open decision-making and an order to exclude the public is made in accordance with s90 of the Act or, in respect of DAP meetings, s56A(12) of the Development Act.

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

5.8.1 Council or Committee Meetings

5.8.1.1 Section 90(3) of the Act provides that Council or a Committee may order that the public be excluded from attendance at any part of a meeting as is necessary to receive, discuss or consider in confidence, any information or matter in the following circumstances:

- a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b) information the disclosure of which:
  - (i) could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct, business, or to prejudice the commercial position of Council; and
  - (ii) would, on balance, be contrary to the public interest;
- c) information the disclosure of which would reveal a trade secret;
- d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:
  - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage of a third party; and
  - (ii) would, on balance, be contrary to the public interest;
- e) matters affecting the security of Council, Members or employees of Council, Council property or the safety of any person.
- f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- g) matters that must be considered in confidence in order to ensure that Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- h) legal advice;

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- i) information relating to actual litigation, or litigation that Council or Committee believes on reasonable grounds will take place, involving Council or an employee of Council;
- j) information the disclosure of which;
  - (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of Council, or a person engaged by Council); and
  - (ii) would, on balance, be contrary to the public interest;
- k) tenders for the supply of goods, the provision of services or the carrying out of works;
- l) information relating to a proposed amendment to a Development Plan under the *Development Act 1993* before a Development Plan Amendment relating to the amendment is released for public consultation under that Act;
- m) information relevant to the review of a determination of a Council under the *Freedom Of Information Act 1991*.

**5.8.1.2** Council and Committees cannot make an order, that the public be excluded from a meeting, only on the basis that discussion of a matter in public may:

- cause embarrassment to Council, the Committee, Elected Members, independent members of a Committee or employees of the City of West Torrens; or
- cause a loss of confidence in Council, or
- involve discussion of a matter that is controversial within the council area; or
- make the council susceptible to adverse criticism.

**5.8.1.3** When a decision to exclude the public is taken, a note will be made in the minutes of the meeting which details:

- a. the making of the order;
- b. the grounds on which the order was made in accordance with s90(7) of the Act;
- c. the basis on which the information or matter to which the order relates falls within the ambit of each ground on which the order was made;
- b-d. if relevant, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest and
- e-e. which employees were in attendance.

**5.8.2 Informal Gatherings.**

5.8.2.1 Council will, on occasions, hold informal gatherings from which the public are excluded in accordance with Council's Informal Gatherings Policy. Section 90(8) of the *Act* provides that

**Comment [LJ1]:** Amendment to include clause 17 of the Local Government (Accountability and Governance) Act 2015 which amend section 90(4) of the Local Government Act 1999

**Comment [LJ2]:** Amendment to include clause 17 of the Local Government (Accountability and Governance) Act 2015 which amend section 90(7) of the Local Government Act 1999

**Comment [LJ3]:** Amendment to include clause 17 of the Local Government (Accountability and Governance) Act 2015 which amend section 90(8) of the Local Government Act 1999

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informal gatherings of Elected Members (with or without City of West Torrens' employees) may take place if the matter(s) being discussed would not normally form part of a Council meeting agenda, and no decisions are reached.

~~Informal gatherings include:-~~

- ~~• planning sessions associated with the development of policies or strategies;~~
- ~~• briefing or training sessions;~~
- ~~• workshops; or~~
- ~~• social gatherings to encourage informal communication between Members or between Members and staff.~~

**Comment [LJ4]:** Suggested removal as Policy will contain relevant information and policy will be linked above.

### 5.8.3 Development Assessment Panel

5.8.3.1 Section 56A(12) of the *Development Act*, provides that the DAP may order that the public be excluded from attendance at any part of a meeting as is necessary to receive, discuss or consider in confidence, any information or matter in the following circumstances:

- a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b) information the disclosure of which:
  - i) could reasonably be expected to confer a commercial advantage on a person, or to prejudice the commercial position of a person; and
  - ii) would, on balance, be contrary to the public interest;
- c) information the disclosure of which would reveal a trade secret;
- d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:
  - i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - ii) would, on balance, be contrary to the public interest;
- e) matters affecting the safety or security of any person or property;
- f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- g) matters that must be considered in confidence in order to ensure that Council does not breach any law, order or

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direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;

- h) legal advice;
- i) information relating to actual litigation, or litigation that the panel believes on reasonable grounds will take place;
- j) information the disclosure of which:
  - i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of Council, or a person engaged by Council); and
  - ii) would, on balance, be contrary to the public interest; or
  - iii) during so much of a meeting that consists of its discussion or determination of any application or other matter that falls to be decided by the panel.

5.8.3.2 The DAP will apply the same level of transparency and accountability as Council or Committee and will not make an order, that the public be excluded from a meeting, only on the basis that discussion of a matter in public may:

- cause embarrassment to Council, Committee, DAP, Elected Members, independent members of Committees and/or City of West Torrens employees; or
- cause a loss of confidence in Council or the DAP.

5.8.3.3 When a decision to exclude the public from all or part of a DAP meeting is taken, a note is required to be made in the minutes detailing the making of the order and the grounds on which it was made under s56A(12) of the [Development Act](#).

## 5.9 Approach to the Use of Confidentiality Provisions

5.9.1 Any consideration of the use of confidentiality provisions, to exclude the public from the discussion of a particular matter at a meeting, will require the identification of the grounds as outlined in clause 5.8.

5.9.2 Council, Committee and DAP meetings are guided by the following principles:

- a) open and accountable government is strongly supported;
- b) confidentiality provisions will only be used when considered proper and necessary;
- c) when a decision to exclude the public is taken, the reason and legislative grounds for this will be communicated to the public, both in the meeting at the time of the public being requested to leave, and in the meeting minutes;

5.9.3 The CWT cannot guarantee confidentiality in relation to any information provided to it by members of the public. This includes information such as the names and addresses of person(s):

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- contained in petitions to Council
- responding to consultation
- who are representors at DAP meetings

5.9.4 A report contained in a Council, Committee or DAP agenda must meet the requirements of s90 of the [Act](#) or s56A(12) of the [Development Act](#) respectively before the CEO orders that a report be retained in confidence until the matter is presented to Council or a Committee.

5.9.4.1 Council, a Committee or the DAP will determine whether any such information will be retained in confidence, refer clause 6.4.

#### 5.10. Process to Exclude the Public

5.10.1 Items to be considered at Council, a Committee or DAP meetings will generally be placed at the end of the relevant agenda. However, each meeting may resolve, for the convenience of the public present at the meeting, to deal with a confidential matter earlier in the meeting.

5.10.2 Before an order to exclude the public from a meeting, to enable the receipt, discussion and consideration of a particular matter, the Council, Committee or DAP will formally determine, in open session, if this is necessary and appropriate.

5.10.2.1 If it is deemed necessary and appropriate, Council, a Committee or DAP, after due consideration will resolve to exclude the public while dealing with a particular matter. The resolution will include the grounds, under the relevant legislation, on which the order to exclude the public was made in accordance with s90 of the [Act](#) or s56A(12) of the [Development Act](#) respectively.

5.10.3 When a number of agenda items are identified as confidential within an agenda, the Council, a Committee or DAP will;

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

5.10.4 If Council, a Committee or DAP resolves that a particular matter will be considered in confidence, members of the public must immediately leave the Council Chamber or meeting room.

5.10.4.1 If Council or Committee orders that a matter is to be considered in confidence, City of West Torrens' employees are considered to be members of the public and required to leave the meeting unless the Council, Committee or DAP resolves to allow them to remain in the meeting while the item is being considered. The names of those employees will be included in the resolution to consider the matter in confidence.

5.10.4.2 It is an offence for a member of the public, who knowing that a confidential order is in force, to enter or remain in the room in which a matter is being considered in confidence.

#### 5.11 Interruption of Meetings by Members

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

5.11.2 Regulation 29 states:

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

Maximum penalty: \$1250.

**5.12 Interruption of Meetings by Others**

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

5.12.2 Regulation 30 states:

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

Maximum penalty: \$500.

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- 5.12.3 A member of the public who interrupts the orderly conduct of a meeting must, on request by the Presiding Member, immediately leave the place where the meeting is being held.
  - 5.12.3.1 If a person does not leave the place where the meeting is held at the request of the Presiding Member, SAPOL will be contacted by a Senior Officer of Council and requested to attend and remove that person.

## 6. Access to Documents

- 6.1 **Publicly available documents**, including Council and Committee agendas and minutes are available for inspection at the Civic Centre, and in some cases the Hamra Centre Library as well as on [City of West Torrens' website](#).
- 6.2 **Requests to access documents held by Council** which are not publically available can be made in accordance with the [Freedom of Information Act 1991](#).
  - 6.2.1 Enquiries in relation to the process for seeking access to documents held by Council should be directed to one of the City of West Torrens' accredited freedom of information officers or by going to the [City of West Torrens' website](#).
- 6.3 **Access to Agendas**
  - 6.3.1 The CEO will make the agenda for each ordinary meeting of Council, Committee and the DAP available for public inspection at least three clear days before the date of the meeting in hard copy at the Civic Centre and Hamra Centre Library and on [City of West Torrens' website](#) at the same time they are forwarded to the members of Council, a Committee or the DAP.
  - 6.3.2 Items listed on the agenda will be described accurately and in reasonable detail. Copies of any documents and reports that are to be considered at the meeting will be supplied to Council, Committee and DAP members in accordance with clause 6.3.1.
  - 6.3.3 Items which are deemed to require consideration in confidence will not be contained in a Council, Committee or DAP agenda made available to the public pursuant to s84(6)(b) of the [Act](#) or s56A(12) of the [Development Act](#).
    - 6.3.3.1 When a confidential item is to be considered by Council, a Committee or DAP, a report will be included in the public agenda, made available pursuant to s84(6)(b) of the [Act](#), detailing
      - a. the report title;
      - b. the basis on which matter should be considered in confidence;
      - c. the relevant legislative provisions; and
      - d. the recommendation to Council to consider the matter in confidence.

## 6.4 Access to Minutes

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- 6.4.1 The CEO will make the minutes of each ordinary or special meeting of Council, a Committee or the DAP available for public inspection, within 5 days after the meeting, in hard copy at the Civic Centre and Hamra Centre Library as well as on [City of West Torrens' website](#) at the same time they are provided to members of Council, a Committee or DAP.
- 6.4.2 In some circumstances Council, a Committee or DAP may order that a document(s) relating to a particular matter that has been considered in confidence (refer clauses 5.10 and 5.11) be retained in confidence in accordance with s91 of the [Act](#) and s56A(16) of the [Development Act](#) and be kept confidential.
- 6.4.3 Council or a Committee must not make an order to retain a document in confidence:
- a) to prevent the disclosure of the remuneration or conditions of service of an employee of the City of West Torrens after the remuneration or conditions have been set or determined; or
  - b) to prevent the disclosure of the identity of a successful tenderer for the supply of goods or the provision of services (including the carrying out of works), or of any reasons adopted by Council as to why a successful tenderer has been selected; or
  - c) to prevent the disclosure of the amount or amounts payable by Council under a contract for the supply of goods or the provision of services (including the carrying out of works) to, or for the benefit of, Council after the contract has been entered into by all parties to the contract; or
  - d) to prevent the disclosure of the identity of land that has been acquired or disposed of by Council, or of any reasons adopted by Council as to why land has been acquired or disposed of by Council.
- 6.4.4 If the retention of a document(s) in confidence is considered proper and necessary, taking into account the public interest when required, a resolution to this effect contained in the minutes will include the reason and legislative grounds for confidentiality and the circumstances in which the order will cease to apply.
- 6.4.5 Any order that operates for a period exceeding 12 months will be reviewed by Council at least once each year. Such matters will be considered on a case-by-case basis depending on the particular circumstances of the matter.
- 6.4.6 Council may delegate to an employee of the City of West Torrens the power to revoke the order but not extend the order and, if relevant, may place other conditions placed on the delegation.
- 6.4.7 If an order under section 91(7) of the Act expires or ceases to apply in relation to a document or part of a document, Council will make the document or part of the document (as the case requires) available for inspection on City of West Torrens' website and available for inspection at the Civic Centre within a reasonable time.
- 6.4.78 Requests to obtain Council, Committee or DAP documents which are not normally available for public inspection can be made under the [Freedom of Information Act 1991](#) for a fee set annually by the State Government.

**Comment [LJ5]:** Amendment to include clause 25 of the Local Government (Accountability and Governance) Act 2015 which amend section 132 of the Local Government Act 1999

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

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

**6.6 Elected Member Access to Documents**

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

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- 6.6.5 If there is a degree of sensitivity surrounding the access to a particular document, the CEO may make the document available to the Elected Member for viewing only at the Civic Centre at a mutual convenient time.

**7. Confidential Orders Reporting**

- 7.1. A report will be provided to Council on the use of confidential provisions on an annual basis. The report will include the following information:
- the number of occasions each of the identified provisions for excluding the public was used;
  - the number of occasions a confidential order was utilised;
  - the subject of the confidential item (e.g. a property sale or purchase)
  - the relevant sub-sections of s90 and s91 of the Act or s56A of the Development Act 1993 under which the order was made.
- 7.2 In accordance with Schedule 4 of the Act, a summary of confidential items will be included in Council's Annual Report.
- 7.3 A list and the status of items retained in confidence will be maintained on City of West Torrens' website and will be made available on the website when the confidential order is revoked.

**8. Review**

- 8.1 The Act requires that Council's Code of Practice - Access to Meetings and Documents (the Code) be reviewed within 12 months of a periodic election but Council has the ability to review this Code at any other time.
- 8.2 Before Council adopts, alters, or substitutes this Code, unless proposed changes are minor in nature and do not alter the materiality of the Code, it will;
- a) Make copies of the proposed Code, alterations or substitute Code available for inspection or purchase at Council's principal office and on the Council's website; and
  - b) Follow the relevant steps set out in its Council Policy - Public Consultation.

**Comment [LJ6]:** Amendment to include clause 19 of the Local Government (Accountability and Governance) Act 2015 which amend section 92(5) of the Local Government Act 1999

**9. Grievance**

- 9.1 Council has established a policy for the review of decisions made by:
- Council
  - Employees of the City of West Torrens
  - Other persons acting on behalf of Council, which have resulted or will result in an administrative act of Council.
- 9.1.1 If a person is aggrieved about a decision to restrict access to meetings and/or documents they may lodge an application in writing for consideration under the Council Policy – Internal Review of Council Decisions, established by Council in accordance with s270 of the Act or lodge a complaint with the SA Ombudsman.
- 9.2 Council has established a policy for customer complaints

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

#### 10. Availability of the Code

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

Draft

## 17.7 Whistleblowers Policy Review

### Brief

The *Council Policy - Whistleblowers* has been subject to an unscheduled review and is presented to Council for approval.

### RECOMMENDATION(S)

It is recommended to Council that:

1. The revised *Council Policy - Whistleblowers* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Whistleblowers*.

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### Introduction

The *Whistleblowers Protection Act 1993* (the Act) provides protection to any person, such as an employee, Elected Member or a member of the community, who reports "public interest information" to the appropriate authority in accordance with the Act. Pursuant to the Act and the *Council Policy - Whistleblowers* (Policy), the Administration will take action to protect a whistleblower from victimisation and intimidation while ensuring that disclosures are appropriately investigated.

Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, the policy is presented directly to Council for consideration and approval.

### Discussion

The Policy has traditionally been categorised as an administration policy given it has been overseen by the Responsible Officer who has always been an employee.

The Policy (**Attachment 1**) was approved in February 2013 so is not scheduled for review until 2018.

This unscheduled review was triggered by the departure of the Policy's Responsible Officer who is a person appointed by the Chief Executive Officer and is authorised to receive and act upon information forwarded from informants. The appointment of a new Responsible Officer required an amendment to the Policy which also provided the opportunity to review the entirety of the Policy. This review resulted in a change in the categorisation of the Policy from an Administration Policy to a Council Policy given it contains information relevant to all external stakeholders.

The revised Policy has been attached as **Attachment 2**. Track changes have been used given that the number of amendments to the Policy are not extensive.

Key changes to this Policy include:

- New template (Administration Policy to Council Policy).
- Clearer introduction, purpose and scope with greater alignment to the Act.
- More relevant definitions.
- Clarity of Policy Statements regarding the Codes of Conduct for Council Members and Employees as well as ICAC legislation.
- Removal of duplicated provisions.
- Appointment of General Manager, Business and Community Services as the Responsible Officer for the purposes of this Policy.
- Simplification and integration of public officer requirements regarding disclosures with regards to the Responsible Officer.
- Greater explanation of investigation and reporting procedures.

KelleyJones Lawyers have reviewed this Policy to ensure consistency with the Act and any other relevant legislation.

**Conclusion**

The *Council Policy - Whistleblowers* has been subject to an unscheduled review as a result of the appointment of a new Responsible Officer and is presented to Council for approval.



City of West Torrens Administration Policy - Whistleblowers

Current



City of West Torrens Administration Policy - Whistleblowers

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Current

City of West Torrens Administration Policy - Whistleblowers

## Administration Policy - Whistleblowers

### 1. Introduction

- 1.1 The *Whistleblowers Protection Act 1993* (SA) is designed to encourage the disclosure of information and to provide protection and immunity for any person (an "Informant") who makes an appropriate disclosure of public interest information.
- 1.2 The City of West Torrens (CWT) is committed to supporting ethical behaviour and good governance.

### 2. Purpose

- 2.1 This Policy is designed to ensure that the CWT responsibilities under the *Whistleblowers Protection Act 1993* (the Act) are properly fulfilled.
- 2.2 Its purpose is to encourage and facilitate disclosures of maladministration, corrupt or illegal activity occurring in the organisation so that internal controls and procedures can be strengthened and to ensure that the organisation's resources are efficiently applied towards the achievement of the Council's objectives.
- 2.3 This policy provides a process for disclosures by Informants as well as protection and confidentiality standards.

### 3. Scope

- 3.1 This Policy applies to all employees including volunteers and contractors as well as Elected Members and members of the public who make disclosures to a responsible officer in accordance with the Act and establishes a system for the matters disclosed to be investigated and remedial action to be taken.
- 3.2 This policy does not apply to general grievance matters which employees are encouraged to discuss freely with their manager.

### 4. Definitions

- 4.1 **Appropriately disclosed** has the same meaning as in the Act.
- 4.2 **Responsible Officer** is a person appointed by the Chief Executive Officer who is authorised to receive and act upon information forwarded from informants.
- 4.3 **Informant** is any person who appropriately discloses public interest information about the organisation that concerns:
  - Illegal activity or corruption;
  - Maladministration, including impropriety, negligence or waste.
- 4.4 **Natural justice** means the process that ensures that a person is given a fair, equitable and reasonable opportunity to respond to or else comment on a complaint.
- 4.5 **Public interest information** is defined in the Act as meaning information that tends to show that an adult person (whether or not a public officer), body corporate or government agency is or has been involved (either before or after the commencement of this Act) -

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- i. in an illegal activity; or
- ii. in an irregular and unauthorised use of public money; or
- iii. in substantial mismanagement of public resources; or
- iv. in conduct that causes a substantial risk to public health or safety or to the environment; or

that a public officer is guilty of maladministration in or in relation to the performance (either before or after the commencement of this Act) of official functions.

## 5. Policy Statement

5.1 In complying with the Act, the CWT will not tolerate improper conduct by its employees, officers or Elected Members, nor the taking of reprisals against those who come forward to disclose such conduct. Council supports the making of disclosures that reveal:

- Illegal activity;
- Irregular and unauthorised use of public money; or
- Substantial mismanagement of public resources; or
- Conduct that causes a substantial risk to public health or safety, or to the environment; or
- That a public officer is guilty of maladministration in, or in relation to, the performance of official functions.

5.2 The CWT will ensure that an appropriate framework exists to allow employees members of the public to provide information to the organisation and to ensure where the person is entitled to protection that person receives protection in accordance with the Act.

5.3 The organisation is committed to investigating all information supplied in a confidential manner and, where required, taking appropriate action.

### 5.4 Responsible Officer

5.4.1 The Chief Executive Officer (CEO) has appointed the Deputy CEO as the Responsible Officer.

5.4.2 The Responsible Officer will be the person to:

- receive information from an Informant; and
- undertake a preliminary investigation; and
- report to the CEO on the matter; and
- refer the matter to SAPOL or the Office of Public Integrity if required; or
- undertake a detailed investigation and submit a full report to the CEO and then report to the appropriate external organisation if required.

5.4.3 In the case of a person disclosing information about (or relating to) the CEO, the Responsible Officer will report the matter to the Mayor who will determine how the matter should be investigated and receive the report.

5.4.4 In the case of a person disclosing information about (or relating to) the Responsible Officer, or in the absence of the Responsible Officer, then the information should be provided directly to the CEO unless the matter relates to the CEO in which case the information should be provided to the Mayor.

5.5 The identity of the Informant appropriately disclosing public interest information will be kept confidential unless the consent of that person is obtained to divulge their identity.

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- 5.6 The CWT will take action as appropriate to protect Informants from victimisation and ensure that they are not subjected to intimidation or discrimination in the work place.
- 5.7 Should a person, wishing to disclose information, want to remain anonymous, the information will be investigated to the extent possible.
- 5.8 When, in the opinion of the Responsible Officer (or the CEO as the case may be), the circumstances warrant, information supplied will be reported to the South Australian Police or the Office of Public Integrity.
- 5.9 **Awareness**
- 5.9.1 The Act will be promoted throughout the CWT via the intranet and through the new employee induction process. Information will be provided to new employees as part of their induction.
- 5.9.2 Information will be made public on Council's website and by circulating brochures via appropriate distribution points. These include the Civic Centre, Hamra Centre Library and in New Resident Information Packs.
- 5.10 **Deliberate false disclosures and accusations**
- 5.10.1 In situations where a disclosure is found to be deliberately false, malicious or vexatious, the confidentiality provisions and protection under legislation will not apply. In these cases, the CEO or the Mayor (where the matter relates to the CEO) will determine if the informant's identity will remain confidential.
- 5.10.2 The person deliberately making a false a disclosure may become the subject of legal proceedings under the Act or through common law action.
- 5.10.3 In the case of an employee making a deliberate malicious disclosure or accusation about another employee action may be taken in accordance with the [Code of Conduct for Council Employees](#) and Counselling and Discipline Policy.
6. **Procedure**
- 6.1 **Disclosure Process**
- 6.1.1 Disclosures can be made to the Responsible Officer in person, by telephone, in writing or via email.
- Written disclosures should be addressed to:  
Confidential  
Whistleblowers  
Responsible Officer  
City of West Torrens  
165 Sir Donald Bradman Drive  
HILTON SA 5033
  - Additional contact details for the Responsible Officer are as follows:  
Telephone: 8416 6333  
Email: [wtccwhistleblowers@gmail.com](mailto:wtccwhistleblowers@gmail.com)
  - Disclosures can also be made in person by approaching the Responsible Officer.

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- 6.1.2 The Informant may, at their discretion, identify themselves to the Responsible Officer who is accountable for ensuring the Informant remains anonymous (if that is their wish).
- 6.1.3 The mailbox referred to above will only be cleared by the Responsible Officer and the basic details of all disclosures received will be noted in a single purpose register.

## 6.2 Investigations

- 6.2.1 All disclosures will be investigated by the Responsible Officer and the outcomes reported to the CEO except in cases when the matter relates to the CEO.
- 6.2.2 If the matter relates to the CEO the Mayor will appoint an appropriate independent person to conduct the investigation and receive their report.
- 6.2.3 If the disclosure relates to the Responsible Officer it will be investigated by the CEO with support from the Executive Manager Organisational Support.
- 6.2.4 Informants who make a disclosure anonymously must provide sufficient details and evidence for the matter to be investigated. If the responsible officer determines that they are not sufficient, the matter will not be investigated.
- 6.2.5 The Informant will be advised of the outcome of any investigations if they wish to leave their name and contact details. It is at the discretion of the Informant as to whether these details are provided.
- 6.2.6 All investigations will be conducted in accordance with the Act.
- 6.2.7 All information (including written documents and film) will be kept by the Responsible Officer in a securely stored file. All information gathered will be confidential.

## 6.3 Reporting

- 6.3.1 If an investigation supports the nature of the disclosure, that outcome will be reported to the CEO (or the Mayor where the matter relates to the CEO), and the relevant General Manager.
- 6.3.2 If an investigation supports the nature of the 'disclosure' as being serious and involving fraud, theft or corruption, then the outcome must be reported to the South Australian Police or the Office of Public Integrity.
- 6.3.3 In cases when the Informant has chosen to leave their name and contact details, this information will remain confidential at all times. The identity of the "Informant" will not be implicated or divulged to anyone unless his or her express permission has been obtained to do so.
- 6.3.4 On conclusion of an investigation, the CEO, or Mayor in the case of a disclosure about the CEO, should then advise the person about whom the disclosure relates, of the disclosure and the investigation, in accordance with the principles of natural justice and procedural fairness.



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## COUNCIL POLICY - Whistleblowers

### 1. Introduction

- 1.1 Council is committed to ensuring employees and Elected Members maintain high levels of ethical behaviour and integrity.
- 1.2 Consequently, ~~the Council~~ ~~CWT~~ is committed to fulfilling its responsibilities under the *Whistleblowers Protection Act 1993* (~~the~~ Act). ~~The~~is Act is designed to encourage the disclosure of information and to provide protection and immunity for any person (~~the an~~ "Informant") who makes an appropriate disclosure of public interest information.

### 2. Purpose

- 2.1 The purpose of this policy is to:
- 2.1.1 encourage and facilitate disclosures of maladministration, misconduct, inappropriate behaviour, corrupt or illegal activity, occurring in the organisation;
- 2.1.2 provide the process by which disclosures can be made by ~~the~~ Informants; and
- 2.1.3 provide appropriate protection and confidentiality, to those making disclosures.

### 3. Scope

- 3.1 This Policy applies to all employees, Elected Members and members of the public who make disclosures in accordance with the Act, and establishes a system by which disclosures ~~will to~~ be investigated, and remedial action taken if required.

### 4. Definitions

- 4.1 ~~Appropriately disclosed~~ means a disclosure made to the designated ~~R~~responsible ~~O~~fficer, or as defined under Section 5 of the Act.
- 4.2 Enquiry Agency includes, but is not limited to, the Independent Commissioner Against Corruption (ICAC), the Office of Public Integrity (OPI), South Australia Police (SAPOL) and the Ombudsman.
- 4.32 ~~Inappropriate behaviour~~ includes but is not limited to, bullying, harassment and discrimination as defined in relevant legislation, and behaviour that does not comply with the Code of Conduct for Council Employees, the Code of Conduct for Council (Elected) Members and/or behaviour in the execution of official duties ~~to~~for which a criminal penalty applies.
- 4.43 ~~Informant~~ is any person who appropriately discloses public interest information about the organisation that concerns:
- ~~i~~llegal activity or corruption;
  - ~~m~~Maladministration and/or misconduct, including impropriety, negligence or waste.



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4.5.4 **Natural justice** means the administrative process that ensures ~~that~~ a person is given a fair, equitable and reasonable opportunity to respond to, or ~~else~~ comment on, an allegation made-complaint before any determination is made as to the veracity, or otherwise, of that allegation.

4.5 **Public interest information** is defined in the Act as information that tends to show that an adult person (whether or not a public officer), body corporate or government agency is, or has been, involved (either before or after the commencement of the is Act) in:-

4.5.1 ~~in~~ an illegal activity; or

4.5.2 ~~in~~ an irregular and unauthorised use of public money; or

4.5.3 ~~in~~ substantial mismanagement of public resources; or

4.5.4 ~~in~~ conduct that causes a substantial risk to public health or safety or to the environment; or

that a public officer is guilty of maladministration in, or in relation to, the performance (either before or after the commencement of the is Act) of official functions.

4.6 **Responsible Officer** is a person appointed by the Chief Executive Officer who is authorised to receive and act upon information forwarded from informants.

## 5. Policy Statement

5.1 Council will not tolerate inappropriate behaviour by its employees, contractors or Elected Members, nor the taking of reprisals against those who come forward to disclose such conduct.

5.2 Council supports the making of disclosures that relate to:

a. illegal activity; or

b. irregular and unauthorised use of public money; or

c. substantial mismanagement of public resources; or

d. conduct that causes a substantial risk to public health or safety, or to the environment; or

e. maladministration or misconduct by a public officer in, or in relation to, the performance of official functions.

5.3 For matters not defined in clause 5.2, employees, Elected Members and members of the public should refer to the Code of Conduct for Council Employees or the Code of Conduct for Council Members.

5.4 Council will ensure that an appropriate framework exists to allow employees, members of the public and Elected Members to make appropriate disclosures to the responsible officer, and to ensure when the informant is entitled to protection, the informant receives protection in accordance with the provisions of the Act.

5.5 The ~~organisation-CWT~~ is committed to investigating all information supplied in a confidential manner and, if required, taking appropriate action.

5.6 ~~If a matter has been disclosed to an external agency such as the Office of Public Integrity, the same matter cannot be disclosed under the Act to the Responsible Officer until the matter has been resolved or closed by the external agency.~~

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## 5.7 Responsible Officer

5.7.1 The Chief Executive Officer (CEO) has appointed the person occupying the position of General Manager, Business and Community Services, as the Responsible Officer for the purposes of this policy.

5.7.2 The Responsible Officer will:

- a. receive information from the an informant; and
- b. undertake a preliminary investigation; and
- c. report to the Chief Executive Officer (CEO) on the matter; and
- d. undertake a detailed investigation if required and submit a full report to the CEO; and
- d. ~~consider whether it is appropriate to refer the matter to SAPOL and/or the Office for Public Integrity, and/or other relevant oversight body if required; or an enquiry agency;~~
- e. ~~undertake a detailed investigation and submit a full report to the CEO and then report to the appropriate external organisation if required.~~

5.7.3 In the case of the informant disclosing information about (or relating to) the CEO, the Responsible Officer will report the matter to the Mayor who will determine how the matter should be investigated and receive any investigation~~the~~ report.

5.7.4 In the case of the informant disclosing information about (or relating to) the Responsible Officer, or in the absence of the Responsible Officer, then the information must be provided directly to the CEO, unless the matter relates to the CEO, in which case the information must be provided to the Mayor.

5.8 The identity of the informant appropriately disclosing public interest information under the Act will be kept confidential, unless the consent of the informant at person is obtained in writing to divulge their identity, or if such disclosure is required at law, or so far as may be necessary to ensure that the matters to which the information relates are properly investigated.

5.9 Council will take such action as required and appropriate to protect the informants from victimisation and ensure that they are not subjected to intimidation, reprisals or discrimination.

## 5.10 Awareness

5.10.1 The ability to make disclosures pursuant to the Act will be communicated via the intranet and through the new employee induction process.

5.10.2 Information will be made publicly available on Council's website and by circulating brochures via appropriate distribution points in the Civic Centre and Hamra Centre.

## 5.11 Deliberate false disclosures and accusations

5.11.1 In situations when a disclosure is found to be deliberately false, malicious or vexatious, the confidentiality provisions and protection under legislation will not apply. However, in such cases, the CEO or the Mayor (if the disclosure matter relates to the CEO) will determine if the informant's identity will remain confidential.

5.11.2 ~~In~~ the An informant deliberately making a false, malicious or vexatious disclosure, such disclosure may become the subject of legal proceedings under the Act or through common law.

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- 5.11.3 If the informant is an employee who has made making a deliberate false, malicious or vexatious disclosure or accusation about another employee, action may be taken in accordance with the Code of Conduct for Council Employees and Managing Performance Misconduct and Inappropriate Behaviour Policy.
- 5.11.4 If the informant is an Elected Member who has made making a deliberate false, malicious or vexatious disclosure or accusation about another Elected Member or employee, action may be taken in accordance with the Code of Conduct for Council Members.
- 5.11.5 For the avoidance of doubt, reference to an "employee" is also taken to be a reference to the CEO.

## 6. Procedure

### 6.1 Disclosure Process

- 6.1.1 Disclosures should be made to the Responsible Officer in person, by telephone, in writing or via email.
- Written disclosures should be addressed to:  
Confidential  
Whistleblowers Protection Act Responsible Officer  
City of West Torrens  
165 Sir Donald Bradman Drive  
HILTON SA 5033
  - Additional contact details for the Responsible Officer are as follows:  
Telephone: 8416 6333  
Email: [wtccwhistleblowers@gmail.com](mailto:wtccwhistleblowers@gmail.com)
- 6.1.2 The informant may, at their discretion, identify themselves to the Responsible Officer who is accountable for ensuring the informant's identity remains anonymous (if that is their wish) subject to the provisions of Clause 5.85 of this Policy, or other relevant legislative requirements.
- 6.1.3 The mailbox referred to above will only be cleared by the Responsible Officer and the basic details of all disclosures received will be noted in a single purpose Register, such Register to be kept on a confidential basis.

### 6.2 Investigations

- 6.2.1 Informants who make a disclosure anonymously must provide sufficient details and evidence for the matter to be investigated. If the Responsible Officer determines that there is not sufficient evidence to facilitate an appropriate investigation, then the allegations will y are not sufficient, the matter will not be investigated.
- 6.2.2 Disclosures will be investigated by the Responsible Officer (unless the disclosure relates to the Responsible Officer in which case the disclosure will be investigated by the CEO) and the outcomes reported to the CEO (except in cases when the matter relates to the CEO, and as such, the outcomes will then be reported to the Mayor).

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- 6.2.3 If the matter relates to the CEO the Mayor will appoint an appropriate independent person to conduct the investigation and receive the investigation report.
- 6.2.4 All investigations will be conducted in accordance with the Act.
- 6.2.5 The informant will be advised of the outcome of any investigations if they have provided leave their name and contact details. It is at the discretion of the informant as to whether these details are provided.
- 6.2.6 All information will be kept by the Responsible Officer in a securely stored file. All information gathered will be confidential, unless disclosure is required at law.
- 6.2.7 If the Responsible Officer determines the disclosure warrants referral to an external External Oversight Body, such as the Office for Public Integrity OPI, or other relevant oversight body, the Responsible Officer will make the referral unless the Responsible Officer is aware that the informant has already made this disclosure.

### 6.3 Reporting

- 6.3.1 If the findings of an investigation confirms the allegations made in the disclosure, that finding outcome will be reported to the CEO (or the Mayor if the matter relates to the CEO) and the relevant General Manager, if the matter relates to an employee.
- 6.3.2 If the findings of an investigation confirms allegations of fraud, theft, corruption or other criminal activity made in the disclosure about an employee or Elected Member, then the findings outcome will be reported by the Responsible Officer to the Office for Public Integrity OPI, or other relevant oversight body, (in some cases SAPOL) relevant External Oversight Body in accordance with the ICAC Directions and Guidelines.
- 6.3.3 If the findings of an investigation confirm allegations of misconduct or maladministration made in the disclosure about an employee or Elected Member, then the findings will outcome may be reported to the Office for Public Integrity Office of Public Integrity by the Responsible Officer.
- 6.3.4 If the findings of an investigation confirms allegations of serious or systemic misconduct or maladministration made in the disclosure about an employee or Elected Member, then the findings will outcome must be reported to the Office for Public Integrity Office for Public Integrity unless there is knowledge that the disclosure has already been reported to the Office for Public Integrity.
- ~~6.3.5 If the informant has chosen to provide their contact details, this information will remain confidential unless required to be disclosed by law or with the consent of the informant.~~
- 6.3.5 Regardless as to the provisions of the Act, the Responsible Officer, as a public officer for the purposes of the *Independent Commissioner Against Corruption Act 2012*, may have a corresponding obligation to report a matter to the Office for Public Integrity if they have a reasonable suspicion that the matter involves corruption, misconduct or maladministration in public administration.
- 6.3.6 For the avoidance of doubt, the Responsible Officer's reporting obligations to the Office for Public Integrity will not detract from their obligations to investigate in accordance with the Act, and pursuant to the provisions of this Policy.

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6.3.76 On conclusion of an investigation, the CEO, (or Mayor in the case of a disclosure about the CEO), ~~in accordance with the principles of natural justice, the Responsible Officer~~ will advise the person about whom the disclosure relates, of the disclosure and the investigation, ~~and will be given the opportunity to make a submission to be taken into account by the Responsible Officer, before any investigation report is finalised,~~ in accordance with the principles of natural justice and procedural fairness.

6.3.7.1 If this disclosure relates to an employee, they may be subject to further investigation by an ~~external~~ External Oversight Body agency and/or the Managing Performance, Misconduct and Inappropriate Behaviour Policy.

6.3.7.2 If this disclosure relates to an Elected Member, they may be subject to further investigation by an ~~external~~ enquiry agency or action may be taken in accordance with the Code of Conduct for Council Members.

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## 17.8 Social Media Use and Management Policy Review

### Brief

The *Council Policy - Social Media Use and Management* has been subject to an unscheduled review and is presented to Council for approval.

### RECOMMENDATION(S)

It is recommended to Council that:

1. The revised *Council Policy - Social Media Use and Management* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Social Media Use and Management*.

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### Introduction

The *Council Policy - Social Media Use and Management* (Policy) has been subject to an unscheduled review to ensure that it is consistent with current practice (**Attachment 1**) and is presented to Council for approval.

Due to the 10 May 2016 Corporate Policy Planning and Performance Prescribed Committee being inquorate, the policy is presented directly to Council for consideration and approval.

### Discussion

One proposed change to the Policy is presented to Council, shown as 'track change', to define the response time for customer enquiries and comments received via social media.

### Conclusion

The revised *Council Policy - Social Media Use and Management* has been subject to an unscheduled review to clarify the response time for social media enquiries and requests and is presented to Council for approval.



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## COUNCIL POLICY - Social Media Use and Management

### 1. Preamble

- 1.1 Social Media can be used by the City of West Torrens (CWT) in a myriad of ways for dynamic and interactive two-way communication with its community including event promotion, emergency management, recruitment, branding, networking and consulting on strategic, operational and specific issues to further improve access to and delivery of key services.

### 2. Purpose

- 2.1 This policy provides guidance on the management, maintenance, monitoring and moderating of official CWT's social media sites by Elected Members, employees, volunteers and contractors to build an understanding of what is appropriate and productive use of social media, to minimise miscommunication and prevent misuse of social media tools in order to protect the reputation and security of CWT.

### 3. Scope

- 3.1 This policy applies to the management of official CWT social media sites.
- 3.2 This policy does not apply to the personal social media sites of Elected Members or employees.
- 3.3 This policy should be read in conjunction with other relevant policies and procedures of CWT.

### 4. Definitions

- 4.1 **Official CWT pages/sites** means those social media pages/sites authorised by the CWT.
- 4.2 **Elected Members** means the Mayor and Councillors.
- 4.3 **Employee** refers to full-time, part-time, contract, casual, work experience, trainees, and volunteers, as well as those persons working at a CWT workplace through a contract or similar external arrangement.
- 4.4 **Post** means an entry, i.e. a comment, onto a social media site.
- 4.5 **Social Media** refers to any form of online publication or software tool that allows users to generate online content, participate in conversations and exchange content on the internet.

Examples of social media include, but are not limited to:

- Social networking sites such as Facebook.
- Video and photo sharing websites like Flickr and YouTube.
- Micro-blogging sites like Twitter.
- Weblogs, including personal blogs or blogs hosted by traditional media publications.

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- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google groups.
- Online encyclopaedias such as Wikipedia.
- Websites that allow individual users or companies to use publishing tools e.g. comments on news sites.

## 5. Policy Statement

- 5.1 The CWT will create, manage, maintain and monitor its official social media pages/sites for purposes such as:
- a. To promote Council events.
  - b. To disseminate information and news.
  - c. To promote projects and programs.
  - d. To undertake consultation and obtain feedback.
  - e. To respond to questions.
- 5.2 Employees that post to social media using personal accounts are personally responsible for their posts whether undertaken in or out of work hours.
- 5.3 CWT will undertake all reasonable efforts to ensure it owns and controls all CWT or West Torrens City Council badged social media sites that are not created by the CWT.
- 5.4 Any official CWT social media site must be authorised by the CEO prior to its launch.
- 5.5 An employee must be approved by the CEO or delegate to implement, update, monitor, moderate and respond to comment on behalf of Council on official CWT social media pages/sites.
- 5.6 **Content**
- 5.6.1 Employees may post comments through social media or share official CWT social media pages/sites but in doing so they must uphold the values of the Council by acting with honesty, integrity, courtesy, professionalism and not breach their duty of loyalty to their employer. In addition, they must not be discriminatory, defamatory, harassing or encourage law breaking. They must also ensure that their comments/posts do not breach the Council [Employee's Code of Conduct](#) and clearly indicate that they are not acting on behalf of or as the spokesperson of the Council.
- 5.6.2 Elected Members, if sharing or commenting on official CWT social media pages/sites, should be mindful of their legislative obligations as well as the [Council Members' Code of Conduct](#) and, during an election caretaker period, the provisions of the [Elections Period Caretaker Policy](#). In addition, other than the Mayor, Elected Members must ensure that their comments/posts clearly indicate they are not acting on behalf of or as the spokesperson for Council

- 5.6.3 Content posted on CWT's social media page/sites will be related to Council events, news, information, projects, programs, issues, statements as part of a consultation strategy or be relevant to the community. Local not-for-profit organisations that have social media sites which the CWT is following may have their content shared on official CWT sites if the content is:
- not a core service provided by Council;
  - a fundraising opportunity for the not-for-profit organisation;
  - information pertinent to the West Torrens' community.
- 5.6.4 Information of a community service nature from not-for-profit organisations outside of the CWT area, may also be shared. This information may come from, but is not limited to, Federal and State Government agencies and other local government bodies (ie neighbouring councils and Local Government Association SA).
- 5.6.5 Content must reflect Council's stated positions and policies and not personal opinion. Language must be conversational in style, without the use of jargon, and written in the third person (Council, CWT or Hamra Centre Library).
- 5.6.6 All CWT content must be accurate, factually correct and comply with all relevant legislation and CWT policies, including the Codes of Conduct.
- 5.6.7 Authorised CWT social media sites will be monitored by an approved employee who will respond to customer enquiries and comments within one business day where practicable, in accordance with CWT policy.
- 5.6.8 Content must not relate to legal matters or include material that could be considered obscene, defamatory, threatening, intimidating, harassing or portray the CWT in a negative manner.
- 5.6.9 Content must not reveal private or financial information or breach legislation, confidentiality or any CWT policy or Code of Conduct.
- 5.6.10 Content will be removed if it:
- Reveals private or financial information.
  - Breaches legislation, confidentiality or any CWT policy, including Codes of Conduct.
  - Incites or attempts to incite unlawful conduct.
  - Is profane, abusive or sexually explicit.
  - Contains unauthorised copyright material.
  - Is spam, junk or advertising.
  - Contains political or election related lobbying or bias.
  - Compromises the safety of Elected Members or employees.
- 5.6.11 Any posts or comments that breach the relevant Code of Conduct will be dealt with according to the provisions of the Code of Conduct and/or the ICAC's Directions and Guidelines for Public Authorities or Public Officers and/or the ICAC Act 2012.

## 5.7 Monitoring and Moderating

- 5.7.1 CWT social media sites will be monitored and moderated during the hours of 8am and 9pm, Monday to Friday.

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5.7.2 Comments added to CWT posts, other than by an approved officer, will be moderated by an approved officer prior to the comments becoming live.

5.7.3 Comments posted to CWT social media sites that breach legislation, CWT policy or Codes of Conduct or that are defamatory, threatening, intimidating, harassing or contain personal or confidential information will not be approved for posting by an approved officer.

## 5.8 Records Management

5.8.1 Social media records will be managed in accordance with legislation in CWT's record keeping system.

5.8.2 When information is disseminated using multiple channels, a record of where this information is maintained will be kept by the Administration.

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## 17.9 2015/16 Joy Baluch Award Nominations

### Brief

This report advises that the Local Government Association is seeking nominations of currently serving female Elected Members for the 2015/2016 Joy Baluch Award for Women in Local Government.

### RECOMMENDATION(S)

It is recommended to Council that:

Cr..... be nominated for the 2015/16 Joy Baluch Award for Women in Local Government.

Or

This report be received.

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### Introduction

The Local Government Association (LGA) Circular 17.4 is seeking nominations from councils of currently serving female Elected Members for the 2015/16 Joy Baluch Award (**Attachment 1**).

The Joy Baluch Award (Award) honours the late (Nancy) Joy Baluch AM, former President of the LGA and Mayor of the City of Port Augusta and was established to recognise the contributions of women currently serving as Elected Members of South Australian councils.

### Discussion

Nominations for the 2015/16 Award opened at the 2016 LGA Ordinary General Meeting on 15 April 2016.

A flyer detailing the criteria for nominations as well as details of the awards committee is attached (**Attachment 3**). This criteria includes the requirement for nominees to demonstrate actions and outcomes that have been inspirational, innovative and beneficial to their council and/or community and have influenced other women to increase participation in the local government sector.

Nominations addressing the award criteria must be received by the LGA at 5pm on 12 August 2016. The award will be presented to the successful nominee at the LGA Annual General Meeting Dinner to be held on 20 October 2016.

ATTACHMENT 1



[Home](#) > [Nominations now open - 2015/16 Joy Baluch Award](#)

### Nominations now open - 2015/16 Joy Baluch Award - Circular 17.4

To	Chief Executive Officer Elected Members	Date	28 April 2016
Contact	Rebecca Wake Email: <a href="mailto:rebecca.wake@lga.sa.gov.au">rebecca.wake@lga.sa.gov.au</a>		
Response Required	No		
Summary	Nominations for the 2015/16 Joy Baluch Award are now open. Further information can be found in this Circular.		

# The Joy Baluch Award for Women in Local Government

In recognition of the contributions made by women to the Local Government sector as Elected Members of South Australian Councils.



Nominations for the 2015/16 Joy Baluch Award opened at the 2016 LGA Ordinary General Meeting on 15 April.

The Award recognises the contributions made by women to the Local Government sector as Elected Members of South Australian Councils.

For a copy of the flyer and nomination form please go to <http://www.lga.sa.gov.au/joybaluchaward>. Nominations close Friday 12 August 2016.

For further information about the Award, contact Rebecca Wake on 8224 2047 or [rebecca.wake@lga.sa.gov.au](mailto:rebecca.wake@lga.sa.gov.au).



The Voice  
of Local  
Government

Contact the LGA

lga Local Government Association  
of South Australia

Search for...

Advanced Search >

[Home](#) > [Policy and Projects](#) > [Employee Relations & Training](#) > [Joy Baluch Award for Women in Local Government](#)

## Joy Baluch Award for Women in Local Government

The implementation of the inaugural Joy Baluch Award for Women in Local Government faced a few difficulties relating to the timing of the award being during the 2014 Local Government Election period. As a result of concerns raised re the timing, award criteria, eligibility and nomination process, further consultation occurred in order to better align the intent of the Award with the wishes of the sector. The LGA Executive Committee also resolved to defer the Award until the April 2015 OGM. With a review conducted, the Award was announced at the April Ordinary General Meeting event with a call for nominations for 2014/15.

**Nominations for the 2015/16 Joy Baluch Award have now open.**

For a copy of the flyer please [click here](#) and for the nomination form please [click here](#).

For further information please contact Rebecca Wake on 8224 2047 or [rebecca.wake@lga.sa.gov.au](mailto:rebecca.wake@lga.sa.gov.au)

---

### Joy Baluch Award Recipients

2014/15

The Joy Baluch Award was presented to:

- Cr Betty Gill, City of Salisbury

ATTACHMENT 3

# The Joy Baluch Award for Women in Local Government

In recognition of the contributions made by women to the Local Government sector as Elected Members of South Australian Councils.



## Introduction

(Nancy) Joy Baluch AM passed away on 14 May 2013 after a long battle with cancer. As the former Mayor of Port Augusta and for a total of 29 years over three separate terms, Joy was often described as a fearless, courageous and feisty advocate for the city that she loved.

She was a passionate and fearless supporter of her community "the Centre of the Universe" and regional Australia, constantly reminding Governments that there was life on the other side of Gepps Cross. She was an advocate for solar power, clean air, women's rights and education. Joy was a strong defender of Local Government and Councils' role in making a difference to their communities. Joy Baluch was an empowered woman who led Port Augusta Council with influence, vision and tenacity.

This award has been established to recognise these qualities in other women currently serving as Elected Members in South Australian Councils.

## Eligibility

To enter a woman nominee must at the time of the call for nominations, be a current Elected Member of a South Australian Council, and be nominated by a Council, peer group or other organisation that seeks to support the advancement of women in Local Government.

## Why you should be nominated

There are many benefits from entering the Award, including;

- recognition of leadership within your community and/or Council;
- highlighting the achievements of women in Local Government; and
- promoting the role and contributions of women in Local Government.



## Timetable

- Nominations open at the 2016 Council Best Practice Showcase and LGA OGM on 15 April 2016.
- Nominations close in 12 August 2016
- Judging Panel meets in September 2016
- Award presentation at LGA Annual General Meeting Dinner on 20 October 2016.

## Awards Committee

An Awards Committee is responsible for the judging of nominations. The Panel comprises the LGA President, Chief Executive Officer and Ms Michelle Baluch. The Panel may co-opt other members as necessary to undertake research / interviews.

## Award Criteria

Nominees will be able to demonstrate actions and outcomes that have been inspirational, innovative and beneficial to the Council and/or community and have influenced other women to increase participation in the Local Government sector.

## The Nominee Must:

- have made a significant contribution to their Council and/or Community during the 12 months prior to the award being made;
- demonstrate the achievement of beneficial outcomes to the Council and/or Community through innovation, extraordinary leadership, collaboration and vision;
- have provided inspiration to other women to become further involved in the work of their Council and/or Community; and
- exhibit the ability to promote the diverse perspectives of women in Local Government.

## Winner's Prize

The winner of the Award receives a framed certificate, an engraved wine glass and complimentary registration to a training seminar of choice within the financial year.

## Nomination Forms

Nomination forms can be downloaded from the LGA website [www.lga.sa.gov.au/goto/baluch](http://www.lga.sa.gov.au/goto/baluch)

## Closing Date for Nominations

Nominations close at 5.00pm on Friday 12 August 2016.

Completed nomination forms and supporting documentation should be forwarded to [rebecca.wake@lga.sa.gov.au](mailto:rebecca.wake@lga.sa.gov.au). Nominations will be acknowledged up on receipt.

## Further Information

For further information about the Award, contact Rebecca Wake on (08) 8224 2047 or [rebecca.wake@lga.sa.gov.au](mailto:rebecca.wake@lga.sa.gov.au).

## 17.10 State Bushfire Coordinating Committee Nominations

### Brief

This report advises members that nominations are being sought for three Local Government members on the State Bushfire Coordinating Committee.

### RECOMMENDATION(S)

It is recommended to Council that:

Subject to their confirmation, Cr/s..... be nominated as the Local Government member to the State Bushfire Coordinating Committee.

Or

This report be received.

---

### Introduction

The Local Government Association (LGA) is seeking nominations for three local government members to the State Bushfire Coordinating Committee (Committee) (**Attachment 1**).

### Discussion

Appointments to the Committee are for a three year term commencing on 1 July 2016.

The Committee meets on a quarterly basis at a metropolitan location for 2-3 hours during business hours with sitting fees of \$206 per 4 hour sessions including travel expenses.

The Committee is currently represented by Cr Katherine Stanely-Murray (Alexandrina Council) as Member, and Cr Bruce Hull (Marion) as Deputy Member. The terms on the Committee expires on 30 June, and they are eligible for re-appointment

The general functions of the Committee are pursuant to the *Fire and Emergency Services Act 2005*. Nominees do not require any formal qualifications, but experience and expertise is required in the following areas:

- Experience as volunteer fire fighter
- Membership on a Bushfire Management Committee
- Experience in bushfire response operations
- Experience in bushfire prevention planning
- Membership on a high level intergovernmental committees
- Membership of Council or Council committees
- Knowledge of legislation appropriate to the position
- Understanding of current best practice bushfire management principles
- Understanding of Local Government and its relationship with the emergency services.

Nomination addressing the Selection Criteria (**Attachment 2**) must be forwarded to the LGA by COB 9 June 2016.

Nominations received will be considered at the LGA State Executive Committee meeting on 16 June 2016.

ATTACHMENT 1



Home > Nominations sought for the State Bushfire Coordination Committee 2016

### Nominations sought for the State Bushfire Coordination Committee 2016 - Circular 17.6

To	<b>Chief Executive Officer Elected Members Emergency and Risk Management Staff</b>	Date	<b>28 April 2016</b>
Contact	<b>Astrid Crago</b> Email: <a href="mailto:astrid.crago@lga.sa.gov.au">astrid.crago@lga.sa.gov.au</a>		
Response Required	Yes	Respond By	<b>9 June 2016</b>
Summary	<b>Three nominations are sought for a Local Government Member and Deputy Member on the State Bushfire Coordinating Committee (SBCC). Nominations must be forwarded to the LGA by COB on Thursday 9 June 2016.</b>		

The SBCC is the peak bushfire management committee that has responsibility for all aspects of bushfire management in South Australia.

The Fire and Emergency Services Act 2005 assigns the following general functions to the committee:

- to advise the Minister on bushfire prevention in the country and in designated urban bushfire risk areas;
- to advise the Minister on matters related to bushfire management;
- as far as is reasonably practicable to promote the State-wide coordination and integration of policies, practices and strategies relating to bushfire management activities;
- to provide guidance, direction and advice to bushfire management committees;
- to prepare, and to keep under review, the State Bushfire Management Plan;
- to oversee the implementation of the State Bushfire Management Plan and to report to the Minister on any failure or delay in relation to the implementation of the plan;
- to prepare, or initiate the development of, other plans, policies, practices, codes of practice or strategies to promote effective bushfire management within the State;
- to convene forums to discuss bushfire management issues, and to promote public awareness of the need to ensure proper bushfire management within the State;
- at the request of the Minister, or on its own initiative, to provide a report on any matter relevant to bushfire management.

Appointments to the SBCC are for a term of three years, commencing 1 July 2016. The LGA is currently represented by Cr Katherine Stanely-Murray (Alexandrina Council) as Member, and Cr Bruce Hull (Marion) as Deputy Member. Their terms on the SBCC expires on 30 June, and they are eligible for re-appointment.

Sitting Fees of \$206 per 4 hour session are payable, plus travel expenses.

The SBCC meets for 2-3 hours during business hours, quarterly, at a metropolitan location.

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving Council Members or Council Staff. To view the LGA Nominations on Outside Bodies Policy [click here](#).

Nominations addressing the Selection Criteria provided in [Part A](#) for the SBCC must be forwarded to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au) by a Council using the attached [Part B](#) by COB 9 June 2016.

The LGA Executive Committee will consider nominations received at its meeting on Thursday 16 June 2016.

For further information please contact Mr Neville Hyatt, LGA Senior Policy Officer on 8224 2051 or [neville.hyatt@lga.sa.gov.au](mailto:neville.hyatt@lga.sa.gov.au).

ATTACHMENT 2

**Nominations to Outside Bodies**



PART A

<b>Name of Body</b>	State Bushfire Coordination Committee (SBCC)
<b>Legal Status of Body</b>	Committee established pursuant to s71 of the Fire and Emergency Services Act 2009
<b>Summary Statement</b>	The SBCC is the peak bushfire management committee that has responsibility for all aspects of bushfire management in South Australia. The LGA has a member and deputy member appointed to the Committee.

**SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES**

The following selection criteria must be addressed when completing Part B

<b>Qualifications Required</b> <i>(formal qualifications relevant to the appointment)</i>	N/A
<b>Industry Experience</b>	Preferable: Volunteer fire fighter, membership on a Bushfire Management Committee, bushfire response operations, bushfire prevention planning.
<b>Board / Committee Experience</b>	Membership on high level intergovernmental committees. Member on Bushfire Management Committee Membership of Council or Council Committees
<b>Key Expertise</b> <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Knowledge of legislation appropriate to the position. Understanding of current best practice bushfire management principles Understanding of Local Government and its relationship with the emergency services.

**LIABILITY AND INDEMNITY COVER**

The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)

<b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b>	Yes
<b>Insurance Policies are Valid &amp; Current</b>	Yes

## **18. LOCAL GOVERNMENT BUSINESS**

### **18.1 Local Government Circulars**

#### **Brief**

This report provides a detailed listing of current items under review by the Local Government Association.

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

It is recommended to Council that the Local Government Circulars report be received.

---

#### **Discussion**

The Local Government Association (LGA) distributes a weekly briefing on a range of matters affecting the general functions, administration and operations of councils through a 'General Circular'.

The indices attached for Members' information in this report are numbers 17 and 18.

If Members require further information, they may contact the Chief Executive Officer's Secretariat. In some circumstances, it may then be appropriate for the Member to contact the relevant General Manager for more information.

ATTACHMENT 1



**Local Government Association  
of South Australia**

**18.2 Public Health Week Evaluation**

Public Health Week summary and feedback survey.

**17.2 Road managers urged to comment on draft Data Standard**

Comments are invited, by 12 May, on an updated draft of the Austroads "Data Standard for Road Management and Investment in Australia and New Zealand.

**17.6 Nominations sought for the State Bushfire Coordination Committee 2016**

Three nominations are sought for a Local Government Member and Deputy Member on the State Bushfire Coordinating Committee (SBCC). Nominations must be forwarded to the LGA by COB on Thursday 9 June 2016.

**18.3 Consultation on the review of plant declarations in South Australia**

The state government is seeking feedback on four revised declared plant policies for existing declared plants and five draft policies for new plants proposed for declaration under the Natural Resources Management Act 2004. Councils can provide feedback until 3 June 2016.

**17.7 Presentations and photos from the 2016 Council Best Practice Showcase and LGA OGM are now available**

Presentations and photos from the 2016 Council Best Practice Showcase and LGA OGM can be found in this Circular.

**17.3 Executive Master Classes and a Modern Managers Series**

This circular contains links to two Executive Master Classes and a Modern Managers Series offered by the Office of the Public Sector, Department of Premier and Cabinet and open to the Local Government Sector.

**17.5 EPA Position Statements and Guidelines**

The Environment Protection Authority has prepared statements and guidelines explaining its position on environmental matters for each stage of the South Australian planning system.

**17.4 Nominations now open - 2015/16 Joy Baluch Award**

Nominations for the 2015/16 Joy Baluch Award are now open. Further information can be found in this Circular.

**18.1 Hoarding and Squalor Resources now available**

Hoarding and Squalor: A South Australian Service and Support Guide, updated Hoarding and Squalor SA website and online training is now available.



## Local Government Association of South Australia

- 18.4 LG Professionals Australia, SA Workshop IMAGINEERING - 1 June 2016**  
Local Government Professionals Australia, SA presents IMAGINEERING Local government's role in economic development – from dream to reality. A workshop about connecting innovative creativity with successful business strategy. Further details can be found in this circular.
- 18.5 Food Trucks – State Government Position Paper on Regulation**  
The state government has issued a position paper on the regulation of food trucks in SA, following a consultation process in late 2015. The LGA is seeking feedback from councils on the regulatory proposals outlined in the position paper, which is available in this circular.
- 18.6 Traffic Control Devices - Street names and community facility signs**  
The Manual of uniform traffic control devices Part 5: Street name and community name signs is being revised. This circular provides details.
- 18.7 2016/17 Federal Budget**  
An analysis of Local Government implications from the 2016/17 Federal Budget brought down this week will be provided. Links are provided in this Circular.
- 18.8 Planning, Development and Infrastructure Act 2016- Summary of Changes**  
The Planning, Development and Infrastructure Act 2016 received Royal Assent on 21 April 2016. The LGA has worked with Wallman Lawyers to prepare a Briefing Paper which describes key changes since the introduction of the Bill.
- 18.9 Anti-Poverty Week 2016**  
Anti-Poverty Week 2016 begins on Sunday 16 October and finishes on Saturday 22 October. The United Nation's International Anti-Poverty Day is Monday 17 October. The week is concerned with reducing poverty and hardship around the world, especially in the poorest countries but also in wealthier countries such as Australia.
- 18.10 LG Professionals SA Community Managers Network**  
The LG Professionals SA Community Managers Network is very excited to highlight the brand new Local Government - Working with Communities Induction Guide and Workshop. Further details can be found in this circular.
- 18.12 Save the date - 2016 LGA Roads and Works Conference**  
The 2016 LGA Roads and Works Conference will be held on 31 August, 1 & 2 September. Further information can be found in this Circular.
- 18.11 Review of Local Government Disaster Recovery Assistance Guidelines**  
The Department for Treasury and Finance (DTF) administers the Guidelines and is presently conducting a review and is seeking council input. This circular provides details.

**18.13 Attorney-General's proposal re Disability Justice Plan and Expiation of Offences Amendment**

The LGA has been approached by councils about a letter from the Attorney-General which seeks feedback on a proposed change to the Expiation of Offences Act aimed at implementing a provision of the Disability Justice Plan. This circular provides further information on the proposal.

**18.14 Council Members Forum - 17 & 18 June 2016**

The LGA Education & Training Service has schedule the annual Council Members Forum for Friday 17 and Saturday 18 June 2016 to be held at the Crown Plaza Adelaide. Registration details and the draft program can be found in this circular.

**19.1 Local Government Procurement Handbook and Model Documents Survey**

LGA Procurement (LGAP) is seeking input from councils to assist with a major review of the South Australian Local Government Procurement Handbook and Model Tendering and Contracting Documentation (the Model Documents). Further details, including the survey link can be found in this circular.



## **19. MEMBERS' BOOKSHELF**

Australia Day Council of South Australia Annual Report 2015-16

### **RECOMMENDATION**

That the additions to Members' bookshelf be noted.

## **20. CORRESPONDENCE**

### **20.1 Planning, Development and Infrastructure Act 2016**

Correspondence has been received from the Deputy Premier and Minister for Planning, the Hon John Rau MP, providing additional information about the Environment and Food Production Areas introduced under the *Planning, Development and Infrastructure Act 2016* (**Attachment 1**).

### **RECOMMENDATION**

That the correspondence be received.

### **20.2 Australia Day Council of SA Board Member Election 2016**

Correspondence has been received from the Returning Officer of the Australian Electoral Commission, Mr Murray Hutchinson, regarding the declaration of results for the Australia Day Council of South Australia Board Member Election 2016 (**Attachment 2**).

### **RECOMMENDATION**

That the correspondence be received.

### **20.3 Federal Election Signs**

Correspondence has been received from the Managing Partner of Tindall Gask Bentley, Mr Morry Bailes, acting on behalf of the Liberal Party of South Australia regarding the media release issued by the Local Government Association on 9 May 2016 in relation to Federal Electoral Signs (**Attachment 3**).

### **RECOMMENDATION**

That the correspondence be received.

ATTACHMENT 1

The Hon John Rau MP

16PLN0394

22 April 2016

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



**Government  
of South Australia**

Deputy Premier  
Attorney-General  
Minister for Justice Reform  
Minister for Planning  
Minister for Industrial Relations  
Minister for Child Protection  
Reform  
Minister for the Public Sector  
Minister for Consumer and  
Business Services  
Minister for the City of  
Adelaide

45 Pirie Street  
ADELAIDE SA 5000  
GPO Box 464  
Adelaide SA 5001  
Tel 08 8207 1723  
Fax 08 8207 1736

Dear Mayor Trainer

Further to my previous letter dated 22 April 2016, I write to provide additional information about the Environment and Food Production Areas (EFPAs) introduced under the *Planning, Development and Infrastructure Act 2016* (the Act).

The areas that are designated in the EFPA essentially surround the built up areas of Adelaide (as at 1 December 2015) from the north along Gawler River, following the foothills southwards, along the western boundary of the McLaren Vale Preservation District and back towards the coast south of Sellicks Beach. A copy of the EFPA map is included in this link: [http://dpti.sa.gov.au/\\_data/assets/pdf\\_file/0006/247677/G17\\_2015.pdf](http://dpti.sa.gov.au/_data/assets/pdf_file/0006/247677/G17_2015.pdf)

The establishment of the EFPAs will protect:

- food production areas
- valuable rural areas
- areas of environmental significance and
- areas of landscape value.

In most circumstances the EFPAs will simply apply current zoning rules and policies. In general, the rights of existing land holders to use their land under current zoning and land use policies will not change. The EFPAs will however, restrict the creation of additional allotments for residential development (excluding hotels, motels or other forms of temporary residential accommodation).

Notwithstanding this, the EFPAs take account of areas that are currently in the process of being rezoned for urban purposes such as land south of Roseworthy.

In addition, landowners in areas identified (zoned) as Rural Living or similar as at 1 December 2015, will have a 'sunset' period of two years from the date in which the EFPAs provisions come into operation to exercise existing development rights to create one or more, additional allotments.

A date has not yet been set for the commencement of this two year period. The commencement date is reliant on the commencement of the relevant provisions of the Act and the requirements of the transitional legislation. Notice will be provided in due course of the relevant commencement date.

These new provisions ultimately seek to restrict urban encroachment on environmental and food production areas. The EFPAs provide:

- necessary certainty to industries like our food and wine producers and tourism sector, which certainty did not exist previously;
- far greater certainty to developers as to where urban development may or may not occur in the future; and
- all present and future tax payers certainty that they will not be caught with having to fund the significant hidden infrastructure and services costs of continuing urban sprawl.

This certainty is a good thing and the right thing to do as we continue to build South Australia. If the EFPAs warrant amendment, any such amendment can occur transparently before Parliament as provided for in the Act.

I have also enclosed a fact sheet on EFPAs which includes a flow chart explaining the operation of the 'sunset' clause.

I trust this further detail is of assistance. Should you wish to discuss further please contact Mr Andrew Gear, Manager Strategic and Development Planning on 7109 7028 or email [andrew.gear@sa.gov.au](mailto:andrew.gear@sa.gov.au).

Yours sincerely



**John Rau**  
Deputy Premier  
Minister for Planning

Encl. EPPA fact sheet

RENEWING OUR  
PLANNING SYSTEM  
**UNLOCKING  
SOUTH AUSTRALIA'S  
POTENTIAL**

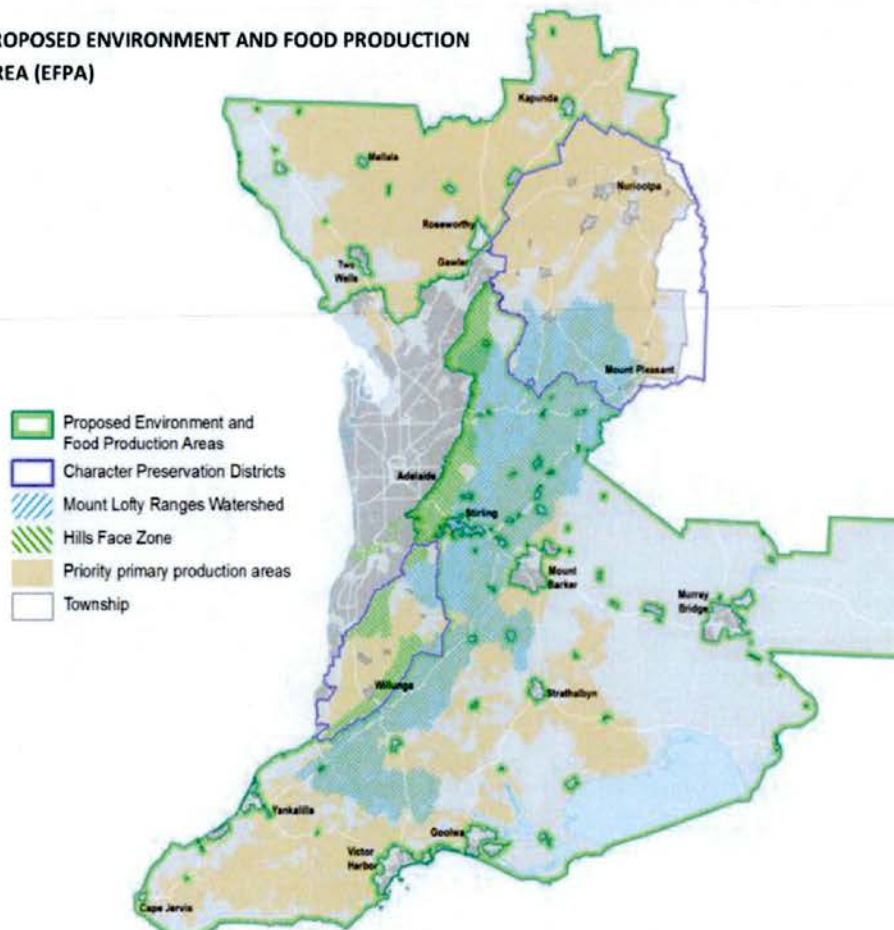
## Proposed Environment and Food Production Area (EFPA)

The EFPA surrounds the built up area of Adelaide from the north along the Gawler River, following the foothills southwards, along the western boundary of the McLaren Vale Preservation District and back towards the coast south of Sellicks Beach. The EFPA is our existing rural lands that surround Greater Adelaide.

### Why are we doing this?

- To protect our food bowl, valuable rural areas, landscape values and environmental resources, and to guide Adelaide's future urban form.
- To enable transparent decision making about the expansion of fringe development by ensuring that areas within the EFPA can only be developed for urban purposes if both Houses of Parliament agree.
- To encourage the building of new homes in our inner and middle ring suburbs because this generates more jobs, cost less to service, and provides more affordable living options than continuing to expand on the fringe.

### PROPOSED ENVIRONMENT AND FOOD PRODUCTION AREA (EFPA)

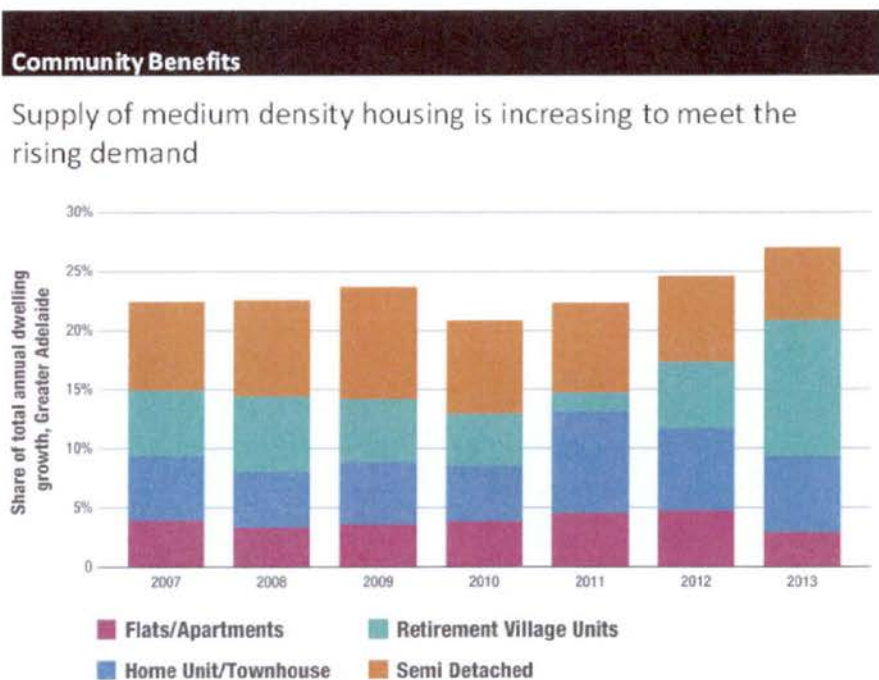
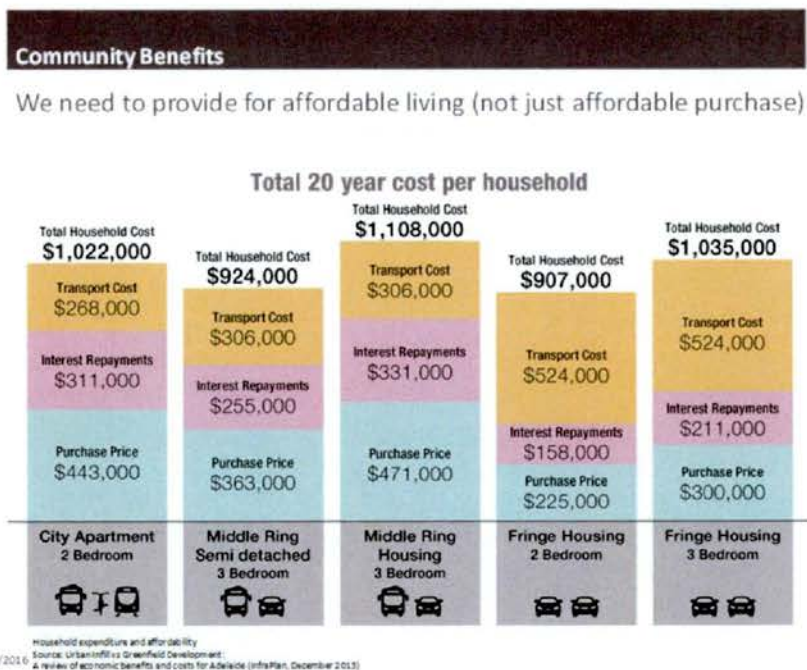


### How will we avoid upward pressure on the price of housing and land?

We will maintain abundant supplies of land outside of the EFPA:

- there is at least 27 years of supply outside the proposed boundary, and this will increase as our housing supply continues its shift towards infill (rather than fringe expansion)
- this will be monitored and reported on annually through the Housing and Employment Land Supply Program
- the proposed new Planning Commission will be required to undertake five yearly reviews of the EFPA boundary that include particular reference to the supply of housing

We will continue to work with Councils and Renewal SA to unlock infill and redevelopment opportunities in appropriate areas of our inner and middle suburbs, providing housing choice while boosting density which supports the delivery of the Integrated Transport and Land Use Plan.



### **How have we determined the proposed boundary?**

For metropolitan Adelaide, the EFPA boundary is based upon the following:

- to the east - the existing boundaries for the Hills Face Zone, existing Character Preservation Areas (McLaren Vale and Barossa Valley) and the Mount Lofty Ranges Watershed
- to the north - the Gawler River and the Virginia Triangle horticultural area.

For townships, and the outer boundary, the EFPA reflects existing urban areas (zoned or unzoned), existing council boundaries and known intentions for expansion (evidenced via some or all of rezoning currently in train), intentions set out in Council Strategic Directions Reports and/or the current 30 Year Plan for Greater Adelaide. These have then been adjusted to reflect the urban form and land supply considerations.

### **How does this affect you or your development?**

#### **How will existing land uses within the EFPA be affected?**

- There is no change to the existing use rights.
- The rights of existing land holders to use their land will not be changed.
- The EFPA will simply enforce the current zoning rules that have in many cases been in existence for a number of years, indeed in some cases over 20 years, all of which have undergone extensive local community consultation.
- The EFPA seeks to restrict the encroachment of residential land into valuable environment and primary production areas, consequently it provides for greater scrutiny of proposed future land division for residential purposes.
- The establishment of the EFPA does not preclude minor boundary adjustments.

#### **How are boundary realignments assessed within the EFPA?**

Applications to realign boundaries without creating additional allotments will be assessed against the planning rules in place at the time of application. They are not affected by the introduction of the EFPA.

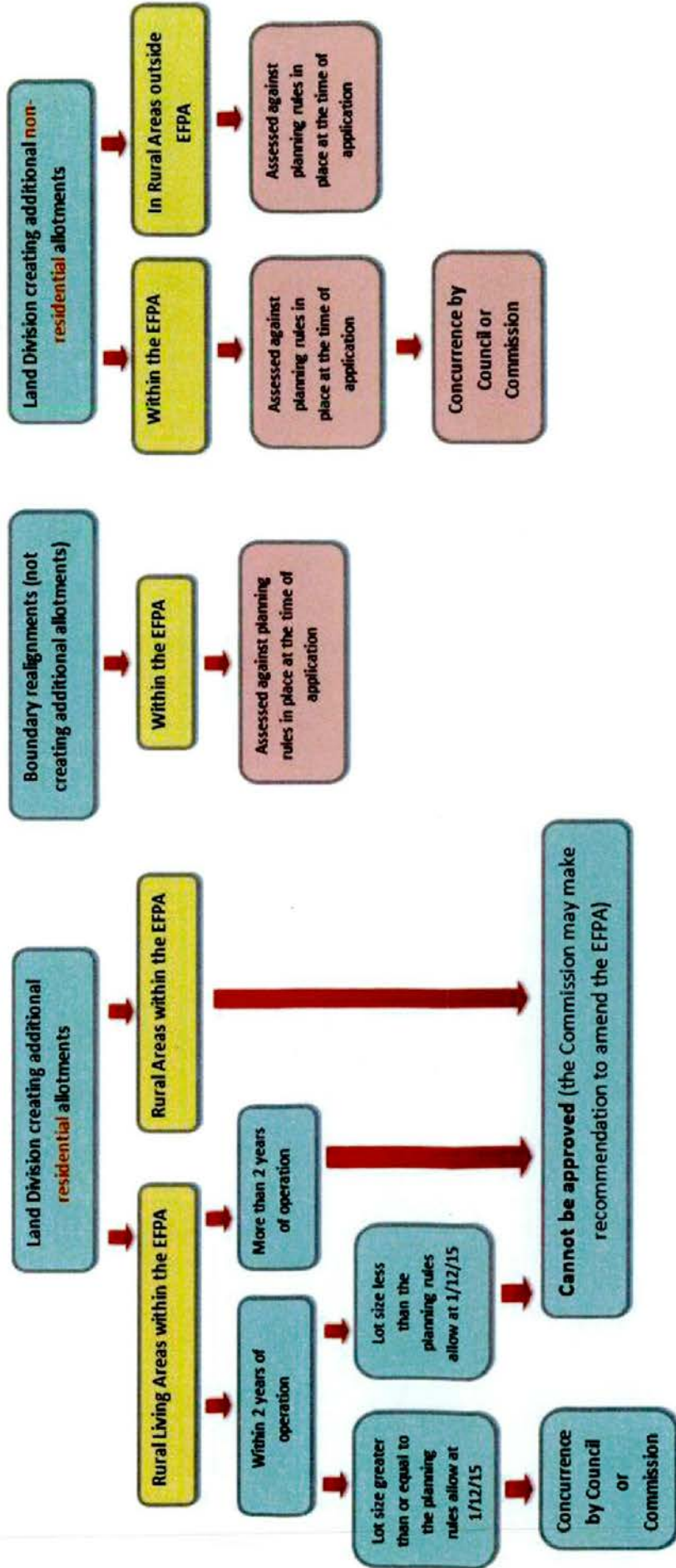
#### **How will planning consent for land division be assessed within the EFPA?**

- Applications for land division to create additional allotments will be lodged with the relevant planning authority for assessment (this may be a local Assessment Panel or the State Planning Commission).
- If the application is for additional **non-residential allotments**, it will be assessed against the planning rules in place at the time of application. Once a decision is made, either the local assessment panel or state planning commission, depending on the authority, will need to 'concur' with the decision.
- Applications for land division to create additional **residential** allotments within the EFPA will **only be approved**, if the land is in a 'rural living area' (defined in schedule 7 of the Bill), and all of the following is met:
  - the application is lodged within two years of operation of schedule 7
  - the allotment size sought is the same as or larger than that allowed by planning rules that applied on 1 December 2015
  - the local council and state planning commission concur on the approval.

Note: a landowner may request the Commission to consider making recommendation to the Minister to amend the EFPA. Parliament will need to approve any amendments.



## Planning consent for land division within the Environment and Food Production Area (EFPA)



WANT TO KNOW MORE?



Department of Planning, Transport and Infrastructure  
1300 857 392 | [dpti.sa.gov.au/planning](http://dpti.sa.gov.au/planning)

The Planning, Development and Infrastructure Bill 2016 was introduced to the Parliament of South Australia in September 2015. This document has been developed to assist with interpreting the bill. The information contained in this document may be subject to change.

## Do we have enough supply of land for future housing?

Housing supply from fringe and township areas outside EFPA

Region	Potential dwelling supply outside the proposed EFPA		
	Zoned land	Unzoned and future growth areas	Total (allotments)
Outer Metro	54,010	27,080	81,090
Township	16,990	15,100	32,090
<b>Total</b>	<b>71,000</b>	<b>42,180</b>	<b>113,180</b>

### Estimated years of supply of fringe and township housing allotments

- **27<sup>1</sup> years supply** - based on the average consumption over the last 10 years (2005-2014)
- **35<sup>2</sup> Years supply**- based on the average consumption over the last 5 years (2009-2014)

<sup>1</sup>10 years average consumption = 348 ha by 12 lots per hectare equals 4176 lot/pa

<sup>2</sup>5 years average consumption = 265 ha by 12 lots per hectare equals 3180 lot/pa

### WANT TO KNOW MORE?

Department of Planning, Transport and Infrastructure

1300 857 392

[dpti.sa.gov.au/planning](http://dpti.sa.gov.au/planning)



Government of South Australia



ATTACHMENT 2

**Australia Day Council of South Australia  
Australia Day Council of SA Board Member Election 2016**

**Declaration of Results for Contested Offices**

Below are the results of the election for the following offices, conducted in accordance with the rules of the organisation.

**Board of Management**

Total number of names on the roll of voters	105
Ballot papers issued	105
Replacement ballot papers issued	0
<b>Total Ballot Papers Issued</b>	<b>105</b>
Ballot papers / envelopes returned for scrutiny	42
Less ballot papers / envelopes rejected at preliminary scrutiny	0
Adjusting balance	0
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>42</b>
Percentage of ballot papers returned to number issued	40
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	63

**Board Members (3)**

<u>Candidates</u>	<u>Votes</u>
BEHENNA, Simon	7
MARAS, Steven Christian	29
JOHANSON, Gary	20
TRAINER OAM, John	21
BROOKE, Craig	17
HENNINGSEN, Michael David	24
Total votes (5bps < 3 marks)	118
Formal ballot papers	42
Informal ballot papers	0

I declare Steven Christian Maras, Michael David Henningsen and John Trainer elected.

  
Murray Hutchinson  
Returning Officer  
Australian Electoral Commission

10 May 2016

ATTACHMENT 3

tindallgaskbentley  
lawyers

10 May 2016

URGENT

Terry Buss  
CEO  
City of West Torrens



By email: [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)

Dear Mr Buss,

**RE: Federal Election Signs**

We refer to the media release issued by the Local Government Association on 9 May 2016 in relation to Federal Electoral Signs.

The Liberal Party wrote to your Council on 20 April 2016 seeking approval for the placement of Federal election campaign signs in your Council area. This correspondence was sent out of courtesy and respect given the workings of section 226(3)(c) of the *Local Government Act 1999* (SA) ("**the State Act**") which allows for the placement of a moveable sign without authorisation or a permit.

We write to raise our serious concern that your Council intends to remove property erected by volunteers on public infrastructure on behalf of the Liberal Party.

Your Council's intentions are in clear breach of both the principles of representative government and the implied freedom of political communication enshrined in the *Commonwealth of Australia Constitution Act 1901* (Cth) ("**the Constitution**").

We remind you that the Election has arisen not out of the expiry of the term of the Houses of Parliament but by reason of a double dissolution by reference to section 57 of the Constitution. Under the Constitution the formal starting date for an election in respect of both the Senate and the House of Representatives is the proclamation of the dissolution as is made apparent from sections 12 and 32 of the Constitution. It logically follows that that is the latest date upon which candidates for the election ought to be able to promote and advertise themselves.

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<b>Adelaide</b> 76 Light Sq Adelaide SA 5000 p. (08) 8212 1077	<b>Reynella</b> 60 Hillier Rd Reynella SA 5161 p. (08) 8322 2755	<b>Salisbury</b> 28 Ann St Salisbury SA 5108 p. (08) 8250 6668	<b>Mt Barker</b> 42 Gawler St Mt Barker SA 5251 p. (08) 8391 3077	<b>Murray Bridge</b> 23 Seventh St Murray Bridge SA 5253 p. (08) 8531 2870	<b>Gawler</b> 11a Adelaide Rd Gawler SA 5118 p. (08) 8250 6668	<b>Pt Lincoln</b> 14 Washington St Port Lincoln SA 5606 p. (08) 8682 1488	<b>Whyalla</b> 15 Darling Tce Whyalla SA 5600 p. (08) 8645 7055	<b>Perth WA</b> Level 1, 624 Murray St West Perth WA 6005 p. (08) 9211 5800	<b>Darwin NT</b> Level 2, Suite 209 'The Avenue' 12 Salonika St Parap NT 0820 p. (08) 8995 9520
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[www.tgb.com.au](http://www.tgb.com.au) e. [tgb@tgb.com.au](mailto:tgb@tgb.com.au) abn. 77 286 721 886 Liability limited by a scheme approved under Professional Standards Legislation

In support of this view it should be noted that whilst the 'writs' are not due to be issued until 16 May 2016 pursuant to section 184(3) of the Commonwealth Act an application for a postal vote may be made "... after the issue of the writ ... or the public announcement of the proposed date for the polling, whichever is the earlier."

Your intended actions are in direct correlation to those considered by the High Court in the case of *Australian Capital Television v Commonwealth* (1992) 177 CLR 106. In this case the Court concluded *inter alia* that the right to freedom of political communication is essential to the system of representative government provided for in the Constitution.

In any event there is a real question as to whether section 226 of the State Act has any application to most of the political posters. The posters have not been placed on the road, but rather have been affixed to infrastructure above and alongside the road, owned by a third party, unlike for instance, a 'sandwich board' placed by a Real Estate Agent. Nor do we accept that all posters are 'moveable signs' as within the definition of the State Act.

Whilst your Council may rely on archaic by-laws passed to limit freedom of political communication this is in clear contradiction of both the common law and the Commonwealth Statutory Regime. There can be no doubt that in line section 109 of the Constitution, when a law of a State is inconsistent with a law of the Commonwealth, the latter shall prevail, and the former shall, to the extent of the inconsistency, be invalid.

We put you on notice that should your Council choose to proceed with the removal or property which has been erected on public infrastructure we will be left with no choice than to seek an urgent injunction in the Federal Court pursuant to section 383 of the Commonwealth Act. We note that this letter will be submitted to the Court and relied upon in relation to the issue of costs. It should be noted that there exists precedent for costs to be awarded to a political party against a council for proceedings issued in regards to invalidity of restricting communication concerning political or government matters contrary to freedom of political communication.<sup>1</sup>

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<sup>1</sup> See *The Liberal Party of Australia (Western Australia Division) Inc v City of Gosnells* [2013] WASC 267.

We also put you on notice that should any property of the Liberal Party of Australia be physically damaged as a result of the actions of your Council we will issue a claim for damages against both the Council and the individuals responsible for the damage.

Yours faithfully,  
TINDALL GASK BENTLEY

Per:



MORRY BAILES  
Managing Partner  
mbailes@tgb.com.au

Please reply Adelaide Office

**21. CONFIDENTIAL**

Nil

**22. MEETING CLOSE**

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**1. MEETING OPENED**

**2. PRESENT**

**3. APOLOGIES**

**Leave of Absence**

Cr Demetriou (25 April - 4 June 2016)

**4. DISCLOSURE STATEMENTS**

Elected Members are required to:

1. Consider Section 73 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 75 of the *Local Government Act 1999*.

**5. CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDATION**

That the Minutes of the meeting of the Finance and Regulatory Prescribed Standing Committee held on 19 April 2016 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. FINANCE AND REGULATORY REPORTS**

### **11.1 Creditor Payments**

#### **Brief**

This report tables a schedule of creditor payments for April 2016.

#### **RECOMMENDATION**

The Committee recommends to Council that the schedule of creditor payments for April 2016 be received.

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#### **Discussion**

A schedule of creditor payments totalling \$2,358,561.55 (\$3,233,462.47 in March 2016) is attached for the information of Elected Members. Notable items include:

- A payment to Solo Resource Recovery for both waste collection and disposal for March 2016 of \$399,669.01 (refer ref. no. 375);
- A payment to SA Water for quarterly water rates of \$85,213.62 (refer ref. no. 355);
- A payments to Camco SA Pty Ltd of \$102,839.29 for drainage works (refer ref. no. 86);
- A payment to Sync Cabling Solutions Pty Ltd of \$166,516.90 for River Torrens Linear Park lighting (refer ref. no. 395).

#### **Conclusion**

A schedule of creditor payments for April 2016 is provided for Elected Members' information and review.

ATTACHMENT 1

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
17 MAY 2016

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
1	EFT39284	A & R Castell	Cummins Caretaker	1,594.70
2	EFT39473	AAPT Limited	Internet Connection	2,631.36
3	EFT39217	ABnote Australasia Pty Ltd	Stationery	385.00
4	EFT39271	Academy Services Pty Ltd	Cleaning	2,346.63
5	EFT39262	Adami's Sand & Metal	Depot Supplies	622.08
6	EFT39170	Adamscape Constructions Pty Ltd	Roadworks	11,049.50
7	EFT39267	Adamscape Constructions Pty Ltd	Roadworks	9,053.00
8	EFT39358	Adamscape Constructions Pty Ltd	Roadworks	4,862.00
9	EFT39472	Adamscape Constructions Pty Ltd	Roadworks	7,700.00
10	EFT39359	Adcorp Australia Ltd	Advertising	7,503.26
11	058513	Adelaide Airport Limited	Building Application Fee	300.00
12	EFT39265	Adelaide Chainwire & Domestic Fencing Pty Ltd	Fencing	8,871.28
13	EFT39356	Adelaide Chainwire & Domestic Fencing Pty Ltd	Fencing	1,904.70
14	EFT39475	Adelaide Commercial Building & Property Services	Building Maintenance	3,513.49
15	EFT39173	Adelaide Flagpole Services	Repair Flagpole	97.90
16	EFT39355	Adelaide Galvanising Industries Pty Ltd	Depot Supplies	231.00
17	EFT39263	Adelaide Pest Control	Pest Control	330.00
18	EFT39175	Adelaide Pipeline Maintenance Services	Drainage	4,148.10
19	EFT39362	Adelaide Pipeline Maintenance Services	Drainage	4,456.10
20	058568	Adelaide Property & Conveyancing Service	Refund Overpaid Rates	864.30
21	EFT39360	Adelaide Sewing Centre	Service Sewing Machines	25.00
22	EFT39361	Adelaide Tools	Tools	149.00
23	EFT39169	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	3,770.47
24	EFT39357	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	6,347.34
25	EFT39471	Adelaide Unique Surrounds & Distinguished Gardens	Landscaping	2,572.90
26	EFT39354	Adelaide Waste & Recycling Centre	Rubbish Disposal	10,547.41
27	EFT39174	Delta Legal	Mendelson Allowance	1,306.25
28	EFT39168	Advam Pty Ltd	Transaction Fees	295.61
29	058557	Advertiser Newspapers Ltd	Advertising	176.50
30	058534	AGL South Australia Pty Ltd	Power	1,615.90
31	058572	AGL South Australia Pty Ltd	Power	5,783.88
32	EFT39425	AJ & CA Mackintosh	Weed Spraying	8,390.69
33	EFT39513	AJ & CA Mackintosh	Weed Spraying	6,580.20
34	058554	Alicia Noble	Junior Development Grant	200.00
35	EFT39474	Alinta Energy Retail Sales Pty Ltd	Street Lighting	25,725.49
36	EFT39468	All Laundry & Linen Pty Ltd	Contract Linen	765.92
37	EFT39353	Allen Press Pty Ltd	Business Cards	979.00
38	EFT39264	Allin Towbars Pty Ltd	Vehicle Maintenance	425.00
39	EFT39266	Alsco Pty Ltd	Dry Cleaning	120.32
40	EFT39364	Amgrow Australia Pty Ltd	Depot Supplies	929.50
41	EFT39268	Animal Management Services Pty Ltd	Doggy Bags	1,914.00
42	EFT39261	Animal Welfare League SA	Impound Dogs	2,563.50
43	EFT39352	Animal Welfare League SA	Impound Dogs	294.00
44	EFT39269	Answering Adelaide Pty Ltd	After Hours Answering Service	888.36
45	058540	Anthony Racz	Reimburse Expenses	75.00
46	EFT39469	AquaPlan Irrigation	Irrigation	1,804.00
47	EFT39273	Aquarium Aid	Library Aquarium Maintenance	103.00
48	EFT39363	Arboreen Landscape Products	Depot Supplies	1,080.56
49	EFT39171	Arlunga Pty Ltd	Dog Registration Discs	154.79
50	EFT39365	Art Gallery Food and Wine	Catering	50.00
51	058535	Asylum Seeker Resource Centre	Staff Casual Day Donations	67.60
52	EFT39270	Attorney-General's Department	Expiation Lodgement Fees	2,088.40
53	EFT39477	Aussie Digging	Roadworks	6,116.00



ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
17 MAY 2016

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
54	EFT39467	Australia Post	Postage	6,485.45
55	EFT39275	Australia Post	Agency Collection Fees	3,134.59
56	EFT39272	Australia Post	Postage	1,956.54
57	058514	Australian Communications & Media Authority	Licence Renewal	1,911.00
58	EFT39470	Australian Mayoral Aviation Council	Conference Registration	7,126.00
59	EFT39222	Australian Migrant Resource Centre	Library Supplies	50.00
60	058544	B Lowe & S Gosden	Refund Overpaid Rates	612.80
61	EFT39277	Badge A Minit	Name Badges	88.00
62	EFT39259	Badila Mann	Thebarton Community Centre Bond Return	1,000.00
63	EFT39280	Battery World Hilton	Batteries	118.80
64	EFT39179	BCE & CJ Electrical	Electrical	7,688.48
65	EFT39373	BCE & CJ Electrical	Electrical	8,430.93
66	058569	Benchmark Property Services Trust Account	Refund Overpaid Rates	370.45
67	EFT39177	Best Signs	Signage	858.00
68	EFT39370	Best Signs	Signage	968.00
69	EFT39480	BGC Industrial Cleaning	Cleaning Chemicals	445.94
70	EFT39375	Bianco Walling Pty Ltd	Depot Supplies	224.40
71	EFT39372	Binforce	Cleaning	60.00
72	EFT39276	BOC Limited	Depot Supplies	265.50
73	EFT39368	BOC Limited	Depot Supplies	420.64
74	058515	Bower Place	Consultants	300.00
75	EFT39418	Brian Hunter	Electrical	297.00
76	EFT39281	Brooklyn Park Private Kindergarten	OPAL Funding	480.00
77	EFT39514	Bucher Municipal Pty Ltd	Vehicle Maintenance	2,167.85
78	EFT39279	Bundaleer Apiaries	Wasp Removal	495.00
79	EFT39371	Bundaleer Apiaries	Wasp Removal	1,155.00
80	EFT39367	Bunnings Building Supplies Pty Ltd	Maintenance Supplies	369.81
81	EFT39478	Bureau of Meteorology	Maintenance of River and Rainfall Network	4,712.50
82	058573	Burson Automotive Pty Ltd	Depot Supplies	446.21
83	EFT39182	Cabcharge Australia Pty Ltd	Cab Fares	418.66
84	EFT39387	Calibration Management Services	Calibration	484.00
85	EFT39290	Calypso Tree Co Pty Ltd	Tree Maintenance	2,805.00
86	EFT39483	Camco SA Pty Ltd	Roadworks	102,839.29
87	EFT39283	Camden Community Centre	Little Free Libraries	913.00
88	EFT39377	Canon Australia Pty Ltd	Copier Charges	46.56
89	EFT39385	Carosso Constructions & Building Services	Building Maintenance	1,012.00
90	EFT39288	Cash Security Services Pty Ltd	Banking	605.00
91	058558	Central Adelaide Local Health Network	Food and Enviro Testing	145.20
92	058587	Chris Brotherton	Compost Bin Rebate	26.45
93	EFT39187	Chubb Fire & Security Ltd	Security	6,069.60
94	EFT39291	Chubb Fire & Security Ltd	Security	997.78
95	EFT39487	Chubb Fire & Security Ltd	Security	577.50
96	EFT39186	City Circle Newsagents	Library Magazines	32.94
97	EFT39383	City Circle Newsagents	Library Magazines	135.01
98	058536	City of West Torrens Petty Cash	Petty Cash	2,474.95
99	EFT39488	Civil Train SA	Staff Training	2,120.00
100	EFT39190	Cleanaway Pty Ltd	Rubbish Disposal	466.18
101	EFT39293	Cleanaway Pty Ltd	Rubbish Disposal	478.00
102	EFT39188	Cleanaway Pty Ltd	Rubbish Disposal	321.17
103	EFT39189	Cleanaway Pty Ltd	Rubbish Disposal	509.30
104	EFT39381	Clever Patch Pty Ltd	Library Supplies	662.02
105	EFT39191	Click Promos	Promotional Products	415.25
106	EFT39388	Climbing Tree	Library Workshop	363.00

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
17 MAY 2016

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
107	EFT39180	Clive Beere Agencies	Stationery	252.00
108	EFT39386	CMA Ecocycle Pty Ltd	Recycling	858.57
109	EFT39380	Combined Fire Systems Pty Ltd	Fire Safety	171.60
110	058574	Combined Probus Club of Novar Gardens Inc	Community Grant	791.00
111	EFT39484	Combo Industries	Vehicle Maintenance	71,755.20
112	EFT39486	ComWide Radio Services Pty Ltd	Vehicle Maintenance	3,701.50
113	EFT39292	Conscious Creations	Library Workshop	1,800.00
114	EFT39286	Cooke Precast Concrete	Depot Supplies	2,059.20
115	EFT39379	Cooke Precast Concrete	Depot Supplies	213.40
116	EFT39185	Cornes Toyota	Vehicle Maintenance	1,660.40
117	EFT39204	Corporate Traveller	Airfares	4,567.31
118	EFT39287	Cosset Industries Australia Pty Ltd	Depot Supplies	4,724.72
119	EFT39485	Cosset Industries Australia Pty Ltd	Depot Supplies	208.82
120	058559	Cowandilla Primary School	Staff Training	1,210.00
121	EFT39384	Customer Service Benchmarking Australia Pty Ltd	Consultants	13,695.00
122	EFT39390	Daimler Trucks Adelaide	Vehicle Maintenance	679.82
123	EFT39196	Dallas Equipment	Clean Drains	4,273.00
124	EFT39297	Dallas Equipment	Clean Drains	3,344.00
125	EFT39394	Dallas Equipment	Clean Drains	8,008.00
126	EFT39491	Dallas Equipment	Clean Drains	3,113.00
127	EFT39555	Dance for Fun Group	Thebarton Community Centre Bond Return	1,000.00
128	EFT39250	Daryl K Warman	Reimburse Volunteer Expenses	87.60
129	EFT39296	Data#3 Limited	Computer Software	24,551.45
130	EFT39294	Davalan Industries Pty Ltd	Roadworks	25,512.20
131	EFT39295	David Hawke Counselling and Facilitation	Staff Training	200.00
132	EFT39391	DB Planning	Consultants	4,658.50
133	EFT39227	Dean Nicolle	Consultancy	630.00
134	EFT39389	Delnorth Pty Ltd	Depot Supplies	622.60
135	058575	Department for Communities & Social Inclusion	Refund Rates Concessions	200.00
136	058516	Department of Infrastructure and Regional Development	Building Fee	750.00
137	EFT39456	Department of Planning, Transport and Infrastructure	Drainage Act Instalment / Vehicle Searches / Street Lighting	30,717.73
138	EFT39536	Derek Bawden	Dog Cages	900.00
139	EFT39392	Design Flow Consulting Pty Ltd	Consultants	5,940.00
140	EFT39256	Dianna Constantinou	Thebarton Community Centre Bond Return	500.00
141	EFT39393	Direct Comms Pty Limited	TXT2U Messages	295.61
142	EFT39490	Direct Mix Concrete Sales	Concrete	16,629.67
143	058529	Distinctive Homes Pty Ltd	Refund Development Fees	495.00
144	EFT39195	Donna Ferretti & Associates Pty Ltd	Consultants	2,887.50
145	EFT39193	Dorma Automatics Pty Ltd	Building Maintenance	352.00
146	EFT39465	Downer EDI Works Pty Ltd	Asphalt	1,272.59
147	EFT39552	Downer EDI Works Pty Ltd	Asphalt	465.85
148	EFT39546	DWS Advanced Business Solutions	DBA Support	1,650.00
149	EFT39172	E & S Athanasiadis	Depot Supplies	1,563.98
150	EFT39400	EBOS Group Pty Ltd	Immunisation	1,474.39
151	EFT39518	Elizabeth Moran	Audit Committee Allowance	1,518.00
152	EFT39197	EMA Legal	Legal Fees	3,014.99
153	EFT39396	EMA Legal	Legal Fees	3,699.91
154	058576	Environment Protection Authority	Licence Renewal	32,812.00
155	EFT39399	Environmental Health Australia (SA) Inc	Staff Training	99.00
156	EFT39395	Enzed Adelaide	Depot Supplies	249.71
157	EFT39398	Evelyn Pollard	Reimburse Expenses	1,865.03
158	EFT39298	Expressions SA Pty Ltd	Newspapers	110.00
159	EFT39198	Eyecatch Studio	Shelving	165.00

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
17 MAY 2016

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
160	EFT39495	Face Painters Ink	Library Program	180.00
161	EFT39496	Fasteners Australia	Depot Supplies	912.01
162	EFT39492	Fatemeh Eslamian	Reimburse Volunteer Expenses	15.84
163	EFT39498	Federation (SA) Pty Ltd	Advertising	232.10
164	EFT39199	Finsbury Green	Printing	488.40
165	EFT39202	Fitch the Rubberman	Depot Supplies	57.75
166	EFT39201	Flexible Drive Agencies Pty Ltd	Depot Supplies	1,388.20
167	EFT39494	Flexible Drive Agencies Pty Ltd	Depot Supplies	756.80
168	EFT39203	Flightpath Architects Pty Ltd	Consultants	2,612.50
169	EFT39258	Flinders Accounting	Thebarton Community Centre Bond Return	100.00
170	EFT39300	Forpark Australia (SA)	Playground Equipment	440.00
171	EFT39402	Forpark Australia (SA)	Playground Equipment	47,500.00
172	EFT39493	Forpark Australia (SA)	Playground Equipment	10,725.00
173	058537	Foxtel Cable Television Pty Ltd	Library Connection	210.00
174	EFT39299	Frank Slow Management Pty Ltd	Traffic Management Consultants	8,021.75
175	EFT39403	Fresh & Clean	Hygiene Service	1,900.14
176	EFT39200	Freshford Nurseries Pty Ltd	Plants	1,485.00
177	EFT39401	Freshford Nurseries Pty Ltd	Plants	4,455.00
178	EFT39205	Frontier Software Pty Ltd	Software Support	1,060.40
179	EFT39328	Fulton Hogan Industries Pty Ltd	Roadworks	4,709.43
180	EFT39409	Genpower Australia Pty Ltd	Generator Service	754.71
181	EFT39499	Gerard McMahon	Consultants	8,792.68
182	EFT39206	G-Force Building & Consulting	Building Maintenance	25,344.00
183	EFT39303	G-Force Building & Consulting	Building Maintenance	5,056.70
184	EFT39407	G-Force Building & Consulting	Building Maintenance	15,852.32
185	EFT39404	GGC Earthmovers Pty Ltd	Concrete Recycling	6,106.32
186	EFT39408	Gleam Team Domestic Services	Home Assist	303.51
187	EFT39207	GLG GreenLife Group Pty Ltd	Verge Mowing	11,354.02
188	EFT39244	Gordon J Tregoning Pty Ltd	Depot Supplies	253.00
189	EFT39209	Grace Records Management (Aust) Pty Ltd	Records Storage	2,878.00
190	EFT39411	Green Steel Supplies Pty Ltd	Depot Supplies	245.79
191	EFT39304	Green Team Paper	Paper Recycling	132.00
192	EFT39302	Greene Eden Watering Systems Pty Ltd	Irrigation	10,863.60
193	EFT39405	Greene Eden Watering Systems Pty Ltd	Irrigation	822.80
194	EFT39410	GRH Supplies	Depot Supplies	2,177.37
195	EFT39306	Hall & Baum Pty Ltd	Plumbing	77.00
196	EFT39501	Hall & Baum Pty Ltd	Plumbing	1,769.35
197	EFT39502	Hamilton Holden	Purchase Vehicle	34,313.50
198	EFT39481	Hannah Bateman	Reimburse Expenses	150.00
199	EFT39414	Haughton Honda	Vehicle Maintenance	140.00
200	EFT39307	Health & Immunisation Management Services	Temp Immunisation Staff	1,848.00
201	EFT39308	Hicks Instant Turf	Turf	1,956.00
202	EFT39412	Hi-Line Hardware Distributors Pty Ltd	Home Assist	976.80
203	EFT39210	Hoban Recruitment	Temp Staff	116.16
204	EFT39417	Hoban Recruitment	Temp Staff	232.32
205	EFT39503	Hoban Recruitment	Temp Staff	116.16
206	058586	Houtermans Homer Conveyancing Trust Acc	Refund Overpaid Rates	71.55
207	EFT39504	Independent Fuels Australia Pty Ltd	Fuel	14,880.97
208	EFT39419	Informa Australia Pty Ltd	Staff Training	2,530.00
209	EFT39211	Instant Windscreens	Vehicle Maintenance	88.00
210	EFT39213	Institute of Public Works Engineering Aust Ltd	Subscription	110.00
211	058538	Internode Systems Pty Ltd	Internet Connection	559.75
212	EFT39420	Interpreting & Translating Centre	Translation Service	808.50

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
17 MAY 2016

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
213	EFT39212	iSentia Pty Ltd	Media Monitoring	675.13
214	EFT39453	ISS Facility Services Aust Limited	Cleaning	3,513.04
215	EFT39463	J & H Williams Holdings Pty Ltd	Depot Supplies	1,275.95
216	EFT39369	J Blackwood & Son Ltd	Depot Supplies	111.08
217	EFT39416	James Hay	Reimburse Expenses	60.00
218	058548	Jasmine Cirillo	Cummins Bond Return	400.00
219	EFT39506	Jensen Planning & Design	Consultants	1,435.50
220	EFT39208	Jerry Dumin	Reimburse Volunteer Expenses	145.80
221	EFT39505	Jesse Iannone	Reimburse Expenses	720.00
222	058532	Jessica Sullivan	Compost Bin Rebate	29.50
223	EFT39311	JF Mobile Catering	Catering	1,518.00
224	EFT39553	Joy Gonpue	Thebarton Community Centre Bond Return	697.50
225	EFT39421	JPE Design Studio Pty Ltd	Consultants	5,720.00
226	EFT39192	JR Devereaux	Reimburse Volunteer Expenses	24.30
227	EFT39310	Just Rocks	Depot Supplies	1,150.00
228	EFT39181	Karen Nichol	Yoga Classes	400.00
229	EFT39482	Karen Nichol	Yoga Classes	160.00
230	058547	Kate Greaves	Cummins Bond Return	400.00
231	058545	Kathryn Allen	Cummins Bond Return	400.00
232	EFT39508	Kelley Jones Lawyers	Legal Fees	25,329.08
233	EFT39216	Kellogg Brown & Root Pty Ltd	Professional Fees	21,131.00
234	EFT39422	Kellogg Brown & Root Pty Ltd	Professional Fees	5,500.00
235	EFT39313	Kent Civil Pty Ltd	Roadworks	17,978.13
236	058526	KH Adie	Refund Development Fees	266.00
237	EFT39214	Kubpower Earthmoving & Construction Equipment Co	Depot Supplies	4,111.69
238	EFT39314	Kubpower Earthmoving & Construction Equipment Co	Purchase Mower	46,269.30
239	EFT39316	Kwik Kopy	Printing	104.78
240	EFT39282	Kym Strelan	Home Advantage Program	1,271.75
241	EFT39374	Kym Strelan	Home Advantage Program	1,127.00
242	EFT39511	L&H Lawrence & Hanson	Electrical Supplies	2,468.20
243	EFT39512	Land Services Group	Searches	1,146.20
244	EFT39218	Lane Print & Post	Printing	723.56
245	EFT39424	Lasenworks	Depot Supplies	698.50
246	058550	Lempriere Abbott McLeod Trust Account	Refund Overpaid Rates	217.75
247	058588	Leonie Tsiros	Refund Permit Fee	50.00
248	EFT39479	Les Brazier Special Vehicles	Vehicle Modifications	3,171.57
249	EFT39510	LGA Asset Mutual Fund	Insurance Excess	500.00
250	058578	Lifeline Australia	Staff Casual Day Donations	127.50
251	EFT39317	Lion's Club of West Beach	Clean Butt Out Bins	510.00
252	058517	LITA Training	Staff Training	2,941.40
253	EFT39219	LOTE Libraries Direct Pty Ltd	Library Books	1,391.50
254	EFT39423	LOTE Libraries Direct Pty Ltd	Library Books	4,245.79
255	058570	Lynmac Pty Ltd	Refund Overpaid Rates	306.80
256	EFT39322	M & B Civil Engineering Pty Ltd	Roadworks	44,468.36
257	EFT39321	Maps Consulting Services Pty Ltd	Transportation Consulting	2,035.00
258	EFT39427	Marino Uniforms	Uniforms	166.00
259	058542	Marjorie Tuckfield	Reimburse Volunteer Expenses	111.65
260	EFT39517	Mark Bowman Consulting Pty Ltd	Consultants	20,196.00
261	EFT39289	Mary Caputo	Reimburse Volunteer Expenses	20.44
262	EFT39221	Maxima Group Training	Temp Depot Staff	2,076.78
263	EFT39319	Maxima Group Training	Temp Depot Staff	3,551.58
264	EFT39430	Maxima Group Training	Temp Depot Staff	2,292.15
265	EFT39515	Maxima Group Training	Temp Depot Staff	10,766.14

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
17 MAY 2016

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
266	EFT39340	Maxima Tempskill	Temp Depot Staff	22,481.68
267	EFT39547	Maxima Tempskill	Temp Depot Staff	47,898.80
268	EFT39346	Mayor John Trainer	Mayoral Allowance	6,533.00
269	EFT39320	McMahon Services Aust Pty Ltd	Waste Removal	761.20
270	EFT39223	Mechanical Vegetation Solutions Pty Ltd	Tree Maintenance	682.53
271	EFT39431	Mechanical Vegetation Solutions Pty Ltd	Tree Maintenance	11,253.87
272	EFT39516	Mechanical Vegetation Solutions Pty Ltd	Tree Maintenance	1,317.84
273	EFT39432	Meditarre Pty Ltd	Professional Fees	198.00
274	EFT39224	Merchandising Libraries	Library Supplies	361.90
275	058518	Messinian Assoc Hawks Football Club	Community Grant	1,000.00
276	058561	Messinian Association of SA	Community Grant	20.00
277	EFT39428	Metropolitan Machinery Pty Ltd	Vehicle Maintenance	680.69
278	EFT39226	Mibial Tills Business Services	Staff Training	2,640.00
279	EFT39351	Efrossini Karzis	Thebarton Community Centre Bond Return	1,000.00
280	058543	Mitchell Hathway	Junior Development Grant	500.00
281	EFT39220	Modern Teaching Aids Pty Ltd	Library Supplies	1,030.05
282	EFT39426	Modern Teaching Aids Pty Ltd	Library Supplies	348.48
283	EFT39429	Momar Australia Pty Ltd	Depot Supplies	400.40
284	EFT39225	Mt Compass Sand & Loam	Depot Supplies	3,085.50
285	EFT39323	Musical Chairs	Library Workshop	1,900.00
286	058528	N Michalopoulos	Refund Development Fees	103.00
287	EFT39232	National Credit Management Ltd	Debt Collection	239.84
288	EFT39433	Navigo Pty Ltd	Maintenance Support	1,013.10
289	EFT39521	Neat N Trim Uniforms Pty Ltd	Corporate Wardrobe	1,075.80
290	EFT39519	Nelson Locksmiths Pty Ltd	Locks	1,825.60
291	EFT39326	Neverfail Springwater Ltd	Spring Water	97.25
292	058555	Nicholas Nesbit	Junior Development Grant	200.00
293	058520	Nick Roussianos	Reimburse Volunteer Expenses	113.40
294	EFT39231	NN Occupational Health Pty Ltd	Recruitment	407.00
295	EFT39325	NN Occupational Health Pty Ltd	Recruitment	121.00
296	EFT39178	Norm Biggs	Reimburse Expenses	304.75
297	EFT39229	Norman Disney & Young	Consultants	1,100.00
298	EFT39230	Norman Waterhouse	Legal Fees	1,763.48
299	EFT39324	Norman Waterhouse	Legal Fees	11,300.30
300	EFT39520	Norman Waterhouse	Legal Fees	1,172.60
301	EFT39228	Northpoint Toyota	Vehicle Maintenance	36,203.74
302	EFT39522	Oaklands Road Mower Centre	Mower Repairs / Purchases	411.00
303	EFT39327	Oakwood Recreation	Footpath Works	750.00
304	EFT39435	Objective Corporation Limited	Computer Software	58,776.66
305	EFT39523	One World Environmental Solutions	Kitchen Caddies	1,001.00
306	058539	Optus Billing Services Pty Ltd	Telephone	21.26
307	EFT39233	Opus International Consultants Ltd	Consultants	5,976.85
308	EFT39434	Orana	Home Advantage Program	2,068.49
309	058519	Origin Energy Electricity Limited	Power	9,675.06
310	058562	Origin Energy Electricity Limited	Power	18,700.30
311	058580	Origin Energy Electricity Limited	Power	44.66
312	058579	Origin Energy Services Ltd	Gas Supply	239.42
313	EFT39382	Outfront Concepts Pty Ltd	Playground Equipment	1,496.55
314	EFT39301	P & A Fragomeli Excavations	Roadworks	15,876.30
315	EFT39497	P & A Fragomeli Excavations	Roadworks	9,731.70
316	058531	P & R Maiolo	Refund Development Fees	698.75
317	EFT39235	Pacific Hydro Retail Pty Ltd	Green Power Sales	116.59
318	EFT39525	Packwise	Depot Supplies	328.50

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
319	EFT39249	Pegi Williams Book Shop	Library Books	1,142.44
320	EFT39551	Pegi Williams Book Shop	Library Books	383.50
321	058571	Pergolarific Pty Ltd	Refund Development Fees	50.00
322	EFT39329	Platters Plus Catering Pty Ltd	Catering	1,047.10
323	EFT39530	Platters Plus Catering Pty Ltd	Catering	571.50
324	EFT39331	PMP Distribution	Distribution	1,993.48
325	EFT39234	PPI Promotion & Apparel	Promotional Material	309.10
326	EFT39528	PPI Promotion & Apparel	Promotional Material	968.00
327	EFT39436	Pro Bitumen Pty Ltd	Roadworks	4,939.00
328	EFT39524	Professional Linemarking Pty Ltd	Linemarking	12,645.60
329	EFT39529	Proludic Pty Ltd	Playground Equipment	5,405.40
330	EFT39527	Property & Advisory Pty Ltd	Consultants	8,882.50
331	058549	PRS Conveyancing (SA) Pty Ltd Trust Account	Refund Overpaid Rates	240.10
332	058551	Psarros & Allen Conveyancers Trust Account	Refund Overpaid Rates	226.35
333	EFT39330	Pump Technology Services (SA) Pty Ltd	Pump Repairs	561.00
334	EFT39237	Raptekt Pty Ltd	IT Supplies	1,226.50
335	058563	Rawlinsons Publishing	Publications	688.00
336	058585	Rebekah Zammit	Rainwater Tank Rebate	176.90
337	EFT39532	Redman Solutions Pty Ltd	Software Licence Renewal	4,901.60
338	EFT39437	Reece Pty Ltd	Irrigation	359.66
339	EFT39332	Reedbeds Community Centre	Partnership Agreement	11,550.00
340	EFT39534	Rentokil Initial Pty Ltd	Pest Control	355.93
341	EFT39236	Rentokil Tropical Plants	Indoor Plant Hire	574.75
342	058581	Repco	Depot Supplies	47.58
343	EFT39535	Ricoh Australia Ltd	Copy Charges	4,478.06
344	EFT39440	Rio Coffee Pty Ltd	Tea & Coffee Supplies	152.50
345	EFT39333	Roadrunner Couriers	Couriers	390.49
346	EFT39533	Roadrunner Couriers	Couriers	794.56
347	058582	Roads Corporation	Vehicle Searches	227.50
348	EFT39438	Roadside Services & Solution	Depot Supplies	3,495.49
349	058525	Rolf Siemers	Refund Parking Expiation	108.00
350	EFT39238	Rundle Mall Plaza Newsagency	Library Magazines	484.31
351	EFT39439	Rundle Mall Plaza Newsagency	Library Magazines	714.31
352	058530	S Jaffer	Refund Development Fees	603.00
353	058583	SA Power Networks	Power	605.00
354	EFT39539	SA State Emergency Service	Community Floodsafe Project Contribution	11,000.00
355	058584	SA Water	Water	85,213.62
356	EFT39337	Safe Work Practice	Staff Training	638.00
357	EFT39240	Safety Supplies (SA) Pty Ltd	Depot Supplies	375.54
358	058524	Sara Bruno	Rainwater Tank Rebate	100.00
359	058553	Sarah Haines	Junior Development Grant	200.00
360	058556	Sarah Nesbit	Junior Development Grant	200.00
361	058546	Sarah Wood	Cummins Bond Return	400.00
362	EFT39538	Saundersons Florist	Floral Arrangements	105.00
363	EFT39239	SAV Systems Pty Ltd	Repairs	910.00
364	EFT39336	Scouts Australia (SA Branch)	Summer Festival	84.00
365	EFT39446	Securatrak Pty Ltd	Support	391.05
366	EFT39339	Seek Limited	Advertising	183.08
367	EFT39451	Seek Limited	Advertising	183.08
368	EFT39545	Seek Limited	Advertising	549.24
369	058565	Sensis Pty Ltd	Yellow Pages Listing	11.77
370	EFT39242	Sewer Equipment Company (Aust)	Depot Supplies	1,068.76
371	058521	Shared Services SA	Schedule 7 Fees	19,495.13

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
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Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
372	EFT39540	Simply Ice	Depot Supplies	33.00
373	EFT39443	Solitaire Automotive	Purchase Vehicle	31,647.65
374	EFT39441	Solo Resource Recovery	Rubbish Removal	142.56
375	EFT39442	Solo Resource Recovery	Garbage Collection & Waste Disposal	399,669.01
376	EFT39448	Sonus Pty Ltd	Consultancy	605.00
377	EFT39542	South Australian Community Transport Assoc	Membership	150.00
378	EFT39184	Southern Cross Protection	Patrol Service	71.50
379	EFT39378	Southern Cross Protection	Patrol Service	4,306.66
380	EFT39449	Southland Supply Group	Depot Supplies	561.61
381	EFT39243	Spray Shop	Depot Supplies	1,316.00
382	EFT39335	Spurling Electrical	Electrical	3,560.00
383	EFT39334	St John Ambulance Australia SA Inc	First Aid Training	2,600.00
384	EFT39537	St John Ambulance Australia SA Inc	First Aid Training	180.00
385	EFT39376	Staples Australia Pty Ltd	Stationery	305.14
386	EFT39444	Star Safety	Depot Supplies	937.55
387	EFT39415	Steffen Helgerod	Reimburse Expenses	40.00
388	EFT39447	SteriHealth Services Pty Ltd	Immunisation	33.00
389	EFT39338	Stumpy Stumps	Grind Stumps	300.00
390	EFT39450	Stumpy Stumps	Grind Stumps	550.00
391	EFT39544	Stumpy Stumps	Grind Stumps	300.00
392	058564	Suez Environnement Recycling & Waste Recovery	Rubbish Removal	786.32
393	EFT39445	Sunny Industrial Brushware	Sweeper Brooms	2,359.50
394	EFT39541	Suzu Stiles	Reimburse Expenses	2,439.32
395	EFT39241	Sync Cabling Solutions Pty Ltd	River Torrens Linear Park Lighting	166,516.90
396	EFT39543	Sync Cabling Solutions Pty Ltd	River Torrens Linear Park Lighting	1,196.80
397	EFT39245	Taking Care of Trees	Grind Stumps	963.00
398	EFT39343	Taking Care of Trees	Grind Stumps	1,138.50
399	EFT39260	Tauhid Khan	Thebarton Community Centre Bond Return	460.00
400	058522	Telstra	Telephone	47.81
401	EFT39342	Telstra	Repair to Damage Telstra Plant	277.60
402	058541	Telstra	Telephone	141.56
403	058566	Telstra	Telephone	16,614.65
404	EFT39548	Terrain Group Pty Ltd	Irrigation	3,102.02
405	EFT39318	Terri Lamoree	Reimburse Expenses	405.20
406	058560	Terry Mahoney	Vehicle Maintenance	118.25
407	EFT39176	The Adelaide Tree Surgery	Tree Maintenance	16,236.00
408	EFT39274	The Adelaide Tree Surgery	Tree Maintenance	1,947.00
409	EFT39366	The Adelaide Tree Surgery	Tree Maintenance	1,969.00
410	EFT39476	The Adelaide Tree Surgery	Tree Maintenance	5,709.00
411	EFT39167	The Anglican Parish of Plympton	Community Equipment Grant	862.00
412	EFT39278	The Backflow Shop	Plumbing	1,264.01
413	EFT39183	The Charlotte Trust	Contractor	1,089.00
414	EFT39285	The Charlotte Trust	Contractor	286.00
415	EFT39194	The Department for Correctional Services	Litter Collection	1,320.00
416	EFT39489	The Department for Correctional Services	Litter Collection	1,650.00
417	EFT39397	The Educational Experience Pty Ltd	Library Supplies	141.79
418	058577	The Good Guys	Electrical Goods	273.00
419	EFT39509	The Kiln Advertising	Advertising	5,420.25
420	EFT39531	The Paper Bahn	Stationery	7,242.99
421	EFT39526	The Personnel Risk Management Group	Security Checks	233.20
422	EFT39344	TNPK Staff Pty Ltd	Temp Compliance Staff	3,135.00
423	EFT39305	Tom Howard's Crash Repair Service	Vehicle Maintenance	1,086.01
424	EFT39413	Tom Howard's Crash Repair Service	Vehicle Maintenance	697.52

ACCOUNTS DUE AND SUBMITTED TO THE CORPORATE STANDING COMMITTEE MEETING  
17 MAY 2016

Ref No.	Cheque/ EFT No.	Payee	Invoice Description	Cheque Total
425	EFT39215	Tom Klocke	Flip Screening Service	528.00
426	EFT39315	Tom Klocke	Flip Screening Service	528.00
427	EFT39309	Tomas Jelinek Jim's Mowing (Cowandilla)	Mowing	45.00
428	EFT39345	Tom's Car Wash	Vehicle Maintenance	2,398.00
429	EFT39341	Tonkin Consulting	Consultants	1,708.85
430	EFT39455	Tonkin Consulting	Consultants	5,769.50
431	EFT39452	Toro Australia Pty Ltd	Mower Repairs	159.92
432	EFT39457	Torrens Safety	Depot Supplies	1,334.74
433	EFT39454	Total Construction Surveys Pty Ltd	Survey and Setout	9,418.75
434	EFT39406	Totally Workwear Richmond	Safety Clothing	738.57
435	EFT39312	Tracey Beaumont	Catering	756.00
436	EFT39507	Tracey Beaumont	Catering	1,008.00
437	EFT39458	Tracking, Labels & Consulting Pty Ltd	Library Supplies	266.53
438	EFT39459	Tree Care Machinery	Depot Supplies	501.10
439	EFT39246	Triple Cherry Coffee	Coffee Supplies	125.00
440	EFT39247	UES (Int'l) Pty Ltd	Depot Supplies	162.05
441	EFT39460	United Landscaping	Depot Supplies	4,467.00
442	EFT39347	Uracast Pty Ltd	Furniture	2,022.90
443	EFT39549	UrbanVirons Group Pty Ltd	Tree Maintenance	363.00
444	EFT39461	Valspar Paint (Australia) Pty Ltd	Paint	2,328.98
445	EFT39248	Veolia Environmental Services	Rubbish Removal	285.45
446	EFT39349	Vicinity (SA) Pty Ltd	Advertising	232.80
447	EFT39550	Vili's	Catering	252.12
448	EFT39348	VIP Commercial Cleaning Melrose Park	Window Cleaning	100.00
449	EFT39350	Walter Brooke & Associates Pty Ltd	Professional Fees	808.50
450	EFT39462	Walter Brooke & Associates Pty Ltd	Professional Fees	2,530.00
451	EFT39255	WC Convenience Management Pty Ltd	Public Toilet / BBQ Cleaning	3,730.36
452	EFT39466	WC Convenience Management Pty Ltd	Public Toilet / BBQ Cleaning	3,200.67
453	EFT39464	Web Safety Pty Ltd	Safety Clothing	728.30
454	058552	West Beach Surf Lifesaving Club	Junior Development Grants	600.00
455	EFT39252	West Torrens Baseball Club Inc	Equipment Grant	1,100.00
456	058527	West Torrens Birkalla Soccer Club	Refund Development Fees	750.50
457	058523	Wholesale Plants and Products Pty Ltd	Plants	60.50
458	058567	Wholesale Plants and Products Pty Ltd	Plants	8,921.26
459	058533	Woodville Christadelphian Inc	Thebarton Community Centre Bond Return	500.00
460	EFT39251	Word Cafe	Printing	880.00
461	EFT39253	Worlds Best Specialised Cleaning	Graffiti Removal	539.00
462	EFT39254	Worm Affair Pty Ltd	Worm Farms	126.76
463	EFT39500	WR Haslam	Audit Committee Allowance	750.00
464	EFT39554	Youtown	Thebarton Community Centre Bond Return	500.00
465	EFT39257	Zaman Khan	Thebarton Community Centre Bond Return	500.00
				<b>\$ 2,358,561.55</b>



## 11.2 Taxi Voucher Usage

### **Brief**

This report provides information on Elected Members' taxi voucher usage for the 3 month period to 31 March 2016.

### **RECOMMENDATION**

It is recommended to Council that the report be received.

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### **Discussion**

As required by Council resolution, a report on taxi voucher usage is tabled as **Attachment 1** for Elected Member information and review.

### **Conclusion**

For information and review.

ATTACHMENT 1

ELECTED MEMBER TAXI VOUCHER USAGE  
3 Months to 31 March 2016

Elected Member	Journey Date	From	To	Cost
Mayor	17.01.16	Goodwood	Airport	27.60
	22.01.16	Unley	Suburbs	19.50
	26.01.16	Goodwood	Adelaide	15.90
	08.02.16	Suburbs	Adelaide	13.90
	19.02.16	City	Adelaide Airport	29.50
	19.02.16	Perth Airport	East Perth	30.80
	19.02.16	Hotel	Crawley	25.00
	19.02.16	Restaurant	East Perth	23.00
	21.02.16	Train/bus	Highgate	13.10
	23.02.16	ANR PSG TRM	Goodwood	13.00
	23.02.16	Unley	Hilton	17.10
	04.03.16	City	Rose Park	12.00
	04.03.16	City	Goodwood	13.30
	30.03.16	Suburbs	Adelaide	15.00
		<b>Sub Total</b>		<b>268.70</b>
Cr Mangos	11.10.15	Airport	Hobart	52.80
			<b>Sub Total</b>	<b>52.80</b>
		<b>Grand Total</b>		<b>\$321.50</b>

### 11.3 Elected Members' Telephones

#### Brief

This report provides information on Elected Members' telephone costs, reimbursements and returns for the period to 31 March 2016, pursuant to the requirements of the *Provision of Communications Equipment to Elected Members Policy EM.1-2*.

#### RECOMMENDATION

The Committee recommends to Council that the report be received.

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#### Discussion

Council policy requires in part that:

- Elected Members complete and sign a pro-forma to show either (a) the value of any personal telephone usage or (b) that no personal telephone usage occurred with the form to be returned to finance staff within 21 days; and
- A report on telephone usage be referred quarterly to the Corporate and Regulatory Standing Committee showing costs, reimbursements and returns completed for each Member.

The required report is included as **Attachment 1**.

#### Conclusion

Information on Elected Members' telephone costs, reimbursements and returns for the period to 31 March 2016 is presented for review pursuant to the requirements of *Provision of Communications Equipment to Elected Members Policy EM.1-2*.

ATTACHMENT 1

City of West Torrens  
Report of Telephone/Fax Call Costs, Reimbursements and Returns

Elected Member	3 Months Period Ended 31 March 2016			9 Months YTD to 31 March 2016				
	Cost of Calls and Charges	Amount Reimbursed *	Number of Returns Completed	Cost of Calls and Charges	Amount Reimbursed *	Number of Returns Required	Number of Returns Completed	Number of Returns Outstanding
Mayor	277.90	45.00	3	764.71	135.00	9	9	0
Cr Haese	196.57	90.00	3	626.95	190.00	9	9	0
Cr Palmer	9.65	0.00	3	27.48	0.60	9	9	0
Cr C O'Rielly	71.30	30.00	3	150.73	72.73	9	9	0
Cr G Vlahos	0.00	0.00	2	0.00	0.00	8	7	1
Cr Woodward	5.59	0.00	3	46.89	0.00	9	8	1
Cr Dua	16.72	0.00	3	70.54	0.00	9	7	2
Cr McKay	179.38	80.00	2	636.41	240.00	9	7	2
Cr Demetriou	2.11	0.00	3	16.82	0.00	9	9	0
Cr Tsiaparis	13.98	0.00	3	22.66	0.00	9	9	0
Cr Mangos	384.66	225.40	3	701.44	353.80	9	9	0
Cr Polito	0.66	0.00	3	4.16	0.00	9	8	1
Cr Rypp **	0.00	0.00	0	0.00	0.00	0	0	0
Cr Hill **	0.00	0.00	0	0.00	0.00	0	0	0
Cr Nitschke **	0.00	0.00	0	0.00	0.00	0	0	0

\* Amounts involve committed reimbursements for the July 15 to June 16 accounts

\*\* Crs Rypp, Hill and Nitschke do not have a Council supplied phone service

# Council policy from 15 March 2016 only requires a return to be lodged if costs have been incurred.

## 11.4 Register of Allowances and Benefits - 9 Months to 31 March 2016

### Brief

This report tables the register of allowances and benefits for Elected Members for the 9 months to 31 March 2016, prepared pursuant to the requirements of Section 79 of the *Local Government Act 1999*.

### RECOMMENDATION

The Committee recommends to Council that the register of allowances and benefits for Elected Members for the 9 months to 31 March 2016, prepared pursuant to the requirements of Section 79 of the *Local Government Act 1999*, be received.

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### Discussion

The register of allowances and benefits for Elected Members for the 9 month period to 31 March 2016 is included with this agenda for information (**attachment 1**). All amounts are gross, with reimbursements shown in the second last column.

### Conclusion

The register of allowances and benefits for Elected Members for the 9 months to 31 March 2016 is tabled for information.

ATTACHMENT 1

Register of Allowances and Benefits for the 9 Months Ending 31/03/16

Elected Member	Allowance YTD	Phone/Fax & Internet	Vehicle Running Costs	Taxi Fares	Air Fares & Mileage	Training & Conferences	Accomm	Reimburse Expenses	Sundry	Meals & Functions	Reimburse to Council	Total
Mayor	51,051.00	1,771.81	2,841.00	424.80	4,567.31	3,457.44	0.00	1,507.74	0.00	0.00	-532.37	65,088.73
Cr Haese	17,936.50	1,840.60	0.00	43.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.00	19,620.10
Cr Palmer	17,936.50	791.58	0.00	0.00	307.23	2,103.51	498.00	166.99	0.00	0.00	-0.60	21,803.21
Cr C O'Rielly	17,936.50	1,238.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-70.73	19,104.43
Cr Vlahos	17,936.50	674.10	0.00	204.80	2,120.01	240.00	498.00	0.00	0.00	0.00	0.00	21,673.41
Cr Woodward	17,936.50	632.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,568.51
Cr Dua	14,350.00	776.72	0.00	71.40	0.00	0.00	955.50	48.98	0.00	0.00	0.00	16,202.60
Cr McKay	18,654.00	2,053.22	0.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	-600.00	20,130.22
Cr Rypp	14,750.00	0.00	0.00	40.00	0.00	0.00	952.00	540.00	0.00	0.00	0.00	16,282.00
Cr Demetriou	17,936.50	331.37	0.00	32.00	306.00	1,418.00	959.50	0.00	0.00	0.00	0.00	20,983.37
Cr Hill	17,936.50	0.00	0.00	50.60	0.00	0.00	942.00	0.00	0.00	0.00	0.00	18,929.10
Cr Mangos	17,936.50	2,027.19	0.00	67.80	1,241.70	3,103.51	1,337.00	1,070.90	0.00	0.00	-937.15	25,847.45
Cr Tsiaparis	14,350.00	629.55	0.00	16.50	0.00	0.00	955.50	0.00	0.00	0.00	0.00	15,951.55
Cr Nilschke	18,654.00	0.00	0.00	72.80	0.00	0.00	1,026.00	19.90	0.00	0.00	0.00	19,772.70
Cr Polito	18,654.00	647.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,301.99
Total	293,955.00	13,414.80	2,841.00	1,046.70	8,542.25	10,322.46	8,123.50	3,354.51	0.00	0.00	-2,340.85	339,259.37

Note: (1) Allowances to Crs. Haese and Hill include payments to each as members of the Mendelson Trust Management Committee. This payment is as a consequence of the Council's role as Trustee and not pursuant to any entitlement under the Local Government Act, 1999 or the Local Government (Members Allowances and Benefits) Regulations 2010.  
(2) Complimentary tickets to SANFL matches at Richmond Oval are made available to Elected Members upon request.

## 11.5 Property Leases

### Brief

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

### RECOMMENDATION(S)

The Committee recommends to Council that the report be received.

### Introduction

This report provides information on the property lease payments that are overdue, pursuant to the requirements of a Council resolution of 17 September 2013.

### Discussion

The following lease amounts have been invoiced and were overdue as at 30 April 2016. A comparison is provided with the situation reported to Council as at 30 June 2015 and 31 March 2016.

Debtor	As at 30 Jun 2015	As at 31 Mar 2016	As at 30 Apr 2016	Variance
Weslo Holdings	8,690.87	10,596.94	0.00	-10,596.94
Adelaide Cobras Soccer Club	0.00	5,000.00	5,000.00	0.00
PHOS Camden Sports & Social Club Inc	0.00	2,535.24	0.00	-2,535.24
Torrensville Bowling Club Inc	0.00	0.00	3,101.75	3,101.75
<b>Total</b>	<b>\$8,690.87</b>	<b>\$18,132.18</b>	<b>\$8,101.75</b>	<b>\$-10,030.43</b>

### Weslo Holdings

Weslo Holdings now have its outstanding debt up to date.

### Adelaide Cobras Soccer Club

The overdue amount relates to the repayment of the fifth instalment on the lights at Weigall Oval.

At the meeting on the 3 May 2016, Council approved the waiving of the final payment, and this will be reflected in the next report.

**PHOS Camden Sports & Social Club Inc.**

PHOS Camden Sports & Social Club Inc. now has its outstanding debt up to date.

**Torrensville Bowling Club Inc.**

The overdue amount relates to one month's lease and insurance premium, and an SA Water account.

**Conclusion**

The report provides information on the property lease payments that are overdue, in response to a Council resolution on 17 September 2013.



## 11.6 Council Budget Report - TEN months to 30 April 2016

### Brief

This report provides information to Council on budget results for the ten months ended 30 April 2016.

### RECOMMENDATION(S)

The Committee recommends to Council that the report be received.

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### Introduction

The report provides year to date (YTD) budget results for April 2016.

### Discussion

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

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

### Operational Income

Key variances include:

- Statutory charges are above budget YTD by \$94,545, largely because parking income is higher than expected (\$98,032). Adjustments are recommended in the March budget review.
- User charges are below budget YTD by \$83,121, mostly due to the timing of home assistance payments (\$33,457), waste royalty income (\$26,699), and other sanitary and garbage income (\$25,534). Budget adjustments have been recommended in the March budget review.
- Grants and subsidies income is below budget YTD by \$452,334, largely due to the timing of special road grants (\$323,709) and the urban local road grant (\$154,000). These variances are partly offset by favourable timing variances for HACC (\$28,810). March budget review adjustments have been recommended.
- Reimbursements and other income is \$167,978 over budget YTD, mostly because of higher than expected investment income (\$265,390). This is offset by Mendelson Foundation investment income (\$10,785), insurance claim reimbursements (\$122,208) and legal fee reimbursements (\$16,371). March budget review adjustments have been recommended.

The end of year (EOY) forecast for operational income is expected to increase by \$557,288 largely based on variances, key information to date and adjustments recommended in the March budget review.

### Operational Expenditure

Key variances include:

- Staff and related costs are \$149,116 below budget YTD for vacancy and timing reasons. March budget review adjustments have been recommended.
- Buildings, furniture, plant and equipment costs are \$255,225 below budget due to the timing of computer associated expenditure (\$45,327), depreciation (\$154,899) and maintenance (\$55,895). March budget adjustments have been recommended.
- General expenses are below YTD budgets by \$855,693, largely due to lower than expected expenditure for professional fees (\$608,968), insurance premiums (\$20,038), general expenses (\$85,149), advertising and promotion (\$69,499) and publications, printing and stationery (\$48,434). Variations have been reviewed as part of the March budget review process and adjustments have been recommended.
- Council related expenditure is \$222,968 below budget YTD, predominantly due to the timing of expenditure for street lighting (\$109,702), grants (\$66,551) and levies and charges (\$31,758). Adjustments are recommended in the March budget review.
- Contract and material expenditure is \$396,030 below budget YTD. This is largely a timing variance related to waste (\$122,863), contractors (\$128,276) and materials (\$144,891). March budget review adjustments have been recommended.
- Occupancy and property costs are below budget YTD by \$84,005, with power costs lower than budget YTD by \$106,571 and emergency services levy by \$67,500, for timing reasons. Water rates currently exceed budget by \$104,651 due to timing issues. Budget adjustments have been recommended in the March budget review.

The end of year (EOY) forecast for operational expenditure is expected to increase by \$759,466 largely on based on variances, key information to date and adjustments recommended in the March budget review.

### Capital Expenditure

Key variances include:

- Computer equipment expenditure is below budget YTD by \$303,827, which is timing related.
- Other plant and equipment expenditure is below YTD budget by \$100,306 for timing reasons. This is almost all library and depot related.
- Land and building costs are \$6,597,692 below budget YTD, for timing reasons, most of which relates to Council's community facilities program.

The end of year (EOY) forecast for capital expenditure is expected to increase by \$137,403, largely on based on variances, key information to date and adjustments recommended in the March budget review.

### Capital Income

Key variances include:

- A favourable capital income variance of \$29,962. Unexpected income has offset, budgeted income for the River Torrens Linear Park revegetation and environmental project, which is yet to be received, after being carried forward from 2014/15 (\$25,000).

The EOY capital income budget is expected to increase by \$106,962 (offsetting expenditure), largely based on variances, key information to date and adjustments recommended in the March budget review.

### Capital Works Expenditure

Expenditure on capital works YTD is \$10,103,314.

A capital works expenditure summary for YTD April 2016 is attached with appropriate comments provided on the status of individual budget lines. 58.9 per cent of the capital works budget has been spent or committed by way of purchase orders as at 30 April 2016.

It is estimated that 100 per cent of the forecast budget of \$24,390,703 is required to complete the program of works and that 84 per cent will be completed by 30 June 2016.

The EOY forecast for capital works expenditure is expected to increase by \$106,962 (excluding overheads), largely on based on variances, key information to date and adjustments recommended in the March budget review.

### **Conclusion**

Information is provided in this report on budget results for the ten months ended 30<sup>th</sup> April 2016.

ATTACHMENT 1

<b>City of West Torrens</b>									
<b>Finance Budget Report for the 10 Months Ended 30 April 2016</b>									
<b>Operational Income and Expenditure (\$'000's)</b>									
Adopted Budget Original	Adopted Budget Revised	Income & Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining	EOY Forecast	
		<b>Income</b>							
51,710	51,913	Rates	51,738	51,734	(4)	(0%)	179	51,913	
1,752	2,066	Statutory Charges	1,792	1,886,536	95	5%	179	2,229	
9,262	1,232	User Charges	1,088	1,005	(83)	(8%)	227	1,225	
3,851	4,440	Grants & Subsidies	2,178	1,726	(452)	(21%)	2,714	4,459	
1,332	1,259	Reimbursements & Other Income	1,145	1,313	168	15%	(55)	1,640	
<b>67,907</b>	<b>60,909</b>	<b>Total Income</b>	<b>57,942</b>	<b>57,665</b>	<b>(277)</b>	<b>(0%)</b>	<b>3,244</b>	<b>61,466</b>	
		<b>Expenditure</b>							
27,071	21,531	Staff & Related Costs	17,207	17,058	149	1%	4,473	21,488	
5,246	4,924	Buildings, Furniture, Plant & Equipment	4,245	3,989	255	6%	934	4,874	
7,885	7,885	Community Asset Costs	6,571	5,914	657	10%	1,971	7,885	
5,046	4,822	General Expenses	4,061	3,205	856	21%	1,617	4,750	
847	740	Bank & Finance Charges	475	1,736	(1,260)	(265%)	(995)	1,756	
4,097	4,212	Council Related Expenditure	3,395	3,172	223	7%	1,039	4,200	
7,862	7,846	Contract & Material Expenditure	6,155	5,759	396	6%	2,087	7,792	
1,760	1,601	Occupancy & Property Costs	1,217	1,133	84	7%	467	1,574	
(85)	(87)	Expenditure Recovered	(73)	(82)	9	(12%)	(5)	(87)	
<b>59,728</b>	<b>53,473</b>	<b>Total Expenditure</b>	<b>43,254</b>	<b>41,886</b>	<b>1,368</b>	<b>3%</b>	<b>11,587</b>	<b>54,232</b>	
<b>8,179</b>	<b>7,437</b>	<b>Operating Surplus/Deficit</b>						<b>7,234</b>	

<b>City of West Torrens</b>										
<b>Finance Budget Report for the 10 Months Ended 30 April 2016</b>										
<b>Capital Income and Expenditure (\$'000's)</b>										
Adopted Budget Original	Adopted Budget Revised	Capital Expenditure and Sales	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining	EOY Forecast		
175	208	Motor Vehicles	113	118	(5)	(5%)	90	207		
461	499	Computer Equipment	499	196	304	61%	304	499		
778	1,373	Other Plant & Equipment	1,039	939	100	10%	435	1,377		
7,723	(2,132)	Land & Buildings	(6,152)	(12,750)	6,598	(107%)	10,618	(1,997)		
313	313	Library Resources	294	279	15	5%	34	313		
<b>9,450</b>	<b>262</b>	<b>Total Expenditure</b>	<b>(4,207)</b>	<b>(11,219)</b>	<b>7,012</b>	<b>(167%)</b>	<b>11,481</b>	<b>400</b>		
Adopted Budget Original	Adopted Budget Revised	Capital Income	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining	EOY Forecast		
0	58	Grants & Subsidies - Capital Income	8	38	(30)	(377%)	20	165		
<b>0</b>	<b>58</b>	<b>Total Income</b>	<b>8</b>	<b>38</b>	<b>(30)</b>	<b>(377%)</b>	<b>20</b>	<b>165</b>		
<b>0</b>	<b>0</b>							<b>0</b>		
Adopted Budget Original	Adopted Budget Revised	Capital Works Expenditure	YTD Budgets	YTD Actuals	YTD Variance	YTD Variance %	Budget Remaining	Adopted Budget Revised		
5,992	4,892	Environment Program	4,077	2,133	1,944	48%	2,759	4,892		
2,720	4,011	Recreation Program	3,342	1,790	1,552	46%	2,221	4,011		
11,664	15,487	Transport Program	12,906	6,180	6,727	52%	9,308	15,594		
<b>20,376</b>	<b>24,391</b>	<b>Total Expenditure</b>	<b>20,326</b>	<b>10,103</b>	<b>10,222</b>	<b>50%</b>	<b>14,287</b>	<b>24,498</b>		

CITY OF WEST TORRENS  
BUDGET 2016/16 - AS AT 30 April 2016  
CAPITAL WORKS EXPENDITURE

ADOPTED BUDGET ORIGINAL	ADOPTED BUDGET REVISED	FUNCTION	YTD ACTUALS	COMMITTED OR CONTRACTED	ACTUALS AND COMMITTED	% SPENT OR COMMITTED	FORECAST EXPENDITURE TO COMPLETE	EOY FORECAST PERCENTAGE COMPLETE	COMMENT / EXPLANATION
<b>ENVIRONMENT PROGRAM</b>									
		<i>Stormwater &amp; Drainage</i>							
0	0	Mile End Cowandilla Airport Drainage	0	0	0	0.0%	0	100%	
200,000	206,694	Minor Drainage Upgrades and Replacement Work	238,285	26,155	264,442	127.8%	206,694	100%	Works / Program completed
100,000	157,532	Mile End Cowandilla Catchment	0	137,881	137,881	87.5%	157,532	100%	Works scheduled to commence during May 2016. Awaiting Gas Service alterations.
0	0	Marshall Terrace	0	0	0	0.0%	0	100%	Rutland Avenue drainage installation is continuing. Tender for May Terrace drainage works has been evaluated and currently awarding contract with works scheduled to commence late April/early May 16.
2,042,250	3,567,923	Lockleys Catchment	1,451,622	588,945	2,040,568	57.2%	3,567,923	70%	Service alteration works in progress.
0	299,699	Ashley St (West St to Hayward Ave)	253,467	38,071	301,537	100.6%	299,699	100%	Completed, awaiting final invoice.
250,000	250,000	Maria Street Drainage	2,884	14,564	17,248	6.9%	250,000	10%	A detailed survey of the locality has been undertaken and detail design of the necessary storm water drainage upgrades is currently underway.
<i>Other Environment</i>									
3,100,000	70,344	Brown Hill and Keswick Creeks	70,344	0	70,344	100.0%	70,344	100%	Approval for 1st stage of Greater Management Plan has been confirmed by all necessary stake holders. Project for design concept upgrade of Brown Hill Creek through West Torrens area is nearing draft report stage.
0	40,000	Kings Reserve Water Supply	12,100	13,460	25,560	63.9%	40,000	75%	Investigation / design works are continuing on options for water supply
300,000	300,000	Glenelg Adelaide Pipeline (GAP)	94,949	74,451	169,400	56.5%	300,000	75%	Project in progress; refer Urban Services Report 3 May 2016
<b>5,992,250</b>	<b>4,892,492</b>	<b>Program Total</b>	<b>2,133,451</b>	<b>893,528</b>	<b>3,026,979</b>	<b>61.9%</b>	<b>4,892,492</b>	<b>72%</b>	
<b>RECREATION PROGRAM</b>									
<i>Parks &amp; Gardens</i>									
710,000	963,503	Playground Upgrade	563,028	254,362	817,391	84.8%	963,503	90%	Project in progress; refer Urban Services Report 3 May 2016
385,000	790,288	Reserve Developments - Various	251,933	133,655	385,588	48.8%	790,288	70%	Project in progress; refer Urban Services Report 3 May 2016
745,000	951,714	River Torrens Upgrade	361,230	469,119	830,349	87.2%	951,714	100%	Project in progress; refer Urban Services Report 3 May 2016
30,000	30,000	River Torrens Path Upgrades	0	29,300	29,300	97.7%	30,000	100%	Project in progress; refer Urban Services Report 3 May 2016
540,000	760,354	Reserve Irrigation Upgrades	430,079	46,510	476,589	62.7%	760,354	85%	Project in progress; refer Urban Services Report 3 May 2016
175,000	186,253	Urban Forest James Congdon Drive	20,031	7,260	27,291	14.7%	186,253	50%	Detailed landscape design and tender documentation is nearing completion for Tender Release is May 2016.
60,000	60,000	Bikeway Path Upgrade and Reseal	55,875	3,410	59,285	98.8%	60,000	100%	Staged reseal works have commenced / underway
<i>Sports Facilities</i>									
75,000	168,697	Tennis Court Upgrades	8,039	52,500	60,539	35.9%	168,697	65%	Works scheduled / Programmed
0	100,000	Brickworks Interface Works	100,000	0	100,000	100.0%	100,000	100%	Completed
<b>2,720,000</b>	<b>4,010,809</b>	<b>Program Total</b>	<b>1,790,215</b>	<b>986,116</b>	<b>2,786,330</b>	<b>69.5%</b>	<b>4,010,809</b>	<b>85%</b>	

CITY OF WEST TORRENS  
BUDGET 2015/16 - AS AT 30 April 2016  
CAPITAL WORKS EXPENDITURE

ADOPTED BUDGET ORIGINAL	ADOPTED BUDGET REVISED	FUNCTION	YTD ACTUALS	COMMITTED OR CONTRACTED	ACTUALS AND COMMITTED	% SPENT OR COMMITTED	FORECAST EXPENDITURE TO COMPLETE	EOY FORECAST PERCENTAGE COMPLETE	COMMENT / EXPLANATION
<b>TRANSPORT PROGRAM</b>									
<i>Roads Sealed</i>									
8,441,124	10,801,073	City Funds/ULRG Funds/Carryovers	4,988,494	1,888,229	6,876,724	63.7%	10,801,073	85%	Project in progress; refer Urban Services Report 3 May 2016
873,376	1,248,046	Roads to Recovery Grant Funds	0	0	0	0.0%	1,248,046	100%	Project in progress; refer Urban Services Report 3 May 2016
200,000	254,436	Other Transport	130,124	164,673	294,797	115.9%	254,436	100%	Various projects in progress / underway
200,000	225,303	Roundabouts / Minor Road Rehabilitation	37,457	10,914	48,371	21.5%	225,303	100%	Projects scoped and construction to commence May 2016
353,333	616,582	Bus Shelters							Minor Traffic Management & LATM related works ongoing. Design for for roundabout at Dew and George Street, Thebarton completed, currently negotiating acquisition of land and preparing for works. Blackspot projects in progress MBR - Black Spot Funding - West St/North Pde Intersection (completed - \$19,962), Wannhouse St/North Pde Intersection (20K), Sheriff St/Norman St Intersection (works complete - 20K), Hayward Av/Carlton Pde Roundabout (works complete - 52K)
		Traffic Management	143,907	100,793	244,700	39.7%	616,582	70%	Minor Traffic Management & LATM related works ongoing. Design for for roundabout at Dew and George Street, Thebarton completed, currently negotiating acquisition of land and preparing for works. Blackspot projects in progress MBR - Black Spot Funding - West St/North Pde Intersection (completed - \$19,962), Wannhouse St/North Pde Intersection (20K), Sheriff St/Norman St Intersection (works complete - 20K), Hayward Av/Carlton Pde Roundabout (works complete - 52K)
124,000	239,822	Bicycle Management Schemes	155,057	400	153,457	64.0%	239,822	100%	Frontage Road Shared path due to commence construction mid May 2016.
480,000	494,820	Public Lighting	35,305	41,767	77,071	15.6%	494,820	70%	Project in progress; refer Urban Services Report 3 May 2016
0	31,546	Corporate Branding - Signage	29,029	3,800	32,829	104.1%	31,546	100%	Completed
0	474,194	Bio-Science Precinct Works	61,057	2,635	63,692	13.4%	474,194	100%	Detailed design and documentation for the upgrade of Holland Street, Thebarton, between the William Goodman bridge and Anderson Street is completed. Construction tenders have been received and currently awarding Contract for construction.
<b>Bridges</b>									
100,000	113,961	Bridge Ancillary Works (as per Bridge Audit)	4,425	0	4,425	3.9%	113,961	100%	Currently awarding contract for construction of shared bridge at Watson Avenue, Netley.
<b>Footways &amp; Cycle Tracks</b>									
311,489	357,219	Footpath Renewal Program	179,854	38,168	218,022	61.0%	357,219	100%	Project in progress; refer Urban Services Report 3 May 2016
280,363	280,363	Footpath Construction Program	114,549	99,658	214,207	76.4%	280,363	100%	Project in progress; refer Urban Services Report 3 May 2016
300,000	350,037	Footpath Remediation Program	302,391	28,363	330,773	94.5%	350,037	100%	Project in progress; refer Urban Services Report 3 May 2016
11,663,685	15,487,402	Program Total	6,179,649	2,379,420	8,559,069	55.3%	15,487,402	87%	
20,375,935	24,390,703	<b>TOTAL - ALL CAPITAL WORKS</b>	10,103,314	4,269,064	14,372,379	58.9%	24,390,703	84%	

## 11.7 Budget Review - March 2016

### Brief

This report provides details of changes proposed to the 2015/16 budget, following completion of the budget review for March 2016.

### RECOMMENDATION(S)

The Committee recommends to Council that the budget review changes for March 2016 be adopted pursuant to Regulation 9 of the *Local Government (Financial Management) Regulations 2011*.

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### Introduction

This report proposes changes to the 2015/16 budget and requires adoption by Council pursuant to Regulation 9 of the *Local Government (Financial Management) Regulations 2011*.

### Discussion

Key changes to the 2015/16 budget are highlighted below.

#### Operational Income

An operational income budget increase of \$557,288 is proposed, as itemised in **attachment 1**, the key changes being:

- An increase in investment income of \$286,000, largely the result of St Martins' sale proceeds being invested with the LGFA (offset by adjustments to reserves);
- An increase of \$150,000 in parking and related income following changes to staffing levels and policing arrangements (offset by an adjustment to reserves);
- An increase of \$94,565 in other income associated with an insurance fund special disbursement (offset by an adjustment to reserves).

#### Operational Expenditure

An operational expenditure budget increase of \$759,466 is proposed, as itemised in **attachment 1**, the key changes being:

- An increase of \$1,011,000 in bank and finance charges associated with the payout of all Council loans (based on a Council resolution on 15 March 2016 and offset by St Martins' sale proceeds held in reserves);
- A reduction of \$119,000 in the materials budget, largely depot related;
- A reduction in general expenses of \$72,529 across various accounts;
- A reduction of \$42,335 in staff and related costs against various business units.



### Capital Expenditure and Income

Capital budget changes are itemised in **attachment 1**, and include:

- A capital expenditure budget increase of \$80,000 for the upgrade of Hilton RSL air-conditioning;
- A capital works expenditure budget increase for blackspot programs of \$106,962, fully offset by a capital income budget increase.

### Other Adjustments

Other adjustments include:

- Committed reserve funds have been increased by \$694,565, based on changes mentioned above;
- Development reserve funds are being decreased by \$9,939,607 due to the impact of loans being repaid (as per Council resolution on 15 March 2016);
- Mendelson reserve funds have been decreased by \$13,000 based on proposed reductions to the income budget.

### Financial Statements and Ratios

A revised Comprehensive Income Statement has been included with the budget review as **attachment 2**. It shows an operating surplus before capital revenues, capital grants and subsidies, gain/loss on disposal of assets and physical resources received free of charge of \$7.234 million, a decrease of \$0.945 million or 11.6 per cent compared to the original budget. The projection assumes all allocated budgets are expended by 30 June 2016.

Revised budget statements, comprising Cash Flow Statement, Financial Indicators, and Uniform Presentation of Finances, are also included.

The operating surplus ratio of the Council, which expresses the operating surplus as percentage of general and other rates, net of the NRM levy, is now 15 per cent compared to the original budget of 16 per cent. Council is aiming to maintain an ongoing operating surplus ratio between zero and 15 per cent.

Council's asset sustainability ratio, which expresses net asset renewal expenditure as a percentage of depreciation expense, has been budgeted to move from an estimated 104 per cent to 101 per cent, compared to the original budget. Council is aiming to maintain an ongoing asset sustainability ratio of greater than 100 per cent.

A modest cash surplus net of reserves is being projected as at 30 June 2016.

### **Conclusion**

The March 2016 budget review must be adopted by Council pursuant to Regulation 9 of the *Local Government (Financial Management) Regulations 2011*.

ATTACHMENT 1

The following changes are in the form of financial information as presented in Model Statement format as required by legislation

**2015/16 March Budget Review**  
**Proposed Changes**  
(Model Statement format)

	Increase	Decrease
<b><u>INCOME</u></b>		
<b>Statutory Charges</b>		
City Assets	889	
Compliance	162,800	
<b>Statutory Charges Total</b>	<b>163,689</b>	
<b>User Charges</b>		
Business Services	4,000	
Property Services	1,000	
Aged and Disability Care		12,000
<b>User Charges Total</b>		<b>7,000</b>
<b>Grants Subsidies &amp; Contributions</b>		
Hamra Centre Library		17,064
Community Development	6,750	
Aged and Disability Care	29,163	
<b>Grants Subsidies &amp; Contributions Total</b>	<b>18,849</b>	
<b>Reimbursements</b>		
Compliance	3,757	
Hamra Centre Library	68	
Community Development	1,016	
Aged and Disability Care	80	
Financial Services	129,320	
Human Resources		129,205
<b>Reimbursements Total</b>	<b>5,036</b>	
<b>Investment Income</b>		
Mendelson Foundation		15,000
Financial Services	270,000	
<b>Investment Income Total</b>	<b>255,000</b>	
<b>Other Revenue</b>		
Mendelson Foundation	2,000	
Fleet & Drainage & Cleansing Services	5,000	
Hamra Centre Library	282	
Financial Services	87,499	
I.T. Services	2,000	
Human Resources	24,933	
<b>Other Revenue Total</b>	<b>121,714</b>	
<b>Total Operational Income</b>	<b>557,288</b>	

The following changes are in the form of financial information as presented in Model Statement format as required  
by legislation

## 2015/16 March Budget Review Proposed Changes

(Model Statement format)

	Increase	Decrease
<b><u>EXPENDITURE</u></b>		
<b>Staff Costs</b>		
Chief Executive Officer	77,000	
Business Services		73,000
Property Services		5,000
City Development		30,000
City Strategy		9,300
Compliance		8,500
Hamra Centre Library	39,000	
Financial Services		25,193
I.T. Services		1,000
Service Centre	3,000	
<b>Staff Costs Total</b>		<b>32,993</b>
<b>Staff Related</b>		
Chief Executive Officer	4,000	
Civil Works & Services		2,500
Horticulture Services		2,500
City Development	6,758	
Compliance	400	
Hamra Centre Library		2,000
Waste Management		2,500
Financial Services	1,000	
I.T. Services		6,000
Information Management		1,000
Service Centre		5,000
<b>Staff Related Total</b>		<b>9,342</b>
<b>Buildings Furniture &amp; Fittings</b>		
Property Services		25,000
<b>Buildings Furniture &amp; Fittings Total</b>		<b>25,000</b>
<b>Plant &amp; Equipment</b>		
Fleet& Drainage & Cleansing Services		20,000
City Development	3,000	
Community Development		9,622
Financial Services		1,000
Human Resources		1,000
<b>Plant &amp; Equipment Total</b>		<b>28,622</b>
<b>Computer Expenditure</b>		
I.T. Services	4,000	
<b>Computer Expenditure Total</b>	<b>4,000</b>	

The following changes are in the form of financial information as presented in Model Statement format as required by legislation

## 2015/16 March Budget Review Proposed Changes

(Model Statement format)

	Increase	Decrease
<b>EXPENDITURE</b>		
<b>General Expenditure</b>		
Chief Executive Officer	65,574	
Business Services		10,000
Property Services	10,000	
Urban Services Management	10,000	
Cummins House		2,000
City Assets		23,947
City Works		15,000
City Development	41,742	
City Strategy		59,277
Compliance	24,000	
Hamra Centre Library	3,465	
Community Development		46,700
Waste Management		8,000
Aged and Disability Care		20,000
Financial Services		18,060
I.T. Services	3,000	
Human Resources		26,326
Information Management		1,000
<b>General Expenditure Total</b>		<b>72,529</b>
<b>Bank &amp; Finance</b>		
Financial Services	1,016,000	
<b>Bank &amp; Finance Total</b>	<b>1,016,000</b>	
<b>Council Expenditure</b>		
Elected Council	552	
City Development		20,000
Financial Services	7,500	
<b>Council Expenditure Total</b>		<b>11,948</b>
<b>Contract Expenditure Works</b>		
Civil Works & Services	35,000	
Horticulture Services	70,000	
Aged and Disability Care		40,000
<b>Contract Expenditure Works Total</b>	<b>65,000</b>	
<b>Materials</b>		
Civil Works & Services		35,000
Horticulture Services		70,000
City Strategy		15,000
Aged and Disability Care	1,000	
<b>Materials Total</b>		<b>119,000</b>

The following changes are in the form of financial information as presented in Model Statement format as required  
by legislation

## 2015/16 March Budget Review Proposed Changes

(Model Statement format)

	Increase	Decrease
<b><u>EXPENDITURE</u></b>		
<b>Occupancy &amp; Property</b>		
Elected Council		900
Chief Executive Officer		900
Business Services	1,400	
Property Services	25,000	
Urban Services Management		200
Cummins House		2,200
City Assets		2,100
City Works		15,000
City Development		1,500
City Strategy		300
Compliance		3,300
Strategy & Community Management		100
Hamra Centre Library		30,700
Community Development	4,800	
Environmental Health		600
Waste Management	900	
Aged and Disability Care	3,300	
Financial Services		1,300
I.T. Services		1,800
Human Resources	200	
Information Management		400
Service Centre		400
<b>Occupancy &amp; Property Total</b>		<b>26,100</b>
<b>Total Operational Expenditure</b>	<b>759,466</b>	
<b><u>CAPITAL</u></b>		
<b>Motor Vehicles</b>		
Environmental Health		1,627
Financial Services	95	
<b>Motor Vehicles Total</b>		<b>1,532</b>
<b>Furniture &amp; Fittings</b>		
Property Services	11,400	
Fleet & Drainage & Cleansing Services		5,000
Hamra Centre Library		2,465
<b>Furniture &amp; Fittings Total</b>	<b>3,935</b>	
<b>Land &amp; Building</b>		
Property Services	103,000	
Urban Services Management	32,000	
<b>Land &amp; Building Total</b>	<b>135,000</b>	
<b>Total Capital Expenditure</b>	<b>137,403</b>	

The following changes are in the form of financial information as presented in Model Statement format as required  
by legislation

## 2015/16 March Budget Review Proposed Changes

(Model Statement format)

	<b>Increase</b>	<b>Decrease</b>
<b><u>CAPITAL INCOME</u></b>		
<b>Capital Works Other</b>		
City Assets	106,962	
<b>Capital Works Other Total</b>	<b>106,962</b>	
<b><u>CAPITAL WORKS EXPENDITURE</u></b>		
9228 Traffic Management Capital Works	106,962	
<b>Total Capital Works Expenditure</b>	<b>106,962</b>	
<b><u>OTHER ADJUSTMENTS</u></b>		
Committed reserve - Parking income	150,000	
Committed reserve - LGRS WHS Funds	94,565	
Committed reserve - St Martins - Interest on sale proceeds	350,000	
Committed reserve - Thebarton Theatre fire system upgrade	100,000	
Development reserve - Reduction of St Martins' fund		9,939,607
Mendelson reserve		13,000
<b>Reserve Movements Total</b>		<b>9,258,042</b>

ATTACHMENT 2

City of West Torrens

**BUDGETED STATEMENT OF COMPREHENSIVE INCOME**  
for the year ended 30 June 2016

	Original Budget \$'000	September Budget Review \$'000	December Budget Review \$'000	March Budget Review \$'000
<b>INCOME</b>				
Rates	51,020	51,201	51,234	51,201
Statutory charges	1,752	1,960	2,066	2,229
User charges	9,262	1,245	1,232	1,225
Grants, subsidies and contributions	3,851	4,048	4,440	4,459
Investment income	504	286	266	552
Reimbursements	225	242	228	232
Other income	523	569	685	801
<b>Total Income</b>	<b>67,137</b>	<b>59,552</b>	<b>60,151</b>	<b>60,700</b>
<b>EXPENSES</b>				
Employee costs	27,071	21,445	21,531	21,488
Materials, contracts & other expenses	19,916	19,392	19,668	19,451
Depreciation, amortisation & impairment	11,251	10,921	10,917	10,917
Finance costs	720	599	599	1,610
<b>Total Expenses</b>	<b>58,958</b>	<b>52,357</b>	<b>52,715</b>	<b>53,466</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>8,179</b>	<b>7,196</b>	<b>7,436</b>	<b>7,234</b>
Amounts received specifically for new or upgraded assets	-	30	58	165
<b>NET SURPLUS / (DEFICIT)</b> transferred to Equity Statement	<b>8,179</b>	<b>7,226</b>	<b>7,494</b>	<b>7,399</b>
Other Comprehensive Income				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	-	-	-
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>8,179</b>	<b>7,226</b>	<b>7,494</b>	<b>7,399</b>

City of West Torrens

**BUDGETED CASH FLOW STATEMENT**  
for the year ended 30 June 2016

	Original Budget \$'000	September Budget Review \$'000	December Budget Review \$'000	March Budget Review \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<u>Receipts</u>				
Operating receipts	66,633	59,266	59,885	60,148
Investment receipts	504	286	266	552
<u>Payments</u>				
Operating payments to suppliers and employees	(46,803)	(40,789)	(41,150)	(40,891)
Finance payments	(846)	(599)	(599)	(1,610)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>19,488</b>	<b>18,165</b>	<b>18,402</b>	<b>18,199</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<u>Receipts</u>				
Amounts specifically for new or upgraded assets	-	30	58	165
Sale of replaced assets	616	801	807	802
Sale of surplus assets		14,245	14,288	14,288
Repayments of loans by community groups	7	-	-	-
<u>Payments</u>				
Expenditure on renewal/replacement of assets	(14,369)	(24,947)	(22,180)	(22,277)
Expenditure on new/upgraded assets	(14,502)	(15,330)	(15,357)	(15,489)
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(28,248)</b>	<b>(25,202)</b>	<b>(22,384)</b>	<b>(22,512)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<u>Receipts</u>				
Proceeds from borrowings	4,957	5,736	5,736	5,736
Proceeds from aged care facility deposits	2,000	-	-	-
<u>Payments</u>				
Repayments of borrowings	(2,038)	(2,038)	(2,038)	(10,966)
Repayment of aged care facility deposits	(3,000)	-	-	-
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>1,918</b>	<b>3,698</b>	<b>3,698</b>	<b>(5,230)</b>
<b>Net Increase (Decrease) in cash held</b>	<b>(6,842)</b>	<b>(3,339)</b>	<b>(285)</b>	<b>(9,542)</b>
Cash & cash equivalents at beginning of period	8,369	17,681	17,681	17,681
<b>Cash &amp; cash equivalents at end of period</b>	<b>1,528</b>	<b>14,342</b>	<b>17,396</b>	<b>8,138</b>



City of West Torrens

**BUDGETED FINANCIAL INDICATORS  
for the year ended 30 June 2016**

	<b>Original Budget</b>	<b>September Budget Review</b>	<b>December Budget Review</b>	<b>March Budget Review</b>
--	----------------------------	--	---------------------------------------	------------------------------------

These Financial Indicators have been calculated in accordance with *Information Paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia. Detailed methods of calculation are set out in the SA Model Statements.

**Operating Surplus Ratio**

<u>Operating Surplus</u>	16%	14%	15%	15%
Rates - general & other less NRM levy				

*This ratio expresses the operating surplus as a percentage of general and other rates, net of NRM levy.*

**Net Financial Liabilities Ratio**

<u>Net Financial Liabilities</u>	55%	12%	7%	0%
Total Operating Revenue less NRM levy				

*Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue (excluding NRM levy).*

**Asset Sustainability Ratio**

<u>Net Asset Renewals</u>	104%	101%	101%	101%
Infrastructure & Asset Management Plan required expenditure				

*Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.*

*Amounts shown above an asterisk (\*) indicate that depreciation expense has been used as a proxy, pending finalisation of the Infrastructure & Asset Management Plan.*

City of West Torrens

**BUDGETED UNIFORM PRESENTATION OF FINANCES  
for the year ended 30 June 2016**

The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances

	<b>Original Budget \$'000</b>	<b>September Budget Review \$'000</b>	<b>December Budget Review \$'000</b>	<b>March Budget Review \$'000</b>
Income	67,137	59,552	60,151	60,700
<i>less</i> Expenses	58,958	52,357	52,715	53,466
<b>Operating Surplus / (Deficit)</b>	<b>8,179</b>	<b>7,196</b>	<b>7,436</b>	<b>7,234</b>
<i>less</i> <b>Net Outlays on Existing Assets</b>				
Capital Expenditure on renewal and replacement of Existing Assets	14,369	24,947	22,180	22,277
Depreciation, Amortisation and Impairment	11,251	10,921	10,917	10,917
Proceeds from Sale of Replaced Assets	616	801	807	802
	<b>2,503</b>	<b>13,225</b>	<b>10,457</b>	<b>10,558</b>
<i>less</i> <b>Net Outlays on New and Upgraded Assets</b>				
Capital Expenditure on New and Upgraded Assets <i>(including investment property &amp; real estate developments)</i>	14,502	15,330	15,357	15,489
Amounts received specifically for New and Upgraded Assets	-	30	58	165
Proceeds from Sale of Surplus Assets <i>(including investment property and real estate developments)</i>	-	14,245	14,288	14,288
	<b>14,502</b>	<b>1,055</b>	<b>1,011</b>	<b>1,036</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(8,826)</b>	<b>(7,085)</b>	<b>(4,031)</b>	<b>(4,360)</b>

## 11.8 Activity Report - Waste Education and Promotion

### Brief

Information on waste education and promotional activities undertaken in in the year to March 2016 is provided in this report.

### RECOMMENDATION(S)

The Committee recommends to Council that this report be received.

---

### Introduction

Information on waste education and promotional activities undertaken in the year to March 2016 is provided in this report.

### Discussion

Educational and promotional events and activities over the 12 month period have included the following:

#### Shopping centre displays on food waste recycling

Staff attended shopping centres with pull-up banner, a kerbside organics bin, kitchen caddy with roll of compostable bags and fact sheets, as follows:

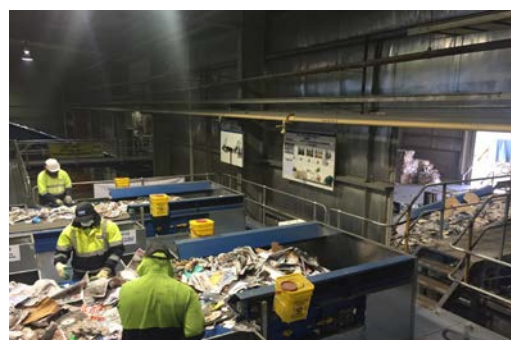
- 15 April 2015 - Centro, Kurralt Park;
- 30 April 2015 - Centro, Hilton;
- 14 May 2015 - IGA, Novar Gardens.

Public Liability Insurance information required to set up a display at Torrensville Plaza came too late for that shopping centre to be included.

#### 'Get wasted' community tours

Free resident tours took place of waste facilities at sites in North Plympton, Wingfield and Gepps Cross on the following dates:

- Wed 25 March 2015;
- Wed 29 April 2015.





## Community education

Bin signage targeting a block of units in Kurralta Park was developed to promote recycling practices and help counter waste stream contamination.

Assistance was provided to Reedbeds Community Centre to improve bin systems for hirers of the facility, including bin signage.

## Hard waste 'at call' trial



Promotional work has been undertaken in support of the 'at call' hard waste trial which included the following:

- The development, printing and distribution of a promotional flyer;
- The development of text for pull-up banners, public place banner signage and multi-screen graphic;
- An update of Council's web pages to reflect the change from an annual campaign to the 'at-call' collection service;
- The development of a booking confirmation letter, survey and a fluoro label for attaching to booked items;
- The development of display stands for the Hamra and Civic Centre foyers to encourage residents to have their say about the 'at call' hard waste trial. Residents are able to take a flyer, survey and/or reply-paid envelope from the display.

**Have your SAY** on our at call hard waste collection ... even if you haven't used it!



- Complete a printed survey and place it in the box at the service desk.
- Take a printed survey and reply-paid envelope.
- Complete an online survey at [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au).

**Your feedback is appreciated.**

### **Hazardous household waste free drop-off day: AWRC**

Council staff assisted with signage, flyer development and distribution in support of the hazardous household waste disposal day at Adelaide Waste and Recycling Centre on 11 April 2015. The event was undertaken in conjunction with Zero Waste SA, and Marion and Holdfast Bay Councils.

### **10c deposit recycling bins (240L)**

Two 240L bins with orange lids with rosettes in the lid and accompanying signage are now available for loan to community groups for their events/functions as a form of fundraiser if the group is prepared to take the contents to a recycling depot for the refund.

Four 240L bins with orange lids without rosettes and signage are available at the depot for use at Council events.

### **Compost and worm farm workshop**

A composting and worm farm workshop was promoted at the Plympton Community Centre on Saturday 4 May 2015. This included publicity flyers and a guest presenter was organised.



### **Household waste and recycling calendars**

The annual Household waste and recycling calendar for 2016 was developed, printed and distributed to residents.

### **Recycling and waste guide booklet**

A new 15 page information booklet was developed in March 2015 on the kerbside waste system and the range of other waste disposal options available for residents. It can also be downloaded from the council website. The booklet has since been revised and reprinted in the light of the trial of the 'at call' hard waste collection system.



### Illegal dumping

Portable 'swing' signs were developed for field staff to use in areas prone to illegal dumping. The illegal dumping postcard and public place banner signage was also updated.



### A to Z guide to waste and recycling

This search engine on Council's website has been progressively monitored and updated throughout the year.

#### A-Z guide to waste and recycling

Not sure how to correctly dispose of an unwanted item or what to do with it? Search the A-Z Guide to Waste and Recycling for this information. Simply enter a keyword in the search box below, then click search.

Search for item:

Search

Item	Type	Other options
Aerosol can (empty, lid off)	Recycle	
Aluminium cans	Recycle	Recycling Depot for 10c re
Cans (steel or aluminium)	Recycle	Recycling Depot for 10c re
Cans (steel)	Recycle	To recycle the steel lid, pl
Candles	Waste	
Cardboard		

### Bin tags

A new style of bin tag which is quite different from that developed by Zero Waste SA has been developed by staff and trialled for its ability to stay on bins when the bins are emptied. Owing to the relocation of the VISY Materials Recovery Facility from the AWRC at North Plympton to a larger, more efficient processing facility at Wingfield, the finalisation of the tags has been delayed due to possible changes to recycling tag information for residents as a result of this move. The draft tags have been updated to take account of changes before going to print.

## Talking Points

Waste information has been prepared and published in Talking Points on a consistent basis throughout the year and has included:

- Advice to residents with internet access of the new A to Z guide to waste and recycling search engine on Council's website (summer edition 2015);
- Advance notice to residents of the free hazardous household waste drop-off day in April 2015;
- An article promoting waste tours in March and April 2016 (summer edition 2015);
- Promotion of the new 15 page information booklet 'Recycling and Waste Guide' (autumn edition 2015);
- Information on Council's decision to trial an 'at call' hard waste collection service (winter edition 2015);
- Information on Council's bin tagging campaign, 'use the right bin and win ...' (winter edition 2015);
- An advertisement encouraging residents to have their say on the 'at call' hard waste collection ... even if they haven't used it (summer edition 2016);
- An article informing residents about what happens to their hard waste once collected (autumn edition 2016);
- An article informing residents of the council sites for free recycling mobile phones and batteries (autumn edition 2016).

## Messenger column

Waste information has been prepared and published in Council's Messenger column on a consistent basis throughout the year and has included:

- Promoting community tours and the hazardous household waste disposal day;
- Alerting residents to the new 'at call' hard waste collection and the anticipated commencement date;
- Promoting the need for bins to be removed from the kerb within 24 hours of collection;
- Advising residents of the at-call hard waste collection start date;
- Providing information on illegal dumping and the booking of a hard waste collection, plus Xmas/New Year bin collection times;
- Promoting the hard waste trial, including booking arrangements, along with battery and mobile phone recycling options at the Hamra and Civic Centres.



### Lean thinking 'Wast'Ed' team project

A new bin system and signage for staff of the Civic Centre was developed, trialled and implemented as a lean thinking project. Promotional information supported the project.



The new bin system in the Civic Centre

### Conclusion

Information on waste education and promotional activities undertaken for the year to March 2016 is provided in this report.

## 12. MEETING CLOSE

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**1. MEETING OPENED**

**2. PRESENT**

**3. APOLOGIES**

**Leave of Absence**

Cr Demetriou (25 April - 4 June 2016)

**4. DISCLOSURE STATEMENTS**

Elected Members are required to:

1. Consider Section 73 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 75 of the *Local Government Act 1999*.

**5. CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDATION**

That the Minutes of the meeting of the Strategy and Community Prescribed Standing Committee held on 19 April 2016 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. STRATEGY AND COMMUNITY REPORTS

### 11.1 Adelaide Park Lands Event Management Plan

#### Brief

This report presents the response to the draft Park Lands Event Management Plan which has been submitted to Adelaide City Council.

#### RECOMMENDATION

The Committee recommends to Council that it endorses the response provided to the Adelaide City Council in relation to its Draft Park Lands Event Management Plan.

---

#### Introduction

On Wednesday 20 April 2016, a request was received seeking from the City of Adelaide seeking feedback on the draft Adelaide Park Lands Event Management Plan (the draft Plan) by Friday 22 April 2016.

Given this very short timeframe, the draft feedback prepared by the administration unfortunately could not be presented to Council for its consideration prior to submitting the response.

Consequently, this report provides Elected Members with a copy of the administration response which has already been provided to Adelaide City Council staff.

#### Discussion

The draft Adelaide Park Lands Event Management Plan is focussed on identifying suitable event spaces in the Park Lands and providing guidance on the best fit between the event type and event site. It progresses the work undertaken by the Park Lands Management Strategy, and seeks to strike a balance between growing events in the Park Lands and recognising the unique environmental needs of the event sites, the nature of the local community around events and local resident needs.

The draft Plan identifies five new pilot sites for events. For each identified event site the draft Plan provides 'Criteria for Event Use' to guide best fit between event type and event space.

A map of all current and pilot event sites is provided at **Attachment 1**.

Due to the time constraints feedback was focussed on 'Pilot Site B' located at the corner of James Congdon Drive and Port Road, adjacent the car park managed by the City of West Torrens.

Pilot Site B and the associated Criteria for Event Use are provided at **Attachment 2**.

Council recently provided its views regarding the potential benefit and likely impacts of developing the West Park Lands for community use through consultation on the draft Adelaide Park Lands Management Strategy. Relevant feedback was also provided to Adelaide City Council administration during the review of Event Noise Mitigation Standard Operating Procedures in 2014. The response to the draft Adelaide Park Lands Event Management Plan was prepared by administration based on these previous submissions, as well as consultation with key internal staff.

The Administration's feedback is provided at **Attachment 3**.

### **Conclusion**

Council staff received a request to provide feedback on the Adelaide Park Lands Event Management Plan. Feedback was due two days after receipt of the request.

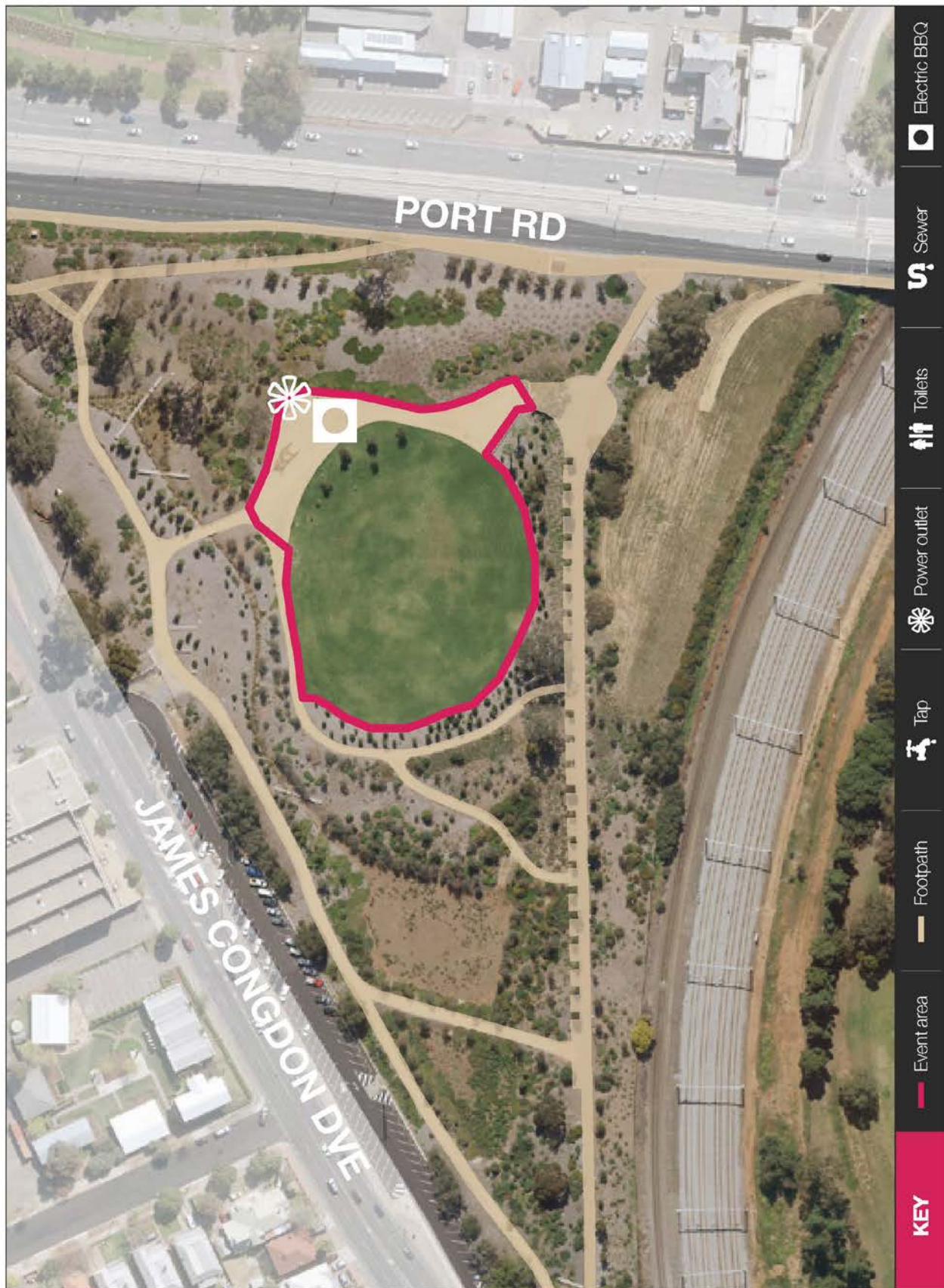
An administration response was provided to Adelaide City Council staff. The response focussed on the proposed Pilot Site B and associated Criteria for Event Use.

ATTACHMENT 1



ATTACHMENT 2

Pilot Site B – Narrungga (Park 25 West)



Pilot Site B – Narnungga (Park 25 West) Criteria for Event Use

Site Type	Potential (Pilot Site)
Nature of the Venue	The site is a boutique event space in the western part of the city It has an art installation and BBQ for informal use It is a secluded space that could support live music It is envisaged as a local open space servicing the Mile End and Thebarton residents
Suitability	Community events of all types, evening, small/medium live music events encouraged, corporate and private suitable
Discouraged	Major multi-stage high impact music festivals
Capacity	3,000
Event Size	Medium and Small

**Precinct specific criteria**

Operating hours	Close 3am Sat and Sun, Midnight on weekdays except where there is a public holiday Monday (3am) Open 11am daily for alcohol trade, events can commence from 7am
Shared use considerations	Used for informal recreation Pedestrian and cycle paths must maintain access where possible Significant informal use features include BBQ area Nearby Temple College– events held on a school day during the day will need to be managed

**Park Lands criteria**

Environmental sensitivities	Track mats must be used for bump in and out
Site restrictions	Slightly sloped, historic contamination (capped)

**Site Features (see Map for power, water and sewer points)**

Shade	Limited –via art installation
Toilets	N/A
Amenities	BBQ
Lighting	Yes

**Access**

Vehicle Access	Along James Congdon Drive
Accessible parking	Parking along James Congdon Drive, managed by City of West Torrens (number of spaces) – accessible parking could be negotiated near the site
Transport	Public transport via Thebarton Tram stop



ATTACHMENT 3

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28 April 2016

Ms. Felicity Edwards  
Senior Project Officer  
Adelaide City Council  
GPO Box 2252,  
Adelaide SA 500

Dear Felicity

**Draft Park Lands Event Management Plan**

Thank you for providing the City of West Torrens with the opportunity to provide feedback on the *Draft Park Lands Events Management Plan (draft Plan)*.

Council has recently provided its views regarding the potential benefit and likely impacts of developing the West Park Lands for community use through consultation on the draft Adelaide Park Lands Management Strategy. Relevant feedback was also provided to Adelaide City Council administration during the review of Event Noise Mitigation Standard Operating Procedures in 2014.

Please note that, due to the three day timeframe provided for response, the following feedback has been prepared by administration based on these previous submissions and has not been endorsed by Council.

The opportunity to provide feedback on the draft Plan is welcomed, however we would like to express concern at the limited time available for consideration by Council. We look forward to future consultation which provides greater scope for considered feedback and discussion.

The following provides an initial response on the issues and opportunities associated with events based use of the West Park Lands. It focusses specifically on 'Pilot Site B', a new event space that would have direct impacts on:

- Residents of Thebarton and Mile End; and
- Adjacent infrastructure managed by the City of West Torrens.

**Pilot Site B - Narnungga (Park 25 West)**

Page 61 of the draft Plan outlines criteria for the use of Pilot Site B for events. Feedback has been organised under the same structure to allow direct correlation to the content of the draft Plan.

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### 1. Criteria for Event Use - Site Type

Under the heading 'Site Type' it is noted that Pilot Site B is intended to be a 'boutique' space catering for small to medium community and live music events. It has a stated carrying capacity of 3,000 people.

#### *Feedback*

Access to functional open space is, and will remain, important to the growing number of families adjacent the West Park Lands. In its submission to the Draft Adelaide Park Lands Management Strategy Council sought greater emphasis on providing participative cultural activities and diverse opportunities to engage children, families and vulnerable groups.

The proposed pilot site is accessible for families within the City of West Torrens, and has the potential to support diverse, participative cultural activities which would make a welcome contribution to community life in the area.

Activating this space by making it available for small to medium community and live music events directly responds to the identified needs of residents of Thebarton and Mile End.

### 2. Criteria for Event Use - Precinct Specific Criteria

The operating hours within the event criteria impose the following curfews:

- Weekend and public holiday events 7am - 3am
- Weekday events 7am - midnight
- Alcohol Trade from 11am

#### *Feedback*

The proposed curfews for weekend, public holidays and week nights are inconsistent with the type of events defined as suitable for the site. The listed operating hours have the potential to attract and cater for nuisance use rather than facilitate the type of boutique community events intended for the site.

It is recommended that the Adelaide City Council look at similar scale sites in suburban settings across the metropolitan area and apply more sensitive operating schedule.

In its submission to the Adelaide City Council's Event Noise Mitigation Standard Operating Procedures - 2014 Review Council noted existing conditions for events with the capacity to generate significant levels of noise. These included:

- Organisers of events to use an Advance Notification Letter Template to residents and businesses within the Notification Area specified for the event location;

- 
- Orienting stages to face away from noise sensitive receivers and the remaining stages located and oriented to suit other operational requirements; and
  - Contact details for an accountable person and a dedicated event hotline number that can be reached at any time during the event operating hours be provided

In addition to reviewing the operating hours associated with Pilot Site B Council would like to see specific to each site:

- Contributing policy references within the event criteria that link intended use with relevant policy parameters (eg. noise mitigation);
- Application of decibel thresholds to site criteria; and
- More detailed site map that guides best use of the event space.

### 3. Criteria for Event Use - Access

Accessible parking for the site has been nominated along James Congdon Drive which is managed by the City of West Torrens. It states in addition that 'Accessible parking could be negotiated near the site.'

#### *Feedback*

In its submission to the Draft Adelaide Park Lands Management Strategy Council raised the issue that car parking by users of the Park Lands affects residents of the inner suburbs of West Torrens.

This is an issue of particular concern to Council. In its submission it was therefore requested that the City of West Torrens remain involved in, and be consulted on, any proposals to develop the West Park Lands, and on any approach to balance car parking provision for users of the Park Lands.

Council would like to see better integration and connectivity between the James Congdon car park and the proposed event space. However as it stands the car parking is insufficient for the stated carrying capacity of the site, which appears to be estimated on the area of the event space, not on the supporting infrastructure.

The James Congdon car park is also subject to multiple week day lease arrangements with local businesses which consume all available spaces during normal office hours.

Car parking will, by default, overflow into residential streets.

Both the constructed car park, and the over flow on street parking will become management issues for the City of West Torrens, and highlights why Council seeks earlier involvement in the planning of proposals to develop the West Park Lands.

It is recommended that the event criteria include references to additional options for commuting to the event space such as Mile End Train Station, and Bonython Park Car Park.

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In addition, it is recommended the Adelaide City Council plan for demand management and consider additional infrastructure or service options for the event space including:

- Provisions for cycle parking to encourage non-motorised travel to events;
- Extending the free Adelaide Loop bus shuttle to take in planned event spaces; and
- Actively partnering with the City of West Torrens to position the event space as a community location for Thebarton and Mile End Residents.

The event access criteria should also contain further detail defining the location and intention of 'accessible car parking.' For example the term 'accessible' can be interpreted as providing car parking for people with greater access needs. As a minimum negotiable car parking sites should be identified within the Pilot Site B site map.

### **Conclusion**

We appreciate the opportunity to provide feedback on the draft Plan, and note that the pilot event site responds to feedback provided by Council on the Draft Adelaide Park Lands Management Strategy by activating the West Park Lands through facilities for diverse community activity.

For the activation of this space to be successful however we recommend revisiting the proposed operating hours to better match the types of events the site intends to attract.

It is suggested that the Adelaide City Council should also look more broadly for solutions to the likely traffic and car parking congestion that will overflow into residential streets of Mile End and Thebarton.

Event based use of the West Park Lands can have a considerable benefit, or adverse impact, on the community and Council of West Torrens.

We look forward to further consultation and collaboration on activating the West Park Lands over a time frame which enables the full participation of Council.

Should you require any further information please do not hesitate to me on 8416 6333 or email [sstiles@wtcc.sa.gov.au](mailto:ssstiles@wtcc.sa.gov.au)

Yours sincerely



**Suzy Stiles**  
**Manager City Strategy**  
**City of West Torrens**

## 11.2 City Strategy Activity Report April 2016

### Brief

This report provides information on recent activities undertaken by the City Strategy Department during the month of April 2016.

### RECOMMENDATION

The Committee recommends to Council that the City Strategy activity report for the month of April 2016 be received.

### Introduction

The City Strategy department provides a report to each Strategy and Community Prescribed Standing Committee detailing the status of key projects and activities.

### Discussion

The key projects and activities undertaken by the City Strategy department are as follows:

Key activities	Update
<b>Community Planning</b>	
<i>Public Health Week</i>	<div data-bbox="576 1016 1337 1588" data-label="Image"> </div> <p data-bbox="475 1621 1437 1787">Working with other departments across the organisation, staff from City Strategy coordinated the Public Health Week display in the Hamra Centre from Monday 4 - Friday 8 April. Staff were present at the display from 11am to 1pm each day and engaged with library visitors as they walked through the foyer.</p> <p data-bbox="475 1823 1420 1955">Free fruit and vegetables were provided and many residents stopped for a chat as they passed by. There were an estimated 50 - 60 interactions each day and an average of 30 surveys per two hour session were completed.</p>

	<p>Each day a different element of how Council contributes to Public Health was presented, and staff engaged with community members on the topics of Public Health in the 21st Century; Opportunities for Healthy Living; Preparing for Climate Change; Healthier Communities and Neighbourhoods and Improving Public Health.</p> <p>In addition to promoting Council services and assets that contribute to public health, consultation was undertaken to identify how different people of different ages stay healthy using an interactive timeline on which people could leave a quick comment or drawing.</p>
<p><i>Responses to external policies/plans</i></p>	<p>An administration response to the Adelaide Park Lands Event Management Plan was submitted to staff from the Adelaide City Council.</p> <p>The request for feedback was received three days prior to the deadline for submissions preventing a report for Councils consideration and feedback.</p> <p>An information report containing the administration response which was provided to Adelaide City Council is presented to Council elsewhere in this agenda.</p>

**Environmental Planning**

<p><i>World Water Day</i></p>	<p>About 40 people attended the 2016 World Water Day Presentation at Plympton Community Centre which focused on 'Do It Yourself' water collection, treatment and reuse.</p> <p>On the day a demonstration planter box rain garden and demonstration wicking bed planter box garden was built. This showed how roof runoff can be collected and cleaned by a planter box rain garden and then transferred into a wicking bed planter box garden for sub surface watering of plants. It also showed how easy it can be to make one of these systems and receive a rebate from Council.</p> <div data-bbox="609 1393 1302 1856" data-label="Image"> </div>
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<p><i>AdaptWest and Climate Change Action Plan</i></p>	<p>The AdaptWest Project Steering Group has had further meetings to provide feedback to the consultants on the draft climate change adaptation pathway maps. Once the comments from the group are incorporated into the final pathway maps, these will be used to inform development of the draft regional climate change adaptation plan.</p> <p>During April the review of the Climate Change Action Plan 2009 - 2014 progressed with the drafting of a discussion paper. The paper will canvas the opportunities and challenges for council and the community in adapting to climate change and reducing greenhouse gas emissions.</p> <p>Feedback from an Elected Member workshop on 12 May will inform preparation of the final discussion paper and the draft updated Climate Change Action Plan. The updated plan is likely to continue its focus on mitigation while also incorporating adaptation actions by adopting locally implementable outcomes from the regional AdaptWest project.</p>
<p><i>Water Smart Suburbs Project</i></p>	<p>The final phase of the Water Smart Suburbs Project commenced in April with the engagement of artist Gerry McMahon to fabricate a public artwork based on community and school workshops held in 2015.</p> <p>The artwork will be sited at Gardner Street Reserve where it will be located alongside a recently installed rain garden designed to capture, clean, store and reuse storm water for localised irrigation.</p>
<p><b>Economic Development</b></p>	
<p><i>Building Western Adelaide</i></p>	<p>The <i>Building Western Adelaide</i> strategy was endorsed by western region councils and publicised in late 2015 alongside the announcement of the newly formed Western Alliance for Economic Development.</p> <p>The City of Charles Sturt recently wrote to the Administration to advise of the redesign of the document in order to enhance its look and feel, as well as proposing a number of minor changes of an editorial nature. The updated document is the subject of a report to the Corporate Planning, Policy and Performance Committee on 10 May.</p> <p>Initial scoping has also been undertaken by staff of the western region councils for two <i>Building Western Adelaide</i> projects. Progress on these projects, namely the Western Innovation Network and the Western Region Tourism Destination Plan, was also reported to the CPPP on 10 May.</p>
<p><i>Economic development seminars</i></p>	<p>On 11 April, 2016, staff attended a seminar on <i>Governance Models for Main Streets and Districts</i> presented international governance models used to manage, coordinate and market main streets and business districts. The seminar introduced the idea of "Business Improvement Districts" which are used across the UK and parts of North America to improve the public facilities and streetscapes in identified business precincts.</p> <p>Staff also attended the Heritage Tourism workshop at the Hawke Centre on 20 April 2016 which included presentations from notable heritage tourism policy makers, stakeholders and providers.</p>

Land Use Planning	
<i>Underdale and Torrensville DPA</i>	<p>A report by consultants Jones Lang Lasalle detailing analysis of the results of the land use and employment survey which was undertaken in the Underdale and Torrensville Industry Zone in the first quarter of 2016 has been received by the Strategic Planning team.</p> <p>Taking into consideration the results of this survey, the workshop held with residents in February 2016 and other investigations required by the Minister for Planning, staff analysis and recommendations for the proposed approach to the Underdale and Torrensville Industry/Residential Interface Development Plan Amendment Statement of Intent will be presented to the Council Meeting on 7 June 2016.</p>
<i>Local Heritage Places Development Plan Amendment</i>	<p>Staff completed background research to review the existing listings in the Development Plan heritage register. Analysis and recommendations for the proposed approach to the scheduled Local Heritage Places Development Plan Amendment were subsequently presented to the Corporate Planning, Policy and Performance Committee on 10 May 2016.</p>
<i>Planning Legislation</i>	<p>The <i>Planning, Development and Infrastructure Bill 2015</i> (Bill) has passed both houses of Parliament and the resulting legislation will be known as the <i>Planning, Development and Infrastructure Act 2016</i>. While the Bill was assented, it has yet to commence with a commencement date to be determined.</p> <p>On 29 April 2016, Strategic Planning staff attended a seminar on the Act conducted by KelliedyJones Lawyers.</p> <p>The Act introduces changes to policy development processes, assessment pathways and assessment delegations as well as some key governance changes. The final approved version of the legislation re-introduced the existing environment protection areas and new food production protection areas as a mechanism to curb growth at the urban fringes. This may help to encourage the infill development desired by the State Government in inner metropolitan areas such as City of West Torrens.</p> <p>Some of the key changes implemented into the final iteration of the Bill include:</p> <ul style="list-style-type: none"> <li>• Reintroduction of the Environment Food Protection Boundary</li> <li>• Inclusion of a map that clearly designates the "Greater Adelaide region"</li> <li>• Provision for an E-planning portal that will be used to process all planning applications and policy</li> <li>• The option to create regional planning boards (and Panels)</li> <li>• New Development Assessment Pathways which eliminate 3rd party appeal rights for 'code assessed' merit applications</li> <li>• Council Development Panels will be allowed up to one current Council Member and one former Council Member</li> <li>• The State Planning Commission or Minister will be the relevant authority for 'Impact assessed' applications (equivalent to non-complying under the previous Act) and no longer require concurrence from Council</li> <li>• Once the Planning and Design Code is completed, the Commission must take into account the relevant provisions of the Design code (in relation to the assessment of restricted development) but is not bound by those provisions</li> </ul> <p>The Existing Activity Centres Policy Review Ministerial Development Plan Amendment was also formally approved in the Government Gazette on 21 April 2016, and the Amendment and was consolidated into the City of West Torrens Development Plan on 5 May 2016.</p>



<i>Planning consultation and events</i>	<p>In April, staff attended a workshop on Medium Density Housing Guidelines as part of Department for Planning Transport and Infrastructure's new round of industry consultation on the updated 30-Year Plan.</p> <p>Staff also attended a provocative health in planning debate titled '<i>High Density Makes You Healthy - how dense are you?</i>' which was presented through a partnership of the LGA and SA Health.</p>
<b>Corporate Planning</b>	
<i>2015/16 Service Plan Reporting</i>	Service Plan progress reporting for the third quarter 2015/16 is scheduled to be presented to the Corporate Planning, Policy and Performance Committee meeting on 10 May 2016.
<i>Draft 2016/17 Service Plans</i>	The draft 2016/17 Departmental Service Plans (subject to changes to budget) are scheduled to be presented to the Corporate Planning, Policy and Performance Committee on 10 May 2016.

### **Conclusion**

This report details recent activities of the City Strategy department for the month of April 2016.

### **11.3 Community Services Activity Report April 2016**

#### **Brief**

This reports details the activities undertaken within the Community Services Department for April 2016.

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

The Committee recommends to Council that the Community Services Activity Report - April 2016 be received.

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#### **Introduction**

The City Strategy department provides a report to each Strategy and Community Prescribed Standing Committee detailing the status of key projects and activities.

#### **Discussion**

The key projects and activities undertaken by the Community Services department are as follows:

#### **Community Gardens**

Community Development and the Environmental Services teams co-hosted an event on Saturday 9 April at the Plympton Community Centre about water sensitive urban design: focussing on 'rain-gardens', and 'wicking' principles. Practical sessions informed participants about less water-intensive options for streetscapes and home gardens and a demonstration site was set up outdoors adjacent the kitchen area. The workshop was attended by 45 residents and feedback was very positive.

A further two Gardening Information Sessions on "Pruning" (Friday June 17, 10am to 12noon, with presenters from Bunnings) and "Composting and Worm Farming" (Saturday 5 November, 9.30am to 12 noon) have been scheduled at the Plympton Community Centre.

The fruit fly exclusion zones continued to apply to Plympton, Kurralta Park and beyond and procedures were established to ensure that the gardeners could continue to harvest and use their own produce safely without loss.

#### **Cultural Events**

As part of the Refugee Week Celebrations, a bus trip to the Migration Museum and Art Gallery luncheon had been arranged for 15 June. This event is booked out.

A project to recognise the lives and achievements of CWT Centenarians (residents aged 100+ years) has commenced in planning for Every Generation Celebrations in October. It is hoped that staff can meet with the Centenarians and/or their families to collect their life stories and capture photos they may have to depict their adventures. This will culminate in a biographic and photographic exhibition and a family luncheon with the Mayor.

#### **Walking Groups**

The Almond Tree Trekkers walk around the Kurralta Park area most Mondays and Thursdays, with average attendances of around ten. One of the walkers "clocked up" 800 walks with the group and another over 500. To celebrate these achievements, Council and the Heart Foundation plan to host a trackside "come and try walking" event on Monday 17 October at 8am with walkers and visitors to be invited to stay and enjoy a healthy breakfast after the walk.

## **Volunteers**

April has been a busy month for volunteer training and recruitment. The first of the four annual Volunteer Recruitment Expos was held in early April with eight local agencies interviewing, informing and signing up the 38 potential volunteers who attended; a positive outcome all round.

Approximately 37 volunteers were involved in formal training this month that included a Child Safe Environments course, Justice of the Peace training and a two day Perform First Aid course. Volunteers came not only from the City of West Torrens but from Holiday Explorers, Genesis, Care Works SA and St. Vinnies Youth Team. The Volunteer Coordinator also attended the Western Youth Expo on 5 April to present and discuss volunteer opportunities with teenagers from the local area.

The Volunteer Recognition Morning Tea is scheduled to be held on 12 May at Thebarton Community Centre with music, food, and merriment the order of the day.

## **Gallery**

A successful opening was held for Brian North's 'Poz+' exhibition on Friday 8 April with over 120 people attending. Brian made over a dozen sales and was offered an exhibition in a popular city café.

The Conscription Exhibition begins on May 1 and runs for 2 weeks. The Auditorium Stage hosts this exhibition and visitors can take a step back in time for History Month.

## **Aged Care**

While services to older residents have continued steadily throughout April, the new Myagedcare portal/data system has raised a number of issues. Staff have experienced inaccurate and inconsistent data about clients and are concerned about the impact of long delays between service referrals from the Regional Assessment Team. These issues are not peculiar to CWT and it is hoped that they will be resolved before Statistical Reports are due at the end of June.

It is still expected that the National Disability Insurance Scheme will commence on 1 July 2016. This will result in an annual reduction of former HACC funds to Council from the State Government of approximately \$18,000 for people under the age of 65 years (predominantly with disabilities). These funds will go directly to consumers who have disabilities rather than through a third party such as Councils and as such are likely to source their services from more specific disability care service providers.

A meeting has been arranged by LGA Community Services Network for Wednesday 18 May 2016 to kick-start discussions about the impact of the funding transition to consumers from the Commonwealth Funding through the Home Support Program, scheduled for June 2018. Council currently receives \$470,000 per annum through this scheme, contracts about 10 staff and delivers a variety of practical in home services and support to about 1500 older residents.

## **OPAL**

The month of April for the OPAL program was a month of collaboration and outdoor activity as the program prepares for its conclusion at the end of June this year.

The OPAL team and Children and Youth teams joined forces with the West Torrens Collective Action Group (WTCAG) to host the first of three planned "Community pop up events" to engage with families in areas identified as most in need (utilising AEDI Data). The WTCAG brings together a range of community agencies to plan and develop collaborative action to support and strengthen outcomes for children and families within the local community.

This first event on the 9 April was held at Rex Jones Reserve and attracted over 250 community members from the local area. A letterbox drop attracted locals from the Kurralta Park, Marleston, and Plympton areas, many of whom walked to the event to meet neighbours and share in the free food and activities offered on the day.



**Community Pop Up Event - Rex Jones Reserve**

The OPAL and Children and Youth team collaborated with the Lockleys and Cowandilla Children's Centres to promote one of their Dad's and Kids events through the WTCC '*Get with the Program*'. Mile End Common hosted this event on 16 April with approximately 50 people attending on the first Saturday of the autumn school holidays for some active play and exploration in the park.

A final collaboration between the Children, Youth and OPAL teams for the month of April saw a Little Day Out event in Memorial Gardens held on Wednesday 27 April, with over 250 attendees. This event featured Junkyard Play and the Imagination Playground encouraging children and their families to involve their creative play skills. This event also provided a valuable consultation opportunity to ascertain from families what they would like to see in the Memorial Gardens playground redevelopment, with consultants from Waxed Designs on hand to engage with families.

This was OPAL's final involvement in Little Days Out, with State funding for the OPAL program at West Torrens concluding on 30 June 2016. The Little Day Out events will continue to be delivered throughout school holidays by the Children and Youth teams.



**James Tran and his daughter Kaylah at Mile End Common**



**Junkyard Play in the foreground at Memorial Gardens Little Day Out**

The success of these events was recognised by the State Government during Public Health Week (April 4-8). The City of West Torrens was a finalist in the Minister's Public Health Awards for its nomination of Little Days Out for their community development and public health delivery.

### Get With the Program (Autumn school holidays) - Children's team

Our Autumn school holiday activities were once again very popular and well attended.

In 'Aussie Adventures', with puppeteer Sue Harris, we travelled around Australia and explored the rainforest, the desert, the coast, the forest and the bush - all home to some amazing puppet creatures! The show was thoroughly enjoyed by participants young and old.



In the 'Inspector Hector' show, Inspector Hector had a mystery to solve and needed the help of the audience. The show used mystery, magic, special effects and plenty of laughs to highlight the importance of eating a variety of different foods from all of the food groups.



Our 'Little Day In' and 'Get Making' sessions saw families come together to play board games, create with Lego, and get crafty.



### Autumn school holidays - Youth team

**Minecraft:** Five sessions of 2 hours each of the video game Minecraft were held in the Hamra Library Learning Centre. Twelve computers were available and every session was fully attended, with young people all requesting that it be run as an ongoing program. The sessions were a big success with young people getting a chance to learn from each other to build their various in-game creations. It is now being considered as an additional after-school activity.

**Crumbs Cooking:** All places in the Crumbs Greek and Crumbs Mexican cooking activities were fully booked. Once again cooking classes were run at the Plympton Community Centre. The Mexican class in particular was very well received and the class worked extra hard so they had ample time to eat their tacos and nachos at the end.

**Youth Expo:** The Youth Team in conjunction with the City of Port Adelaide Enfield, City of Charles Sturt and the Multicultural Communities Council of SA coordinated the Youth Expo. This was an event showcasing services for young people in the Western Region held at the Adelaide Arena. It featured a school drumming group, 40 stallholders, a free BBQ, and 889 registered attendees. Approximately 150 Young residents of West Torrens attended including Warriappendi School, which brought all of its students.

### **Programs for Adults**

Approximately 60 residents attended the Monday Community Meal at the Plympton Community Centre and enjoyed a presentation about our collections, services and activities. The Collections Coordinator spoke about print and digital resources, special collections (Independent Living Collection, Health Kits, sporting and fitness equipment, board games), magazines, the community languages collection, computers and learning and also about our additional services, activities and events (home library service, door to door pick up, mobile library, knitting group, book clubs, movie nights and Justice of the Peace).

Some brochures, pamphlets and library bears were distributed amongst the residents with the library bears proving very popular. Several positive comments were received after the presentation.

**Movie Night** -Thursday, 28th of April 7pm, the Auditorium, "Theory of Everything" (PG)

This was a very popular movie, appreciated by more than 90 people. The next movie will be 'Gone Girl' (MA), screening Thursday 30<sup>th</sup> June.

### **Pop Up Library**

The mobile library truck attended the Japanese Australia Friendship Association festival at the Cowandilla Primary School, Sunday, 1 May as a 'pop up library'. The festival provided the library with an opportunity to raise awareness of community languages and other collections available from public libraries. Library staff chatted with people from West Torrens and other council areas, providing information and promoting the role of libraries in the community. Several people took advantage of the opportunity to borrow items.

## **12. MEETING CLOSE**



CITY OF WEST TORRENS



## **Attachment Under Separate Cover**

**Council**

**17 May 2016**

Item 17.2 - Draft 2016/17 Departmental Annual Service Plans



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

# ***Business Services***

## ***2016/17 Draft Annual Service Plan***

## Mission and Values

## Business Services

### OUR MISSION

To optimise the effectiveness of the Office of the Mayor and CEO, Executive Team and Council.

### OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

## Business Overview

## Business Services

### RECENT ACHIEVEMENTS

After the first 12 months of social media, Council built up a steady following on Facebook and Twitter. The 2014/15 Annual Report was completed within legislative requirements.

Council's quarterly publication, Talking Points, continued to be produced on time and within budget whilst proving information regarding services, projects and programs, as was Council's monthly Messenger advertisement.

Media and Events worked closely with Community Development to grow the annual Summer Festival and 2016 was our biggest event yet. Assistance was also provided to establish links with local business enterprises (including the new Brickworks Marketplace) to support this event in future years.

A new policy register (Policy HUB) was launched to better facilitate the distribution of policies and policy review process.

Governance successfully implemented legislative amendments to the Local Government Act 1999. Annual register of interest process was completed.

Finalisation of the Procurement Intranet with interactive processes, implementation of VendorPanel to manage RFQ processes more efficiently and with greater governance, minor building and related trades panel contract and legal services panel contract finalised.

### PLANNING CONTEXT

City of West Torrens Community Plan and Corporate Planning Framework

Freedom of Information (FOI) Act 1991

Independent Commissioner Against Corruption (ICAC) Act 2012

Local Government Act 1999

Ombudsman Act 1972

Work Health and Safety Act 2012

Australian Standards

Risk Management Policy and Framework

Procurement Framework and Policies

**STAKEHOLDERS**

City of West Torrens Elected Members and officers  
Audit and Risk Prescribed General Committee  
Corporate Planning, Policy and Performance Prescribed Committee  
Local Government Association  
State Records  
SAI Global  
Suppliers and Contractors  
Development Assessment Panel  
SA Ombudsman  
Local Government Risk Services / Local Government Procurement  
Independent Commissioner Against Corruption / Office of Public Integrity  
Residents/Ratepayers, Community groups and organisations affiliated with CWT

## Core Services

## Business Services

### Corporate Governance

The Governance Team is responsible for facilitating good public sector governance in this organisation and promoting a culture of valuing legislative compliance. This includes ensuring sound corporate governance and administrative practices support the organisation in relation to conformance with legislative policy and standards, the formulation and implementation of sound policies, codes and resolutions and the accountability to and transparency of decisions to citizens and the state.

#### **Long Term Strategy:**

- 1.3 Foster a sense of identity and pride within the West Torrens community.**
- 17.1 Regularly review, update and adopt leading governance and administrative practices**

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### **Long Term Strategy:**

- 17.1 Regularly review, update and adopt leading governance and administrative practices**

### Media and Events

The Media and Events team is responsible for engaging residents and stakeholders, and promoting the work of the City of West Torrens through effective information, community engagement and public relations. Mediums to be used will include, but not limited to, public consultation, advertising, publications and web media

#### **Long Term Strategy:**

- 2.3 Encourage community awareness of services and resources so they can make informed life choices.**
- 3.1 Encourage the community to participate in opportunities to influence Council's decision making.**

### Procurement

The development and implementation of the City of West Torrens procurement roadmap program, including policy, and guidelines that meet best practice in the management of probity risk and the achievement of value for money and support managers and responsible officers in meeting their procurement and contractor management obligations.

#### **Long Term Strategy:**

- 16.1 Develop and maintain strong partnerships and working relationships with other organisations and within Council.**
- 17.1 Regularly review, update and adopt leading governance and administrative practices**

### Risk Management

The ongoing development and implementation of the City of West Torrens' risk management framework, systems and tools to facilitate an organisational wide risk culture that understands its risk exposure, mitigation and control responsibilities

#### **Long Term Strategy:**

- 17.1 Regularly review, update and adopt leading governance and administrative practices**

**5 Year Strategy: 3.1.1 Provide active and open communication and consultation with the community regarding Council's activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Develop a Community Engagement Framework and provide community engagement advice and support to departments where needed.	Media and Events	Media & Engagement Officer	01/07/2016	30/06/2017	Operating
Raise community awareness and promote positive appreciation of Council services and projects.	Media and Events	Team Leader Media and Events	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Ensure all Freedom of Information (FOI) applications are processed in accordance with legislative requirements.	Corporate Governance	Team Leader Governance	01/07/2016	30/06/2017	Operating
Ensure Council and Officer decisions, advice and activities are transparent and accountable through management of Register of Interest, coordination of delegations, sub delegations and authorisations and relevant governance training.	Corporate Governance	Team Leader Governance	01/07/2016	30/06/2017	Operating
Ensure effective operations of the CWT through application of good governance framework, management of Public Registers required by statute or policy and review of Council and Administrative Policies.	Corporate Governance	Team Leader Governance	01/07/2016	30/06/2017	Operating
Annual Report - drafted and adopted	Media and Events	Team Leader Media and Events	01/07/2016	31/12/2016	Operating
Continue to implement procurement roadmap.	Procurement	Manager Business Services	01/07/2016	30/06/2017	Operating
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager Business Services	01/07/2016	30/06/2017	Operating

**Action Plan****Business Services****5 Year Strategy: 17.1.4 Embed risk management principles into all Council operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Undertake Audit and Review in accordance with Annual Internal Audit Program.	Risk Management	Program Leader Internal Audit and Risk	01/07/2016	30/06/2017	Operating
Ensure that risk management processes are integrated into the organisation through application of the annual Risk Management Plan.	Risk Management	Program Leader Internal Audit and Risk	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager Business Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager Business Services	01/07/2016	30/06/2017	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager Business Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all of Council's operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager Business Services	01/07/2016	30/06/2017	Operating





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

# ***City Assets***

## ***2016/17 Draft Annual Service Plan***

# Mission and Values

# City Assets

## OUR MISSION

*Effective long term planning and sustainability in the management of Council assets.*

## OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

**RECENT ACHIEVEMENTS**

Asset Review Report - Council Owned Properties.  
Brooker Terrace Road Upgrade.

**PLANNING CONTEXT**

City of West Torrens Community Plan and Corporate Planning Framework.

Legislative requirements, including:

- Australian Road Rules
  - Australian Standards
  - Local Government Act 1999
  - Work Health Safety Act 2012
  - Road Traffic Act 1961
  - SA Public Health Act 2011
- Commonwealth Financial Assistance grants.  
State Bicycle Fund.  
Government Gazette.  
Roads to Recovery Program.  
Special Local Roads program.  
State Strategic Infrastructure Plan 04/05-14/15.  
A Better Place to Live (State Public Health Plan).  
The State Seven Strategic Priorities.  
The 30 Year Plan for Greater Adelaide.

**STAKEHOLDERS**

- City of West Torrens Elected Members and officers
- General community and users of Council's facilities, infrastructure and amenity assets.
- State Government Agencies - including SA Water, SA Power Networks, Department of Environment and Natural Resources, Adelaide and Mount Lofty Ranges Natural Resources Management Board, Environmental Protection Agency (EPA)
- Specialist Consultancy Services - Engineering, Project Management, Landscape, Occupational Health and Safety, etc.
- Local Government Mutual Liability Scheme.
- Local Government Workers Compensation Scheme.
- Stormwater Management Authority.
- Brown Hill / Keswick Creek Stormwater Catchment Partners.
- Local Government Grants Commission.
- Adelaide Airport Limited.
- Adjoining Councils

### Asset Management

The effective and efficient creation/maintenance of Council's infrastructure and property assets, via on-going capital/maintenance works programs, 10 year Asset Management Plans/Long Term Financial Plans and Information Systems

#### Long Term Strategy:

**15.1 Ensure assets are utilised to their optimal capacity and maintained at acceptable standards.**

### Capital Project Management

Undertake the planning, design/documentation and contract management of Council's Annual Capital Works Program.

#### Long Term Strategies:

**9.1 Manage the quantity and quality of stormwater flows.**

**9.2 Minimise the risk of flooding to existing communities and future developments.**

**10.1 Facilitate the healthy, safe and effective movement of people through the city.**

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### Long Term Strategy:

**17.1 Regularly review, update and adopt leading governance and administrative practices**

### Engineering Services

The management of stormwater by the establishment of new and upgraded drainage systems, localised flood analysis, water quality and stormwater harvesting. Development assessment referrals, technical advice, and service utility installation management.

#### Long Term Strategies:

**5.2 Create a water-sensitive city.**

**9.1 Manage the quantity and quality of stormwater flows.**

**9.2 Minimise the risk of flooding to existing communities and future developments.**

**Property Services**

To identify, hold, manage and develop real property assets that lead to the provision and maximisation of appropriate community benefits and service delivery and conversely identify real property assets that are surplus to Council's requirements.

**Long Term Strategy:**

**15.1 Ensure assets are utilised to their optimal capacity and maintained at acceptable standards.**

**Traffic Management**

The measurement and study of traffic and parking, it includes activities ranging from traffic data collection and analysis, to parking signage and line marking, accident studies, travel demand management and the development of intelligent transport systems. All of these activities contribute towards improving the safety, convenience and economy of the transport systems.

**Long Term Strategy:**

**10.1 Facilitate the healthy, safe and effective movement of people through the city.**

**Action Plan****City Assets****5 Year Strategy: 1.2.2 Facilitate the use of community facilities as points of social, recreational and educational interaction.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Continue the staged redevelopment of Lockleys Oval and Apex Park	Property Services	Manager City Assets	01/07/2016	30/06/2017	Capital
Continue the Camden Oval Precinct Development	Property Services	Manager City Assets	01/07/2016	30/06/2017	Capital

**5 Year Strategy: 2.4.3 Design, manage and maintain public places with community safety as a key priority.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Manage and maintain public lighting, including new lighting at: <ul style="list-style-type: none"> <li>Taylor's Lane between School Lane and Dew Street,</li> <li>Military Road south of Africane, and</li> <li>Coast Watcher's Park</li> </ul>	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	Capital

**5 Year Strategy: 5.2.1 Develop stormwater management plans for city catchments which take an integrated urban water cycle approach.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Complete Stormwater Catchment Management Plan.	Engineering Services	Coordinator Engineering Services	01/07/2015	30/06/2016	Operating

**5 Year Strategy: 6.1.1 Design streetscapes to maximise opportunities for greening.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Progress the Philip Street/West Thebarton Road concept to detailed design (Thebarton Technical Hub Master Plan) to maximise streetscape greening.	Engineering Services	Manager City Assets	01/07/2016	30/06/2017	Capital

**Action Plan****City Assets****5 Year Strategy: 6.1.3 Develop water-sensitive streetscapes and open spaces.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Establish water-sensitive urban design landscaping where viable in conjunction with planned road reconstruction projects	Engineering Services	Coordinator Engineering Services	01/07/2016	30/06/2017	Capital

**5 Year Strategy: 9.2.1 Continue collaborative arrangements with other local catchment councils to coordinate flood mitigation outcomes.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Work with other Councils to develop catchment-based stormwater and flood management plans, including Brownhill Keswick Creek.	Engineering Services	Manager City Assets	01/07/2016	30/06/2017	Capital

**5 Year Strategy: 9.2.2 Provide infrastructure and ongoing maintenance appropriate for long-term stormwater and flood management.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Deliver Council's approved stormwater capital works, including Stage 3 of the Lockleys Area Catchment - May Terrace.	Engineering Services	Coordinator Engineering Services	01/07/2016	30/06/2017	Capital



**Action Plan****City Assets****5 Year Strategy: 10.1.1 Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Implement Torrensville Thebarton Local Area Traffic Management	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	Capital
Develop Novar Gardens and Camden Park Local Area Traffic Management.	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	Capital
Continue to gather baseline data collection for Richmond/Mile End Local Area Traffic Management.	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	Operating
Undertake inspections to ensure all Section 221 - 'alteration to public road' works including: <ul style="list-style-type: none"> <li>• Installation of cross overs,</li> <li>• Undergrounding electrical, and</li> <li>• Stormwater crossings</li> </ul> meet Council specifications.	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	
Ensure the dealing of all traffic and parking enquiries have regard for Council's Transport Strategy.	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	Operating
Develop a laneways strategy to guide the typical cross sections, space and infrastructure requirements for laneways across the City	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 10.1.2 Develop a network of pedestrian and cycling pathways, cycling lanes and road crossings that promote healthy activity, support liveability and enable safe access to facilities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Implement scheduled projects within the Strategic Bicycle Plan including the Airport Ring Route connection	Traffic Management	Traffic Engineer	01/07/2016	31/03/2017	Capital
Undertake Disability Discrimination Act (DDA) upgrades to bus stops.	Traffic Management	Traffic Engineer	01/07/2016	30/06/2017	Capital

**Action Plan****City Assets****5 Year Strategy: 12.1.3 Enhance and promote the distinctive identity of West Torrens, and the attractions of key locations within the City.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Develop an Urban Design Framework to guide the construction, management and renewal of a consistent, distinct and attractive urban environment.	Capital Project Management	Project Engineer	01/07/2016	30/06/2017	Capital

**5 Year Strategy: 15.1.1 Manage Council's assets with consideration to economic, social, cultural and environmental values.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Undertake a footpath condition audit to inform Council's footpath replacement program.	Asset Management	Coordinator Asset Management	01/07/2016	31/03/2017	Operating
Undertake a review and update of all Asset Management Plans, including progress on improvement plans for each Asset Management Plan	Asset Management	Coordinator Asset Management	01/07/2016	31/03/2017	Operating
Undertake the 2016/2017 capital works program to deliver asset renewal timed at lowest life cycle cost	Capital Project Management	Project Engineer	01/07/2016	30/06/2017	Capital
Investigate maximum use and return for Council facilities, including: <ul style="list-style-type: none"> <li>Lease renewals and new lease negotiations</li> <li>Utilisation and occupancy rates</li> <li>Reviewing current market value for comparative tenancy arrangements</li> </ul>	Property Services	Senior Property Officer	01/07/2016	30/06/2017	Operating
Develop the fleet management system	Asset Management	Coordinator Asset Management	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 16.1.2 Enhance service delivery by strengthening the working relationships between Council departments.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Provide technical advice for Development Applications, within required timeframes.	Engineering Services	Coordinator Engineering Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager City Assets	01/07/2016	30/06/2017	Operating

**Action Plan****City Assets****5 Year Strategy: 17.1.4 Embed risk management principles into all Council operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Undertake annual review of insurance schedules.	Property Services	Senior Property Officer	01/04/2017	30/06/2017	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager City Assets	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager City Assets	01/07/2016	30/06/2017	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager City Assets	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council's operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager City Assets	01/07/2016	30/06/2017	Operating



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

# ***City Development***

## ***2016/17 Draft Annual Service Plan***

# Mission and Values

# City Development

## OUR MISSION

To facilitate a quality built environment that meets sustainable outcomes.

## OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

**RECENT ACHIEVEMENTS**

Planning applications continue to be handled within suitable time frames.  
Continued to provide advice and support to our customers.  
Online applications for Section 12 Certificates to increase the ease of use for customers.  
Added to the information that is available via the internet so that our customers can access further information from their own home or office.

**PLANNING CONTEXT**

Building Code of Australia  
City of West Torrens Community Plan and Corporate Planning Framework  
Development Act 1993 and Regulations 2008.  
Environment Protection (Noise) Policy 2007  
Land and Business (Sale and Conveyancing) Act 1994  
Local Government Act 1999  
The State Seven Strategic Priorities  
The 30 Year Plan for Greater Adelaide  
Work Health Safety Act 2012

**STAKEHOLDERS**

- Building Fire Safety Committee
- Businesses
- City of West Torrens Elected Members and officers
- Community and residents
- Department of Planning, Transport & Infrastructure
- Department of Environment, Water & Natural Resource
- Development Assessment Panel
- Development Industry
- Ratepayers

**Corporate Leadership and Management**

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

**Long Term Strategy:****17.1 Regularly review, update and adopt leading governance and administrative practices****Development Assessment**

Manage the development assessment process to ensure high quality development which reflects the needs of the community, through the interpretation of policy contained within Council's Development Plan.

**Long Term Strategies:**

- 7.1 Facilitate residential development that meets the demographic and socio economic needs and expectations of the community.**
- 7.2 Promote retail, commercial and industrial activity that is compatible with neighbouring land uses.**

**Land Information Management**

A Section 12 Certificate is required under the Land & Business (Sale & Conveyancing) Act before buying or selling a house. Council provides potential purchasers with details of a property, including:

- The zoning of the subject property
- Any approvals granted for the property
- Any outstanding notices or orders
- Special provisions such as whether the property is heritage listed, prone to flooding and/or airport noise affected (as listed in the Development Plan)

**Long Term Strategy:****17.1 Regularly review, update and adopt leading governance and administrative practices****Planning and Building Compliance**

Administer the compliance aspects of development and building legislation to ensure orderly development and the application of required building standards.

**Long Term Strategy:****2.4 Foster health, wellbeing and safety within the community**



**Action Plan****City Development****5 Year Strategy: 7.1.1 Promote a range of housing types and densities across the City, while conserving areas of high character value.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Provide and maintain development assessment services in accordance with the requirement of the Development Act 1993 and Development Regulations 2008.	Development Assessment	Manager City Development	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 12.1.1 Facilitate revitalisation of key sites and transport corridors into and within the City.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Provide and maintain development assessment services for development proposals that promote the revitalisation of key sites and transport corridors in accordance with the requirements of the Development Act 1993 and Development Regulations 2008.	Development Assessment	Manager City Development	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 12.1.2 Support the development of key localities that provide a mixture of business, recreational and social opportunities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Provide and maintain development assessment services for development proposals that promote the development of key localities that provide a mixture of business, recreational and social opportunities in accordance with the requirements of the Development Act 1993 and Development Regulations 2008.	Development Assessment	Manager City Development	01/07/2016	30/06/2017	Operating

**Action Plan****City Development****5 Year Strategy: 17.1.1 Deliver effective, efficient and equitable services which deliver on community priorities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Provide property/land information as requested and continuously improve property/land information systems to increase efficiency and provide effective information. Ensure 100% of requests for information are provided within statutory requirements.	Land Information Management	Manager City Development	01/07/2016	30/06/2017	Operating
Provide executive and administrative support to the West Torrens Building Fire Safety Committee, including meeting at least six-monthly.	Planning and Building Compliance	Manager City Development	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Corporate - Records Management - Maintain official records in the approved business application so they can be managed and maintained based on business requirements. Ensure at least 95% of all records are registered in ECM within 30 days of receipt or creation. Action 100% of all tasks in ECM within specified timeframes.	Corporate Leadership and Management	Manager City Development	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.6 Ensure that Council's plans, projects and activities are aligned with the Community Plan.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Ensure that development proposals are constructed in accordance with planning and building consents.	Planning and Building Compliance	Manager City Development	01/07/2016	30/06/2017	Operating
Undertake building compliance inspections in accordance with the Building Inspection Policy.	Planning and Building Compliance	Manager City Development	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Corporate - WHS & IM - Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager City Development	01/07/2016	30/06/2017	Operating

**Action Plan**

**City Development**

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager City Development	01/07/2016	30/06/2017	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager City Development	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council's operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Continuously improve development assessment processes, including the review of Standard Operating Procedures and the provision of EPA information with development approvals.	Development Assessment	Manager City Development	01/07/2016	30/06/2017	Operating
Corporate - Continuous Improvement Programs - Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager City Development	01/07/2016	30/06/2017	Operating



# *City Strategy*

## **2016/17 Draft Annual Service Plan**

## Mission and Values

## City Strategy

### OUR MISSION

*To support translation of the Community Vision to real social, cultural, economic and environmental outcomes through collaborative planning, strategy, policy and advice.*

### OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

## Business Overview

## City Strategy

### RECENT ACHIEVEMENTS

- Advocated for Council's position and preferred policy approach through the Housing Diversity Development Plan Amendment Part 2 and, following its gazettal, publicised the new provisions (including the Minister's changes) extensively to ratepayers and provided support across the organisation in implementing it.
- Worked with western region councils to support development of an economic development alliance and preparation of the *Building Western Adelaide* document, including identification of 15 major projects to stimulate jobs growth in the region.
- Supported other western region partnership projects, including completion of the AdaptWest Western Region Climate Change Adaptation Plan and of the Western Adelaide Regional Sports Facility Supply and Demand Study.
- Conducted consultation with residents and stakeholders about the proposed Camden Oval Precinct Development, and supported Council to develop a preferred approach to this \$6.0 million dollar investment in renewed community facilities.
- Facilitated completion of concept designs for the Camden Oval Precinct and worked with City Assets to implement the first stages of the project (courts and playground redevelopment).
- Conducted a desktop review of the City of West Torrens (CWT) Community Land Management Plans to ensure up to date and consistent with the property register.
- Conducted further investigations as required by the Minister in response to Council's proposed Underdale and Torrensville Residential Interface DPA Statement of Intent, consulted with residents and businesses in the area and developed a policy approach to balance economic and social outcomes in the area.
- Advocated for Council's interests through preparing a number of submissions to the State Government's planning reforms, as well developing responses to proposed Ministerial DPAs on Middle and Metropolitan Urban Infill Corridors and Activity Centres.
- Coordinated and prepared responses to other external plans and documents such as the Adelaide and Mount Lofty Ranges NRM Board's draft Business Plan; Adelaide Parklands Strategy Review; EPA Draft Air Quality policy; proposed changes to the Liquor Licencing Act and the Food Trucks in SA Discussion Paper.
- Undertook environmental awareness and engagement activities including the Native Plant Giveaway, three tree planting events; World Water Day and Green e-news
- Coordinated the Water Smart Suburbs project and program of community arts workshops leading to the installation of public artwork at the Gardner Street raingarden, Plympton.
- Monitored and reported on CWT's annual water consumption and carbon footprint.
- Managed the Environmental Grants program and developed the Water Tank Rebate program to include support for residential rain gardens.
- Coordinated service planning across the organisation and improved corporate planning processes through the development of an integrated annual planning cycle.

### PLANNING CONTEXT

- Council's suite of Strategic Management Plans especially the *Towards 2025 City of West Torrens Community Plan*; *Open Space & Public Place Plan*; *Public Health Plan*; *Water Management Action Plan* and *Climate Change Action Plan* and the *Development Plan for the City of West Torrens*.
- *Our Place* consultation feedback from the community and demographic changes within region; changing technical, environmental and community information.
- Commonwealth Airports Act 1996
- Development Act 1993; Local Government Act 1999; Work Health Safety Act 2012;
- The State Seven Strategic Priorities; State Strategic Plan
- The 30 Year Plan for Greater Adelaide;
- State Infrastructure Plan; Integrated Transport and Land Use Plan
- 'Shaping the Future of South Australia' economic development strategy 2014
- State Natural Resource Management Plan
- SA Climate Change Adaptation Framework
- Public Health Act 2011; State Public Health Plan
- Geographic positioning within Brownhill and Keswick Creeks' Catchments
- Adelaide Coastal Waters Quality Improvement Plan.
- Adelaide Parklands Management Strategy Review.

**STAKEHOLDERS**

City of West Torrens Elected Members and officers.

Community members who live, work or play in West Torrens.

Local community groups, residents, businesses and educational institutions.

Adelaide Airport.

Adelaide Shores.

Western Region councils.

LGASA.

State Government Departments and Agencies.

Internal Council departments, especially:

- Strategic Planning team - City Development, City Assets
- Sustainability Planning team - Community Services, City Works, City Assets
- Corporate Planning - IT, HR, Governance and all departments

Federal departments e.g. Department of Infrastructure and Regional Development.

Industry Peak Bodies

## Core Services

## City Strategy

### Community Planning

Provide strategic and policy advice; and facilitate the development, implementation and evaluation of plans and strategic projects that contribute to community, social and cultural planning outcomes.

#### Long Term Strategies:

- 1.2 *Facilitate opportunities for people from diverse social backgrounds to come together.*
- 2.1 *Encourage all members of the community to pursue active and creative lifestyles*
- 2.5 *Foster health, wellbeing and safety within the community*
- 3.1 *Encourage the community to participate in opportunities to influence Council's decision making*
- 8.1 *Facilitate equitable access to open spaces.*
- 15.1 *Ensure assets are utilised to their optimal capacity and maintained at acceptable standards.*

### Corporate Leadership and Management

Manage resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### Long Term Strategies:

- 3.1 *Encourage the community to participate in opportunities to influence Council's decision making*
- 14.1 *Employ sustainable financial management principles.*
- 16.1 *Develop and maintain strong partnerships and working relationships with other organisations and within Council.*
- 17.1 *Regularly review, update and adopt leading governance and administrative practices*

### Corporate Planning

Influence departmental strategies to implement, measure and report on progress towards the Community Plan through a simple, connected planning system.

#### Long Term Strategies:

- 16.1 *Develop and maintain strong partnerships and working relationships with other organisations and within Council.*
- 17.1 *Regularly review, update and adopt leading governance and administrative practices*

### Economic Planning

Provide strategic and policy advice; and facilitate the development, implementation and evaluation of plans and strategic projects that contribute to economic outcomes.

#### Long Term Strategies:

- 11.1 *Support the development and growth of local business and jobs.*
- 11.2 *Encourage economic growth and productivity.*
- 12.1 *Foster a vibrant and inviting City.*



**Environment Planning**

Provide strategic and policy advice; and facilitate the development, implementation and evaluation of plans and strategic projects that contribute to environmental outcomes.

**Long Term Strategies:**

- 5.2 Create a water-sensitive city**
- 5.3 Manage current water resources efficiently.**
- 5.4 Respond to the challenges of a changing climate.**
- 6.1 Create green streetscapes and open spaces**
- 6.2 Protect and enrich local biodiversity, waterways and the coast.**

**Urban Policy Planning**

Provide strategic and policy advice; and facilitate the development, implementation and evaluation of plans and strategic projects that contribute to urban and built form policy outcomes.

**Long Term Strategies:**

- 4.1 Encourage new and existing development to incorporate environmentally sustainable designs and practices**
- 7.1 Facilitate residential development that meets the demographic and socio-economic needs and expectations of the community.**
- 7.2 Promote retail, commercial and industrial activity that is compatible with neighbouring land uses.**
- 8.1 Facilitate equitable access to open spaces.**
- 13.1 Promote sustainable population growth, attracting people from diverse backgrounds.**

**5 Year Strategy: 2.4.5 Identify and collaborate with partners to plan for community wellbeing and resilience.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Raise awareness of and support monitoring and reporting on the City of West Torrens Public Health Plan.	Community Planning	Team Leader Sustainability Planning	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 5.2.3 Investigate an optimal water supply mix across the City.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Coordinate preparation of an optimal water mix study for the City of West Torrens (draft by June 2017).	Environmental Planning	Team Leader Sustainability Planning	1/10/2016	30/06/17	Operating

**5 Year Strategy: 5.3.1 Minimise mains water consumption in Council's buildings and operations.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Analyse and report on CWT's water consumption for 2015/16, and encourage use of data to minimise consumption through mechanical and behavioural solutions.	Environmental Planning	Team Leader Sustainability Planning	01/07/2016	31/12/2016	Operating

**5 Year Strategy: 5.3.2 Encourage water-sensitive behaviour in the community.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Implement a Water Sensitive City Program to engage households and businesses in West Torrens to encourage water-sensitive behaviour and practices in the community, including Stage 2 Water Smart Suburbs Project; the Water Sensitive City Residential Rebate program and World Water Day (March 2017).	Environmental Planning	Team Leader Sustainability Planning	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 5.4.1 Reduce greenhouse gas emissions from Council's operations.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Analyse and report on CWT's Carbon Footprint for 2015/16, and encourage use of data to minimise its footprint through mechanical and behavioural solutions.	Environmental Planning	Team Leader Sustainability Planning	01/07/2016	31/03/2017	Operating

**Action Plan****City Strategy**

**5 Year Strategy: 5.4.3 Work collaboratively with our partners, community and business to plan for, and adapt to, the impacts of a changing climate.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Consult on draft Climate Change Action Plan (September 2016); prepare final revised plan for Council adoption.	Environmental Planning	Team Leader Sustainability Planning	01/07/2016	31/12/2016	Operating
Work with Western Region councils to conduct Urban Heat Island mapping for the region.	Environmental Planning	Team Leader Sustainability Planning	01/07/2016	31/03/2017	Operating

**5 Year Strategy: 6.2.2 Foster a sense of appreciation of, and respect for, our local environment within the community.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Run an annual program of events that increase community awareness and appreciation of the natural environment including Native Plant Giveaway (June 2017); National Tree Day (June 2017) and 2 community seminars during the year.	Environmental Planning	Team Leader Sustainability Planning	01/09/2016	30/06/2017	Operating

**5 Year Strategy: 6.2.3 Assist in actively restoring and maintaining our local environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Coordinate an annual environment grants program that supports community-based sustainability initiatives.	Environment Planning	Team Leader Sustainability Planning	01/11/2016	30/06/2017	Operating

**5 Year Strategy: 7.2.2 Support a range of developments by providing quality infrastructure and appropriately zoned land.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Review and update the Strategic Directions Report when required by proposed changes to the State Planning Strategy.	Urban Policy Planning	Team Leader Strategic Planning	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 7.2.3 Facilitate mixed use developments at key centres.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Develop appropriate activity centre policy consistent with the State Government's Activity Centre Policy review and Ministerial DPA for Inner and Middle Metropolitan Corridor Infill.	Urban Policy Planning	Team Leader Strategic Planning	01/07/2016	30/06/2017	Operating

**Action Plan****City Strategy****5 Year Strategy: 8.1.3 Identify opportunities to increase and enhance open space provision to achieve active, vibrant and connected communities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Undertake a strategic spatial review of suitable areas to locate open space to service anticipated development in Urban Corridor and Medium Density Residential and mixed-use zones (subject to funding).	Urban Policy Planning	Team Leader Strategic Planning	01/07/2016	30/06/2017	Operating
Review the Open Spaces and Public Places Plan.	Community Planning	Team Leader Sustainability Planning	01/07/2016	30/06/2017	

**5 Year Strategy: 11.1.1 Develop partnership arrangements and networking opportunities with economic development agencies and key business sectors in the city.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Progress the Western economic development alliance and <i>Building Western Adelaide</i> document.	Economic Planning	Team Leader Strategic Planning	01/07/2016	30/06/2017	Operating
Coordinate preparation of an economic development strategy for the City of West Torrens (draft by June 2017).	Economic Planning	Team Leader Strategic Planning	01/01/2017	30/06/2017	Operating

**5 Year Strategy: 11.1.3 Review Council's Development Plan policies to optimise employment opportunities consistent with other land uses and community needs.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Finalise investigations and submit a Statement of Intent for the Employment DPA.	Economic Planning	Team Leader Strategic Planning	01/07/2016	31/12/2016	Operating

**5 Year Strategy: 15.2.2 Prioritise asset renewal plans based on the level of service required, the effectiveness of the current assets and future sustainability.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Conduct Stage 1 of the community needs analysis including investigation of future needs, trends and demographic changes to inform planning for community facilities and services.	Community Planning	Team Leader Sustainability Planning	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 16.1.1 Develop and implement further opportunities to provide services and share resources with other Councils, government departments and private organisations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Advocate for the City's interests with regard to airport planning matters.	Urban Policy Planning	Team Leader Strategic Planning	01/07/2016	30/06/2017	Operating
Respond to issues arising from the State Government's planning reform agenda and review of the 30-Year Plan for Greater Adelaide, and advocate for the City's interests.	Urban Policy Planning	Team Leader Strategic Planning	01/07/2016	30/06/2017	Operating

## Action Plan

## City Strategy

### 5 Year Strategy: 16.1.2 Enhance service delivery by strengthening the working relationships between Council departments.

Action	Service Profile	Responsibility	Start	Finish	Budget
Support continued development of an integrated planning program with internal departments.	Corporate Planning	Corporate Planner	01/07/2016	30/06/2017	Operating
Coordinate CWT feedback and responses to external documents in areas of City Strategy responsibility as required.	Corporate Leadership and Management	Manager City Strategy	01/07/2015	30/06/2016	Operating

### 5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to customer needs.

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager City Strategy	01/07/2015	30/06/2016	Operating
Provide social planning and demographic advice across the organisation and to external stakeholders.	Community Planning	Team Leader Sustainability Planning	01/07/2016	30/06/2017	Operating

### 5 Year Strategy: 17.1.6 Ensure that Council's plans, projects and activities are aligned with the Community Plan.

Action	Service Profile	Responsibility	Start	Finish	Budget
Coordinate the review of the Towards 2025 Community Plan, including review and monitoring of success indicators.	Corporate Planning	Corporate Planner	01/07/2016	30/06/2017	Operating
Support improved quarterly reporting against Service Plans.	Corporate Planning	Corporate Planner	01/07/2015	30/06/2016	Operating
Review and update the Corporate Planning Framework.	Corporate Planning	Corporate Planner	01/07/2015	30/06/2016	Operating

### 5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager City Strategy	01/07/2015	30/06/2016	Operating

### 5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team	Corporate Leadership and Management	Manager City Strategy	01/07/2015	30/06/2016	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey	Corporate Leadership and Management	Manager City Strategy	01/07/2015	30/06/2016	Operating

**Action Plan**

**City Strategy**

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager City Strategy	01/07/2015	30/06/2016	Operating



City of  
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# **City Works**

## **2016/17 Draft Annual Service Plan**

**OUR MISSION**

To provide effective service delivery in the improvement, upgrade and maintenance of Council assets.

**OUR VALUES**

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment



**RECENT ACHIEVEMENTS**

Continued to maintain and improve the public infrastructure, property and amenity assets, the built environment and open space areas.

Delivered the Capital, Fleet and Capital Works programs - including reseal, kerb/gutter, footpath, reserve and irrigation programs, property and building assets, light and heavy vehicle and plant replacement.

Provided effective fleet services.

**PLANNING CONTEXT**

City of West Torrens Community Plan and Corporate Planning Framework

Legislative requirements include:

- Australian Road Rules
- Australian Standards
- Local Government Act 1999
- Work Health Safety Act 2012
- Road Traffic Act 1961
- SA Public Health Act 2011

Commonwealth Financial Assistance grants.

State Bicycle Fund.

Government Gazette

Roads to Recovery Program.

Special Local Roads program

State Strategic Infrastructure Plan 04/05-14/15

A Better Place to Live (State Public Health Plan)

The State Seven Strategic Priorities

The 30 Year Plan for Greater Adelaide

**STAKEHOLDERS**

City of West Torrens Elected Members and officers  
General community and users of Council's facilities, infrastructure and amenity assets.  
State Government Agencies - including SA Water, SA Power Networks, Department of Environment and Natural Resources, Adelaide and Mount Lofty Ranges Natural Resources Management Board, Environmental Protection Agency (EPA)  
Specialist Consultancy Services - Engineering, Project Management, Landscape, Occupational Health and Safety, etc.  
Local Government Mutual Liability Scheme  
Local Government Workers Compensation Scheme  
Stormwater Management Authority  
Brown Hill / Keswick Creek Stormwater Catchment Partners  
Local Government Grants Commission  
Adelaide Airport Limited  
Adjoining Councils.

**Corporate Leadership and Management**

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

**Long Term Strategy:****17.1 Regularly review, update and adopt leading governance and administrative practices****Operational Support**

Provision of operational support services to Council's internal operations including effective delivery and maintenance of all infrastructure, open space, buildings, vehicles, plant and equipment.

**Long Term Strategy:****15.1 Ensure assets are utilised to their optimal capacity and maintained at acceptable standards.****Public Works Maintenance**

Provision and maintenance including cleaning of Council's community assets including civil works, road reserves, drainage, open space and community land, horticultural, and buildings and structures

**Long Term Strategy:****2.4 Foster health, wellbeing and safety within the community.**

**5 Year Strategy: 15.1.1 Manage Council's assets with consideration to economic, social, cultural and environmental values.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Provide and maintain: <ul style="list-style-type: none"> <li>• Council buildings and facilities,</li> <li>• vehicle fleet, and</li> <li>• plant and equipment essential to business operations.</li> </ul>	Operational Support	Manager City Works	01/07/2016	30/06/2017	Operating
Maintain Council road reserves including: <ul style="list-style-type: none"> <li>• delivery of the surface and road construction, kerb, gutter and footpath</li> <li>• line marking,</li> <li>• public lighting,</li> <li>• street trees and verges,</li> <li>• crossings and bridges,</li> <li>• drainage and stormwater devices, and</li> <li>• general amenity.</li> </ul>	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Operating
Maintain Council's open space including: <ul style="list-style-type: none"> <li>• biodiversity conservation,</li> <li>• weed and pest control,</li> <li>• reserve trees and plantings,</li> <li>• turf and irrigation, and</li> <li>• tracks.</li> </ul>	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Operating
Provide and maintain Council's: <ul style="list-style-type: none"> <li>• public amenities,</li> <li>• buildings and structures,</li> <li>• pedestrian lighting,</li> <li>• signage, and</li> <li>• public furniture and facilities.</li> </ul>	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Operating
Maintain Council's drainage network, pumps and basins.	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Operating
Continue the upgrade of pedestrian lighting to LED along the River Torrens Linear Park from Henley Beach Road.	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Capital
Undertake the annual playground capital works program to renew and upgrade play facilities as timed by the Asset Management Plan.	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Capital

**5 Year Strategy: 15.1.1 Manage Council's assets with consideration to economic, social, cultural and environmental values cont.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Continue the upgrade of pedestrian lighting to LED along the Westside Bikeway	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Capital
Undertake the installation of new pedestrian solar lighting along the Anna Meares shared pathway.	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Capital
Undertake Stage 4 fire safety upgrades at the Thebarton Theatre complex	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Capital
Undertake Disability Discrimination Act (DDA) works and fire compliance upgrades at Reedbeds Community Centre.	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Capital
Undertake the annual capital works program to renew Council buildings, including: <ul style="list-style-type: none"> <li>Star Theatre,</li> <li>RSL Hilton,</li> <li>Civic Centre (Royal Life Saving Building),</li> <li>Brickworks Kiln, and</li> <li>Torrensville Bowling Club</li> </ul>	Public Works Maintenance	Manager City Works	01/07/2016	30/06/2017	Capital

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager City Works	01/07/2016	30/06/2017	Operating
Manage administrative processes to ensure compliance with industry, legal and other frameworks.	Operational Support	Manager City Works	01/07/2016	30/06/2017	Operating

**Action Plan****City Works****5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager City Works	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager City Works	01/07/2016	30/06/2017	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager City Works	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council's operations and activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager City Works	01/07/2016	30/06/2017	Operating



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# ***Community Services***

## ***2016/17 Draft Annual Service Plan***

## Mission and Values

## Community Services

### OUR MISSION

*Support community development through empowering the choices of individuals.*

### OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment



**RECENT ACHIEVEMENTS**

The Library continued to provide programmes for adults including Multicultural Nights, Movie Nights, local author visits and book launches, which generated many compliments from appreciative customers.

A replacement mobile library truck was purchased, enabling greater flexibility in its operation.

The layout of the Children's Area underwent significant changes. It now provides zoned areas for the different ages of the children using the area, improved signage and a fresh colour scheme.

The Library's began a partnership with ARA to host Homework Club for new arrivals.

The Library successfully tendered for a Radio Frequency Identification Device (RFID) provider, and retrospectively tagged the 70,000 items in the Hamra and Mobile Libraries collections. The Library received more than 220,000 visitors and over 410,000 items were borrowed.

The library's literacy programs for preschool aged children ran 6 times per week with an average weekly attendance of over 300 children and 270 adults

The Summer Festival offered the ever popular free Family "Music in the Park" events throughout January attracting 3,500 people. However it was the expansion, inclusion and finale to the Festival that was most memorable, over 5000 people crammed the Thebarton Community Centre and Kings Reserve to participate in and enjoy the "Fork in the road " extravaganza

Thebarton Community Centre accepted 1,800 bookings, ranging from one-off events to regular weekly meetings. These involved community, school and church groups, individuals and group hire, social, cultural and business hires. Most weekends were booked quickly with at least one main Function (wedding etc) on every weekend. An Open Day was held in July and attracted about 300 people.

Volunteering continued to be popular as a means of staying active and connected to the community.

Volunteer numbers with Council levelled at 164, after losing 24 volunteers after the sale of St Martins Aged Care Facility, however they still provided 10,500 hours of service.

Volunteer Training included 10 Child Safe Environments courses, 2 Mental Health First Aid Courses, 2 x Perform First Aid Courses and 2 Manual Handling courses. Over 150 volunteers attended these training courses. Three Volunteer Recruitment Expos were hosted throughout the year, 12 different organisations participated and 110 potential volunteers attended.

Aged Care Services transitioned to the National Myagedcare Scheme and introduced the Commonwealth Home Support Program to cater for the aged and vulnerable residents. 1118 clients received services through this program, providing a total of 12,706 hours of service, \$30,040 of home maintenance and modification and included 2,656 nutritious meals.

The Hamra Gallery provided 18 Exhibitions throughout the year that showcased local and emerging artists, and included the SALA Festival, Fringe Festival and Festival Helenika. The "Friends of the Gallery" build to 80 willing supporters.

It was resolved that the 'Disability Access Logo' would be displayed on all promotional brochures and website information.

Community Service Youth & Children's Staff provided nine "Little Days Out" Activities in conjunction with OPAL staff, the outings provided not only opportunities for families to utilize different local parks and open spaces, but also provided an excellent means of community consultation attracting over 1000 families in total to these events.

The Clifford Street Garden was established with 26 regular gardeners tending the 19 additional plots. Regular Gardening Information Sessions and advice were provided to approximately 120 gardeners and interested residents. Plympton Community Garden continued to provide services to capacity.

**PLANNING CONTEXT**

City of West Torrens Community Plan, Regional Public Health Plan and Corporate Planning Framework  
Libraries Act 1982  
Home and Community Care National Service Standards  
Home and Community Care Act 1985  
National Aged Care Reform 2014  
Local Government Act 1999  
SA Public Health Act 2011  
Disability Discrimination Act 1992

**STAKEHOLDERS**

City of West Torrens Elected Members and officers  
City of West Torrens Residents and visitors  
Community based groups and agencies  
State Government - Public Library Service  
SA Health (OPAL)  
Commonwealth Government - Home Support Program  
State Government - Home and Community Care Program

## Core Services

## Community Services

### Community Services

Community Services contributes to the implementation of the Community Plan principally through focussing its services and strategies on the achievement within the domain "*Community Life: a community that embraces diversity, an active healthy and learning community and an engaged community*". The Department aims to build strong relationships between Council and our Community, through ongoing meaningful, consultation and engagement, networking and the participation of our diverse population. We aim to provide a range of services and supports for our Children, Youth, Disabled, Elderly and Vulnerable either by direct service provision or through collaborative ventures. We will plan, coordinate and deliver services to specifically funded target groups to achieve specifically defined outcomes and we will facilitate equitable access to local and regional programs, activities and supports. We will be responsive to changing needs and opportunities within the local community and annually review the progress, customer satisfaction levels and achievements we have made. Services include: Youth (and Children), Transport, Community Resources, Community Centres, Volunteering, Aged Care, Events and Cultural Recognition and Celebrations, Disability, Recreational Activities (Walking, Sewing,) Community Gardens and the Arts (Gallery).

#### Long Term Strategies:

- 1.1 *Encourage recognition and celebration of our community's cultural diversity.*
- 1.2 *Facilitate opportunities for people from diverse social backgrounds to come together.*
- 1.3 *Foster a sense of identity and pride within the West Torrens community.*
- 2.1 *Encourage all members of the community to pursue active and creative lifestyles.*
- 2.2 *Facilitate life-long learning through equitable access to a range of education and training opportunities.*
- 2.3 *Encourage community awareness of services and resources so they can make informed life choices.*
- 2.4 *Foster a sense of health and safety within the community.*
- 3.1 *Encourage the community to participate in opportunities to influence Council's decision making.*
- 10.1 *Facilitate the safe and effective movement of people through the City.*
- 12.1 *Foster a vibrant and inviting City.*
- 16.1 *Develop and maintain strong partnerships and working relationships with other organisations and within Council.*
- 17.1 *Regularly review, update and adopt leading governance and administrative practices*

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### Long Term Strategy:

- 17.1 *Regularly review, update and adopt leading governance and administrative practices*

**Action Plan****Community Services****5 Year Strategy: 1.1.1 Support organisations and networks that provide services for people from different cultures.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Review the grant and sponsorship information and structure and introduce Grant and Sponsorship Information Nights as a means of providing guidance to people who wish to apply for grants to support their community and cultural activities and youth development grants.	Community Services	Manager Community Services	01/07/2016	30/06/2017	Operating
Foster and maintain networks with community centres (Camden Community Centre, Reedbeds Community Centre and the Western Youth Centre) and other organisations providing services for the community of West Torrens. Specifically ensure regular information exchange, discussion and planning for collaborative ventures, promotional opportunities and staff development opportunities.	Community Services	Team Leaders Community Development & Library	01/07/2016	30/06/2017	Operating
Strengthen links and develop partnerships with organisations that support new arrivals, consult and identify areas of support and opportunities to include the new arrivals into Council programs.	Community Services	Team Leaders Community Development & Library	01/07/2016	31/03/2017	Operating

**5 Year Strategy: 1.1.2 Support local events, activities and programs that celebrate multicultural and indigenous heritages.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Assist local groups to organize and celebrate their heritage by promoting and making available (where possible) the Community Resource Collection and Venues for Hire.	Community Services	Team Leader Community Development	01/07/2016	30/06/2017	Operating
Utilize the Community Services "Event Calendar" to prioritize, promote and celebrate cultural and significant events and issues within West Torrens.	Community Services	Team Leaders Community Development and Library	01/09/2016	30/06/2017	Operating

**5 Year Strategy: 1.1.3 Facilitate access to information and resources in languages other than English.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Promote inclusion across Council by ensuring all levels of communications and promotions are maintained (Talking Points, Facebook, Website and media outlets), information is kept up to date and produced in relevant languages (where possible)	Community Services	Team Leaders Community Development & Library	01/07/2016	30/09/2017	Operating
Review the "New Arrivals Welcome Information Pack", consider its value and/or duplication and the need to update and reprint the product as a means of improving communication and access.	Community Services	Team Leader Library	01/07/2016	31/06/2017	Operating

## Action Plan

## Community Services

### 5 Year Strategy: 1.2.1 Encourage the community to connect through community based festivals, arts projects and other activities.

Action	Service Profile	Responsibility	Start	Finish	Budget
Plan & implement the 2017 <b>Summer Festival</b> as a series of fun, local and inclusive events that bring people together. Explore new locations and various entertainment options within the city of West Torrens and continue to develop partnerships with local businesses, service clubs, artists and musicians to ensure high quality entertainment.	Community Services	Manager Community Services and Team Leader Community Development	01/07/2016	28/02/2017	Operating
Plan, promote and implement key Community Events that recognise diversity within our Council area and that bring people together to celebrate. This may include <b>Cultural</b> Nights, Harmony Day, Every Generation and Refugee Week Celebrations.	Community Services	Team Leader Community Development	01/07/2016	30/06/2017	Operating
Continue to provide structured activities in collaboration with the community that strengthen <b>young people's</b> participation within the community and help shape their future Plan a collaborative regional Youth Expo (May 2017) showcasing recreational, educational and employment opportunities for young people in the area.	Community Services	Team Leader Community Development	01/01/2016	30/06/2017	Operating
Manage the Volunteer Program across Council, this will include recruitment, selection, training, recognition and support. Provide a National Volunteer Week Recognition Activity in May and a Volunteer Christmas Luncheon in December, as a means of bringing all volunteers together in recognition of their valued contribution to our community. Provide four Recruitment Expos per year in conjunction with local service providers and regularly advertise volunteer role vacancies Provide a series of regular relevant Training Sessions to ensure volunteers are compliant with role standards.	Community Services	Team Leader Community Development	01/07/2016	31/06/2017	Operating
Continue to provide the Community Bus Service and ensure it plays an active role in supporting community needs and initiatives. Progressively implement a more responsive and visible transport services and investigate options for service expansion.	Community Services	Team Leader Community Development	01/07/2016	31/06/2017	Operating

**5 Year Strategy: 1.2.1 cont. Encourage the community to connect through community based festivals, arts projects and other activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Plan and deliver Gardening Information Sessions and informal Garden Working Bees/social get togethers at each Community Garden site throughout the year.  Redevelop the Plympton Community Garden, hold consultation meetings with interested gardeners from the area to gain input into the upgrade and layout of the garden space (shade, compost, fence, plantings etc.)  Support Clifford Street Gardeners by maintaining existing plots/numbers and supporting the development of further garden plots closer to the Thebarton Community Centre as part of the Kings Reserve Upgrade project.	Community Services	Team Leader Community Development	01/10/2016	30/06/2017	Operating

**5 Year Strategy: 1.2.2 Facilitate the use of community facilities as points of social, recreational and educational interaction.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Manage the <b>Thebarton Community Centre</b> facilities and services.  Continue to build on and implement the recommendations fed back during the recent community consultations. Emphasize local community based needs and interests complementing the venue for hire. Promote and publicize the new programs and involve community champions throughout the process.  Maintain and develop partnership opportunities with the Brickworks Complex, building on existing goodwill.  Continue efforts to make the internal environment more welcoming and vibrant for hirers, participants and guests.	Community Services	Team Leader Community Development	01/07/2016	30/06/2017	Operating
Continue to develop the <b>Plympton Community Centre</b> as a Positive Ageing Hub for our older residents.  Liaise with the hirer groups utilizing the Plympton Centre and provide them with information about services and supports offered by Council.	Community Services	Team Leader Community Development	01/07/2016	30/06/2017	Operating

## Action Plan

## Community Services

### 5 Year Strategy: 1.2.2 cont. Facilitate the use of community facilities as points of social, recreational and educational interaction.

Action	Service Profile	Responsibility	Start	Finish	Budget Type
<p>Implement <b>Radio-frequency Identification (RFID)</b> technology in the Library to enable greater staff interaction with Library users.</p> <p>Post implementation of RFID the Library will change the physical layout to improve the workflow using the RFID equipment. Allow staff to provide a roaming service as RFID releases staff from a focus on a desk bound transaction based service to a value added service helping customers out in the library with a range of tasks.</p> <p>Other redevelopment of spaces will allow a greater range of options in terms of use.</p>	Community Services	Manager Community Services and Team Leader Library	01/07/2016	30/06/2017	Operating (subject to further planning and approval)

### 5 Year Strategy: 1.3.1 Encourage and facilitate art in public spaces, including community buildings, streetscapes and open spaces.

Action	Service Profile	Responsibility	Start	Finish	Budget
<p>Continue to provide the opportunity for local and emerging artists to exhibit their work within the Hamra Auditorium <b>Gallery</b>.</p> <p>Develop and implement a West Torrens Art Prize competition for local artists.</p> <p>Develop and implement an art installation (at a to be identified location) representing the multicultural history of West Torrens</p>	Community Services	Team Leader Community Development	01/07/2016	30/06/2017	Operating

### 5 Year Strategy: 1.3.2 Create greater public awareness and appreciation of heritage sites, events and people of local significance.

Action	Service Profile	Responsibility	Start	Finish	Budget
<p>In conjunction with City Strategy and Historical Societies develop and implement a plan for highlighting the heritage values (people and places) in the City of West Torrens, commencing with the Thebarton/Mile End precincts.</p>	Community Services	Manager Community Services	01/07/2016	30/06/2017	Operating

**Action Plan****Community Services****5 Year Strategy: 1.3.3 Encourage inclusion and participation in local projects, programs and community organisations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
<p>Increase awareness of community oriented services and programs by people in West Torrens:</p> <ul style="list-style-type: none"> <li>Review Information services and strategies</li> <li>Investigate web based and other information provision strategies to identify effective methods for a diverse range of people</li> <li>Identify local organisations and other venues ( e.g. businesses and schools) that may be receptive to marketing and participating</li> <li>Redesign information provision arrangements in Library and other WTCC Centres,</li> <li>Implement and monitor.</li> <li>Work with Media &amp; Events to identify ways to improve promotion of these programs and events</li> </ul>	Community Services	Team Leader Community Development and Team Leader Library	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 2.1.1 Collaborate with partners to assist sporting, and recreational programs and facilities to provide a range of activities for all ages and capabilities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Collaborate with schools, church groups and sporting clubs to develop a range of after-school activities designed to encourage children/youth to participate in sport and to develop team skills and friendships.	Community Services	Team Leader Community Development	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 2.1.2 Facilitate access to arts and cultural performances, exhibitions and events.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Ensure ongoing contact and support with local and emerging artists, through the "Friends of the Gallery" network to produce a full twelve month calendar of exhibitions to be held in the Hamra Gallery. Support and participate in the Adelaide Fringe and SALA Festivals.	Community Services	Team Leader Community Development	01/07/2016	30/06/2017	Operating
Develop and implement a "Public Art" proposal for Council and complete outstanding Art Projects.	Community Services	Manager Community Services	01/07/2016	31/12/2017	Operating



**Action Plan****Community Services****5 Year Strategy: 2.2.1 Provide an evolving range of resources and informal learning opportunities in response to the changing needs of the community.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Proactively promote the range of library services and collections available which foster independent learning. This will include more visible in-library promotions, use of social media, specific promotions and events which highlight collections as well as the development of outreach strategies developed in conjunction with community events (at least 4 outreach events to be undertaken in 2016-17).  Hold ad hoc demonstrations of digital ebook & Zinio downloading and behind the scenes tours of the Library including instruction on how to use the OneCard catalogue.  Conduct bi-annual community survey of satisfaction and feedback on the operations and services of the Library and incorporate relevant conclusions into ongoing planning and development.  Bi annual Customer Satisfaction Survey, March 2017	Community Services	Team Leader Library	01/07/2016	30/06/2017	Operating
	Community Services	Team Leader Library	01/03/2016	30/06/2017	Operating

**5 Year Strategy: 2.3.1 Act as an advocate with government and private organisations that provide services and resources to the community**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Provide appropriate and timely feedback to Government Departments and Funding Bodies regarding Funded projects and expected outputs/outcomes.	Community Services	Team Leader Community Development and Team Leader Library	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 2.3.2 Promote the range of community services and resources provided or supported by Council.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Develop public information and client-specific information about significant issues affecting the community's health and wellbeing. Disseminate information broadly in a timely manner. Maintain the website and utilise social media to maximise exposure.  Focus will include developing children's kits to focus on learning difficulties and special needs with SPELD	Community Services	Team Leader Library	01/07/2016	30/06/2017	Operating
In conjunction with other services and community centres in the West Torrens area, develop a more comprehensive community information strategy across multiple sites and using social media.	Community Services	Team Leader Library	01/07/2016	30/06/2017	Operating

**Action Plan****Community Services****5 Year Strategy: 2.4.1 Promote and protect the health of the community through the provision and support of public health education and services.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Develop and proactively promote special health oriented collections of the Library including, independent living collection, large print collection, fitness collection, "what's in the box" recreation kits and parks activation.	Community Services	Team Leader Community Development and Team Leader Library	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 2.4.3 Design, manage and maintain public places with community safety as a key priority.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Participate in Council-wide planning for open spaces and places, recreation facility planning and playground redevelopment and relevant precinct development initiatives (e.g. Thebarton bio-technology precinct plan). Specifically provide assistance and facilitate community engagement and consultation strategies and provide access to additional evidence and advice where relevant.	Community Services	Manager Community Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 2.4.4 Work with local groups and organisations to raise awareness of local safety issues and promote social responsibility and enjoyment of the local area.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Monitor vulnerability issues and concerns of specific populations in West Torrens (including older persons and people with disabilities). Develop and enhance coordinated strategies with other groups and organisations which address these with the aim of enhancing community connectedness and community resilience.	Community Services	Team Leader Community Development and Team Leader Library	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 2.4.5 Identify and collaborate with partners to plan for community wellbeing and resilience.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Promote local approaches to "safer communities and healthier neighbourhoods", this includes continuing with parks activation events, enhancing community connectedness through gallery programs and public art initiatives and developing specific outreach services and supports to new arrival communities.	Community Services	Team Leader Community Development and Team Leader Library	01/07/2016	30/06/2017	Operating

**Action Plan****Community Services****5 Year Strategy: 2.5.2 Facilitate connections between neighbours, older and young people, and the capacity for ageing in place.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Continue to implement Council's "Home Advantage" Program and the Commonwealth Home Support Program.	Community Services	Manager Community Services and Team Leader Community Services	01/07/2016	28/02/2017	Operating

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager Community Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plans have been completed within the specified timeframes.	Corporate Leadership and Management	Manager Community Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager Community Services	01/07/2016	30/06/2017	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager Community Services	01/07/2016	30/06/2017	Operating

**Action Plan**

**Community Services**

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council's operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager Community Services	01/07/2016	30/06/2017	Operating



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# ***Financial Services***

## ***2016/17 Draft Annual Service Plan***

## Mission and Values

## Financial Services

### OUR MISSION

To ensure effective service delivery and statutory compliance in the management of Council's finances.

### OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

**Business Overview****Financial Services****RECENT ACHIEVEMENTS**

Attained unqualified audited Financial Statement.  
 Attained unqualified audited Internal Controls.  
 Delivered quality budgets.  
 Developed and implemented an automated employee contract management reporting system.  
 Implemented an electronic booking system for Cummins House.  
 Took over the management, and improved the efficiency, of the Public Liability, Motor Vehicle and Property insurance claim processes.

**PLANNING CONTEXT**

City of West Torrens Community Plan and Corporate Planning Framework  
 SA Local Government Act 1999  
 Work Health Safety Act 2012  
 Income Tax Assessment Act 1997  
 Fringe Benefits Tax Act 1986  
 A New Tax System (Goods and Services Tax) Act 1999  
 Australian & International Accounting Standards  
 Municipal Officers (SA) Award  
 Local Government (SA) Employees Award  
 HSC

**STAKEHOLDERS**

City of West Torrens Elected Members and employees  
 Audit and Risk Committee  
 Unions  
 Local Government Association  
 Australian Taxation Office  
 External Auditors  
 Grants Commission  
 Residents and community groups  
 Local businesses

**Core Services**

**Financial Services**

**Budget Management**

Provision of accounting and financial planning services to ensure the Council remains financially sustainable and accounts recorded.

**Long Term Strategy:**

**14.1 Employ sustainable financial management principles.**

**Corporate Leadership and Management**

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

**Long Term Strategy:**

**17.1 Regularly review, update and adopt leading governance and administrative practices.**

**Financial Security**

Maintain property, customer, staff and financial databases to ensure accurate and timely payment of accounts, salaries and wages.

**Long Term Strategy:**

**14.1 Employ sustainable financial management principles.**

**Trust Management**

Verify and report on the financial activities of the Mendelson Foundation.

**Long Term Strategy:**

**17.1 Regularly review, update and adopt leading governance and administrative practices.**



**Action Plan****Financial Services**

**5 Year Strategy: 14.1.3 Ensure that Council's financial priorities are consistent with the evolving needs of the community and Council's legislative obligations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Deliver quality budget outcomes; including the Annual Business Plan, Annual Budget, Long Term Financial Plan and Fees & Charges, on time and with a high level of Elected Member and community acceptance.	Budget Management	Manager Financial Services	01/01/2017	30/06/2017	Operating
Annually review investment performance against policy to ensure maximisation of investment income while ensuring investments are fully secured, and debts recovered in a timely manner.	Financial Security	Manager Financial Services	01/04/2017	30/06/2017	Operating
Provide quarterly reporting to Council and the Mendelson Committee regarding the Mendelson Foundation.	Trust Management	Manager Financial Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.1 Deliver effective, efficient and equitable services which deliver on community priorities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Ensure seamless management of the Budget Review process and compliance with audit and statutory requirements.	Budget Management	Manager Financial Services	01/10/2016	30/06/2017	Operating
Produce the End of Year statutory accounts and ensure a seamless transition via the external audit, Council and Audit Committee processes.	Financial Security	Manager Financial Services	01/07/2016	31/12/2016	Operating

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager Financial Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.4 Embed risk management principles into all Council operations and activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Manage the public liability, motor vehicle and property insurance claim processes.	Corporate Leadership and Management	Manager Financial Services	01/07/2016	30/06/2017	Operating

**Action Plan****Financial Services****5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager Financial Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager Financial Services	01/07/2016	30/06/2017	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager Financial Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council operations and activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Review and implement identified improvements in the debt collection process.	Financial Security	Manager Financial Services	01/07/2016	30/06/2017	Operating
In partnership with Community Services department, review and streamline the Thebarton Hub booking system.	Financial Security	Manager Financial Services	01/07/2016	31/12/2016	Operating
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager Financial Services	01/07/2016	30/06/2017	Operating



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# ***Human Resources and Service Centre***

## ***2016/17 Draft Annual Service Plan***

## Mission and Values

## Human Resources and Service Centre

### OUR MISSION

*Working with the organisation to deliver achievement focussed solutions and building capability in the areas of customer service, human resource management, work health safety and employee wellbeing.*

### OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

## Business Overview

## Human Resources and Service Centre

### RECENT ACHIEVEMENTS

Review of the Work Health Safety and Injury Management Plan to capture the 2015 KPI audit findings. 100% completion of actions identified within the Work Health Safety and Injury Management Plan as at 30 September 2015. Streamlined the Injury Management process to meet legislative requirements and business needs. Improved the performance dashboard reporting process for Work Health Safety and Injury Management. Developed and implemented the Work Health Safety Corrective Action Register. Implemented the LGE classification structure. Provided education and support to managers with regards to injury management to improve return to work outcomes. Commenced the development of a Customer Service framework. Implemented automated reporting and process for managing end dates for employment contracts. Reviewed the corporate induction process. Commenced the review of Position Management functionality within CHRIS21.

### PLANNING CONTEXT

City of West Torrens Community Plan and Corporate Planning Framework  
 Cultural development program and employee survey.  
 Enterprise Agreements  
 Fair Work Act SA 2009  
 Human Resources and Service Centre Department operational risk assessments.  
 Local Government Act 1999  
 Relevant Awards  
 Work Health and Safety Act and Regulations 2012 (SA)  
 Return to Work Act 2014  
 Return to Work Regulations 2015  
 Performance Standards for self-insured employers

### STAKEHOLDERS

Elected Members  
 Employees  
 Various Unions  
 Local Government Association Workers Compensation Scheme  
 Residents/ratepayers/local businesses  
 Safework SA  
 Return to Work SA  
 Other internal departments

## Core Services

## Human Resources and Service Centre

### Customer Experience Management

Provision of high level customer service over the counter and via the call centre.

#### Long Term Strategy:

##### 17.1 Regularly review, update and adopt leading governance and administrative practices

### Employee Health and Well-being

The ongoing development and management of the claims/return to work management systems and tools to ensure workers receive appropriate, timely and effective services following a work related injury.

The ongoing development and management and review of Work Health and Safety, and Injury Management systems to ensure legislative requirements and Performance Standards for Self Insurers (PSSI) are met.

#### Long Term Strategy:

##### 17.1 Regularly review, update and adopt leading governance and administrative practices

### Organisational Capability

Partnering across the organisation to build the people capability through provision of information, frameworks, policies and strategies to meet organisational outcomes.

#### Long Term Strategy:

##### 17.1 Regularly review, update and adopt leading governance and administrative practices

### Organisational Culture

Provision of frameworks, policies and processes to support organisational and individual performance and culture to achieve individual, departmental and organisational objectives.

#### Long Term Strategy:

##### 17.1 Regularly review, update and adopt leading governance and administrative practices

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### Long Term Strategy:

##### 17.1 Regularly review, update and adopt leading governance and administrative practices

**Action Plan****Human Resources and Service Centre****5 Year Strategy: 16.1.2 Enhance service delivery by strengthening the working relationships between Council departments.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Continue working with departments to improve the effectiveness of the customer requests management system	Customer Service	Team Leader Service Centre	01/07/2016	30/06/2017	Operating
Design and develop customer service learning and development program	Customer Service	Team Leader Service Centre	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.1 Deliver effective, efficient and equitable services which deliver on community priorities.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Continue the delivery of efficient and effective customer service both internally and externally to the organisation that meets the needs of customers.	Customer Service	Team Leader Service Centre	01/07/2016	30/06/2017	Operating
Ensure Service benchmark KPIs are met or exceeded. These KPIs include: <ul style="list-style-type: none"> <li>Abandoned call rate &lt;3%</li> <li>Average Queue (Call Waiting) time &lt;30 secs</li> <li>Call response level (service level) &gt;80%</li> <li>Call duration &lt;5 mins</li> <li>Call resolution rate &gt;80%</li> </ul>	Customer Service	Team Leader Service Centre	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Continue to review the CHRIS21 application to ensure functionality meets CWT business needs for effective human resource management.	People Management	HR Advisor	01/07/2016	30/06/2017	Operating
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager HR & Service Centre	01/07/2016	30/06/2017	Operating

**Action Plan****Human Resources and Service Centre****5 Year Strategy: 17.1.4 Embed risk management principles into all Council operations and activities**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Continue to manage the workers compensation and income protection programs to ensure the requirements with legislation, insurer and organisational policy are met.	Employee Health and Wellbeing	Internal Return to Work Co-ordinator	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Continue to partner across the organisation in the delivery of efficient and effective human resource management and organisational development principles	People Management	HR Advisor	01/07/2016	30/06/2017	Operating
Continue to facilitate the organisation wide WHS programs to ensure the requirements with legislation, insurer and organisation are met.	Employee Health and Wellbeing	WHS Co-ordinator	01/07/2016	30/06/2017	Operating
Prepare quarterly performance reports to Executive on the progress of WHS and IM Plan	Employee Health and Wellbeing	WHS Co-ordinator	01/07/2016	30/06/2017	Operating
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager HR & Service Centre	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager HR & Service Centre	01/07/2016	30/06/2017	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager HR & Service Centre	01/07/2016	30/06/2017	Operating



**Action Plan**

**Human Resources and Service Centre**

**5 Year Strategy:** 17.1.10 Promote innovation and continuously improve all of Council's operations and activities.

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Development of a framework for reporting against key human resource policies.	People Management	HR Advisor	01/07/2016	30/06/2017	Operating
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager HR & Service Centre	01/07/2016	30/06/2017	Operating



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

# ***Information Services***

## ***2016/17 Draft Annual Service Plan***

## **Mission and Values**

## **Information Services**

### **OUR MISSION**

To provide a wide range of information management and information technology services that support the delivery of Council's functions

### **OUR VALUES**

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

## Business Overview

## Information Services

### RECENT ACHIEVEMENTS

The information services team provide a wide range of information management and information technology services to Council staff and the Elected Members. Business achievements in 2015/2016 have included:

- Assisting our mobile workforce to adopt mobile devices to improve efficiency, productivity and accuracy in their roles and services
- Developing numerous online services to improve business efficiency and services for staff including functions to handle Council Meeting Actions, WHS Corrective Actions and Policy Management
- Digitising paper workflows including Higher Duties, IT Network Access & Banking RDOs
- engaging stakeholders and applying more business oriented subject classifications to improve information management
- exceeding the 99% availability of IT infrastructure, telephony and business applications
- Implementing the Geocortex GIS portal to replace Dekho which is not supported beyond July 2016
- Providing corporate wifi in the Civic, Hamra & Depot areas
- Replacing end-of-life IT assets including desktop & tablet computers, Multi-Function Devices and scanner equipment.
- Replacing the end-of-life NEC PABX and associated telephony
- Upgrading ageing SQL databases to SQL2008 or better
- Upgrading from ECM 3.08 to an executive approved Information Management solution
- upgrading key business applications to keep them current
- Upgrading to Microsoft Office 2013

### PLANNING CONTEXT

City of West Torrens Community Plan and Corporate Planning Framework  
 Local Government Act 1999  
 State Records Act 1997 and General Disposal Schedules 20 and 21

### STAKEHOLDERS

Business system users including City of West Torrens Elected Members and Officers  
 ICT Suppliers  
 Public and business users of Council information via web media  
 State Records

## Core Services

## Information Services

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### Long Term Strategy

##### *17.1 Regularly review, update and adopt leading governance and administrative practices*

### Information Management

The provision of information management, mail and stationery services for Council staff and Elected Members. Additionally, the Information Management Unit produces and distributes Council meeting documentation.

#### Long Term Strategy

##### *17.1 Regularly review, update and adopt leading governance and administrative practices*

### Information Technology

The provision of information, communication and technology direction, support, training and advice across Council.

#### Long Term Strategy

##### *17.1 Regularly review, update and adopt leading governance and administrative practices*

**Action Plan****Information Services****5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to customer needs.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate Records Management - Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management Information Management	Manager Information Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.7 Provide information management systems that support organisational initiatives and enhance the delivery of services.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Maintain the currency of corporate software, including TechnologyOne Financials, BIS, Conquest, ?ECM?, Pathway, CHRIS21, ArcGIS, Geocortex, Seamless, Internet Explorer and Interplan.	Information Technology	Manager Information Services	01/07/2016	30/06/2017	Operating
Information Services published service standards are met or exceeded. The service standards include : <ul style="list-style-type: none"> <li>• Applications availability &gt; 99%</li> <li>• Telephony availability &gt; 99%</li> <li>• IT infrastructure availability &gt; 99%</li> <li>• Mail, stationery and publication standards</li> </ul>	Information Technology	Manager Information Services	01/07/2016	30/06/2017	Operating
Assist the business take-up of available functionality including: <ul style="list-style-type: none"> <li>• Mobility for field workers</li> <li>• Pathway customer service functionality</li> <li>• GIS</li> </ul>	Information Technology	Manager Information Services	01/07/2016	30/05/2017	Operating
Replace end-of-life IT assets including desktop & tablet computers, MultiFunctionDevices and scanner equipment.	Information Technology	Manager Information Services	01/07/2016	31/12/2016	Capital
Replace the use of network drives with Objective ECM functionality where the Executive approve to do so	Information Technology	Manager Information Services	01/07/2016	30/05/2017	Capital
Improve the GIS systems providing Playground Inspection functionality	Information Technology	Manager Information Services	01/08/2015	30/11/2015	Capital

**Action Plan****Information Services****5 Year Strategy: 17.1.7 Provide information management systems that support organisational initiatives and enhance the delivery of services cont.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Provide Community facing GIS	Information Technology	Manager Information Services	01/10/2016	30/05/2017	Operating
Assist the use of Conquest for asset fleet management	Information Technology	Manager Information Services	01/10/2016	30/05/2017	Operating
Assist the customer service improvements via Pathway	Information Technology	Manager Information Services	01/02/2016	30/06/2017	Operating
Continue to develop customer centric online services that improve customer service and efficiency	Information Technology	Manager Information Services	01/07/2016	30/05/2017	Operating
Assist the take-up of the new PBX and telephony	Information Technology	Manager Information Services	01/07/2016	30/12/2016	Operating
Assist City Works with "systemising" asset management inspections	Information Technology	Manager Information Services	01/07/2016	30/12/2016	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Corporate - WHS & IM - Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager Information Services	01/07/2016	30/06/2017	Operating
Corporate - Continuous Improvement Programs - Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager Information Services	01/07/2016	30/06/2017	Operating

**Action Plan**

**Information Services**

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager Information Services	01/07/2016	30/06/2017	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified employee survey.	Corporate Leadership and Management	Manager Information Services	01/07/2016	30/06/2017	Operating





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

# ***Office of the Mayor and CEO***

## ***2016/17 Draft Annual Service Plan***

# Mission and Values

# Office of the Mayor and CEO

## OUR MISSION

Working together to provide support to the Mayor, CEO and employees to facilitate the effective management and development of the City of West Torrens, to increase the value of its services for residents and businesses.

## OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

## Business Overview

## Office of the Mayor and CEO

### RECENT ACHIEVEMENTS

- Increased awareness of the division and what its functions are
- Increased productivity through Lean improvement activities
- Increased the Lean capability of the organisation
- Implemented new Lean framework
- Implemented electronic Lean register via the intranet
- Implemented improvement to the Council agenda and minutes process
- Consistent and efficient production of agendas and minutes
- Coordinated the successful delegation to China
- Developed a business database
- Developed a process for grant and award nominations
- Successfully increased the volume of grant and award applications
- Increased awareness of CWT services in the business community
- Finalised new Rates Agreement with Adelaide Airport Limited
- Finalised sale of St Martins Aged Care Facility
- Completion of contract negotiations for sale of Brickworks Riverfront Land

### PLANNING CONTEXT

- Towards 2025 City of West Torrens Community Plan
- Reforms to the *Development Act 1993*
- Changes to the *Local Government Act 1999*
- Western Region Economic Development Plan
- *Work Health Safety Act 2012*
- China Engagement
- Economic Development Strategies
- Business Engagement

**STAKEHOLDERS**

City of West Torrens Mayor, CEO and Elected Members  
CWT Executive, Management Team and Leadership Team  
CWT community/residents and businesses  
All CWT employees  
Continuous Improvement (Lean) Facilitators  
State and Federal MPs  
Local Government (other SA Councils)  
State and Federal Government Agencies  
Media  
Metropolitan Local Government Group  
Australian Mayoral Aviation Council  
Adelaide Airport Consultative Group  
West Beach Trust - Adelaide Shores  
Brown Hill Keswick Creek Catchment Councils  
Adelaide and Mt Lofty Ranges Natural Resources Management Board  
Metropolitan CEO Group

**Executive Assistance**

**Provide secretarial and administrative support to the Mayor and CEO for the effective and efficient delivery of CWT functions, including:**

- Streamlined Council agenda process;
- Increased public awareness of, and participation in, Council meetings;
- Increased participation by the community in budget setting;
- Increased community communication and education about CWT projects;
- Streamlined process for dealing with customer and Elected Members enquiries and complaints;
- The Office of the Mayor and CEO to be an active contributor to all divisions; and
- Facilitate and coordinate Citizenship ceremonies

**Long Term Strategies:**

- 3.1 Encourage the community to participate in opportunities to influence Council's decision making.**
- 3.1 Encourage the community to participate in opportunities to influence Council's decision making.**
- 16.1 Develop and maintain strong partnerships and working relationships with other organisations and within Council.**
- 17.1 Regularly review, update and adopt leading governance and administrative practices.**

**Executive Projects**

**Seek grant and award opportunities and connect people and business to foster economic development in the City of West Torrens, including:**

- Increased business investment in the CWT by establishing a reputation for economic development opportunities;
- Successful grant applications to support CWT projects;
- Increased community engagement in the area of economic development;
- Policy development/changes to support economic development in the City;
- CWT to be recognised as a tourist destination; and
- Promote business investment and export opportunities through the State Government's China Engagement Strategy

**Long Term Strategies:**

- 11.1 Support the development and growth of local business and jobs.**
- 12.1 Foster a vibrant and inviting City.**
- 14.1 Employ sustainable financial management principles.**

**Core Services cont.****Office of the Mayor and CEO****Continuous Improvement**

**Drive, develop and support Lean Thinking capability to facilitate continuous business improvement, including:**

- CWT to provide better and increased services to the community without increasing costs;
- Increased cohesive working relationships between divisions;
- Increased organisational productivity from improved service processes;
- Consistent momentum of improvement activity; and
- Lean thinking workforce who have the capability and empowerment to recognise and act on improvement opportunities.

**Long Term Strategies:**

- 16.1 Develop and maintain strong partnerships and working relationships with other organisations and within Council.**
- 17.1. Regularly review, update and adopt leading governance and administrative practices.**

**Corporate Leadership and Management**

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

**Long Term Strategy:**

- 17.1 Regularly review, update and adopt leading governance and administrative practices**

**Action Plan****Office of the Mayor and CEO****5 Year Strategy: 3.1.1 Provide active and open communication and consultation with the community regarding the Council's activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Increase public awareness and participation in Council meetings.	Executive Support	Senior Executive Assistant	1/7/2016	30/6/2017	Operating

**5 Year Strategy: 3.1.2 Use a variety of methods to inform, consult and engage with the community on Council activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Support increased communication with the community for City of West Torrens projects.	Executive Support	Senior Executive Assistant	1/7/2016	30/6/2017	Operating

**5 Year Strategy: 11.1.1 Develop partnership arrangements and networking opportunities with economic development agencies and key business sectors in the city.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Increase successful investment in the City of West Torrens and be recognised for economic development opportunities.	Executive Projects	Project Officer	1/7/2016	30/6/2017	Operating

**5 Year Strategy: 11.1.3 Review Council's development plan policies to optimise employment opportunities consistent with other land uses and community needs.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Implement successful policy changes to facilitate economic development at City of West Torrens.	Executive Projects	Project Officer	1/7/2016	30/6/2017	Operating

**Action Plan****Office of the Mayor and CEO****5 Year Strategy: 12.1.3 Enhance and promote the distinctive identity of West Torrens and the attractions of its key localities in the city.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Be recognised as a tourist destination.	Executive Projects	Project Officer	1/7/2016	30/6/2017	Operating and Capital

**5 Year Strategy: 14.1.2 Actively seek alternative sources of income other than rates.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Pursue successful grant applications to support City of West Torrens projects.	Executive Projects	Project Officer	1/7/2016	30/6/2017	Operating and Capital

**5 Year Strategy: 16.1.2 Enhance service delivery by strengthening the working relationships between Council departments.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
The Office of the Mayor and CEO to be considered as a valuable contributor to all staff and departments.	Executive Support	Senior Executive Assistant	1/7/2016	30/6/2017	Operating
Improve inter-organisational relationships.	Executive Support	Senior Executive Assistant	1/7/2016	30/6/2017	Operating
Close the gap in silo working to foster cohesive working between departments.	Business Improvement	Program Leader Continuous Improvement	1/7/2016	30/6/2017	Operating

**5 Year Strategy: 17.1.1 Deliver effective, efficient and equitable services which deliver on community priorities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Increase organisational productivity from improvements made to our business and service processes.	Business Improvement	Program Leader Continuous Improvement	1/7/2016	30/6/2017	Operating



**Action Plan****Office of the Mayor and CEO**

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Streamline process for handling customer and Elected Member complaints and requests.	Executive Support	Senior Executive Assistant	1/7/2016	30/9/2016	Operating
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Senior Executive Assistant	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Senior Executive Assistant	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Foster a Lean Thinking culture at City of West Torrens so that improvement is the norm; the way we do things here.	Business Improvement	Program Leader Continuous Improvement	1/7/2016	30/6/2017	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Senior Executive Assistant	01/07/2016	30/06/2017	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Senior Executive Assistant	01/07/2016	30/06/2017	Operating

**Action Plan**

**Office of the Mayor and CEO**

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council's operations and activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Provide better/increased services to the community without increasing costs.	Business Improvement	Program Leader Continuous Improvement	1/7/2016	30/6/2017	Operating
Provide the ability for all employees to identify waste in their business processes, problem solve and implement improvements continuously	Business Improvement	Program Leader Continuous Improvement	1/7/2016	30/6/2017	Operating
Foster momentum of improvement activity in all departments.	Business Improvement	Program Leader Continuous Improvement	1/7/2016	30/6/2017	Operating
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Senior Executive Assistant	01/07/2016	30/06/2017	Operating



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

# **Regulatory Services**

## **2016/17 Draft Annual Service Plan**

# Mission and Values

# Regulatory Services

## OUR MISSION

*Promote community wellbeing and safety by ensuring compliance with legislation through education, monitoring and enforcement.*

## OUR VALUES

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

## Business Overview

## Regulatory Services

### RECENT ACHIEVEMENTS

- Implemented the 'Scores on Doors program' with local food businesses.
- Reviewed the Parking Expiration guidelines.
- Initiated the state-wide Compliance Team Leader Forum
- Reviewed the Outdoor Dining Permits.
- Revised the Parking Permit Policy.
- Implemented the 'At Call Hard Waste Collection' service
- Developed the 'Dogs in Enclosed Playgrounds' policy.
- Undertook a doorknock of every residence to reduce the number of unregistered dogs.
- Active involvement in corporate-wide LEAN projects, including instigating and leading those regarding barking dogs and sharps disposal.
- Illegal Dumping Strategy: Continued promotion and enforcement.
- Kerbside bin management: Continued promotion of what goes in each bin, including Bin Tagging program.
- Conducted a 'Microchipping Day' for dogs and cats at a reduced rate to encourage owners to microchip their pets to take advantage of registration rebates and enhance identification of their pet.
- Continuing to implement Mobile Technology within Regulatory Services Department to provide technology out in the field.
- Successfully completed the Immunisation School Base Program, maintained 5 public immunisation clinics and undertook a workplace influenza campaign.
- *Food waste recycling to diverting tonnages from landfill*: Continued promotion through free caddies and compostable bags, worm farm and compost bin subsidies, and received an additional grant from Zero Waste SA for opt-in food waste recycling promotion.
- Continued to promote free vouchers for 6x4 trailer waste disposal, free mattress and sofa collection, and free electrical/electronic waste disposal.
- Continuing the "Healthy Hands" program with local businesses.
- Community waste and recycling education: Continued promotion via 'Get Wasted' community tours, worm farming and composting workshops and community presentations.
- Promotion of recycling of 10c deposit items: Made bins available for loan by community groups for events.
- Improved waste management options for staff events.

**PLANNING CONTEXT**

Australian Road Rules 1999  
City of West Torrens Animal Management Plan  
City of West Torrens Community Plan and Corporate Planning Framework  
City of West Torrens Public Health Plan  
City of West Torrens Work Health, Safety and Injury Management Plan  
Department of Health and WTCC Service Agreement  
Dog and Cat Management Act 1995  
Environment Protection Act  
Expiation of Offences Act 1996  
Fire and Emergency Services Act 2005  
Food Act 2001  
Local Government Act 1999  
Motor Vehicles Act 1959  
Private Parking Areas Act 1986  
Public Health Act 2011  
Road Traffic Act 1961  
SA Public Health Plan  
Supported Residential Facilities Act 1992  
Unclaimed Goods Act 1987  
Work Health and Safety Act 2012

**STAKEHOLDERS**

Adelaide Airport Limited  
 Adelaide and Mt. Lofty Ranges Natural Resources Management Board  
 Animal Welfare League  
 Australian Child Immunisation Registrar  
 Authorised Officers Association  
 Builders/Developers  
 Child and Youth Health  
 City of West Torrens Elected Members and officers  
 Community Groups  
 Department of Communities and Social Inclusion  
 Department of Environment, Water and Natural Resources  
 Department of Planning, Transport and Infrastructure  
 Dog and Cat Management Board  
 Educational Institutions  
 Environment Protection Authority  
 Environmental Health Australia  
 Fines enforcement and recovery unit  
 Green Industries SA  
 Institute of Medical and Veterinary Services  
 Local Businesses  
 Local Government Association  
 Metropolitan Fire Service  
 Other Local Government Authorities  
 Ratepayers and residents  
 RSPCA  
 SA Health  
 SA Immunisation Co-ordination Unit  
 SA Police  
 Solo Resource Recovery

## Core Services

## Regulatory Services

### Education

Enhancing community wellbeing and mitigating risks through active education and awareness campaigns with regard to the effective management of animals, car parking, waste, food handling, public health and activities within the public realm.

#### **Long Term Strategies:**

**2.4 Foster health, wellbeing and safety within the community.**

**5.1 Facilitate the minimisation of waste production and disposal to landfill and productive utilisation of waste.**

### Monitoring

Maintaining community wellbeing by undertaking inspections, audits and investigations of adherence to legislative controls with regard to the effective management of animals, car parking, waste, food handling, public health and activities within the public realm.

#### **Long Term Strategy:**

**2.4 Foster health, wellbeing and safety within the community.**

### Enforcement

Safeguarding the community's wellbeing through administering and enforcing breaches of legislative controls with regard to the effective management of animals, car parking, waste, food handling, public health and activities within the public realm.

#### **Long Term Strategy:**

**2.4 Foster health, wellbeing and safety within the community.**

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### **Long Term Strategy:**

**17.1 Regularly review, update and adopt leading governance and administrative practices**



**Action Plan****Regulatory Services****5 Year Strategy: 2.4.1 Promote and protect the health of the community through the provision and support of public health education and services.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Actively promote Council's public health programs, including Healthy Hands, immunisations clinics, household waste education, and recycling initiatives.	Education	Manager Regulatory Services	01/07/2016	30/06/2017	Operating
Provide seasonal influenza vaccinations to the local community and businesses.	Education	Team Leader Environmental Health	01/03/2017	30/06/2017	Operating
Implement Council's Animal Management Plan.	Monitoring	Team Leader Compliance	01/07/2016	30/06/2017	Operating
Continue to promote and provide a microchipping day for dogs and cats at a reduced rate.	Education	Team Leader Compliance	01/07/2016	31/08/2016	Operating

**5 Year Strategy: 2.4.2 Maintain public health and safety standards within regulatory requirements.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Illegal Dumping Strategy - continue educational awareness and implementation of actions.	Education	Project Officer Waste & Recycling	01/07/2016	30/06/2017	Operating
Undertake enforcement where warranted for breaches of controls with regard to environmental health, compliance and waste management functions.	Enforcement	Manager Regulatory Services	01/07/2016	30/06/2017	Operating
Conduct routine public health inspections with regard to environmental health, compliance and waste management functions.	Monitoring	Manager Regulatory Services	01/07/2016	30/06/2017	Operating
Undertake 100% of cooling tower annual registrations and renewals, and at least 90% of inspections, during the September to December period.	Monitoring	Team Leader Environmental Health	01/09/2016	31/12/2016	Operating
Undertake 100% of public swimming pool inspections during the Summer season.	Monitoring	Team Leader Environmental Health	01/11/2016	01/03/2017	Operating

**5 Year Strategy: 5.1.1 Promote and enhance waste minimisation and resource recovery within Council, community, local businesses and industry.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Encourage household waste minimisation through the continued promotion of free caddies and compostable bags, worm farms and compost bin subsidies.	Education	Project Officer Waste & Recycling	01/07/2016	30/06/2017	Operating
Continue to undertake educational workshops, bus tours and presentations for the community on waste minimisation.	Education	Project Officer Waste & Recycling	01/07/2016	30/06/2017	Operating
Implement the Bin Tagging Program to educate the community and local businesses on the appropriate use of the three bin system, and reward those who are using the system to its optimum.	Education	Project Officer Waste & Recycling	01/07/2016	30/06/2017	Operating

**Action Plan****Regulatory Services****5 Year Strategy: 5.1.2 Establish alternative waste disposal options to reduce waste to landfill.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Actively seek alternative waste disposal options and develop strategies to minimise waste to landfill and deal with legislative changes that ban specific items from landfill.	Corporate Leadership and Management	Project Officer Waste & Recycling	01/07/2016	30/06/2017	Operating
Continue the promotion and provision of free 6x4 trailer waste disposal voucher, mattress and sofa collection and electronic/electrical waste disposal programs.	Education	Project Officer Waste & Recycling	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.3 Ensure that Council decisions and activities are transparent, accountable and responsive to community aspirations.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager Regulatory Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.8 Provide a safe and rewarding workplace that encourages a productive environment.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager Regulatory Services	01/07/2016	30/06/2017	Operating

**5 Year Strategy: 17.1.9 Promote a culture where people are valued, respected and encouraged to reach their full potential.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager Regulatory Services	01/07/2016	30/06/2017	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager Regulatory Services	01/07/2016	30/06/2017	Operating

**Action Plan**

**Regulatory Services**

**5 Year Strategy: 17.1.10 Promote innovation and continuously improve all Council operations and activities.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget</b>
Expand the use of mobile technology for undertaking routine inspections and investigating complaints.	Corporate Leadership and Management	Manager Regulatory Services	01/07/2016	30/06/2017	Operating
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager Regulatory Services	01/07/2016	30/06/2017	Operating

CITY OF WEST TORRENS



## **Attachment Under Separate Cover**

**Council**

**17 May 2016**

Item 17.3 - Building Western Adelaide Update

# BUILDING WESTFRONT ADELAIDE





## Acknowledgements

We would like to acknowledge the contributions from the following people to the preparation of this strategy:

Suzy Stiles, Rebecca Perkin and Terry Buss  
– City of West Torrens

Sarah Philpott, Caitlin Rorke-Wickins, Karen Cummings, Wally Iasiello and Mark Withers – City of Port Adelaide Enfield

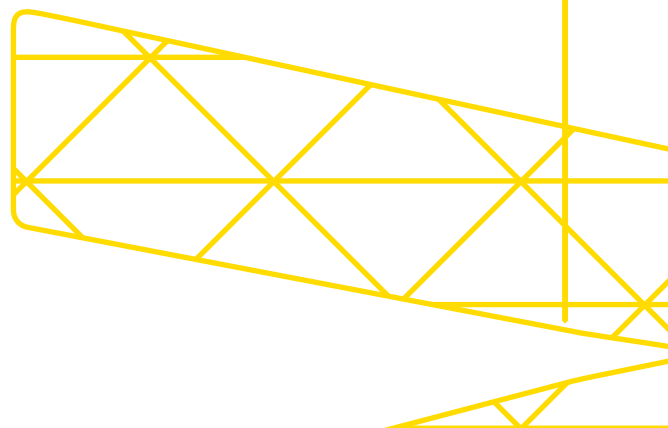
Carol McDonald, Marnie Lock and Justin Lynch  
– City of Holdfast Bay

Bruce Williams, Craig Daniel, Iva Knezevic and Paul Sutton –  
City of Charles Sturt

Chris Hannaford and Kym Wunderstz, 2015

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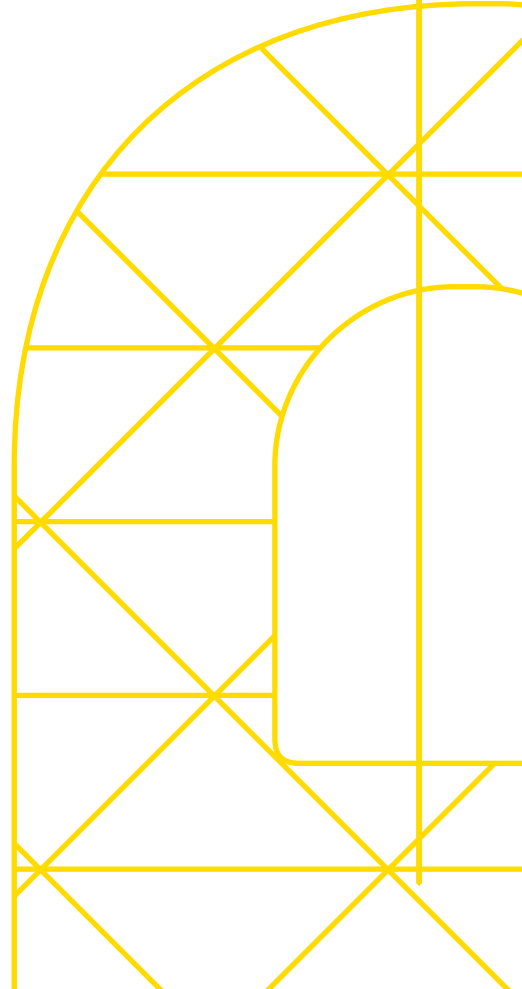
# Intro- duction

The Western Region of Councils comprises the Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens. A map of the region is included on page 8.

The purpose of this strategy is to highlight the significant projects that are occurring and are proposed in the Western Region over the next 10 to 15 years. These projects are currently creating and will continue to create significant employment opportunities. A list of projects on which the Councils can collaborate to grow local jobs on a regional basis has been outlined in this document. The projects have been aligned to the State Economic priorities thereby aligning Local and State Government priorities.

The strategy can be used to advocate to the State and Commonwealth Government to secure funding and support for the projects. It can also be used to advocate for government policy reform.

Western Adelaide is home to a number of iconic South Australian businesses including: Adelaide Airport, Coopers, West End, Arnott's, Vili's, Rossi Boots, San Remo, Smiths and Australian Submarine Corporation.





# Role of Local Government in Economic Development

Governments on their own don't drive economic development, business investment, innovation and entrepreneurship drive growth. Governments are enablers, facilitators and enhancers of economic growth.

All three levels of government play critical roles in economic development and it is important that they are complementary and developed and implemented in a coordinated approach. Councils are widely acknowledged to be of fundamental importance to building and sustaining strong, cohesive and resilient communities. Much of what Councils do as part of their core functions affect local economic activity.

Councils can have a substantial impact on the business investment appeal of a local area. They are also, participants in the early stages of business development through their role in:

- » Assessing development applications
- » The provision of local infrastructure that facilitates business activity
- » The provision of business development assistance through, for example, support for business advisory services, marketing and promotion of their local areas and tourism attraction.
- » Supporting Main Street Business Associations to encourage investment, growth and vibrancy of local retail precincts eg Jetty Road Mainstreet Management Committee, Glenelg.

Councils at a regional level can collaborate to drive and shape the strategic focus for economic development. They can also work with the State and Commonwealth Government to deliver economic development initiatives and local employment outcomes.

## Creation of a Western Alliance

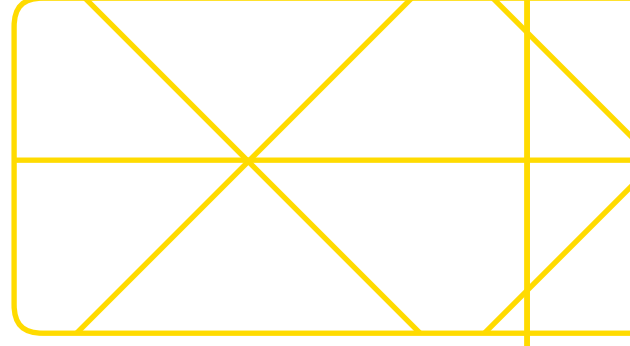
In February 2015, the Chief Executive Officers and key staff from the four Councils met to explore the potential of a Western Alliance for economic development matters.

The Building Western Adelaide Strategy was subsequently endorsed and a Memorandum of Understanding (MoU) for Regional Collaboration and a Western Alliance for Economic Development was signed by the four Councils in November 2015. The MoU has a number of objectives which seek to facilitate local employment opportunities and economic development outcomes for the Western Region.

## Western Region Economic Strategy

There is a need to formally engage with the State and Federal Governments to develop a Western Region Economic Strategy.

It is proposed to provide this Building Western Adelaide document to relevant agencies and businesses including: Western Business Leaders, as well as Local, State and Commonwealth Government as a first step in developing a Western Region Economic Strategy.



## Western

## Business Leaders

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The Western Business Leaders (WBL) group was formed in 2013 by the City of Charles Sturt working with local businesses.

It consists of 40 businesses in the sports, recreation, tourism, health and manufacturing sectors located in the Western Adelaide region.

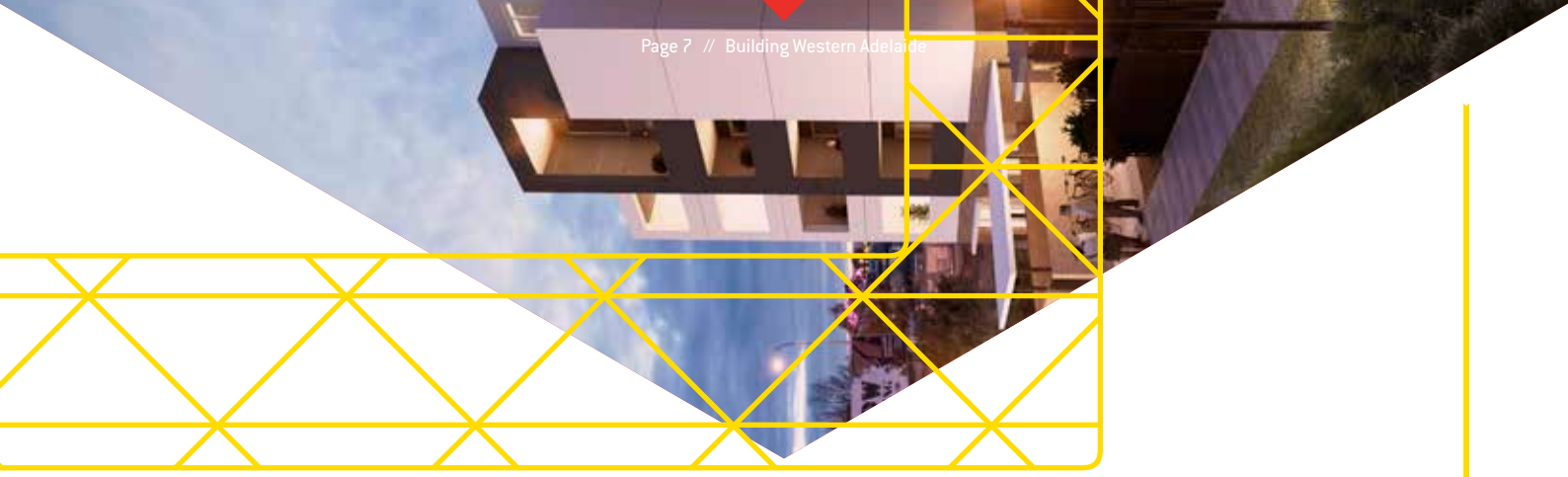
The WBL meets three times a year to discuss issues of major

importance to business and holds policy focused business lunches and business breakfasts including: New Directions for South Australian Tourism Commission, Sports for Export and Invest in the West.

## Adelaide Business Hub

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The Adelaide Business Hub is based in Todd Street, Port Adelaide and provides a business incubator and support services for businesses in the Western Adelaide Region and beyond.



# Western Region Map

TOD (Transit Oriented Development)

South Road Superway



Medical Research



Employment Lands



Outer Harbour

Sports Stadiums

Proposed Light Rail

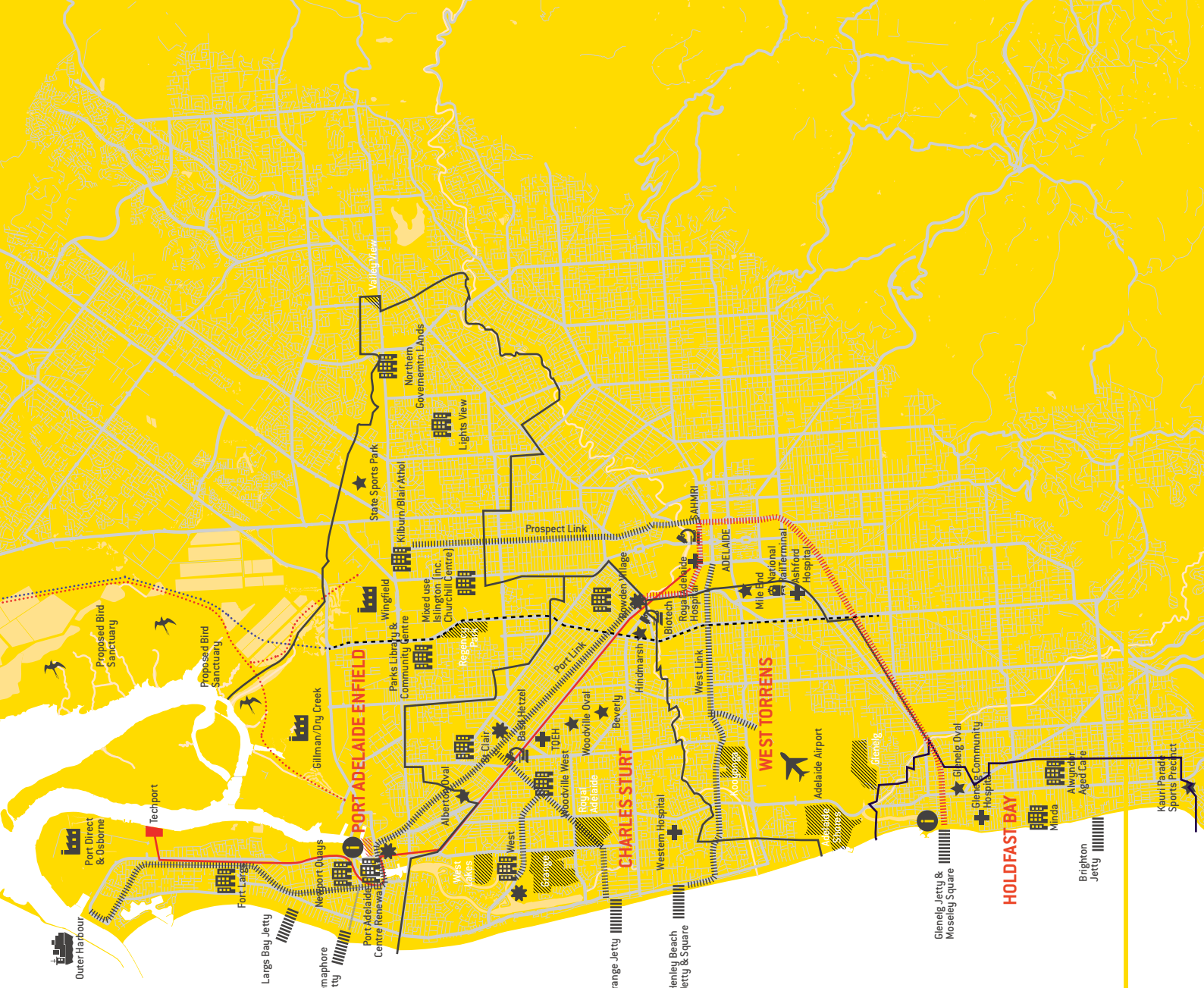
Existing Light Rail

North Connector Road

North Connector Rail

State Heritage Area

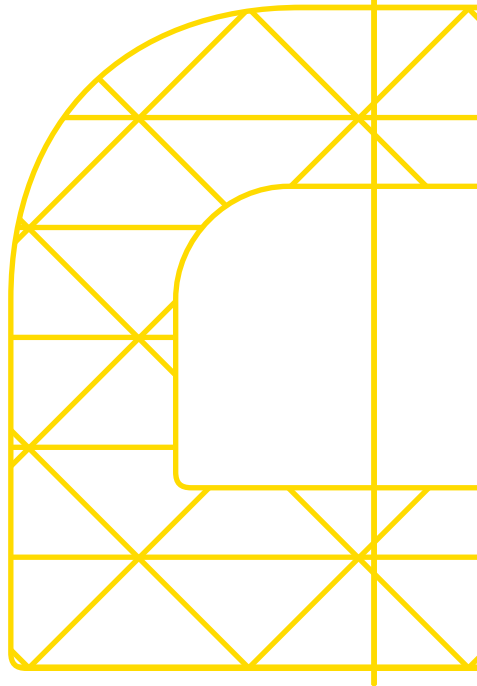
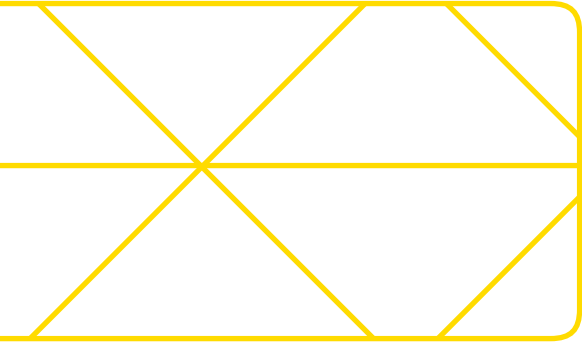
Visitor Information Centre



# Current Status of the Western Region Economy

The population of the Western Region is 322,320 (2014) which represents just over a quarter of the total Greater Adelaide population.

In the four Western Adelaide Councils in 2008 there were a total of 23,756 businesses. By 2012 the total number of business had increased by 1,297 to 25,053 businesses. The City of Charles Sturt had the largest number of businesses with nearly 8,500 (figure 1).

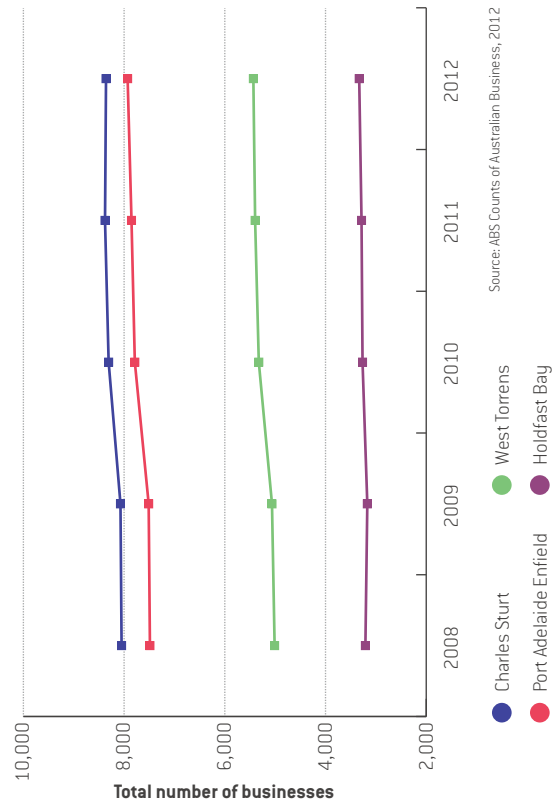


# Manufacturing Decline

The Western region has seen a reduction in manufacturing industries, particularly since the decision to close the Holden manufacturing plant at Elizabeth.

In mid 2014, two automotive companies in Royal Park: Techalloy and Custom Coaches closed. This is indicative of the decline in manufacturing in Australia and particularly Western Adelaide. Department of Employment data indicates that employment in the manufacturing sector in Western Adelaide has reduced by 1,000 jobs in the previous four year period.

Figure 1: Total Businesses in Western Adelaide from 2008 – 2012





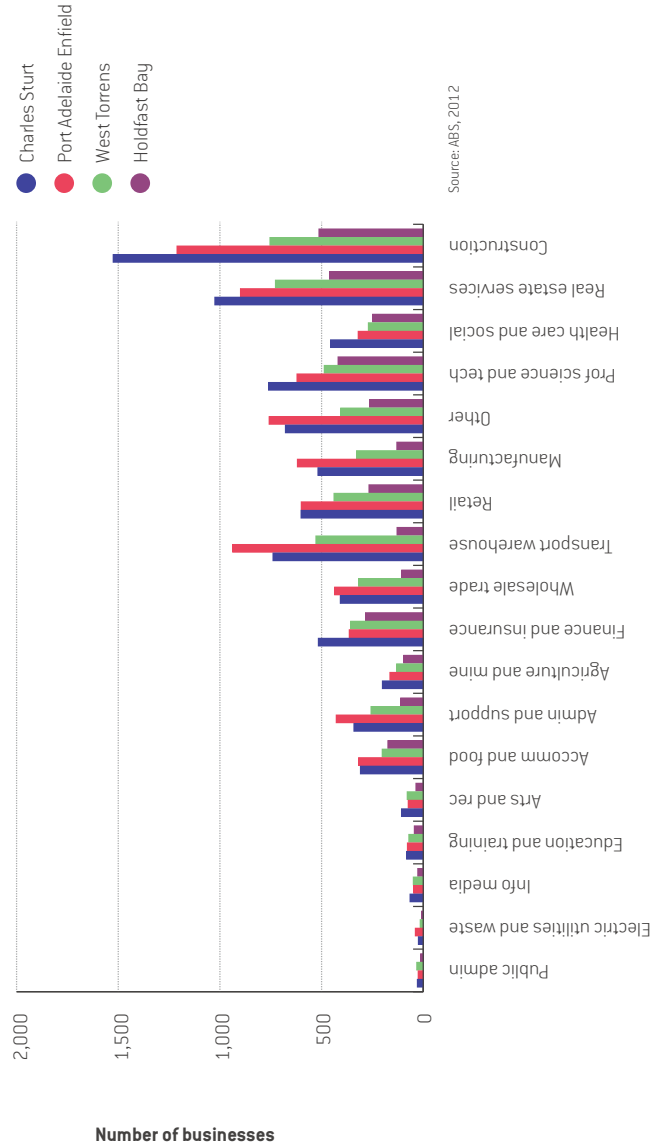
# Tourism Sector

Tourism is a growing economic priority for Western Adelaide, directly employing 9,537 people (6% of total employment) and supporting 4,669 businesses (19% of all businesses).

Cafe and restaurant sector jobs account for the largest proportion of tourism jobs, followed by jobs in retail, and in the air, water and other transport sectors. The geographical spread of tourism employment, the fragmented nature of industries involved in

providing goods and services to visitors, and the high proportion of small businesses illustrate the importance of government support for marketing, investment in demand-driving infrastructure, and policy settings which improve the industries' competitiveness.

Figure 2: Businesses in Western Adelaide by Industry Sector







## Economic Growth

Western Adelaide's proximity to the City, Airport, Port of Adelaide, transport networks (road and rail) and the beach underscore the strength of its sporting and entertainment facilities and services.

The recent Western Business Leaders Sport for Export Business Breakfast highlighted the opportunities for economic growth based on the region's assets and competitive advantage.

The Western Region also contains significant defence (Techport), logistics and tourism infrastructure which can provide future economic development and growth opportunities.

The region's recent employment growth sectors include:

- » Health Care and Social Assistance
- » Education and Training
- » Construction
- » Professional, Scientific and Technical Services
- » Transport, Postal and Warehousing

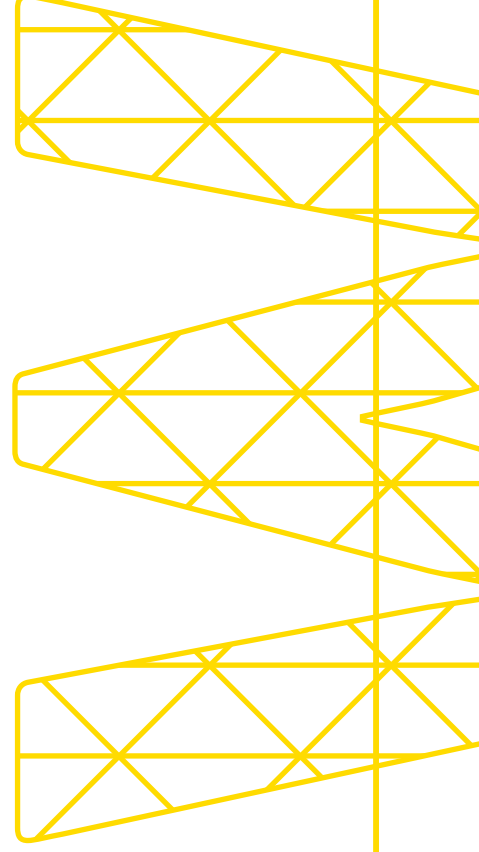
Further details on the growth sectors statistics are included in Appendix 1.

## Small business formation in decline

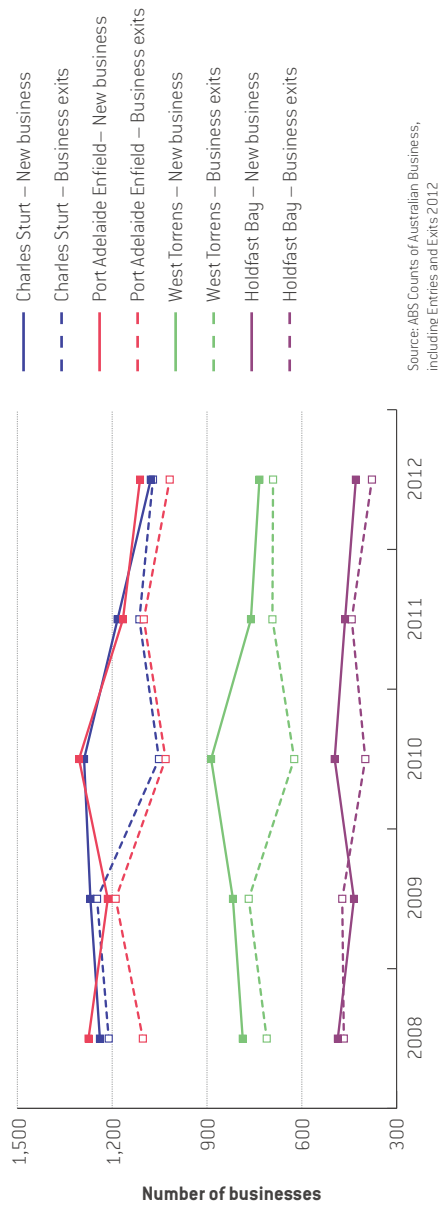
The Western Business Leaders group is actively identifying and promoting business opportunities in the West.

Critical to jobs and business growth is the number of small businesses that start up each year and the number that exit. Figure 3 below provides an analysis of small business start-ups and exits in the four Councils.

New business entries in all four Councils areas declined over the five years between 2008 to 2012. The total decline in new business start-ups over the five year period was 11.4%. In the same period business exits have been stable or in decline. The most marked trend is in Charles Sturt where in 2012 the number of new business start-ups exceeds exits by only seven businesses.



**Figure 3: Small business start-ups and exits in Western Adelaide 2008 – 2012**



To address this decline a number of initiatives are proposed to promote small businesses including development of:

- » Small business support including a business hub in the inner west and development of an innovation and export network
- » Health sector cluster and promoting bio innovation
- » Tourism (eco-tourism, heritage and culture) and sport initiatives.



# Job creation and labour force participation in Western Adelaide

The 30 Year Plan for Greater Adelaide (2010) sets ambitious targets for jobs growth in Greater Adelaide over the next 30 years to meet the Government's population targets for 2040.

The 40,500 new jobs targeted in the Western Adelaide region as part of the 30 Year Plan creates a challenge for us. The Western region is in transition from a manufacturing and automotive based economy to a service based economy and needs to foster new growth sectors and job creation initiatives.

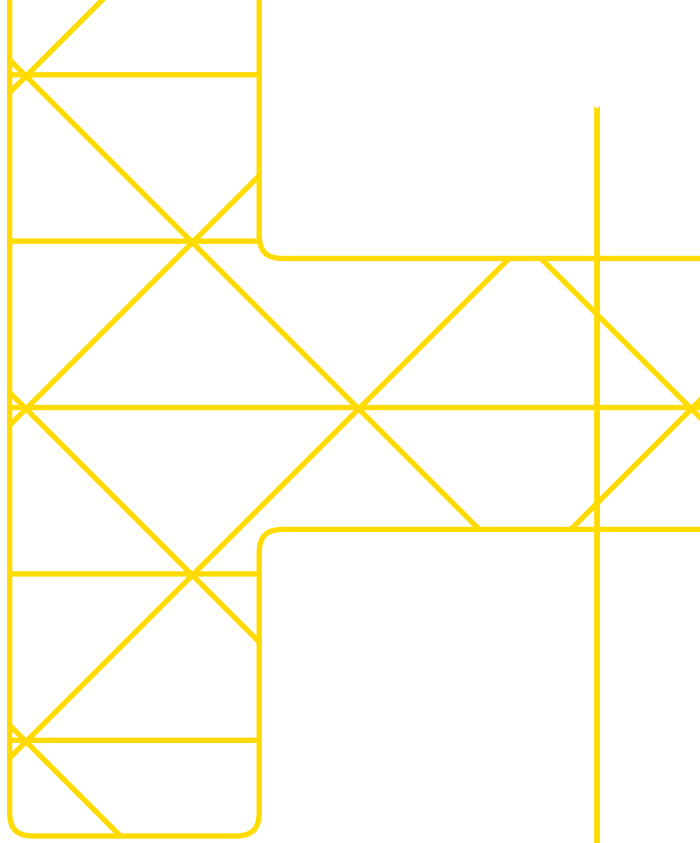
The region is responding, there has been a 3.9 percent increase in the labour force participation rate across Western Adelaide over the last 12 months. The largest increases have been in the Cities of Charles Sturt and West Torrens. This has occurred against the state-wide trend of a slight decrease in labour force participation. Since 2011 the Western region has generally experienced a positive increase each year.

Over the four years (2011 to 2014), the largest growth in employment sectors have been the health care and social assistance sectors followed by construction, education and training. At the same time the region experienced a drop in the number employed in the manufacturing and administrative and support services sectors.

Table 1: Labour force participation in the Western Adelaide Region and South Australia, 2011 to 2014

Year (ending June 30)	Western Adelaide Region		South Australia	
	Number	% change	Number	% change
2014	171,098	+3.9	857,644	-0.21
2013	164,703	-0.8	859,444	+0.56
2012	166,043	+2.4	854,677	+0.39
2011	162,033	—	851,358	—

Source: Australian Government, Department of Employment 2014 <http://lmp.gov.au/default.aspx?LMP/SALM>



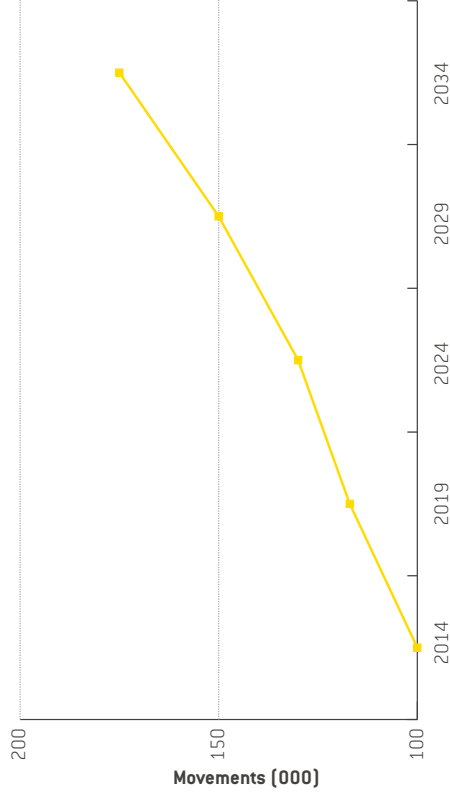
# Adelaide Airport growth

Adelaide Airport is a major driver for investment and growth. Adelaide Airport is the single largest employer in South Australia directly employing 8,726 people and indirectly employing an additional 9,000 people.

In 2013 the airport activities contributed \$1.9 billion to the State's economy and represented 2.1 percent of the Gross State Product. It is estimated that by 2019, almost 10 million passengers per annum will pass through the airport.

International inbound freight volumes are estimated to grow between 42 percent and 62 percent over the next five years. The total number of international, national and regional flight movements are estimated to grow to approximately 175,000 per annum by 2034.

Figure 4: Estimated Flight Movement at Adelaide Airport 2014 to 2034



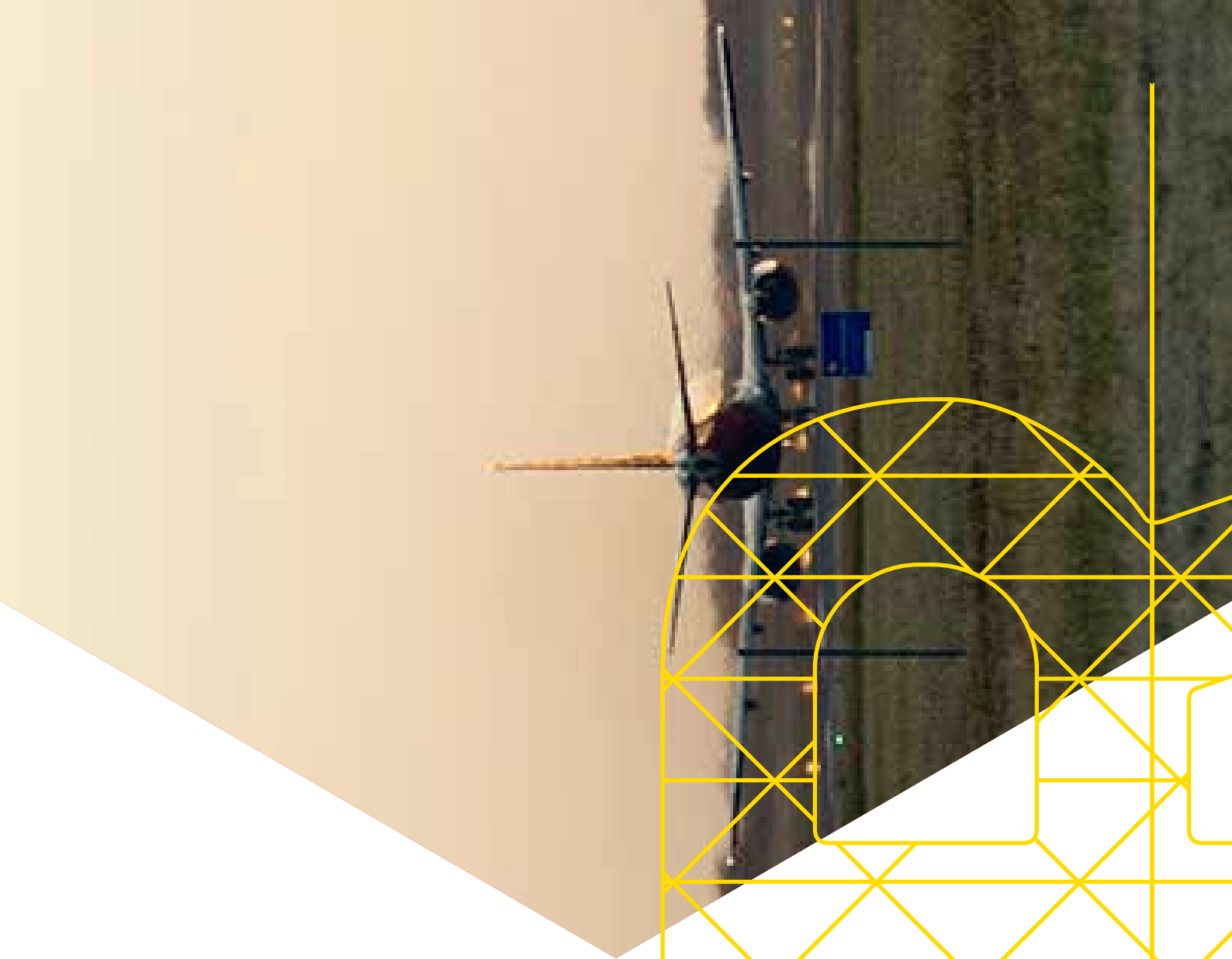
Source: Adelaide Airport Preliminary Draft Master Plan 2014

# China Ready Program

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A five step China Ready Program has been developed by the City of Charles Sturt to assist businesses in their preparation to export to China and seek investment. A key component of the program involves working with the University of South Australia to prepare businesses for engaging and doing business with China including developing a business pitch.

Over 100 businesses from the Western Region have participated in the program and in May 2015, 10 Western Adelaide businesses travelled to Shandong Province to explore export opportunities. This was followed by an inbound China business mission that visited Adelaide in September and was supported by a further delegation of businesses accompanying the Premier to China in April 2016.



# Major Infrastructure and Development Projects in Western Adelaide

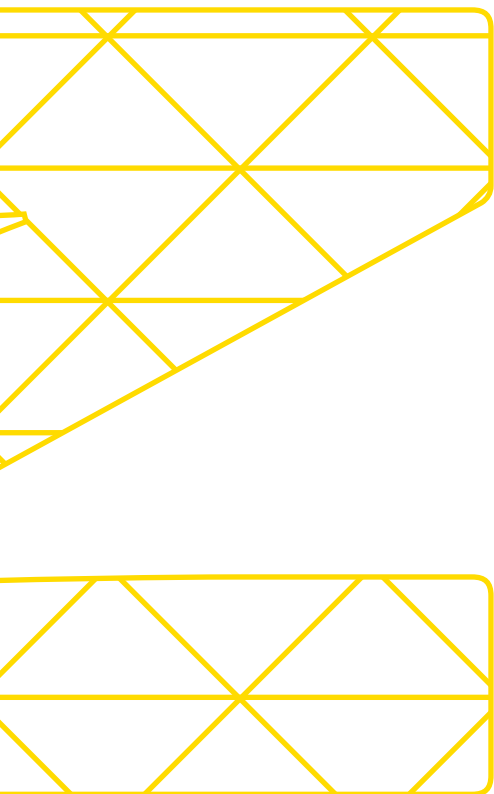
Western Adelaide has almost \$13 billion in major projects underway or in the pipeline over the next 10 years. These projects are outlined in the following table.



**Table 2: Key infrastructure, major development and employment projects**

<b>Project</b>	<b>Time frame</b>	<b>Value</b>	<b>Estimated Jobs (direct / supply chain)</b>
<b>Infrastructure</b>			
Torrrens to Torrens Project, South Road	2015–18	\$896 million	2,150 / 358
Northern Connector Road	2016–20	\$995 million	2,364 / 394
Henley Beach Police Station development	2015–16	\$5.1 million	7 / 4
Henley Square redevelopment	2015	\$8.4 million	11 / 7
Water Proofing the West – stormwater recycling	2012–15	\$71.5 million	100 / 64
Glenelg Town Hall rejuvenation project	2016–17	\$6 million	8 / 5
Glenelg Jetty redevelopment – tourism and economic hub	? – 2020	\$280 million	392 / 252
Adelaide Airport expansion – Stage 1: Terminal 1 expansion, hotel, office park	2015–19	\$1 billion	1,400 / 900
Stage 2: Further terminal expansion, expanded freight facilities, office park expansion, car park expansion	2020–34	\$1 billion	1,400 / 900
<b>Sub total</b>		<b>\$4.25 billion</b>	<b>7,832 / 2,884</b>
<b>Major Developments</b>			
Bowden Village development	2013–22	\$1 billion	1,400 / 900
The Square, Woodville West redevelopment	2012–18	\$130 million	182 / 117
St Clair, Cheltenham Racecourse development	2010–17	\$500 million	700 / 450
AAMI Stadium redevelopment	2015–27	\$1 billion	1,400 / 900
Industrial and commercial developments (various projects)	–	\$1.2 billion	1,680 / 1,080





Project	Time frame	Value	Estimated Jobs (direct / supply chain)
Lightsview development	2008–20	\$1.05 billion	1,470/945
Port Adelaide Centre Renewal Project	2015–18	\$2 billion	2,800/1,800
Quest Apartments, Port Adelaide	2015–16	\$9 million	13/8
The Parks redevelopment, Library & Community facility	2013–17	\$33.7 million	47/30
Blair Athol / Kilburn (Housing SA redevelopment) – stage 1	2015–17	\$23 million	32/21
Woodville Gardens (Housing SA redevelopment)	2015–18	\$34 million	48/31
Inner North Government Lands redevelopment (Oakden, Gilles Plains & Enfield High School)	2016–26	\$350 million	490/315
Fort Largs redevelopment	2016–19	\$90 million	126/81
Gilman, Dry Creek & Wingfield Employment Lands	10 yrs*	\$755 million	1,057/680
Port Direct & Osbourne Employment Lands	2015–25	\$100 million	140/90
Techport Employment Lands	2015–25	\$32 million	45/29
7 screen cinema complex & car park, Glenelg	2015	\$17 million	24/15
12 Storey Hotel, Glenelg North	2016–18	\$110 million	154/99
Kauri Parade Sporting and Community Precinct, Seacliff	2015–16	\$11 million	15/10
Minda Retirement Village & redevelopment, North Brighton	2014–?	\$200 million	280/180
<b>Sub total</b>		<b>\$8.64 billion</b>	<b>12,103 / 7,781</b>

**Total****\$12.89 billion****19,935<sup>iv</sup> / 10,665<sup>iv</sup>**

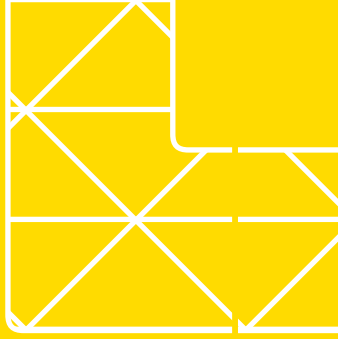
\* subject to funding being provided, start date unknown.

## Significant Council Projects

Other significant Council projects include: Brighton Caravan Park upgrade (\$3 million), Glenelg Foreshore playspace redevelopment (\$2 million), Brighton to Kingston Coast Park (\$2 million), Taperoo Reserve upgrade (\$6 million), Roy Marten Reserve (\$5 million) and St Clair Recreational Precinct (\$20 million).

# Government Policy Reform

In consultation with business, the following were identified as priorities.



## Payroll tax reform

The State Government has halved the payroll tax rate for businesses with a taxable payroll of less than \$1 million. The maintenance and advancement of this reform is an essential incentive to small business to keep and place additional people on the payroll.

Stamp duty concessions have been provided for off the plan apartments in the inner metropolitan area. This includes Bowden, Croydon, and Thebarton. This should be extended to all apartment developments in Western Adelaide as a way to stimulate the housing industry. In particular the redevelopment of the land around the West development, Port Adelaide land releases and Lightsview would benefit from off the plan concessions for apartments being geographically broadened to include Western Adelaide.

## Stamp duty concessions

## Reducing red tape

There is strong support from Western Business Leaders to reduce red tape and the resulting costs to businesses to make it easier to start, operate and expand.

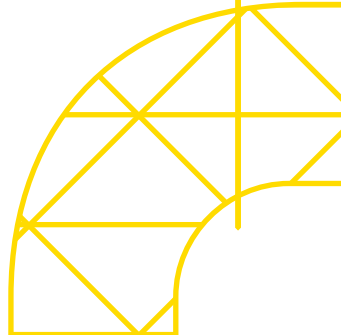
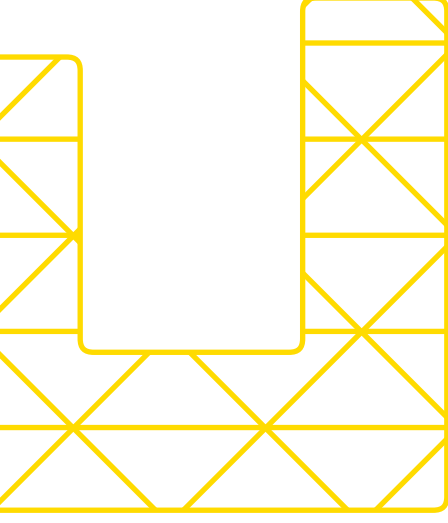
Commonwealth, State and Local Government could examine the regulatory framework, for example the development assessment system, to be more effective and efficient and be outcome and jobs focussed rather than on process. Further exploration and lobbying to reduce red tape is a priority.

## Buy local and Australian made

The benefits of buying local and Australian made are recognised and strongly supported by local businesses. Buying locally made products and services supports local jobs and stimulates the local economy. Buy local campaigns and promotions have been successful in promoting and fostering support for local businesses.

The Australian Made logo is a widely recognised symbol that supports growers, processors and manufacturers in Australia by clearly identifying their product as

genuinely Australian. The logo has received a 98 percent recognition and 88 percent trust rating in recent surveys (Roy Morgan, 2012) and is a powerful marketing tool. There is an indisputable link between the logo and Australian industry, local employment, opportunities and skills training which helps to drive economic development and prosperity for Australian communities. Further exploration of a buy local and Australian made is a priority.



# Projects for Jobs and Business Growth

The creation of 40,500 new jobs in Western Adelaide (as identified in the State Government's 30 Year Plan for Greater Adelaide) over the next 25 years should be the focus of economic initiatives.

This will include initiatives to foster greater levels of cooperation between business, government and research institutions. In particular, the focus should be on mobilising local resources toward key regional and State projects that build on the

region's key assets. Fundamental to jobs growth will be support for small business and development of projects in the following sectors: tourism, sports, health and advanced manufacturing including defence.



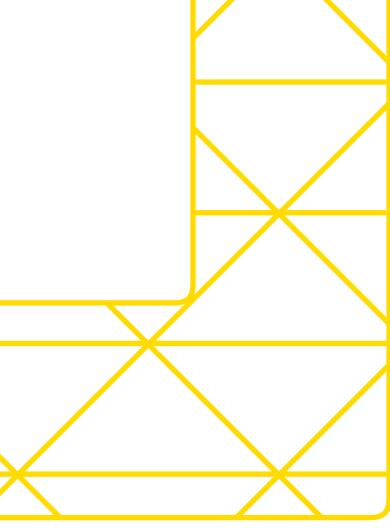
# State Economic Priorities

The State Government has recently released ten economic priorities along with the vision ‘South Australia is the place where people and business thrive’.

The vision and actions have evolved from the economic development strategy which seeks strong partnerships between business, government and the community.

The project descriptions include the relevant links to the State economic priorities. The priorities are outlined below.

- Priority 1    Unlocking the full potential of South Australia’s resources, energy and renewable assets
- Priority 2    Premium food and wine produced in our clean environment and exported to the world
- Priority 3    A globally recognised leader in health research, ageing and related services and products
- Priority 4    The Knowledge State – attracting a diverse student body and commercialising our research
- Priority 5    South Australia – a growing destination choice for international and domestic travellers
- Priority 6    Growth through innovation
- Priority 7    South Australia – the best place to do business
- Priority 8    Adelaide, the heart of a vibrant state
- Priority 9    Promoting South Australia’s international connections and engagement
- Priority 10    South Australia’s small business have access to capital and global markets



# Defence Projects

The defence industry is a significant employer in South Australia. The Australian Submarine Corporation (ASC) based at Osborne is the focus for maritime defence construction and maintenance. The ASC undertake maintenance for the Collins Class Submarines and construction of the Air Warfare Destroyers.

The Federal Government are considering a range of options for the replacement of the existing Collins Class Submarine fleet. Economic analysis of the future submarine program considered two scenarios:

1. Building 12 submarines overseas and providing light maintenance in Australia.
2. Building 12 submarines in Australia and providing maintenance over the life of the 40 year project.

The analysis showed a stark difference in employment and economic outcomes between the two scenarios. The overseas build (scenario 1) could expect the loss of 6,600 jobs every year over 40 years and a negative impact of \$29 billion on Australian GDP. The build in Australia (scenario 2), is expected to result in 3,000 jobs being saved per year over the 40 years and have a negative impact of \$8.2 billion. This represents a saving of \$21 billion compared to scenario 1.

At a local level the impact of building submarines in Australia is estimated to have the following positive impact on the Gross Regional Product and jobs over 40 years (by Council area): Port Adelaide Enfield \$5.18 billion, 14,753 jobs; West Torrens \$388 million, 4,256 jobs; and Charles Sturt \$541 million, 10,303 jobs .

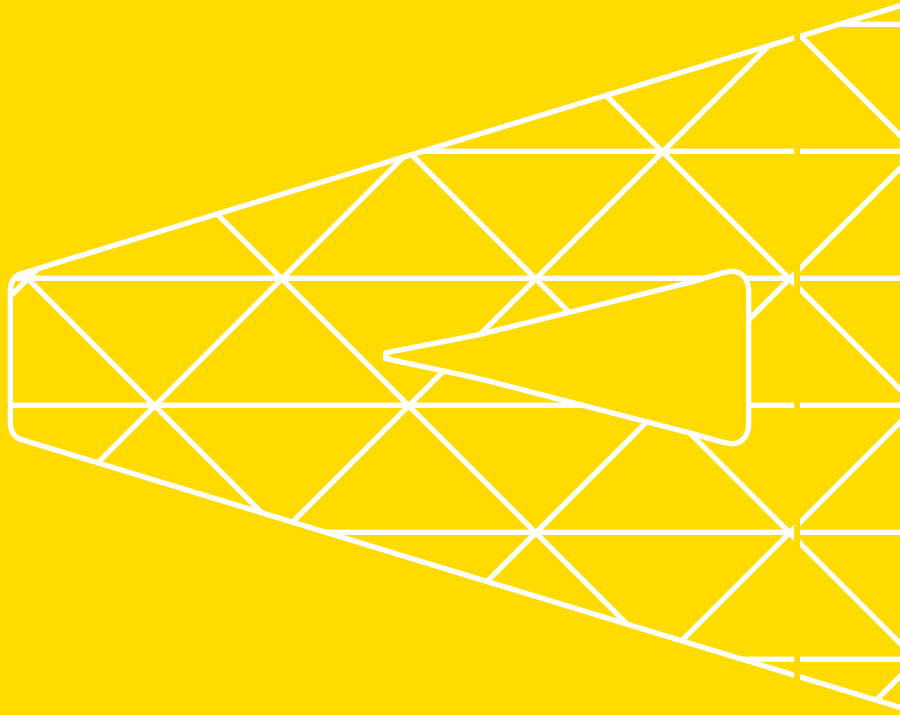
The Federal Government recently announced that Future Frigates will be built at Osborne from 2020 and will sustain 2500 jobs and a further fleet of Offshore Combatant Vessels will be built from 2018.

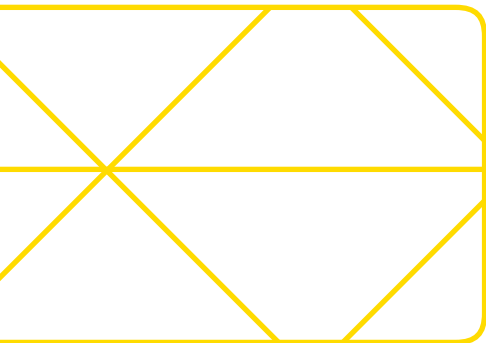
Other potential future defence projects include the construction of 150 to 210 Light Armoured Vehicles (Land 400).



# Overview of Projects

The Western Business Leaders have identified the following projects to generate employment growth. The potential for the creation of direct employment and the flow on effects into support and ancillary businesses as a consequence of these projects are very important.





**Table 3: Key Projects in Western Adelaide**

Sector and Project	Indicative Value	Estimated Jobs (direct / supply chain)
<b>Tourism and Recreation</b>		
1. Women's Australian Open – Golf	\$4 M	855 / 495
2. Western Region Tourism Destination Action Plan	\$100 k	1,248 / 722
<b>Sub total</b>	<b>\$4.1 M</b>	
<b>Small Business Development</b>		
3. Inner West Business Hub	\$500 k	877
4. Western Region Economic Development Plan	\$100 k	
5. Western Adelaide Innovation and Export Network	\$30 k	
<b>Sub total</b>	<b>\$630 k</b>	<b>877</b>
<b>Health</b>		
6. Bio Innovation Accelerator Building	\$40 M	200
7. Health Business Collaboration for Commercialisation	\$85 k	
8. SAHMRI Stage 2 – The John Chalmers Centre for Transforming Healthcare	\$280 M	392 / 252
<b>Sub total</b>	<b>\$320.1 M</b>	<b>592 / 252</b>
<b>Transport (Light Rail)</b>		
9. WestLINK – Henley Beach to Adelaide Airport	\$657 M	
10. PortLINK – Hindmarsh to Port Adelaide, West Lakes and Semaphore	\$450 M	
11. ProspectLINK – Grand Junction Road to the City	\$295 M	561 / 325
<b>Sub total</b>	<b>\$1.4 B</b>	<b>2,664 / 1,542</b>
<b>Defence</b>		
12. Twelve Submarines	\$50 B	200 to 3,000
13. Air Warfare Destroyers	\$2 B	2,500
14. Future Frigates	\$20 B	(ongoing employment of the above)
15. Light Armoured Vehicle Fleet	\$14 B	300 to 500
<b>Sub total</b>	<b>\$86 B</b>	<b>3,000 to 6,000</b>
<b>Total</b>	<b>\$87.7 B</b>	<b>10,133 to 7,133 / 1,794</b>





# Description of Projects

## Tourism and Recreation

### Women's Australian Open – Golf

**Project description**

Host Women's Australian Open – Golf

**Project aim & outcome**

The women's golf tournament in February 2016/17/18 will provide great exposure for the western region and SA.

The tournament is broadcast into 40 countries including New Zealand, United Kingdom, Asia and South Africa. The event is co-sanctioned by the United States Ladies Pro Golfing Organisation and Golf Australia.

150 golfers are expected to compete in the four day event. Around 10,000 spectators are expected on the weekend of the tournament, 3,000 to 5,000 during the week. 30 percent visitation is expected from interstate. Economic impact estimated by Golf Australia, \$3.7 million direct and total \$7.8 million per annum. Event to be held over three years.

This major event will provide opportunities for tourism exposure and promotion while creating local jobs in accommodation, meals and visitation to local facilities.

**Project partners**

Royal Adelaide Golf Club, Grange Golf Club, Kooyonga Golf Club, SA Golf Clubs, Golf Australia, State Government

**Investment**

\$3.5 to 4 million over 3 years. \$1.5 million per annum

**No of Jobs**

TBD

**SA Economic Priority**

5 and 9



# Small Business Development

## Western Region Tourism Destination Action Plan

**Project description** Preparation of a tourism action plan to showcase key destinations in the Western Region.

**Project aim & outcome** The project aims to make the western region a key destination to stay and experience.

The plan will identify and promote key tourism assets and highlights eg beaches, vibrant public places, leisure activities, heritage and cultural places, museums and eateries to increase visitor numbers and tourism dollars spent in the region. The overall aim of the Tourism Destination Action Plan is to increase employment in the tourism sector.

**Project partners** South Australian Tourism Commission, Adelaide Airport, Adelaide Shores, Adelaide Business Hub, South Australian Tourism Industry Council, Main Street Business Associations eg Jetty Road Mainstreet Management Committee, Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens.

**Investment** \$100 k

**No of Jobs** Anticipated to increase networking between tourism businesses and lead to employment growth in the tourism sector.

**SA Economic Priority** 5 and 9

## Inner West Business Hub

**Project description** Establish a business hub to create co-working space in the inner west

**Project aim & outcome** A business hub will provide co-working spaces to provide opportunities for new, and existing businesses to collaborate, grow, thrive and become sustainable. Co-workspaces enable emerging businesses to access mentoring, business skills education, support and business opportunities, all of which provide an environment that contributes to successful and sustainable business. Co-workers are generally from a range of industries and sectors but they tend to favour professional and creative industries known as advanced business services.

The hub will assist in attracting businesses to the inner west area and support businesses in Western Adelaide. There is potential for spin off from the hub to commercial and retail space in Bowden, Brompton, Hindmarsh and more broadly into the Western Region including Port Adelaide, Glenelg and West Torrens.

The creation of a hub will assist in the growth of business and employment opportunities and encourage innovation and collaboration.

**Project partners** State Government, Adelaide Business Hub, Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens.

**Investment** \$500 k from State Government

**No of Jobs** 877<sup>iv</sup> over 15 years

**SA Economic Priority** 10

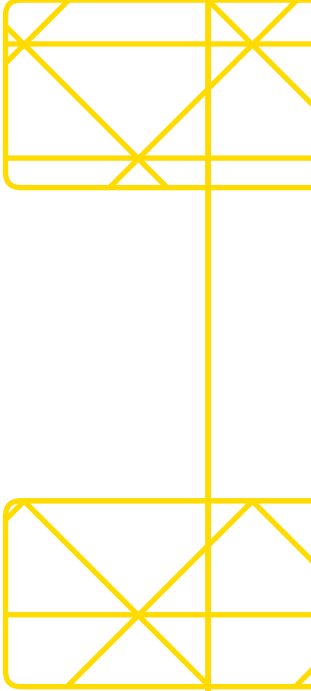


**Western Region Economic Development Plan**

<b>Project description</b>	Prepare a Western Region Economic Development Plan In collaboration, the four Councils of the region will prepare an Economic Development Plan. The plan will provide a framework that will outline the focus for business investment and attraction for the region including a vision, goals and objectives. The strengths of the region will be highlighted along with opportunities for economic development. A key outcome of the plan will be an action list and identification of possible funding opportunities. The plan will enhance the economic development of the region, increase employment opportunities and provide a platform for seeking funding for regional projects.
<b>Project aim &amp; outcome</b>	
<b>Project partners</b>	Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens, and State Government
<b>Investment</b>	\$100 k
<b>No of Jobs</b>	Anticipated to encourage greater level of business networking, collaboration and business growth.
<b>SA Economic Priority</b>	10

**Western Adelaide Innovation and Export Network**

<b>Project description</b>	Host six to eight business networking events every year for three years. Use keynote speakers under umbrella of Western Business Leaders.
<b>Project aim &amp; outcome</b>	The project aims to raise the aspirations of businesses and to promote new initiatives. It will provide an opportunity for businesses to network and promote their own businesses and develop business to business networks in Western Adelaide. At present there is no Chamber of Commerce to cover the broad Western Adelaide area. Events will be hosted at different venues across Western Adelaide. Databases of the four Councils, Adelaide Business Hub (ABH) and Australian Institute of Management (AIM) would be shared to promote events. The project may also provide the platform for a regional business newsletter for Western Business Leaders. This would promote a wide range of events in Western Adelaide including government programs.
<b>Project partners</b>	Adelaide Business Hub, Port Adelaide Chamber of Commerce, Australian Institute of Management, Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens, and State Government
<b>Investment</b>	\$20 k – Innovation Network \$10 k – China Ready Program. Both delivered for 3 years.
<b>No of Jobs</b>	Anticipated to encourage greater level of business networking, deepen supply chains and improve exporting opportunities.
<b>SA Economic Priority</b>	10



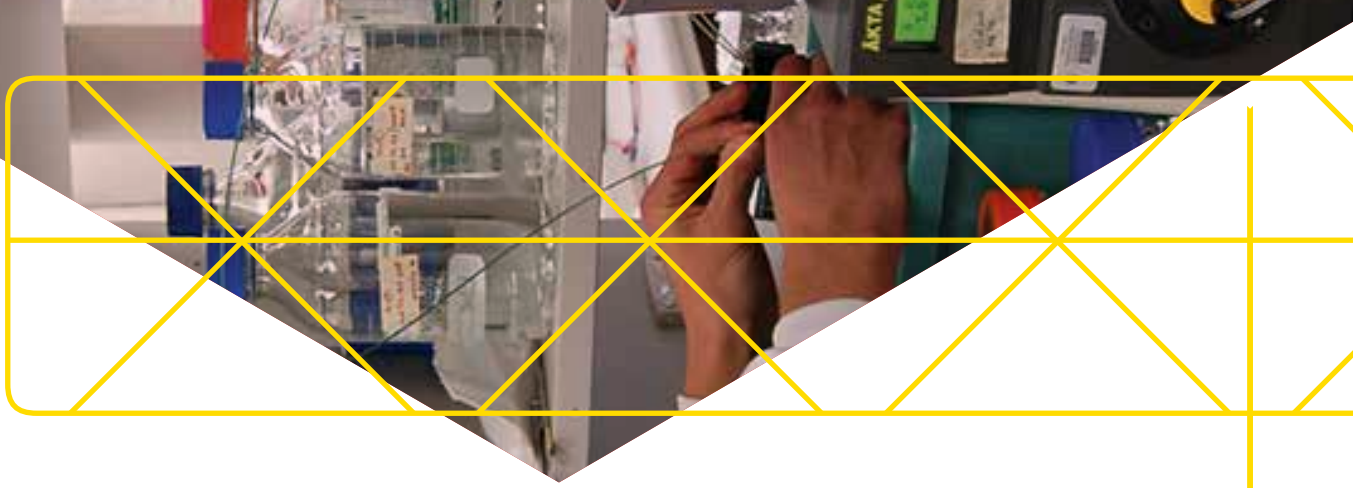
# Health

## Bio Innovation Accelerator Building

<b>Project description</b>	BioSA Accelerator Building in the Thebarton Technology Hub The vision for the Accelerator Building is to provide laboratory/production, office and shared services space for SMEs. The building's concept is based around flexible spaces for tenants ranging from 250 m <sup>2</sup> to 500 m <sup>2</sup> of laboratory, office and production space over three floors, with an undercroft accommodating the shared services and car parking. The project delivers on the Thebarton Technology Hub Master Plan (2013), adopted by City of West Torrens.
<b>Project partners</b>	State Government, Bio Innovation SA and City of West Torrens
<b>Investment</b>	\$40 million from State Government
<b>No of Jobs</b>	200 <sup>v</sup>
<b>SA Economic Priority</b>	3

## Western Adelaide Health Business Collaboration for Commercialisation

<b>Project description</b>	Preparation of a Western Adelaide Health Business Collaboration for Commercialisation Plan
<b>Project aim &amp; outcome</b>	The project aims to develop a greater knowledge of the health business supply chain in Western Adelaide. Improved access for local businesses to the health supply chain will be facilitated through working with key businesses in the local health sector and hospitals. The plan will encourage commercialisation of research and new product development. It will identify opportunities to enhance business growth and identify health projects to promote jobs. A key outcome will be employment growth in the health and health supply businesses.
<b>Project partners</b>	Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens, SA Health, Department of State Development, Bio Innovation SA, Western Hospital, health sector businesses and suppliers.
<b>Investment</b>	\$35k – Scoping Study (stage 1) \$50k – Implementation (stage 2)
<b>No of Jobs</b>	Anticipated to encourage greater level of business networking and deepen supply chains.
<b>SA Economic Priority</b>	3



# Transport – Light Rail

## SAHMRI Stage 2 – The John Chalmers Centre for Transforming Healthcare

**Project description** Construction of the second stage of the South Australian Health and Medical Research Institute (SAHMRI) building

**Project aim & outcome** Centre for Transforming Healthcare to contain the following facilities:

- » Clinical research, clinical spaces and analytics support
- » Clinical imaging technologies
- » Proton therapy to establish a national service for cancer treatment
- » Research and teaching space for clinicians, researchers, economists, policy makers and the community.

The project is not located in the Western region, however given that it is close to the boundary there is the opportunity to capitalise on positive economic flow on effects for Western Adelaide.

**Project partners** Flinders University, SA Health

**Investment** Approx. \$280 million

**No of Jobs** 392 direct, 252 supply chain <sup>vi</sup>

**SA Economic Priority** 3

## WestLINK – Henley Beach to Adelaide Airport and City

**Project description** Construction of a new tram line from the CBD to Henley Beach and a branch line to Adelaide Airport.

**Project aim & outcome** New tram line to better connect western suburbs and airport to the CBD. The new line will promote further investment in residential and commercial development and strengthen local jobs growth.

**Project partners** State Government, construction companies

**Investment** \$450 million from State Government

**No of Jobs** 855 direct, 495 supply chain <sup>vi</sup>

**SA Economic Priority** 5

## PortLINK – Hindmarsh to Port Adelaide, West Lakes and Semaphore

**Project description** Conversion of the Outer Harbour train line to deliver a new tram service to Outer Harbour, Port Adelaide and Grange and construct a new tram line to West Lakes and Semaphore.

**Project aim & outcome** Integrated tram network and better connection for West Lakes and Semaphore areas. The new line to West Lakes will link the shopping centre and major development on the AAMI Stadium site to the CBD. The new line to Semaphore will provide a link to the Semaphore Road precinct. The upgraded network will promote further residential and commercial development and strengthen local jobs growth.

Light rail is a key element in promoting the revitalisation of the Port Centre.

**Project partners** State Government, construction companies

**Investment** \$657 million from State Government

**No of Jobs** 1248 direct, 722 supply chain <sup>vi</sup>

**SA Economic Priority** 5

### ProspectLINK – Grand Junction Road to City along Prospect Road

**Project description** Construction of a new tram line from the CBD to Grand Junction Road along Prospect Road and O'Connell Street.

**Project aim & outcome** New tram line to better connect the areas along Prospect Road to the City. The new line will promote further investment in residential and commercial development and strengthen local jobs growth.

**Project partners** State Government, construction companies

**Investment** \$295 million from State Government

**No of Jobs** 561 direct, 325 supply chain<sup>VI</sup>

**SA Economic Priority** 5



# Defence

## Twelve Submarines

**Project description** Design, build and deliver 12 new submarines, infrastructure and integrated support logistics

**Project aim & outcome** Construction of a submarine fleet that will have new and more potent defence capabilities including greater range, longer patrol endurance and increased capability compared to the existing Collins Class submarine.

The level of support and infrastructure needs will depend on the capability option and acquisition path that is chosen by the Government. All options from military off the shelf to a new design are being examined.

It is estimated that the submarines could be operational by 2025/26 to 2026/27.

**Project partners** Potentially: Australian Submarine Corporation, heavy industry and shipbuilding companies, marine system companies and supply companies.

**Investment** \$50 billion plus from Federal Government

**No of Jobs** If built in Australia, up to 3000 direct jobs, if built off-shore 200 to 300 jobs <sup>vi</sup>

**SA Economic Priority** 6

## Air Warfare Destroyers

**Project description** Acquisition and build of three Hobart Class Air Warfare Destroyers

**Project aim & outcome** Construction of three Hobart Class Air Warfare Destroyers and associated logistic support.

Construction of the lead ship commenced in March 2010 and is forecast to be delivered in 2015. Total project cost is \$8.5 billion, the investment for South Australia is approximately \$4 billion, however the project is half completed and estimated balance of the project is \$2 billion.

**Project partners** Australian Submarine Corporation, Air Warfare Destroyer Alliance, Navantia, Raytheon

**Investment** \$2 billion from Federal Government

**No of Jobs** 3000 <sup>vi</sup> direct jobs

**SA Economic Priority** 6

### Future Frigates

**Project description** Acquisition of a fleet of eight new Future Frigates

**Project aim & outcome** The 2009 White Paper stated that a fleet of eight new Future Frigates will be acquired. They will be larger than the ANZAC Class and be designed and equipped with a strong emphasis on anti-submarine warfare.

A timeline for the start of construction has been identified as 2020.

**Project partners** Australian Submarine Corporation, heavy industry and shipbuilding companies, marine system companies and supply companies.

**Investment** \$20 billion from Federal Government

**No of Jobs** Continued employment of Air Warfare Destroyers workforce [2500<sup>viii</sup> direct jobs].

**SA Economic Priority** 6

### Light Armoured Vehicle Fleet (Land 400)

**Project description** Deliver 150 to 210 light armoured vehicles for the

Army

**Project aim & outcome** Existing vehicle fleet is due to reach the end of life by 2020 to 2025. The project will deliver a balanced system of vehicles that will provide the major component of the Army's future Combined Arms Fighting System.

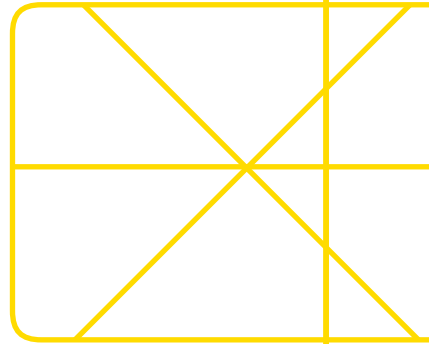
Vehicles are expected to be operational by 2022/23 to 2023/24.

**Project partners** Defence manufacturing and supply companies.

**Investment** \$14 billion plus from Federal Government

**No of Jobs** 300 to 500<sup>vii</sup>

**SA Economic Priority** 6







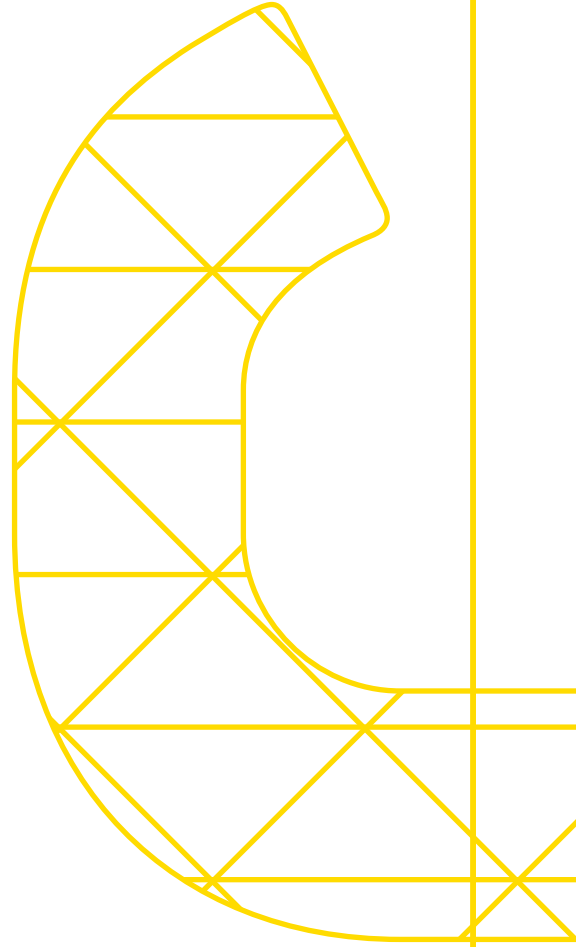
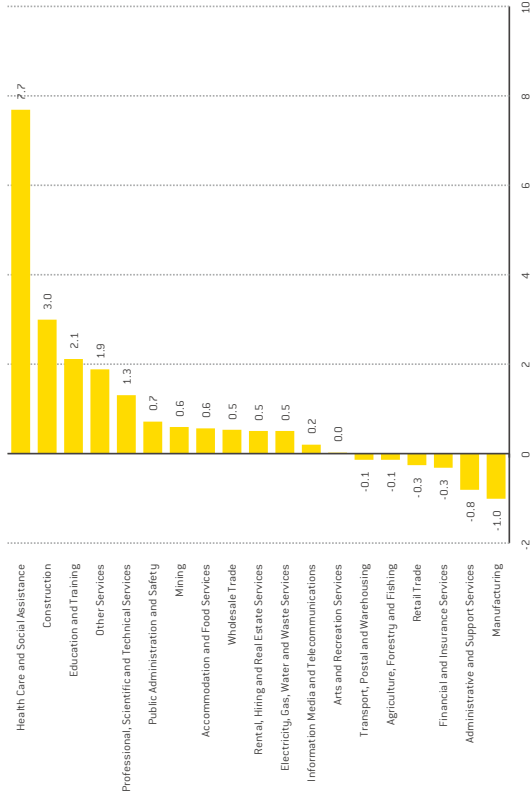
# Appendix 1

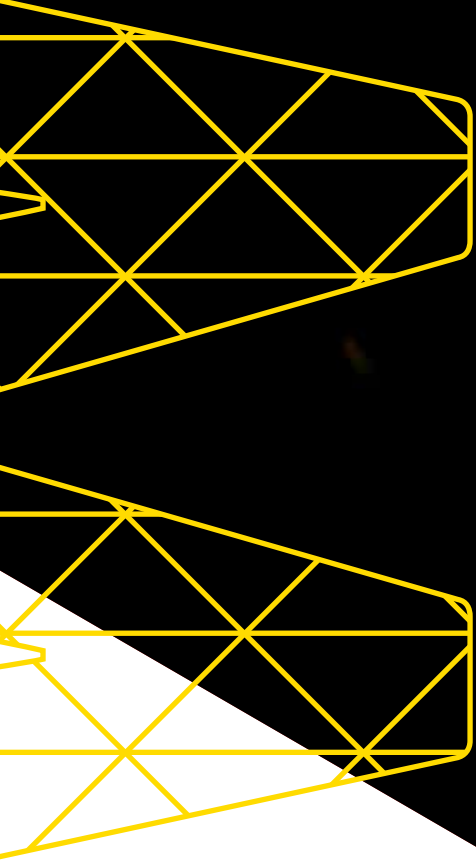
## Western Adelaide Commonwealth Department of Employment Statistics

### Employment Growth in the Last Five Years

The Department of Employment statistics detail that of the total 22,100 jobs growth in Greater Adelaide, 17,000 jobs have been in Western Adelaide over the last five years (2010 to 2014).

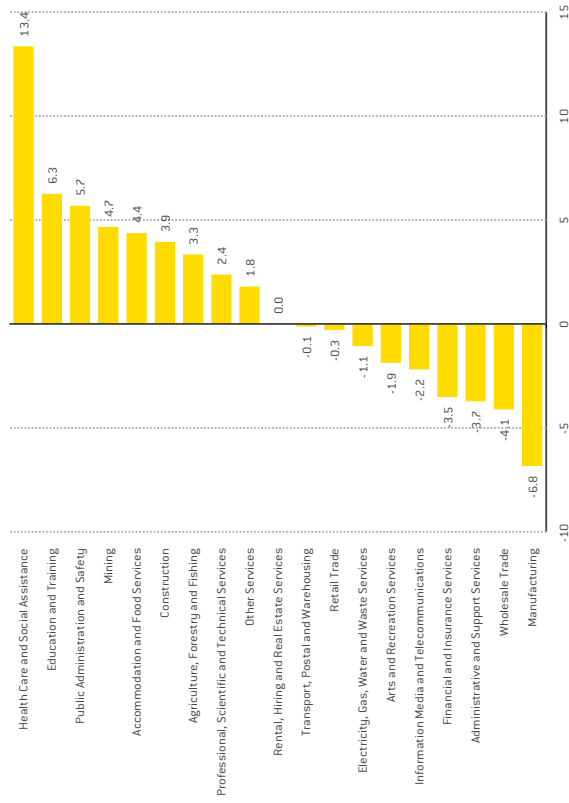
**Figure 1 – Western Adelaide – Employment Sector Growth | 5 years to Nov 2014 ('000)**

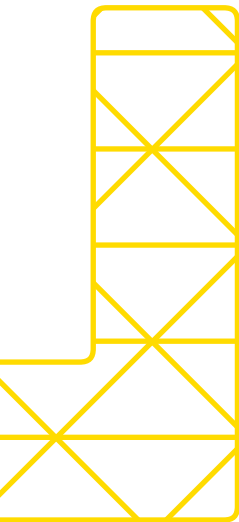




As a comparison, in the same period the Southern region lost 10,300 jobs, the Northern region gained 4,900 jobs and the Central and Hills region gained 10,600 jobs.

**Figure 2 – Greater Adelaide – Employment Sector Growth | 5 years to Nov 2014 ('000)**

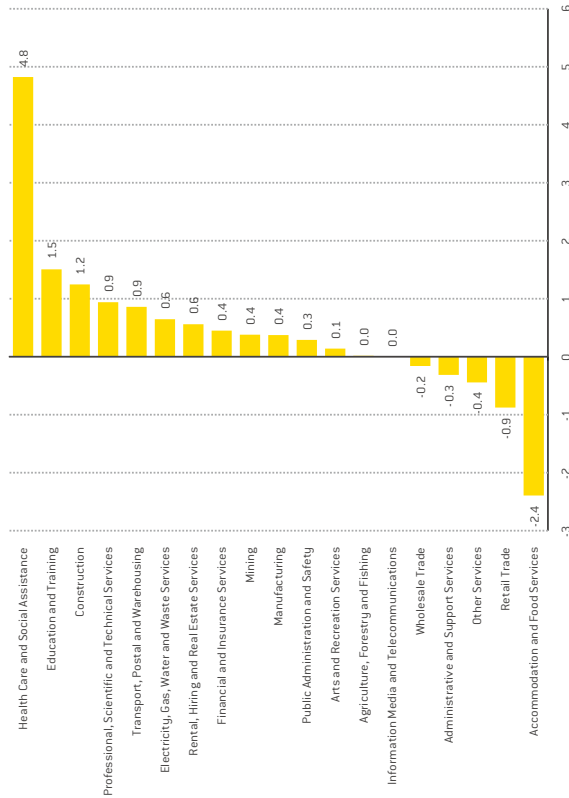




### Western Adelaide Employment Sector Growth in the last 12 months

In the past 12 months, health care and social assistance, education and training and construction have been the largest growth employment sectors.

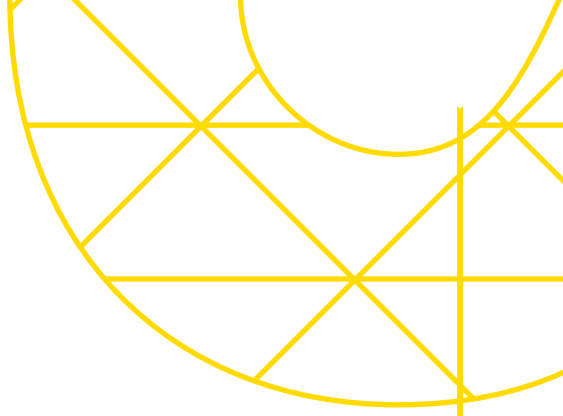
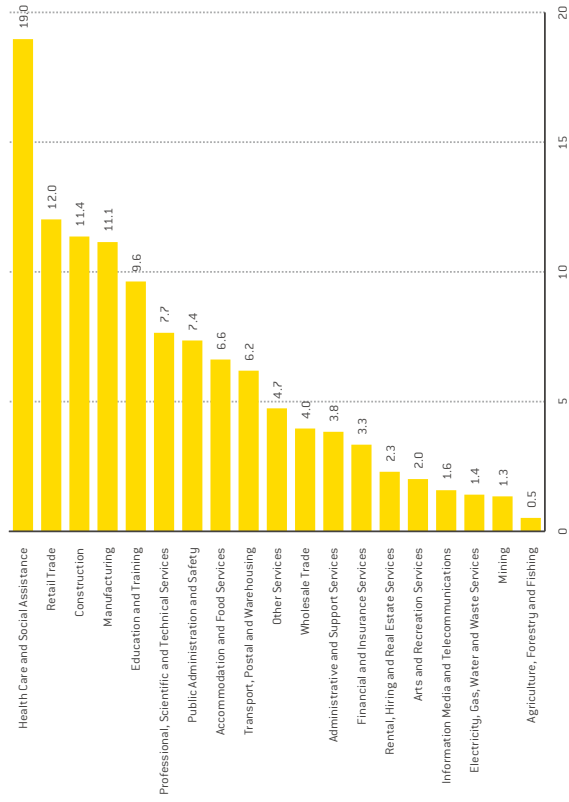
**Figure 3 – Western Adelaide – Employment Sector Growth | 12 months to Nov 2014 ('000)**



### Employment Numbers by Sectors

Health care and social assistance, retail trade, construction, manufacturing followed by education and training are the largest employment sectors in Western Adelaide.

**Figure 4 – Western Adelaide – Employment by Sector | 12 months to Nov 2014 ('000)**



# Appendix 2

## Consultation on draft strategy

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**Andre Stuyt**, Renewal SA, 3/10/14

**Lyn Hay**, Adelaide Business Hub 8/10/14

**Pat Slater**, Inner West Business Enterprise Centre, 10/10/14

**Carol McDonald**, City of Holdfast Bay 15/10/14

**Andrew Gay**, Royal Adelaide Golf Club and Barry Linke, Grange Golf Club 17/10/14

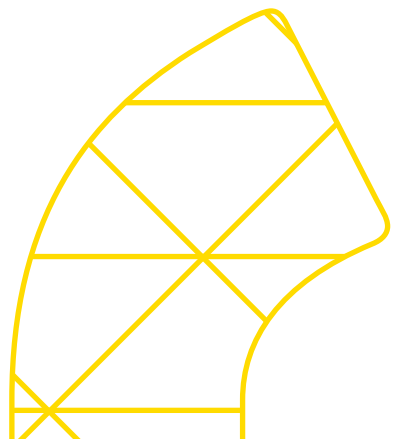
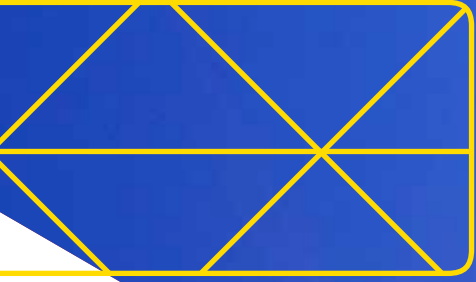
**Debbie Constable**, Business SA 20/10/14

**Western Business Leaders workshop** 2/12/14

**Building Western Adelaide Council workshop** 23/2/15

**CEOs and Senior Staff from:**

- » West Torrens
- » Port Adelaide Enfield
- » Holdfast Bay
- » Charles Sturt



# References

- I. 2010-11 Tourism Satellite Account consistent with TTF's National Tourism Business Count & Employment Atlas.
- II. Commonwealth Department of Employment, Regional Employment by Industry, November 2014
- III. Economic Analysis of Australia's Future Submarine Program, Economic Development Board South Australia, October 2014
- IV. Bowden Business Hub, May 2013 p13
- V. Job figure estimate provided by Bio Innovation SA
- VI. Estimates of direct and supply chain FTE employment numbers based on multiplier effect analysis DPII, 2014  
Disclaimer: These figures are estimates only, the figures are associated with the project's construction phase only.
- VII. Job figures full time equivalent (FTE) estimates provided by Defence Teaming Centre
- VIII. Job figure included in press release by Prime Minister Tony Abbott, 4 August 2014



# CONSTRUCTION WELFARE

