

CITY OF WEST TORRENS



Minutes

of the

**CORPORATE PLANNING, POLICY AND
PERFORMANCE PRESCRIBED COMMITTEE**

of the

CITY OF WEST TORRENS

held in the Mayor's Reception Room, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

**TUESDAY, 8 MARCH 2016
at 6.30 PM**

**Terry Buss
Chief Executive Officer**

City of West Torrens Disclaimer

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

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1. MEETING OPENED

The Presiding Member declared the meeting open at 6.31pm.

1.1 Evacuation Procedure

The evacuation procedures were taken as read.

2. PRESENT

Committee Members:

Cr J Woodward (Presiding Member)

Mayor John Trainer

Councillors: R Haese, C O'Rielley, K McKay and M Hill.

Officers:

Mr T Buss (Chief Executive Officer)

Ms P Koritsa (General Manager Business and Community Services)

Mr B Ross (General Manager Corporate and Regulatory)

Mr A Catinari (General Manager Urban Services)

Ms S Stiles (Manager City Strategy)

Ms R Butterfield (Manager Regulatory Services)

Ms S Curran (Manager Business Services)

Elected Members in Attendance:

Cr G Vlahos

3. APOLOGIES

Council Members:

Cr Dua

Cr Mangos

RECOMMENDATION

That the apologies be received.

COMMITTEE DECISION

MOVED Cr O'Rielley SECONDED Cr McKay that the recommendation be adopted.

CARRIED

4. DISCLOSURE STATEMENTS

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Corporate Planning, Policy and Performance Committee held on 10 November 2015 be confirmed as a true and correct record.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr O'Rielley that the recommendation be adopted.

CARRIED

6. COMMUNICATIONS BY THE CHAIRPERSON

Nil

7. REPORTS OF THE CHIEF EXECUTIVE OFFICER

7.1 Annual Service Plans 2nd Quarter 2015/16 Progress Update

This report presented the 2nd quarter review of the 2015/16 Annual Service Plans and progress in the delivery of Council's Community Plan.

RECOMMENDATION(S)

The Committee recommends to Council that the:

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

COMMITTEE DECISION

MOVED Cr Hill SECONDED Cr McKay that the recommendation be adopted.

CARRIED

When a time frame has changed, the CEO agreed to retain the original date in the document but show this as a strikethrough with the amended date shown below.

7.2 Underdale and Torrensville Industrial and Residential Interface Policy Development

This report presented an update on further investigations undertaken to progress the Underdale and Torrensville Residential/Industry Interface Statement of Intent (SOI).

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The Underdale and Torrensville Residential/Industrial Interface Development Plan Amendment Investigations Report prepared by Urban and Regional Planning Solutions and SGS Economics and Planning be received.
2. A report on investigations currently being undertaken in the south-west area of the Industry Zone in Torrensville and Underdale be brought to the next meeting of the Corporate Planning, Policy and Performance Committee.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Haese that the recommendation be adopted.

CARRIED

7.3 Progress on Implementing Council Decisions

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

RECOMMENDATION

The Committee recommends to Council that the report be received.

COMMITTEE DECISION

MOVED Cr Haese SECONDED Cr Hill that the recommendation be adopted.

CARRIED

7.4 Street Numbering Policy Revocation

This report sought the revocation of *Council Policy - Street Numbering*.

RECOMMENDATION

The Committee recommends to Council that the *Council Policy - Street Numbering* be revoked.

COMMITTEE DECISION

MOVED Cr Haese SECONDED Cr Hill that the recommendation be adopted.

CARRIED

7.5 Informal Gatherings Policy

The draft *Council Policy - Informal Gatherings* was developed in readiness for the imminent commencement of the *Local Government (Accountability and Governance) Amendment Act 2015* and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION

The Committee recommends to Council that:

1. The draft *Council Policy - Informal Gatherings* be approved to commence when the *Local Government (Accountability and Governance) Amendment Act 2015* commences.
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 - Informal Gatherings*.

COMMITTEE DECISION

MOVED Cr O'Rielly SECONDED Cr Hill that the recommendation be adopted.

CARRIED

7.6 Asset Naming Policy Review

The *Council Policy - Asset Naming* was subject to an unscheduled review due to the imminent commencement of the *Local Government (Accountability and Governance) Amendment Act 2015* and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Asset Naming* be approved for public consultation.
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 - Asset Naming*.

COMMITTEE DECISION

MOVED Mayor Trainer SECONDED Cr McKay that the recommendation be adopted.

CARRIED

7.7 Social Media Policy Review

The *Council Policy - Social Media Use and Management* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends 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*.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Hill that the recommendation be adopted.

CARRIED

The CEO agreed to review whether duplicate posts can be minimised from the City of West Torrens and Hamra Centre pages.

7.8 Council Reception Room - Richmond Oval Policy Review

The *Council Reception Room - Richmond Oval Policy* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Reception Room - Richmond Oval Policy* 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 Reception Room - Richmond Oval Policy*.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Hill that:

1. The revised *Council Reception Room - Richmond Oval Policy* be approved subject to the following amendments:
 - Clause 1.2 to read:
Council has the use of its function room...
 - Clause 5.3.1.4 to read:
Room passes are not transferrable except at the discretion of the CEO.

- Clause 5.3.6.1 to read:
At WAFC home games, the Council of the visiting team will be offered up to six tickets with passes into the Room for use by their Elected Members for the day of their team's game. The Council of the visiting team or their Elected Members need to advise the Office of the CEO no later than 5pm, five days before the game to obtain tickets and passes.
 - Clause 5.4.2 to read:
...limited to tea/coffee, soft drinks and alcohol.
 - Clause 5.4.7 to read:
... or volunteers (including Elected Members)...
 - Clause 5.4.5.6 to read:
...or volunteers (including Elected Members)...
 - Clause 5.4.2.1.b. to read:
...will be served by Council staff or volunteers (Elected Members included)...
 - Clause 5.4.2.2 to read:
... will not be served by Council staff or volunteers (Elected Members included)...
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 Reception Room - Richmond Oval Policy*.

CARRIED

The CEO agreed to determine whether the legislation requires that those persons able to serve alcohol in the Council Reception Room must have a Responsible Service of Alcohol certificate.

7.9 Elected Member Allowances, Facilities, Support and Benefits Policy Review

The *Council Policy - Elected Members Allowances, Facilities, Support and Benefits* was subject to an unscheduled review due to the imminent commencement of the *Local Government (Accountability and Governance) Amendment Act 2015* and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Elected Members Allowances, Facilities, Support and Benefits* be approved to commence on commencement of the *Local Government (Accountability and Governance) Amendment Act 2015*.
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- Elected Members Allowances, Facilities, Support and Benefits*.

COMMITTEE DECISION

MOVED Cr O'Rielley SECONDED Cr Haese that:

1. The revised *Council Policy - Elected Members Allowances, Facilities, Support and Benefits* be approved to commence on commencement of the *Local Government (Accountability and Governance) Amendment Act 2015*, subject to clause 5.4.3 being amended to state that Elected Members are all required to complete and sign the attached proforma only if costs have been incurred.
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- Elected Members Allowances, Facilities, Support and Benefits*.

CARRIED

7.10 Provision of Council Gifts Policy Review

The *Council Policy - Provision of Council Gifts* was subject to an unscheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Provision of Council Gifts* 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 - Provision of Council Gifts*.

COMMITTEE DECISION

MOVED Cr O'Rielley SECONDED Cr Haese that this item be deferred to the next meeting of the Corporate Planning, Policy and Performance Committee on 10 May 2016.

CARRIED

7.11 Code of Practice - Access to Meetings and Documents Review

The *Code of Practice - Access to Meetings and Documents* was subject to an unscheduled review due to the imminent commencement of the *Local Government (Accountability and Governance) Amendment Act 2015* and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Code of Practice - Access to Meetings and Documents* be approved for public consultation.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Code of Practice - Access to Meetings and Documents*.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Haese that the recommendation be adopted.

CARRIED

7.12 Customer Complaints Policy Review

The *Council Policy - Customer Complaints* was reviewed and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Customer Complaints* 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 - Customer Complaints*.

COMMITTEE DECISION

MOVED Cr Hill SECONDED Cr O'Rielley that the recommendation be adopted.

CARRIED

7.13 Impoundment of Vehicles Policy Review

The *Council Policy - Impoundment of Vehicles* was subject to an unscheduled review due to the imminent commencement of the *Local Government (Accountability and Governance) Amendment Act 2015* and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Impoundment of Vehicles* be approved to commence when the *Local Government (Accountability and Governance) Amendment Act 2015* commences..
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*.

COMMITTEE DECISION

MOVED Cr Haese SECONDED Cr McKay that the recommendation be adopted.

CARRIED

7.14 Expiation Notice Review Policy Review

The *Council Policy - Expiation Notice Review* was reviewed and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

That the Corporate Planning, Policy and Performance Prescribed General Committee recommends to Council that:

1. The revised *Council Policy - Expiation Notice Decision Review* 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 - Expiation Notice Decision Review*.

COMMITTEE DECISION

MOVED Cr Haese SECONDED Cr McKay that the recommendation be adopted.

CARRIED

The CEO agreed to follow up on whether drivers licence details on the review of expiation request form is required to be mandatory and provide the Committee with the number of offences waived on trifling grounds.

7.15 Policing of Parking Restrictions

This report provided information on the impact of additional resources for parking enforcement.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. Amounts of \$..... and \$..... be included in the 2015/16 and 2016/17 budgets respectively in support of Council's community grants program.
2. One new administrative FTE be provided in support of Compliance operations.
3. An adjustment be made in the March budget review for the additional administrative support that is recommended.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr O'Rielley that:

1. An additional \$200,000 be included in the 2015/16 budget in support of Council's community grants program.
2. One new administrative FTE be provided in support of Compliance operations.
3. An adjustment be made in the March budget review for the additional administrative support that is recommended.

CARRIED

8. OUTSTANDING REPORTS/ACTIONS

Nil

9. OTHER BUSINESS

9.1 Free Visitor Vouchers for Parking

MOVED Cr O'Rielly SECONDED Cr McKay that the Administration be authorised to provide up to eight booklets of twelve free visitor vouchers per calendar year to residents of Burt Avenue and Mallen Street Hilton for visitors to be exempt from parking time restrictions in these streets, subject to the following conditions:

1. The entitlement of eight booklets will be limited to one resident per household; and
2. New residents after 1 January 2016 will not have an entitlement.

AMENDMENT

MOVED Cr Hill SECONDED Cr Haese that the Administration be authorised to provide up to eight booklets of twelve free visitor vouchers per calendar year to residents of Burt Avenue and Mallen Street Hilton for visitors to be exempt from parking time restrictions in these streets, subject to the following conditions:

1. The entitlement of eight booklets will be limited to one resident per household;
2. New residents after 1 January 2016 will not have an entitlement; and
3. The entitlement to free visitor parking vouchers will conclude at the end of the 2017 calendar year and prior to this the Administration will review parking arrangements in Burt Avenue and Mallen Street, Hilton and report back to Council on the findings of the review.

CARRIED

The amended motion was Put and **CARRIED**

10. NEXT MEETING

10 May 2016, 6.30pm in the Mayor's Reception Room.

11. MEETING CLOSE

The Presiding Member declared the meeting closed at 8.35pm.