

CITY OF WEST TORRENS



# Notice of Committee Meeting

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

## **CITY ADVANCEMENT AND PROSPERITY GENERAL COMMITTEE**

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

**of the**

### **CITY OF WEST TORRENS**

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

on

**TUESDAY, 24 AUGUST 2021**  
**at 6.00pm**

Public access to the meeting will be livestreamed audio only at the following internet address: <https://www.westtorrens.sa.gov.au/livestream>

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

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

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

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

Committee Members are required to:

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

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

That the Minutes of the meeting of the City Advancement and Prosperity General Committee held on 22 June 2021 be confirmed as a true and correct record.

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

Nil

## 8 REPORTS OF THE CHIEF EXECUTIVE OFFICER

### 8.1 Proposed Renaming of Dew Street Reserve

#### Brief

This report proposes the commencement of the process to rename Dew Street Reserve, Thebarton.

#### RECOMMENDATION(S)

The Committee recommends to Council that it:

1. Approves the commencement of a consultation process, to rename the "Dew Street Reserve" located on Dew Street, Thebarton, to "Barbara Hanrahan Park", with the results to be presented to a future meeting of Council for further consideration.
2. Undertakes both targeted consultation, as required by clause 6 of the *Council Policy: Asset Naming*, as well as affording the opportunity for the wider community to make submissions regarding the proposed name change via Your Say.

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#### Introduction

At its 18 May 2021 meeting, Council resolved the following:

*That Council investigate changing the current name of 'Dew Street Reserve' in Thebarton to 'Barbara Hanrahan Park' in recognition of one of our city's most beloved author and artists, and as part of this Council restores and rejuvenates the park by including more tree plantings in addition to information and public art celebrating the life and achievements of Barbara Hanrahan.*

#### Discussion

##### Background Information

George Dew was the Mayor of the West Torrens District Council from 1860 to 1863. He arrived in South Australia on the vessel BABOO in 1840 with his wife Dinah Pomeroy and their infant daughter, Ann Elizabeth.

Dew was a founding member of the West Torrens District Council, and a Councillor for 21 years before he retired in 1876. Dew was an active campaigner for sanitation and law and order, with one of his first acts being to tackle the issue of blood and refuse discharged into the River Torrens from the city slaughterhouse. He also moved that Thebarton be brought within the limits of the Police Act.

Dew Street (originally Dew Road) was first referenced in 1859 and it appears that Dew Street was named when the subdivision of the area first occurred. It is thought that George Dew's contribution to the area was so significant that the road was named after him, particularly given that he had only served as a Councillor for six years at this point.

It is not proposed that Dew Street be renamed.

##### Reserve Location

Dew Street Reserve (Reserve) is located on Dew Street in Thebarton (**Attachment 1**). No official records have been located, with regard to any official naming of this reserve. Rather, its naming appears to be colloquial in nature i.e. being a reserve located on Dew Street.

According to Certificate of Title 1824/40, reserve land was bought by the Thebarton Corporation in June 1950. Aerial maps show that from about that time onward it was an open space.

The Reserve contains a number fixtures including community art works, a number of mosaics and other artistic touches. The Reserve does not contain any playground equipment.

The Reserve is also colloquially referred to as Kintore Street Park, with that being its identifier on Google Maps rather than Dew Street Reserve.

There is no evidence to suggest that the Reserve was named after George Dew.

### Barbara Hanrahan

Barbara Janice Hanrahan (1939-1991) was a writer and artist. Born on 6 September 1939, Ms Hanrahan was raised by her mother, her grandmother and her great-aunt in Thebarton. She was educated at Thebarton Technical School, Adelaide Teachers College and the SA School of Arts.

Her most well-known book, *The Scent of Eucalyptus*, describes her childhood and early years growing up in Rose Street, Thebarton. It also details the people and places of the area. In addition to being an author, Ms Hanrahan was also a prolific print maker, with the National Gallery of Australia holding approximately 453 of her drawings and prints. The Art Gallery of South Australia holds a further 200 while her artwork has been exhibited in many countries including London and the United States.

The western end of Kintore Lane has also been named Barbara Hanrahan Lane in honour of her (**Attachment 2**). It is important to note that this name change is symbolic only. This was completed in 1999, by Council, following a failed attempt to officially rename Kintore Lane to Barbara Hanrahan Lane.

The Barbara Hanrahan Fellowship for South Australian Writers was established in 1994 and, in 1997, a building at the University of South Australia's City West campus was named in honour of her memory.

The house that Ms Hanrahan lived in on Rose Street is no longer standing but was located in what is now the car park at St George Greek Orthodox Church Thebarton.

5 December 2021 will mark the 30<sup>th</sup> anniversary of Ms Hanrahan's death. It has been proposed that the Reserve be renamed to commemorate this anniversary and honour the legacy Ms Hanrahan has left behind.

### Asset Renaming Requirements

Council has the power to assign a name to, or change the name of, a public place pursuant to s219 of the *Local Government Act 1999* (Act).

The *Council Policy: Asset Naming* (Policy) contains the process by which Council can name or rename an asset it owns within the City of West Torrens (**Attachment 3**).

The Policy requires that a renamed place be "unique". To this end, the Administration has confirmed that there is no other asset within the City of West Torrens formally named in honour of Ms Barbara Hanrahan.

The name must also be "*appropriate to the physical, historical or cultural character of the area concerned*". The Reserve is approximately 400 metres from the western end of Kintore Lane and is approximately 200 metres from Rose Street, Mile End where Barbara Hanrahan spent her childhood. As such, the proposed re-naming of the Reserve satisfies this requirement.

### Consultation Requirements

To progress an asset's name change, Clause 6 of the Policy requires that consultation is required with affected land owners (being those that own or reside in a property within 300m of the Reserve) and relevant agencies including but not limited to Australia Post, SA Ambulance Service, Metropolitan Fire Service, SA Power Networks and the Local Government Association.

However, in addition to this targeted consultation, due to the significance of the proposal it is also proposed that the wider community be afforded the opportunity to provide feedback regarding this proposed renaming via Your Say.

It is proposed that the consultation be undertaken between 1 September 2021 and 29 September 2021 pursuant to the Act and the Policy, with a further report to be presented to the 19 October 2021 meeting of the City Finance and Governance Committee on the outcome of the consultation and subsequent recommendation to Council with regard to a final decision on the name change proposal.

### Further Actions

On approval of the proposed re-naming of Dew Street Reserve, the following actions will be undertaken:

- Public notice of the name change will be given on the Council Website, the Government Gazette and by notice in the Advertiser pursuant to s219 of the Act;
- Written notice will be provided to the Registrar-General, Surveyor-General and Valuer-General pursuant to s219 of the Act;
- The consulted parties along with relevant agencies will be advised of the name change in writing;
- The City Property and Creative Services teams will be engaged to ensure appropriate signage, compliant with the relevant Australian Standard, is erected in the reserve; and
- A small opening of the renamed reserve will be arranged in December 2021, subject to COVID-19 restrictions, to coincide with the anniversary of Ms Hanrahan's death.

### **Climate Impact Considerations**

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

There are no climate impact considerations with respect to this report.

### **Conclusion**

This report seeks the commencement of the process to rename Dew Street Reserve to Barbara Hanrahan Park.

### **Attachments**

1. **Dew Street Reserve Location**
2. **Barbara Hanrahan Lane**
3. **Council Policy - Asset Naming**



**Disclaimer**  
The City of West Torrens accepts no liability for any reliance placed on the validity and accuracy of data in this publication. While care and effort has been taken in the presentation of this data it is only to be used for demonstration purposes.





## CITY OF WEST TORRENS



## Council Policy: Asset Naming

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	June 2010
<b>Dates of Review:</b>	2013, 2016, 2018, 2020
<b>Version Number:</b>	5
<b>Objective ID:</b>	A7720
<b>Next Review Due:</b>	2023
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999</a> <a href="#">Geographical Names Act 1991</a>
<b>Related Policies or Corporate Documents:</b>	<a href="#">Council Policy - Public Consultation</a>
<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>	General Manager Business and Community Services      Date
<b>Approved by Executive</b>	Date      3 November 2020
<b>Endorsed by Council:</b>	Date      27 October 2020

City of West Torrens Council Policy - Asset Naming

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City of West Torrens Council Policy - Asset Naming

## Council Policy - Asset Naming

### 1. Preamble

- 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:
  - 1.1.1. public road
  - 1.1.2. private road
  - 1.1.3. public place.
- 1.2. Council must assign a name to each public road created by land division.
- 1.3. Council has the ability to name Council owned assets such as sporting or community facilities that may fall outside the scope of a public place and are therefore not covered by the scope of section 219 of the Act.

### 2. Purpose

- 2.1. The purpose of this Policy is to:
  - 2.1.1. Provide a framework for selecting new and replacement names for assets in the City of West Torrens (CWT).
  - 2.1.2. Provide staff, the local community and developers with clear information on Council's requirements for the naming and renaming of assets.
  - 2.1.3. Ensure asset names are appropriate, will stand the test of time and preferably are of local or historical significance.

### 3. Scope

- 3.1. This policy applies to:
  - 3.1.1. All existing and proposed assets and public places in the CWT; including both public and private assets with the exception of internal rooms within council's operational buildings.
  - 3.1.2. All sealed and all formed public roads within the CWT.
  - 3.1.3. 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. **Administration** means the administrative staff of the Council.
- 4.2. **Affected land owners** means:
  - 4.2.1. For the purposes of naming a road those people who own, reside in or occupy land adjacent to the road.
  - 4.2.2. For the purposes of naming a public place those people who own, reside in or occupy land within a 300m radius of the place to be named.

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- 4.2.3. An adjoining council.
- 4.3. **Asset** means a fixed item or facility used to satisfy a service potential or enabling the CWT to meet its corporate or community objectives. There are types of assets:
- 4.3.1. Infrastructure including roads, bridges, footbridges, footpaths, bike paths, carparks, drainage, walkways, alleys, laneways, thoroughfares, stormwater and traffic infrastructure.
- 4.3.2. Community assets including parks, playgrounds, sporting fields, monuments, community buildings and hubs (including interior rooms to those assets).
- 4.3.3. Corporate assets including the Civic Centre, depot and other administrative buildings.
- 4.4. **Community** means the residents, businesses and community groups of the City of West Torrens or any natural person who has held office within Council whether that be elected or appointed.
- 4.5. **Council** means the body corporate of the Corporation of the City of West Torrens.
- 4.6. **Developer** means a person, persons or company that has submitted a development application to Council.
- 4.7. **Land division** is a reference to the division of an allotment under the Development Act 1993, the Planning Development and Infrastructure Act 2016 or to the dealing with land under the Roads (Opening and Closing) Act 1991 so as to open a road.
- 4.8. **Property owner** means the registered owner of the relevant parcel of land or building.
- 4.9. **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:
- 4.9.1. a bridge, viaduct or subway
- 4.9.2. an alley, laneway or walkway.
- 4.10. **Private road** means a road that is on private property that is not under the care and/or control of Council.
- 4.11. **Public place** means an area that is used for a public purpose or is open to access by the public.
- 4.12. **Sporting or Community Facilities** means Council owned and controlled facilities that are made available for use by the general public and are used to satisfy a service potential or enabling the Council to meet its corporate and community objectives including but not limited to:
- 4.12.1. Community centres, halls, libraries, theatres and other similar fixed structures.
- 4.12.2. Sportsgrounds including buildings and other fixed structures therein primarily used for active recreational activities.

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## 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 the Department of Planning, Transport and Infrastructure (DPTI).
- 5.1.2. A request is received by the Council from an affected land owner or their agent; or the community.
- 5.1.3. Council resolves that a name change be investigated.
- 5.1.4. The Administration determines it is in the public interest to investigate a change in name.
- 5.1.5. Council or DPTI opens or forms a road or public place.
- 5.1.6. Council receives an application for a land division.

5.2. General Principles

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

5.2.1. Uniqueness

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

5.3. Name Sources

Names will be selected that are appropriate to the physical, historical or cultural character of the area concerned.

5.3.1. Preference will be given to names for any asset that refer to the history and development of the CWT; including first nation history.

5.3.2. Sources for road or public place names may include:

- i. Names that have a historical or geographical significance to CWT.
- ii. Names of eminent or notable persons with a connection to the area.
- iii. Names which represent the CWT's multi-cultural community i.e. Asian, African and European names.
- iv. Landscapes or physical forms.
- v. Achievements in arts, culture, education, law, medicine, research sciences and sports.

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- vi. Thematic names such as flora, fauna, ships, etc.
  - vii. Commemorative names.
  - viii. Aboriginal names taken from the local Aboriginal language; only after consultation with the Aboriginal community and obtaining the appropriate permissions.
  - ix. A group with a connection to the asset (where it is a sporting or community asset) being charitable, social, cultural, sporting or community.
  - x. Names that reflect the unique characteristics of the site.
- 5.3.3. The origin and significance of each name should be clearly stated and 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 CWT.
- 5.3.4. The practice of naming sportsgrounds and community facilities after their suburb or street location is strongly encouraged as it facilitates ready identification of the location of the sportsground or community facility by residents and the wider community and enables and supports public safety by emergency services.
- 5.4. Propriety
- 5.4.1. Names, which may be characterised as follows, will not be used:
- i. Offensive or likely to give offence.
  - ii. Incongruous - out of place
  - iii. Could be construed as advertising particular commercial or industrial enterprise unless compliant with clause 5.5 of this Policy
  - iv. Names of living persons, except in exceptional circumstances, or where the naming is for that of a hall or room within a Community Facility as per clause 5.8.4.
- 5.5. Form
- 5.5.1. Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
- 5.5.2. Unduly long names and names composed of two or more words or unusual combinations of words will be avoided.
- 5.5.3. When using geographical place or feature names, the form adopted in the State Gazetteer will be used.
- 5.5.4. 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".
- 5.5.5. The possessive case will not be used e.g. "Smith's Road" would be "Smith Road".
- 5.5.6. The use of given names or both given names and surname or initials should generally be avoided.

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- 5.5.7. 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.
- 5.5.8. Asset 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.
- 5.5.9. Asset names will not contain a prefix or an additional suffix, e.g. "north" or "extension".
- 5.6. Road Type
- 5.6.1. Road names will include an appropriate road type suffix (e.g. Smith Road) conforming with the following guidelines:
- i. The appropriate suffix will be selected from those approved at Appendix 1.
  - ii. 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 (Cr).
  - iii. Road name signs will, as far as practicable, be placed at every road intersection.
- 5.7. Naming of Sporting Grounds
- 5.7.1. Sportsgrounds, as a general rule, will be named after the suburb or street in which they are located for example, Richmond Oval, Lockleys Oval, etc. but may be assigned a name which has historical or cultural significance for example, Weigall Oval, Apex Park, etc.
- 5.7.2. Where the Council approves the naming of a Sportsground consistent with clause 5.7.1 that is, after a suburb or street in which the Sportsground is located, the placement of a plaque and the inscription on the plaque shall be consistent with the requirements set out in clause 5.7.7 except that there is no requirement to acknowledge an individual's contribution given that the name assigned is a suburb or street where the facility is located.
- 5.7.3. This policy does not contemplate that a sportsground will be named after an individual however, under exceptional circumstances and at the complete discretion of Council, consideration may be given to such a request or initiative.
- 5.7.4. Requests or initiatives to name a sportsground after an individual will not be encouraged as a general rule and will require careful scrutiny, assessment and community consultation in line with Council Policy: Public Consultation
- 5.7.5. Where a request is made or initiative proposed to name a Sportsground after an individual it must be made posthumously. The application must demonstrate that the person commemorated and the name chosen meets the following requirements:
- i. Is widely known and respected within the local community;

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- ii. Is recognised as having a historical link with the locality or is generally acknowledged as having made a significant contribution to the social, sporting, economic or cultural development of the local community;
  - iii. Is considered by the Council to be of good repute and not likely to be the subject of controversy.
- 5.7.6. Council will determine whether a request will be granted taking into consideration the advice of the CEO and/or Administration and the outcomes of the community consultation.
- 5.7.7. Where the Council approves to have a Sportsground named after an individual, a plaque will be erected bearing the Council Coat of Arms and will acknowledge the nature of the individual's contribution to the local community. In addition:
  - i. Where there is an official naming ceremony the plaque will also include in the inscription that the naming was dedicated by His/Her Worship the Mayor, with a relevant date, and attended by all other Members of the Council of the day irrespective of their attendance at the dedication ceremony.
  - ii. Where there is no official naming ceremony conducted, the wording on the plaque shall indicate that the naming was dedicated by His/Her Worship the Mayor, with a relevant date, and also list all other Members of the Council of the day.
- 5.8. Naming of Community Facilities (Buildings)
  - 5.8.1. Requests or initiatives to name a Community Facility (Building) and halls or rooms within these facilities can only be considered for a new or unnamed facility and it is not considered appropriate to rename an existing facility.
  - 5.8.2. As a general rule, the new or unnamed Community Facility (Building) will not be named after an individual but it is considered appropriate to name halls, rooms, foyers, etc. within the building after individuals.
  - 5.8.3. Community Facilities (Buildings), as a general rule will be named after the suburb or street in which they are located for example, Thebarton Community Centre, Plympton Community Centre etc. At the complete discretion of the Council, Community Facilities (Buildings) may be named after individuals for example, Council's library, the Hamra Centre.
  - 5.8.4. Criteria for naming Community Facilities (Buildings) and halls or rooms within these facilities after individuals should be consistent with the criteria listed in clause 5.7- Naming of Sportsgrounds except that there is no requirement for the request or initiative to be made posthumously.
  - 5.8.5. Where the Council approves the naming of a Community Facility (Building), the placement of a plaque and the inscription on the plaque shall be consistent with the requirements set out in clause 5.7.7 except that consistent with clause 5.7.2 there is no requirement to acknowledge an individual's contribution where the name assigned is a suburb or street where the facility is located.
  - 5.8.6. Where the Council approves the naming of a hall or room or foyer, etc. within a Community Facility (Building), a plaque will be erected that

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acknowledges the individual's contribution to the local community. There is no requirement to inscribe on the plaque that the naming was dedicated by the Mayor or list the other Members of the Council of the day.

- 5.8.7. For clarity, plaques indicating that the naming of a Community Facility (Building) was dedicated by the Mayor on a certain date, and lists all the Members of the Council of the day, shall only apply to the naming of the entire building. Naming of separate halls or rooms or foyers within the building will only have a plaque consistent with the requirements of clause 4.3.6.

## 6. Consultation

### 6.1. Affected Land Owners

- 6.1.1. If Council decides to change the name of a road or public place, such as a reserve, it will:
- i. consult with affected parties for 28 days.
  - ii. consider any representations made in response to the notice.
- 6.1.2. An internal room of a Sporting or Community Facility or Council operational building is exempt from this clause unless otherwise recommended by Council.

### 6.2. Aboriginal Community

- 6.2.1. Names taken from the local Aboriginal language may be used only after consultation with the Aboriginal community and obtaining the appropriate permissions.

### 6.3. Consultation with External Agencies

- 6.3.1. A view, of the proposed asset name change, must be sought from the following external agencies, allowing 28 days for response:
- i. Australia Post
  - ii. Telstra
  - iii. SA Water
  - iv. SA Power Networks
  - v. SA Ambulance Service
  - vi. Metropolitan Fire service
  - vii. State Emergency Services
  - viii. Local Government Association
  - ix. Royal Society for the Blind.
- 6.3.2. An internal room of a Sporting or Community Facility or Council operational building is exempt from this clause unless otherwise recommended by Council.

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- 6.4. All responses from the consultation process will be considered by Council prior to the adoption of any proposed asset name change.

## **7. Naming of Private Roads**

- 7.1. 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.
- 7.2. When Council proposes to assign or change a private road name, in addition to the requirements at clause 5.3, it will also consult with the owner of the land over the proposed name and the signage requirements for the road.

## **8. Temporary Naming Agreements for Sponsorship Purposes**

- 8.1. Lessees or licensees of Council owned property may seek to enter into naming rights agreements with other parties.
- 8.2. 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:
  - 8.2.1. existing name (if any) of the Council asset.
  - 8.2.2. proposed temporary name of the asset.
  - 8.2.3. commercial benefit of temporarily renaming the asset.
  - 8.2.4. proposed duration of the naming agreement.

## **9. Council Decisions and Responsibility for Costs**

- 9.1. 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.
- 9.2. The cost of implementing any decision to assign or change a name, that being public notification and signage, will be borne by Council unless otherwise specified.
- 9.3. 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.

## **10. Public Notice of Name Assignment or Name Change**

- 10.1. Council will give public notice of the assigning or changing of a road or public place name by publication on the Council website, in the Government Gazette and by notice in the Advertiser newspaper, as required under s219 of the Act. The public notice will include the date that the name change takes effect.
- 10.2. The date when an asset or public place name assignment or change takes effect shall be the date specified in the resolution of Council, which may be the date of gazattel.

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- 10.3. A room that is part of a Sporting or Community Facility that does not meet the definition of public place is exempt from this clause.

**11. Advise Relevant Parties of Name Assignment or Change**

- 11.1. 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 s219 of the Act.
- 11.2. All parties identified in clause 5.3, as appropriate, will be notified in writing of the change of asset name and date of effect of the name change.
- 11.3. Council will update the Register of Public Roads as required by s231 of the Act.
- 11.4. A room forms part of a Sporting or Community Facility or Council operational building that does not meet the definition of public place is exempt from this clause.

**12. Signage**

- 12.1. Council will ensure signage is in accordance with the relevant Australian Standard is erected.
- 12.2. 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.

		<b>Open Ended Roads</b>
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	MI	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.

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## 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.

## 8.2 West Torrens Australia Day Awards

### Brief

This report is to provide the Committee with strategies to increase awareness of Council's Australia Day Awards nomination process.

### RECOMMENDATION(S)

The Committee recommends to Council that:

1. The current City of West Torrens Australia Day Awards process be separated into two stand-alone programs being the 'Australia Day Council of SA Awards' and a revised 'City of West Torrens Awards' program; and
2. That the Anniversary Medal (Award) and the Civic Award be merged into a united Civic Award.

---

### Introduction

Each year Council seeks to acknowledge and recognise contributions made by individuals, businesses and community organisations through its Australia Day Awards program. Historically, the annual City of West Torrens Australia Day Awards have incorporated two sets of awards:

- The Australia Day Council of SA Awards - namely Citizen of the Year, Young Citizen of the Year and Community Event of the Year; and
- The City of West Torrens Australia Day Awards, namely Civic Award, Anniversary Award, Environment Award, Business Award, Community Group Award and Community Service Award.

Nominations for both sets of Awards are called for concurrently and, in recent years, there has been a considerable decline in the number of nominations received as well as the calibre, in both programs.

Australia Day Award nominations traditionally open around August/September each year and close the third Friday in November, to coincide with the Australia Day Council of SA's nominations deadline.

Following Councillor John Woodward's motion at the 2 March 2021 Council meeting *"that the Administration reports back to the City Advancement and Prosperity Committee on strategies to increase awareness of Council's Australia Day Awards nomination process including the promotion of current and previous award recipients through greater exposure at Civic events,"* this report considers changing the Awards process and is provided for the Committee's consideration.

### Discussion

Consultation with Council staff and external discussion with other councils has guided the Administration to identify an approach which aims to improve Council's Awards process and engagement with and among the community.

This report outlines the City of West Torrens' commitment to recognising the importance of significant contributions by members of our community, and community organisations, whose endeavours and achievements have contributed to the fabric, cohesion and goodwill of the City of West Torrens.

The City of West Torrens Australia Day Awards are announced and awarded concurrently with the Australia Day Council of SA Australia Day Awards, which creates a fixed and closed timeframe for our community to nominate worthy recipients.

In more recent years, this has created some confusion with regard to the nomination process, with people believing that they were nominating for an Australia Day Council of SA Award, when they were actually nominating for a West Torrens Award and vice versa.

The nomination process currently combines the Australia Day Council of SA and the West Torrens Awards into one nomination form which has potentially led to the confusion.

In addition, members of the public are encouraged to nominate worthy locals through the Australia Day Council's Citizen of the Year SA website. Nominations relating to West Torrens residents are then provided to Council's Administration and subsequently Council for consideration. Therefore, this results in various ways that nominations can be submitted; whether it be an Australia Day Council of SA Award or a City of West Torrens Australia Day Award.

Throughout any given year, many locals in West Torrens, whether they are a business, community organisation, environmentalists or individuals, make important contributions to our City. These contributions can be great, or small, but are worthy of recognition.

It is felt that rather than wait until the end of any calendar year to nominate and then recognise these worthy recipients for a City of West Torrens 'Australia Day Award', it would be more meaningful and beneficial to recognise their efforts when they occur at any time throughout the year. This would give Council and the Administration the opportunity to actively promote goodwill in our community and engender a sense of purpose by recognising deserving locals regularly and on an ongoing basis. It would also provide a vehicle to actively encourage people to nominate others by sharing stories of award recipients as they are given. This could be done via social media, Talking Points and presenting the recipients with their award at a Council meeting.

To this end, it would be advantageous to uncouple the City of West Torrens 'Australia Day Awards' from the Australia Day Council of SA Awards and establish a separate 'City of West Torrens Awards program', with nominations sought and awards presented all year round.

By uncoupling these two award programs, it also establishes a 'feeder list' of potential nominations for the Council to consider as Australia Day Award nominees each year.

It is envisaged that by separating the two programs the Administration would be able to completely focus on and promote each award program on its own merit with an intended and specifically designed awareness campaign that best suits each awards program. This would also give the City of West Torrens Awards program more gravitas as the awards process would be open throughout the year and recognition awarded more regularly rather than annually.

The Administration is proposing that the Council continues to support and promote the Australia Day Council of SA Awards program as directed by the Australia Day Council, with nominations open for the Citizen of the Year, Young Citizen of the Year and the Community Event of the Year awards complying with the Australia Day Council program. This process would continue to be administered by the Administration in conjunction with the Australia Day Council of SA and a report provided to Council on the nominated recipients for its consideration. Such awards would be presented at Council's annual Australia Day ceremony.

Any City of West Torrens recipients of the annual Australia Day Council's Citizen of the Year Award would be invited to attend major Civic events such as large group citizenship ceremonies, Council meetings and other Civic events, as a special guest, subject to their availability and willingness to participate.

## **Proposed City of West Torrens Awards program**

The City of West Torrens Awards program would consist of the following categories:

- Civic
- Business
- Community Group
- Community Service
- Environment

It is felt that as the criteria for the Anniversary Medal (Award) and the Civic Award is similar, that these Awards be combined into the Civic Award and abolish the Anniversary Medal. The current Awards criteria for each category and proposed criteria for the Civic Award can be found in **Attachment 1**.

It is proposed that nominations for the City of West Torrens Awards program would be open all year round. There would be no limit on the number of awards given in each of the categories mentioned above. Recipients would receive a suitably framed certificate with their name and Award category, signed by the Mayor and Chief Executive Officer, along with an engraved memento and would be invited to attend Council a meeting to receive their award.

### **Climate Impact Considerations**

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

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

### **Conclusion**

It is proposed that in order to enhance the nominations process for the Australia Day Council of SA Awards, that the current awards process be separated and that the 'City of West Torrens Awards program' be established which would be open all year round with awards presented to recipients at regular meetings of Council as they occur. It is anticipated that the availability and accessibility of this program, together with an effective awareness campaign, will encourage members of the community to nominate worthy recipients in the two separate Awards programs.

Further, it is believed that by receiving worthy nominations throughout the year, this could provide a good base for nominees for the Australia Day Council of SA Awards.

The Australia Day Council of SA Awards would be promoted separately to seek to increase the importance of these Awards among the community.

The merger of the Anniversary Medal (Award) and the Civic Award into a united Civic Award would avoid public confusion and encourage more community uptake.

### **Attachments**

#### **1. Australia Day Awards Criteria**

## Australia Day Awards criteria (current)

### Australia Day Council of SA Citizen of the Year Awards\*

#### Citizen of the Year Award

To be eligible, the person must be an Australian Citizen.

#### Young Citizen of the Year Award

To be eligible, the person must be an Australian Citizen under 30 years of age on 26 January xxxx.

#### Community Event of the Year

Presented to the person/group who has staged the most outstanding community event during the past year.

#### Award for Active Citizenship

Presented to the person/group delivering outstanding work or an event/cause staged in the community during the past year.

### City of West Torrens Awards\*^

*Note: unless otherwise stated in the criteria, awards may be bestowed to West Torrens' residents and non-residents who have made a substantial contribution to the West Torrens' community.*

#### Anniversary Medal++

This medal is presented to an individual adjudged to have devoted a large part of his/her life to community service and to have made positive voluntary contributions to the life of the West Torrens community. Only one Anniversary Medal is presented annually.

#### City of West Torrens Civic Award

This award will be made to individuals who have given outstanding service to, or been a benefactor to, West Torrens.

If the Council so directs, the award may be made to any resident of the city who has achieved distinction in any career or subject, or has rendered eminent services to South Australia or the Commonwealth, or has attained eminence in any field or profession.

Any Elected Member of the Council, including the Mayor, who serves in any office for a total of ten (10) years shall be presented with the City of West Torrens Civic Award. The period of service will include that on any council with which the present body has amalgamated.

#### Environment Award

Awards are presented to individuals, community groups, schools and/or businesses that demonstrate a commitment to our environment through a project or initiative they have undertaken.

#### Business Award

This award is presented to a local business that has made an outstanding contribution to business and/or community services in West Torrens. The award recognises local innovation, philanthropy and/or national or international achievements.

#### Community Group Award

This award is presented to a local community group that has made an outstanding voluntary contribution to the community of West Torrens.

Only one Community Group Award is presented annually.

#### Community Service Award

Presented to citizens who have made outstanding voluntary contributions in the field of community services in West Torrens in recognition of their appreciated and highly valued efforts for the benefit of the local community.

A maximum of ten (10) Community Service Awards may be presented annually. ##

\* The contribution for which the nominee is nominated must be current or finalised after the close of nominations for the previous year.

^ Award Guidelines would be updated under new proposal.

++ It is proposed that the Anniversary Medal (Award) be abolished and combined with the Civic Award (see page 2).

## Under new proposal there would be no limit on the number of Community Service Awards given in each year.

- 2 -

## **Australia Day Awards criteria**

### **City of West Torrens Civic Award (proposed)**

This Award will be made to:

- Individuals who have given outstanding service to, or been a benefactor to, the City of West Torrens.
- Individuals who have devoted a large part of his/her life to community service and to have made positive voluntary contributions to the life of the West Torrens community.
- If the Council so directs, the Award may be made to any resident of the City who has achieved distinction in any career or subject, or has rendered eminent services to South Australia or the Commonwealth, or has attained eminence in any field or profession.
- Any Elected Member of the Council, including the Mayor, who serves in any office for a total of ten (10) years shall be presented with the City of West Torrens Civic Award. The period of service will include that on any council with which the present body has amalgamated.

### 8.3 Fraud and Corruption Prevention, Reporting and Investigation Policy Review

#### Brief

This report presents the reviewed *Fraud and Corruption Prevention, Reporting and Investigation Policy*.

#### RECOMMENDATION(S)

The Committee recommends to Council that:

1. The reviewed *Fraud and Corruption Prevention, Reporting and Investigation Policy* be approved.
2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the *Fraud and Corruption Prevention, Reporting and Investigation Policy*.

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#### Introduction

The *Council Policy: Fraud and Corruption Prevention Reporting and Investigation Policy* (Policy) has been subjected to a scheduled review (Review). The current Policy is attached (**Attachment 1**). The results of this Review, shown as tracked changes, are presented for consideration by the Committee and subsequent recommendation to Council (**Attachment 2**). For convenience and to allow for additional ease of review, a version with track changes accepted has also been attached (**Attachment 3**).

#### Discussion

The Policy was first issued on 7 November 2006 and outlines Council's approach to the prevention, control and reporting of fraudulent and/or corrupt activity as well as defining the responsibilities and obligations in preventing instances of fraud and/or corruption in the City of West Torrens. It has been subject to scheduled reviews since that time.

This scheduled Review has resulted in limited and minor amendments and additions to the Policy, shown as tracked changes for ease of reference. Minor amendments include ensuring links are correct, amending titles, document names and formatting.

The Review also included general updates to the policy to comply with current drafting practice, procedure and legislative change. Relevantly, the *Public Interest Disclosure Act 2018* has replaced the *Whistleblowers Protection Act 1993* and this has been amended throughout clause 5.3.

#### Climate Impact Considerations

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

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

#### Conclusion

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

#### Attachments

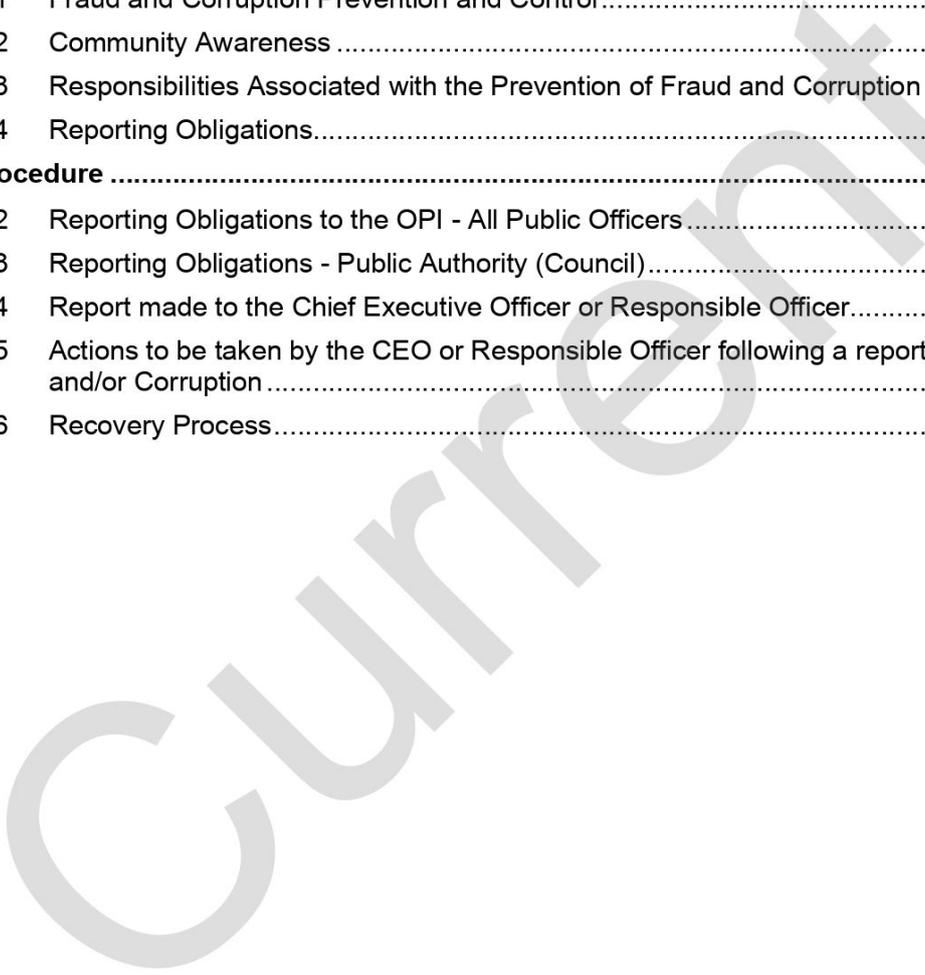
1. **Current Council Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation**
2. **Proposed Council Policy - Fraud and Corruption Prevention, Reporting and Investigation**
3. **Proposed Council Policy (Changes Accepted) - Fraud and Corruption Prevention, Reporting and Investigation**



City of West Torrens Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation

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City of West Torrens Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation

## **COUNCIL POLICY - Fraud and Corruption Prevention, Control, Reporting and Investigation**

### **1. Preamble**

- 1.1 Council will not tolerate fraudulent or corrupt activity as evidenced by its commitment to:
- 1.1.1 uphold the principles of honesty, integrity and transparency and minimising the opportunity for fraudulent and/or corrupt acts to be undertaken by a person(s) against the City of West Torrens (CWT).
  - 1.1.2 prevent fraud and/or corruption against the CWT.
  - 1.1.3 ensure a robust operational environment through the adoption of controls that minimise the risk of fraudulent or corrupt acts being committed against it.
  - 1.1.4 protect its revenue, expenditure, resources and assets from any attempt by a person to gain, by deceit, financial or other benefits.
  - 1.1.5 foster and maintain the highest standards of ethical behaviour by establishing a culture that promotes a high degree of honesty and integrity where fraud and corruption is not tolerated.
  - 1.1.6 promote accountability as a key value of the CWT.
  - 1.1.7 detect and report cases of criminal behaviour, including fraud and corruption.

### **2. Purpose**

- 2.1 This policy:
- 2.1.1 articulates that fraudulent and/or corrupt acts against the CWT are unacceptable, will be reported and investigated, may constitute a criminal offence and may result in prosecution.
  - 2.1.2 outlines Council's approach to the prevention, control and reporting of fraudulent and/or corrupt activity.
  - 2.1.3 defines the responsibilities and obligations in preventing instances of fraud and/or corruption within the CWT.
  - 2.1.4 details the reporting requirements for the Council, as a public authority, and its public officers if they reasonably suspect fraud and/or corruption against the CWT.
  - 2.1.5 details the process to be followed on receipt of a report of fraud and/or corruption against the CWT.

### **3. Scope**

- 3.1 This policy applies to any person who has an interest in the CWT i.e. an employee (as defined in clause 4.3 of this policy), Elected Member, all persons acting on behalf of the CWT or other person(s), i.e. members of the public, those seeking to contract with the CWT etc.

City of West Torrens Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation

#### 4. Definitions

- 4.1 **Controls** are those strategies, processes, policies, practices or actions designed to prevent and minimise risks that give rise to fraud, corruption, misconduct or maladministration.
- 4.2 **Corruption in Public Administration** is defined within the [Independent Commissioner Against Corruption Act 2013](#) (the Act). It includes the following;
- 4.2.1 bribery or corruption of public officers;
- 4.2.2 threats or reprisals against public officers;
- 4.2.3 abuse of public office;
- 4.2.4 demanding or requiring benefit on basis of public office;
- 4.2.5 offences relating to appointment to public office; or
- 4.2.6 any other offence (including an offence against Part 5 (Offences of dishonesty) of the [Criminal Law Consolidation Act 1935](#)) committed by a public officer while acting in her or his capacity as a public officer; or by a former public officer and related to her or his former capacity as a public officer or by a person before becoming public officer and related to her or his capacity as a public officer, or an attempt to commit such an offence; or
- 4.2.7 any of the following in relation to an offence referred above:
- aiding, abetting, counselling or procuring the commission of the offence;
  - inducing, whether by threats or promises or otherwise, the commission of the offence;
  - being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
  - conspiring with others to effect the commission of the offence.
- 4.3 **Employee** includes casual, part-time, full-time, temporary and permanent employees, volunteers, independent members of the Audit and Risk Committee and Development Assessment Panel, contractors, consultants or any person acting on or making decisions on behalf of the CWT.
- 4.4 **Fraud** means the use of misrepresentation, deception or dishonest conduct in order to obtain a benefit from or to cause financial detriment to the CWT. The Independent Commissioner Against Corruption Act 2012 defines fraud as corruption. The offences contained within Part 5 and 6 of the [Criminal Law Consolidation Act 1935](#) are considered to constitute fraudulent offences. Examples of fraud include, but are not limited to:
- theft of assets;
  - unauthorised and/or illegal use of assets, information or services for private purposes;
  - misappropriation of funds;
  - intentional falsification, concealment, omission, manipulation, destruction or improper use of records, documents or information;
  - acts of deception;
  - charging for non-delivery or incomplete delivery of services or goods; and/or
  - intentional evasion of payments due to the Council;
  - substituting new goods with old;
  - using significant time at work for private purposes;
  - taking unrecorded leave.
- 4.5 **Frivolous** complaint means a complaint lacking in any serious purpose and therefore not worthy of serious notice.

City of West Torrens Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation

- 4.6 **ICAC** means the person holding or acting in the office of the Independent Commissioner Against Corruption appointed to identify corruption (including fraud) in public administration.
- 4.7 **Maladministration** means, in relation to this policy, the conduct of a public officer, practice, policy or procedure of Council that;
- 4.7.1 results in an irregular or unauthorised use of public money.
- 4.7.2 substantial mismanagement of public resources.
- 4.7.3 conduct of a public officer involving substantial mismanagement in or in relation to the performance of official function
- 4.8 **OPI** is the Office for Public Integrity established under the Act to:
- receive and assess complaints about public administration;
  - receive and assess reports about corruption, misconduct and maladministration in public administration;
  - make recommendations as to whether and by whom complaints and reports should be investigated;
  - perform other functions assigned to the office by the ICAC.
- 4.9 **Public Officer**, as defined in the Act, for the purpose of this policy, includes:
- an Elected Member;
  - an employee (as defined in clause 4.4 of this policy) or officer of the Council;
  - subsidiary board members;
  - persons holding an authorisation or delegation from Council or the CEO.
- 4.10 **Reasonable Suspicion/Reasonably Suspect** means, 'the suspicion of a reasonable man warranted by facts from which inferences can be drawn; but is something which falls short of legal proof' (i.e. there must be a factual basis for the suspicion) as defined in the [ICAC Directions and Guidelines for Inquiry Agencies, Public Authorities and Public Officers and Directions and Guidance for Inquiry Agencies and Public Authorities \(2013\)](#) (Directions and Guidelines).
- 4.11 **Responsible Officer** is a person (or persons) authorised by the Chief Executive Officer (CEO) to receive and act on disclosures of public interest information for the purposes of the [Whistleblowers Protection Act 1993](#) and the [CWT Whistleblowers Policy](#).
- 4.12 **Trivial** means a complaint that is insignificant or the grounds for the complaint cannot be identified.
- 4.13 **Vexatious** complaint means a complaint by which the complainant seeks to abuse the normal complaints process in order to cause annoyance, frustration, detriment and/or worry and the complaint lacks substance i.e.:
- a. The complaint has been addressed previously and no new evidence is provided.
  - b. The complaint appears to be without reasonable grounds and appears to have been deliberately made for the sole purpose of causing detriment, annoyance, frustration and/or worry.

City of West Torrens Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation

## 5. Policy Statement

### 5.1 Fraud and Corruption Prevention and Control

5.1.1 Council places strong emphasis on fraud and corruption prevention through the development and use of effective controls

5.1.2 Strategies implemented to minimise fraudulent and/or corrupt activity include:

- Training and induction for all public officers;
- Whistleblowers Policy and confidential reporting process including an email, accessible only by the Responsible Officer, for Whistleblowers to make disclosures;
- Risk profiling, review and monitoring;
- Internal Audit plan and regime, reporting to the Executive and the Audit and Risk Committee;
- Policies and policy review schedule;
- Mandated Codes of Conduct for Council Members, DAP Members and Employees;
- External audit regime reporting to the Mayor and the Audit and Risk Committee;
- Internal Audit regime reporting to the CEO and the Audit and Risk Committee;
- Internal controls implementation, monitoring and reporting;
- The CWT Procurement Roadmap Program;
- Modelling and communication of ethical and consistent behaviour by leaders including the active promotion of the organisation's cultural values;
- Conflict of interest and register of interest reporting provisions including primary and ordinary returns for Elected Members, prescribed officers and independent members of the Audit and Risk Committee and the Development Assessment Panel;
- Identification of high risk roles (prescribed officers);
- Delegation, sub-delegation and authorisation register and processes;
- Security of IT systems;
- CCTV in the Service Centre;
- Grievance management systems;
- Prudential reporting regime;
- Gifts and Benefits register;
- Relevant registers made available for public scrutiny;
- Open and transparent decision making;
- Freedom of Information program;
- Fair treatment policy;
- Accountability structures.

5.1.3 Fraud and corruption risk assessments and controls are identified, assessed and reviewed every 6 months in line with [CWT's Risk Management Framework](#). Areas of risk may include, but are not limited to:

- Regulatory and enforcement activities;
- Issue of penalty and other notices;
- Engagements of contractors and consultants;
- Finance/cash receipt and expenditure;
- Personnel recruitment, deployment and records;
- Computer and data security;
- Purchasing/Procurement;

City of West Torrens Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation

- Control of stores, plant and equipment;
- Use of stores and equipment;
- Use of motor vehicles;
- Lease/loan of equipment;
- Administrative activities;
- Remote telecommunication access e.g. internet.

5.1.4 The promotion of fraud and corruption risk management across the CWT includes activities such as:

- Training awareness seminars;
- Regular audits and promotion of controls;
- Policies and articles on the Internet, Intranet and Extranet sites.

## 5.2 Community Awareness

5.2.1 The CWT continues to take steps to ensure that customers, suppliers and the community are made aware that fraud and corruption committed against the CWT is not acceptable, will be reported to the OPI and is a criminal offence which may result in prosecution.

5.2.2 This policy will be promoted through various forms of information and communication and form part of the suite of documents provided with supplier contracts.

5.2.3 Council's decision making processes will be open, transparent, and accountable and made available to the public for scrutiny in line with legislative requirements.

## 5.3 Responsibilities Associated with the Prevention of Fraud and Corruption

5.3.1 In general, all public officers of the CWT are responsible for assisting in the prevention of fraud and corruption within the CWT by:

- a. understanding and complying with relevant legislation, all related Council and/or Administration policies and procedures that have been established to prevent fraud and/or corruption;
- b. ensuring they are familiar with and abide by the requirements of the relevant Code of Conduct (i.e. Council, DAP or Employees);
- c. understanding and avoiding behaviour that may constitute fraudulent and/or corrupt conduct;
- d. maintaining an awareness of and supporting the strategies that have been implemented to minimise fraud and/or corruption;
- e. demonstrating a high level of integrity and ethical behaviour in all dealings;
- f. being continuously vigilant to the potential for fraud and/or corruption to occur;
- g. not using power, influence or information they have gained or have access to by virtue of their role as a public officer for their own or another person's benefit or detriment;
- h. reporting any reasonable suspicion of fraud and/or corruption within the CWT to the CEO and OPI in accordance with the requirements of the [Directions and Guidelines](#).

City of West Torrens Policy - Fraud and Corruption Prevention, Control, Reporting and Investigation

5.3.2 The Elected Member body is responsible for ensuring that it:

- a. approves and supports fraud and/or corruption prevention policies and strategies;
- b. promotes community awareness of Council's commitment to the prevention of fraud and/or corruption;
- c. facilitates cooperation with any investigation undertaken by an external authority (i.e. the ICAC);
- d. supports a culture and environment in which fraud and/or corruption is actively discouraged and is reported should it occur; and

5.3.3 Under the direction of the CEO, the Executive Management Team (*including the CEO and Deputy CEO*) are responsible for:

- a. displaying and demonstrating high levels of integrity and ethical behaviour at all times;
- b. creating an environment in which fraud and corruption is discouraged and actively reported by employees;
- c. ensuring good corporate governance
- d. developing and implementing an ethical organisational culture and public image;
- e. developing and implementing relevant policy and strategy;
- f. preventing exposure to the risk of fraudulent and/or corrupt acts against the CWT;
- g. identifying, controlling, reviewing and monitoring potential fraud and/or corruption within the organisation;
- h. implementing any approved strategies or policies to prevent fraud and/or corruption within their division;
- i. demonstrating integrity and fairness in decision making and an open, honest relationship in their dealings with others;
- j. facilitating cooperation with any investigation undertaken by an external authority (i.e. the ICAC);
- k. undertaking 6 monthly reviews of strategic fraud and corruption risks and associated prevention controls and ensuring the operational fraud and corruption risks within their divisions are undertaken in line with the requirements of the [Risk Management Framework](#);
- l. ensuring a robust sub-delegations and authorisations framework.
- m. ensuring the CWT meets compliance requirements;
- n. recording and explaining the revenues, expenses, assets and liabilities of the CWT;
- o. ensuring the provision of relevant reports and audit outcomes and monitoring to the Audit and Risk General Committee and/or Council;
- p. advising those reporting suspected fraud and/or corruption within the CWT of their obligations to report to the OPI;
- q. ensuring all reports of fraud and corruption within the CWT are investigated in accordance with this and other relevant CWT policies;
- r. making reports to the OPI in line with the [Directions and Guidelines](#) if he or she forms a reasonable suspicion that fraudulent and/or corrupt conduct has occurred;
- s. ensuring the details of any report made to the OPI, as well as the fact that a report has been made, is not disclosed to other persons without prior approval from the ICAC;

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5.3.4 The Chief Executive Officer is specifically responsible for:

- a. receiving reports of suspected fraud and/or corruption within the organisation.
- b. investigating reports of fraudulent and/or corrupt conduct within the CWT made to him or her when tangible evidence is provided by the reporter.
- c. implementing loss recovery when appropriate

5.3.5 The Responsible Officer under the [Whistleblowers Protection Act 1993](#), is responsible for:

- a. ensuring reviews of [Council's Whistleblowers Policy](#) are undertaken;
- b. receiving appropriate disclosures under the [Whistleblowers Protection Act 1993](#) and [CWT's Whistleblowers Policy](#);
- c. ensuring a whistleblower who reports suspected fraud and/or corruption within the CWT is accorded the required level of confidentiality as detailed in Section 7 of the [Whistleblowers Protection Act 1993](#) and [CWT's Whistleblowers Policy](#);
- d. making reports to the OPI as soon as practical in line with the [Directions and Guidelines](#) if a disclosure made under the [Whistleblowers Protection Act 1993](#) and [CWT's Whistleblowers Policy](#) gives rise to a reasonable suspicion that fraudulent and/or corrupt conduct has occurred is accorded the required level of confidentiality as detailed in Section 7 of the [Whistleblowers Protection Act 1993](#) and [CWT's Whistleblowers Policy](#);
- e. advising a whistleblower making an appropriate disclosure of suspected fraud and/or corruption within the CWT of their obligations to report to the OPI.
- f. ensuring the details of any report made to the OPI, as well as the fact that a report has been made, is not disclosed to other persons without prior approval from the ICAC;
- g. investigating reports made under the [Whistleblowers Protection Act 1993](#) and [CWT's Whistleblowers Policy](#) and reporting the outcomes to the CEO except in cases when the matter relates to the CEO in which case the outcomes will be reported to the Mayor.

5.3.6 Members of the Management Team are responsible for:

- a. displaying and demonstrating high levels of diligence, integrity and ethical behaviour at all times;
- b. promoting awareness of ethical conduct and mechanisms to prevent fraud and corruption;
- c. implementing any approved strategies, internal control actions or policies to prevent fraud and/or corruption within their area of responsibility;
- d. creating an environment in which fraud and corruption is discouraged and actively reported by employees;
- e. identifying, assessing, controlling, reviewing, recording and monitoring potential fraud and/or corruption operational risks relevant to their area of responsibility in conjunction with their staff;
- f. ensuring all staff within their area of responsibility are aware of, implement and support, the actions and strategies within their departments/units to prevent the risk of fraud and/or corruption;
- g. ensuring all employees within their departments attend relevant fraud and corruption prevention training.

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## 5.3.7 Employees are responsible for:

- a. ensuring they are aware of and adhere to the requirements of the Code of Conduct for Council Employees;
- b. performing their functions and duties with high levels of diligence and integrity and conducting themselves in a professional and ethical manner at all times;
- c. adhering to the policies, procedures, strategies and actions that have been established to prevent fraud and/or corruption;
- d. taking reasonable care of Council's property and not wasting or misusing Council's resources or information;
- e. maintaining and enhancing the reputation of the Council;
- f. reporting all reasonable suspicions of fraud and/or corruption at the CWT to the OPI and CEO;
- g. assisting the CEO and/or an inquiry agency in the event of an investigation;
- h. ensuring that any reports, the details contained within them or the fact a report has been made to the CEO and OPI is not disclosed to others.

## 5.3.8 Governance is responsible for ensuring that:

- a. all Elected Members and employees are aware of their responsibilities in relation to fraud and corruption;
- b. training in relation to fraud and corruption prevention is provided regularly;
- c. all Elected Members and employees are aware of the standard of conduct required by the Code of Conduct for Council Members and the Code of Conduct for Council Employees;
- d. the new employees' induction program includes information relating to the requirements of this policy;
- e. Elected Members and employees are advised of any changes to legislation;
- f. risk reviews are co-ordinated and undertaken in accordance with [CWT's Risk Framework](#).

## 5.3.9 Internal Audit is responsible for ensuring that:

- a. the risk based internal audit program assesses the veracity of Council's fraud and corruption prevention controls;
- b. the outcomes of audits, including any deficiencies identified in the controls audited and actions to redress the deficiencies are reported to the Executive Management Team and the Audit and Risk Committee.

## 5.3.10 The Audit and Risk Committee is responsible for:

- a. reviewing Council's annual financial statements present fairly the state of affairs of the Council;
- b. providing oversight of Council's internal audit program;
- c. proposing, and providing information relevant to a review of Council's annual business plan;
- d. liaising with Council's auditors (external and internal);
- e. reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of Council on a regular basis.
- f. proposing and reviewing the exercise of powers under s130A of the *Local Government Act 1999*.

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## 5.4 Reporting Obligations

- 5.4.1 The reporting requirements to the OPI and to the CEO vary given that the CEO does not have the same powers of search and surveillance as the ICAC. Consequently, while the OPI requires Council and public officers to report a reasonable suspicion of corruption, i.e. without tangible evidence, the CEO needs to be provided with tangible evidence with which to initiate an investigation.
- 5.4.2 Public Officers and Council, as a public authority, must report to the OPI in line with the [Directions and Guidelines](#) any matter that they reasonably suspect involves fraud and/or corruption in public administration as soon as practical after the public officer suspects that fraud and/or corruption has occurred.
- 5.4.3 A report to the OPI may be made under the [Whistleblowers Protection Act, 1993](#).
- 5.4.4 If a public officer has made a report to OPI and has tangible evidence, as opposed to a reasonable suspicion, that a fraudulent or corrupt act has occurred against the CWT, the public officer may also make a report to the CEO.

## 6 Procedure

- 6.1 If someone who is not a public officer is believed to have committed fraudulent/and or corrupt acts against the CWT, this will be reported to the South Australian Police by the CEO or his delegate.

### 6.2 Reporting Obligations to the OPI - All Public Officers

- 6.2.1 Any public officer forms a reasonable suspicion of fraud and/or corruption within the CWT should refer to the [ICAC Act 2012](#) and the [Directions and Guidelines](#) prior to making a report.
- 6.2.2 The report to the OPI must be made as soon as practical after a public officer becomes aware that the matter is of a kind that must be reported.
- 6.2.3 A report to the OPI must be made on the online report form available at [www.icac.sa.gov.au](http://www.icac.sa.gov.au).
- 6.2.4 In accordance with the Section 11 of the [Directions and Guidelines](#), any report to the OPI by a public officer must:
- a. identify the public officer's identity;
  - b. identify the Council's name (City of West Torrens);
  - c. identify the public officer's worksite (i.e. civic centre, depot etc.);
  - d. identify the worksite address, telephone number and the email address of the public officer;
  - e. identify the conduct that the public officer suspects amounts to fraud and/or corruption;
  - f. identify whether the suspected conduct is fraud or corruption;
  - g. identify any employee or other person suspected of having engaged in the conduct;
  - h. be accompanied by:
    - i. a statement as to how the public officer became aware of the conduct;and

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- ii. the evidence known to the public officer including any documentation relevant to the conduct; and
  - iii. a list of those persons who the public officer believes can give evidence relevant to the conduct.
- 6.2.5 The public officer may request the OPI or the ICAC to receive a report in some other form and if the OPI or ICAC directs the employee to report in some other form the employee must report as directed.
- 6.2.6 The public officer must not include the complainant's details if Section 7 of the [Whistleblowers Protection Act 1993](#) applies and the complainant has not consented to the complainant's identity being divulged except so far as may be necessary to ensure that the matters to which the information relates are properly investigated
- 6.2.7 The [ICAC Act 2012](#) requires that a person must not:
  - a. knowingly make a complaint, report or statement to the OPI that is false or misleading, including omission of relevant information, or make a complaint or report knowing there are no grounds for making the complaint, report or statement;
  - b. disclose information that suggests a particular person is, has been, may be or may have been the subject of a complaint, report, assessment, investigation or referral to the OPI;
  - c. disclose information that might identify a person who has made a complaint or report to the OPI;
  - d. disclose information that suggests a person has made, or may be about to make, a complaint or report to the OPI;
  - e. disclose information that suggests a person has given, or may be about to give, information or evidence in relation to a complaint to the OPI;
  - f. prevent or hinder a person from making a complaint or report to the OPI about a matter that they reasonably suspect amounts to fraud and/or corruption.
- 6.2.8 A public officer who makes a false disclosure/report to the OPI, in addition to being guilty of an offence, may face disciplinary action that may include dismissal.
- 6.2.9 If it is made aware, the CWT will ensure any of its public officers who make a report or statement to the OPI is not subjected to intimidation, victimisation, detriment or discrimination in the workplace in line with the requirements of s57 of [ICAC Act 2012](#) and s9 of the [Whistleblowers Protection Act 1993](#).
- 6.2.10 A person who makes a report of fraudulent or corrupt conduct should not automatically assume that the person whose acts or behaviour they have reported will then fall under suspicion, the report be acted upon, the person be punished nor that they, as the reporter, will be advised of any actions as a result of their report or of any outcome.
- 6.2.11 If a report is made to a public officer then that public officer is required to advise of the reporter's legal obligations to report any reasonable suspicion of fraud and/or corruption to the OPI. In addition, the public officer to whom the report is made must independently report the disclosure to the OPI.

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### 6.3 Reporting Obligations - Public Authority (Council)

- 6.3.1 If Council, as a public authority, forms a reasonable suspicion that fraud and/or corruption has occurred in public administration, it must report this to the OPI.
- 6.3.2 The report must be made on the online report available at [www.icac.sa.gov.au](http://www.icac.sa.gov.au) unless otherwise approved by the ICAC and must:
- a. identify the matter by reference to the conduct that Council suspects is fraud and/or corruption;
  - b. identify any public officer or other person suspected of having engaged in that conduct;
  - c. not name the details of a complainant if s7 of the [Whistleblowers Protection Act 1993](#) applies and the complainant hasn't consented to their identity being divulged except so far as may be necessary to ensure that the matters to which the information relates are properly investigated.
  - d. be accompanied by:
    - i. a statement as to how Council became aware of the conduct
    - ii. the evidence known to Council including any documentation relevant to the conduct
    - iii. a list of persons who the Council believes can give evidence relevant to the conduct.

### 6.4 Report made to the Chief Executive Officer or Responsible Officer

- 6.4.1 Any person may make a report to the CEO or the Responsible Officer where that person has a reasonable suspicion that a fraudulent or corrupt act has occurred at the CWT.
- 6.4.2 Public officers, in addition to their statutory requirement to report a reasonable suspicion that a fraudulent or corrupt act has occurred at the CWT may also make a report to the CEO if they have tangible evidence that a fraudulent or corrupt act has occurred within the CWT.
- 6.4.3 Any report of fraud or corruption must be made in writing, provide tangible evidence and contain the following information:
- a. identify whether the suspected conduct is fraud or corruption; and
  - b. identify any employee or other person suspected of having engaged in the alleged fraudulent or corrupt conduct; and
  - c. identify any employee or other person suspected of having engaged in the conduct; and
  - d. be accompanied by:
    - i. a statement as to how the person became aware of the conduct; and
    - ii. the evidence known to the person including any documentation relevant to the conduct; and
    - iii. a list of those persons who the person believes can give evidence relevant to the conduct.

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## **6.5 Actions to be taken by the CEO or Responsible Officer following a report of Fraud and/or Corruption**

- 6.5.1 The CEO or Responsible Officer will ensure that the alleged fraud and/or corruption is not disclosed to the person or persons involved.
- 6.5.2 On receipt of a report of fraud and corruption the CEO or Responsible Officer will undertake an initial enquiry into the circumstances surrounding the specific report and determine whether the allegation/disclosure is vexatious, frivolous, trivial or been dealt with previously and there is no need to re-examine the complaint or there is other good reason why no action should be taken in respect to the complaint.
- 6.5.3 If the CEO or Responsible Officer determines that the report/disclosure is vexatious, frivolous, trivial or has been dealt with previously and there is no need to re-examine the complaint or there is other good reason why no action should be taken in respect to the complaint the matter will not proceed to investigation and the person making the report/disclosure will be advised accordingly.
- 6.5.4 If the CEO or Responsible Officer determines the complaint is not vexatious, frivolous, trivial or has not been dealt with previously and there is no other good reason not to take action in respect to the complaint he or she will ensure a full investigation is undertaken which could include the engagement of an external investigator to investigate the matter.
- 6.5.5 If the CEO or Responsible Officer forms an opinion, at any time, that a fraudulent and/or corrupt act has been perpetrated against the CWT by a person other than a public officer, the CEO or the Responsible Officer must make a report to the South Australian Police.
- 6.5.6 If at any time the CEO or Responsible Officer forms a reasonable suspicion that a public officer has committed a fraudulent and/or corrupt act, they will make a report to the OPI as soon as practical and will continue to investigate the report in line with this policy unless the ICAC issues a direction requiring the CEO to stop the investigation.
- 6.5.7 The CEO or Responsible Officer will ensure that any report, the details contained within it and the fact that a report was made to the OPI is not disclosed to any person unless with the approval of the ICAC.
- 6.5.8 If the investigation reveals that an employee has engaged in fraudulent and/or corrupt conduct then that employee will be disciplined in line with CWT policy which could result in termination.
- 6.5.9 On completion of an investigation the CEO or Responsible Officer will:
- a. If required, take action to prevent a reoccurrence of the alleged act.
  - b. Record and file all documentation related to the complaint.

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## **6.6 Recovery Process**

- 6.6.1 Council reserves the right to recover funds and resources lost through fraudulent and/or corrupt conduct where the benefits of such recovery will exceed the funds and resources invested in the recovery action, including via civil action.
- 6.6.2 Civil action or loss recovery can only be instigated by the Council or the Chief Executive Officer.

Current

City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

CITY OF WEST TORRENS



**Council Policy:  
Fraud and Corruption Prevention Reporting and  
Investigation**

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City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

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City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

## COUNCIL POLICY - Fraud and Corruption Prevention Reporting and Investigation

### 1. Preamble

1.1 Council will not tolerate fraudulent or corrupt activity as evidenced by its commitment to:

- 1.1.1 uphold the principles of honesty, integrity and transparency and minimising the opportunity for fraudulent and/or corrupt acts to be undertaken by a person(s) against the City of West Torrens (CWT) by fostering and maintaining the highest standards of ethical behaviour by establishing a culture that promotes a high degree of honesty and integrity.
- 1.1.2 prevent, detect and report fraud and/or corruption against the CWT.
- 1.1.3 ensure a robust operational environment through the adoption of controls that minimise the risk of fraudulent or corrupt acts being committed against it.
- 1.1.4 protect its revenue, expenditure, resources and assets from any attempt by a person to gain, by deceit, financial or other benefits.
- 1.1.5 promote accountability as a key value of the CWT.

### 2. Purpose

2.1 This policy:

- 2.1.1 outlines Council's approach to the prevention, control and reporting of fraudulent and/or corrupt activity.
- 2.1.2 outlines the processes surrounding the prevention, control, reporting and investigation of fraudulent and/or corrupt activity.
- 2.1.3 defines the responsibilities and obligations in preventing instances of fraud and/or corruption within the CWT.
- 2.1.4 details the reporting requirements for the Council, as a public authority, and its public officers if they reasonably suspect fraud and/or corruption against the CWT.

### 3. Scope

3.1 This policy applies to any person who has an interest in the CWT i.e. an employee (*as defined in clause 4.3 of this policy*), Elected Member, all persons acting on behalf of the CWT or other person(s), i.e. members of the public, those seeking to contract with the CWT etc.

### 4. Definitions

4.1 **Controls** are those strategies, processes, policies, practices or actions designed to prevent and minimise risks that give rise to fraud, corruption, misconduct or maladministration.

4.2 **Corruption in Public Administration** is defined within the [Independent Commissioner Against Corruption Act 2013](#) (Act). It includes the following;

- 4.2.1 bribery or corruption of public officers;
- 4.2.2 threats or reprisals against public officers;
- 4.2.3 abuse of public office;
- 4.2.4 demanding or requiring benefit on basis of public office;
- 4.2.5 offences relating to appointment to public office; or

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- 4.2.6 any other offence, under any Act, committed by a public officer while acting in her or his capacity as a public officer; or by a former public officer and related to her or his former capacity as a public officer or by a person before becoming public officer and related to her or his capacity as a public officer, or an attempt to commit such an offence, except where the conduct only involves an offence against the *Road Traffic Act 1961*; or
- 4.2.7 any of the following in relation to an offence referred above:
- aiding, abetting, counselling or procuring the commission of the offence;
  - inducing, whether by threats or promises or otherwise, the commission of the offence;
  - being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
  - conspiring with others to effect the commission of the offence.
- 4.3 **Employee** includes:
- Casual;
  - Part-time;
  - Full-time;
  - Temporary and permanent employees;
  - Volunteers;
  - Independent members of the Audit General Committee and Council Assessment Panel;
  - Contractors;
  - Consultants; or any person acting on or making decisions on behalf of the CWT.
- 4.4 **Fraud** means the use of misrepresentation, deception or dishonest conduct in order to obtain a benefit from or to cause financial detriment to the CWT. The *Independent Commissioner Against Corruption Act 2012* defines fraud as corruption. The offences contained within Part 5 and 6 of the [Criminal Law Consolidation Act 1935](#) are considered to constitute fraudulent offences. Examples of fraud include, but are not limited to:
- theft of assets;
  - unauthorised and/or illegal use of assets, information or services for private purposes;
  - misappropriation of funds;
  - intentional falsification, concealment, omission, manipulation, destruction or improper use of records, documents or information;
  - acts of deception;
  - charging for non-delivery or incomplete delivery of services or goods; and/or
  - intentional evasion of payments due to the Council;
  - substituting new goods with old;
  - using significant time at work for private purposes;
  - taking unrecorded leave.
- 4.5 **Frivolous** complaint means a complaint lacking in any serious purpose and therefore not worthy of serious notice.
- 4.6 **ICAC** means the person holding or acting in the office of the Independent Commissioner Against Corruption appointed to identify corruption (including fraud) in public administration.
- 4.7 **Maladministration** means, in relation to this policy, the conduct of a public officer, practice, policy or procedure of Council that;

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- 4.7.1 results in an irregular or unauthorised use of public money.
- 4.7.2 substantial mismanagement of public resources.
- 4.7.3 conduct of a public officer involving substantial mismanagement in or in relation to the performance of official function
- 4.8 **OPI** is the Office for Public Integrity established under the Act to:
- receive and assess complaints about public administration;
  - receive and assess reports about corruption, misconduct and maladministration in public administration;
  - make recommendations as to whether and by whom complaints and reports should be investigated;
  - perform other functions assigned to the office by the ICAC.
- 4.9 **Public Officer**, as defined in the Act, for the purpose of this policy, includes:
- an Elected Member;
  - an employee (as defined in clause 4.3 of this policy) or officer of the Council;
  - subsidiary board members;
  - persons holding an authorisation or delegation from Council or the CEO.
- 4.10 **Reasonable Suspicion/Reasonably Suspect** means, 'the suspicion of a reasonable man warranted by facts from which inferences can be drawn; but is something which falls short of legal proof' (i.e. there must be a factual basis for the suspicion) as defined in the [ICAC Directions and Guidelines for Inquiry Agencies, Public Authorities and Public Officers and Directions and Guidance for Inquiry Agencies and Public Authorities](#) (Directions and Guidelines).
- 4.11 **Responsible Officer** is a person (or persons) authorised by the Chief Executive Officer (CEO) to receive and act on disclosures of public interest information for the purposes of the [Public Interest Disclosure Act 2018](#) and the *Council Policy: Public Interest Disclosure*.
- 4.12 **Trivial** means a complaint that is insignificant or the grounds for the complaint cannot be identified.
- 4.13 **Vexatious** complaint means a complaint by which the complainant seeks to abuse the normal complaints process in order to cause annoyance, frustration, detriment and/or worry and the complaint lacks substance i.e.:
- a. The complaint has been addressed previously and no new evidence is provided. The complaint appears to be without reasonable grounds and appears to have been deliberately made for the sole purpose of causing detriment, annoyance, frustration and/or worry.

## 5. Policy Statement

### 5.1 Prevention and Controls

- 5.1.1 Council places strong emphasis on fraud and corruption prevention through the development and use of effective controls and strategies including, but not limited to, training, policies and procedures, audit and good governance practices.
- 5.1.2 Strategies implemented to minimise fraudulent and/or corrupt activity include:
- Training and induction for all public officers;

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- Council Policy: Public Interest Disclosure and confidential reporting process including an email, accessible only by the Responsible Officers, for informants to make disclosures;
- Risk profiling, review and monitoring;
- Internal Audit plan and regime, reporting to the Executive and the Audit Committee;
- Policies and policy review schedule;
- Mandated Codes of Conduct for Council Members, CAP Members and Employees;
- External audit regime reporting to the Mayor and the Audit Committee;
- Internal Audit regime reporting to the CEO and the Audit Committee;
- Internal controls implementation, monitoring and reporting;
- The CWT Procurement Roadmap Program;
- Modelling and communication of ethical and consistent behaviour by leaders including the active promotion of the organisation's cultural values;
- Conflict of interest and register of interest reporting provisions including primary and ordinary returns for Elected Members, prescribed officers and independent members of the Audit and Risk Committee and the Development Assessment Panel;
- Identification of high risk roles (prescribed officers);
- Delegation, sub-delegation and authorisation register and processes;
- Security of IT systems;
- CCTV in the Service Centre;
- Grievance management systems;
- Prudential reporting regime;
- Gifts and Benefits register;
- Relevant registers made available for public scrutiny;
- Open and transparent decision making;
- Freedom of Information program;
- Fair treatment policy;
- Accountability structures.

5.1.3 Fraud and corruption is considered a strategic risk, an operational risk and a project risk to the CWT and this risk and its associated controls are identified, assessed and reviewed every 6 months in line with *CWT's Enterprise Risk Management Framework*.

5.1.4 Fraud and corruption is also considered a risk at an operational level and these risks and their associated controls are identified, assessed and reviewed every 12 months in line with *CWT's Enterprise Risk Management Framework*.

5.1.5 The promotion of fraud and corruption risk management across the CWT includes activities such as:

- Training awareness seminars;
- Regular audits and promotion of controls;
- Policies and articles on the Internet, Intranet and Extranet sites.

## 5.2 Community Awareness

5.2.1 The CWT continues to take steps to ensure that customers, suppliers and the community are made aware that fraud and corruption committed against the CWT is not acceptable, will be reported to the OPI and is a criminal offence which may result in prosecution.

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- 5.2.2 This policy will be promoted through various forms of information and communication and form part of the suite of documents provided with supplier contracts.
- 5.2.3 This policy is available on the CWT website or available in the Civic Centre for inspection.
- 5.2.4 CWT's decision making processes will be open, transparent, and accountable and made available to the public for scrutiny in line with legislative requirements.

### 5.3 Responsibilities Associated with the Prevention of Fraud and Corruption

- 5.3.1 In general, all public officers of the CWT are responsible for assisting in the prevention of fraud and corruption within the CWT by:
  - a. understanding and complying with relevant legislation, all related Council and/or Administration policies and procedures that have been established to prevent fraud and/or corruption;
  - b. ensuring they are familiar with and abide by the requirements of the relevant Code of Conduct (i.e. Council, CAP or Employees);
  - c. understanding and avoiding behaviour that may constitute fraudulent and/or corrupt conduct;
  - d. maintaining an awareness of and supporting the strategies that have been implemented to minimise fraud and/or corruption;
  - e. demonstrating a high level of integrity and ethical behaviour in all dealings;
  - f. being continuously vigilant to the potential for fraud and/or corruption to occur;
  - g. not using power, influence or information they have gained or have access to by virtue of their role as a public officer for their own or another person's benefit or detriment;
  - h. reporting any reasonable suspicion of fraud and/or corruption within the CWT to the CEO and OPI in accordance with the requirements of the Directions and Guidelines.
- 5.3.2 The Elected Member body is responsible for ensuring that it:
  - a. approves and supports fraud and/or corruption prevention policies and strategies;
  - b. promotes community awareness of Council's commitment to the prevention of fraud and/or corruption;
  - c. facilitates cooperation with any investigation undertaken by an external authority (i.e. the ICAC);
  - d. supports a culture and environment in which fraud and/or corruption is actively discouraged and is reported should it occur; and
- 5.3.3 Under the direction of the Executive Management Team are responsible for:
  - a. displaying and demonstrating high levels of integrity and ethical behaviour at all times;
  - b. creating an environment in which fraud and corruption is discouraged and actively reported by employees;
  - c. ensuring good corporate governance
  - d. developing and implementing an ethical organisational culture and public image;
  - e. developing and implementing relevant policy and strategy;
  - f. preventing exposure to the risk of fraudulent and/or corrupt acts against the CWT;

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- g. identifying, controlling, reviewing and monitoring potential fraud and/or corruption within the organisation;
- h. implementing any approved strategies or policies to prevent fraud and/or corruption within their division;
- i. demonstrating integrity and fairness in decision making and an open, honest relationship in their dealings with others;
- j. facilitating cooperation with any investigation undertaken by an external authority (i.e. the ICAC);
- k. undertaking 6 monthly reviews of strategic fraud and corruption risks and associated prevention controls and ensuring the operational fraud and corruption risks within their divisions are undertaken in line with the requirements of the *Enterprise Risk Management Framework*;
- l. ensuring a robust sub-delegations and authorisations framework.
- m. ensuring the CWT meets compliance requirements;
- n. recording and explaining the revenues, expenses, assets and liabilities of the CWT;
- o. ensuring the provision of relevant reports and audit outcomes and monitoring to the Audit General Committee and/or Council;
- p. advising those reporting suspected fraud and/or corruption within the CWT of their obligations to report to the OPI;
- q. ensuring all reports of fraud and corruption within the CWT are investigated in accordance with this and other relevant CWT policies;
- r. making reports to the OPI in line with the [Directions and Guidelines](#) if he or she forms a reasonable suspicion that fraudulent and/or corrupt conduct has occurred;
- s. ensuring the details of any report made to the OPI, as well as the fact that a report has been made, is not disclosed to other persons without prior approval from the ICAC;

## 5.3.4 The Chief Executive Officer is specifically responsible for:

- a. receiving reports of suspected fraud and/or corruption within the organisation.
- b. investigating reports of fraudulent and/or corrupt conduct within the CWT made to him or her when tangible evidence is provided by the reporter.
- c. implementing loss recovery when appropriate

5.3.5 The Responsible Officer(s) under the *Public Interest Disclosure Act 2018* (PID Act), is responsible for:

- a. ensuring reviews of the *Public Interest Disclosure Council Policy* (PID Policy) are undertaken;
- b. receiving appropriate disclosures under the PID Act and providing support to other persons who are relevant authorities within the CWT who receive disclosures.
- c. ensuring an informant who reports suspected fraud and/or corruption within the CWT is accorded the required level of confidentiality as detailed in the PID Act and PID Policy.
- d. making reports to the OPI as required with the Directions and Guidelines if a disclosure made under the PID Act and PID Policy gives rise to a reasonable suspicion that fraudulent and/or corrupt conduct has occurred is accorded the required level of confidentiality under the PID Act.
- e. advising an informant or a relevant authority, making or receiving an appropriate disclosure of suspected fraud and/or corruption within the CWT, of their obligations to report to the OPI.

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- f. ensuring the details of any report made to the OPI, as well as the fact that a report has been made, is not disclosed to other persons without prior approval from the ICAC or from the informant;
- g. investigating reports made under the PID Act and PID Policy and reporting the outcomes to OPI when required, and the Chief Executive Officer if permissible, except in cases when the matter relates to the CEO in which case the outcomes will be reported to the Mayor.

## 5.3.6 Members of the Management Team are responsible for:

- a. displaying and demonstrating high levels of diligence, integrity and ethical behaviour at all times;
- b. promoting awareness of ethical conduct and mechanisms to prevent fraud and corruption;
- c. implementing any approved strategies, internal control actions or policies to prevent fraud and/or corruption within their area of responsibility;
- d. creating an environment in which fraud and corruption is discouraged and actively reported by employees;
- e. identifying, assessing, controlling, reviewing, recording and monitoring potential fraud and/or corruption operational risks relevant to their area of responsibility in conjunction with their staff;
- f. ensuring all staff within their area of responsibility are aware of, implement and support, the actions and strategies within their departments/units to prevent the risk of fraud and/or corruption;
- g. ensuring all employees within their departments attend relevant fraud and corruption prevention training.

## 5.3.7 Employees are responsible for:

- a. ensuring they are aware of and adhere to the requirements of the Code of Conduct for Council Employees and the CWT Code of Behaviour;
- b. performing their functions and duties with high levels of diligence and integrity and conducting themselves in a professional and ethical manner at all times;
- c. adhering to the policies, procedures, strategies and actions that have been established to prevent fraud and/or corruption;
- d. assisting in the prevention of fraud and corruption against the CWT.
- e. taking reasonable care of Council's property and not wasting or misusing Council's resources or information;
- f. maintaining and enhancing the reputation of the Council;
- g. reporting all reasonable suspicions of fraud and/or corruption at the CWT to the OPI and CEO;
- h. assisting the CEO and/or an inquiry agency in the event of an investigation;
- i. ensuring that any reports, the details contained within them or the fact a report has been made to the CEO and OPI is not disclosed to others.

## 5.3.8 Governance is responsible for ensuring that:

- a. all Elected Members, independent members of the Audit General Committee and the Council Assessment Panel and employees are aware of their responsibilities in relation to fraud and corruption;
- b. training in relation to fraud and corruption prevention is provided regularly;
- c. all Elected Members, independent members of the Audit General Committee and the Council Assessment Panel and employees are aware of the standard of conduct required by the Code of Conduct for Council Members and the Code of Conduct for Council Employees;

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- d. the new employees' induction program includes information relating to the requirements of this policy;
- e. all contractors are made aware of their obligations as a public officer whilst working for the CWT;
- f. Elected Members, independent members of the Audit General Committee and the Council Assessment Panel and employees are advised of any changes to legislation relevant to their position or office;

5.3.9 Strategic Resilience is responsible for ensuring that:

- a. the risk based internal audit program assesses the veracity of Council's fraud and corruption prevention controls;
- b. the outcomes of audits, including any deficiencies identified in the controls audited and actions to redress the deficiencies are reported to the Executive Management Team and the Audit General Committee.
- c. fraud and corruption risk is regularly reviewed in line with the CWT Risk Framework and forms part CWT Risk Register.

5.3.10 The Audit General Committee is responsible for:

- a. reviewing Council's annual financial statements present fairly the state of affairs of the Council;
- b. providing oversight of Council's internal audit program;
- c. proposing, and providing information relevant to a review of Council's annual business plan;
- d. liaising with Council's auditors (external and internal);
- e. reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of Council on a regular basis.
- f. proposing and reviewing the exercise of powers under s130A of the *Local Government Act 1999*.

## 5.4 Reporting Obligations

- 5.4.1 The reporting requirements to the OPI and to the CEO vary given that the CEO does not have the same powers of search and surveillance as the ICAC.
- 5.4.2 The CEO is unable to initiate an investigation without the receipt of tangible evidence.
- 5.4.3 The OPI only requires a reasonable suspicion of corruption to initiate an investigation, therefore not requiring tangible evidence.
- 5.4.4 Public Officers and Council, as a public authority, must report to the OPI in line with the [Directions and Guidelines](#) any matter that they reasonably suspect involves fraud and/or corruption in public administration as soon as practical after the public officer suspects that fraud and/or corruption has occurred.
- 5.4.5 A report to the OPI may be made under the PID Act.
- 5.4.6 If a public officer has made a report to OPI and has tangible evidence, as opposed to a reasonable suspicion, that a fraudulent or corrupt act has occurred against the CWT, the public officer may also make a report to the CEO.

## 6 Procedure

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- 6.1 If someone who is not a public officer is believed to have committed fraudulent/and or corrupt acts against the CWT, this will be reported to the South Australian Police by the CEO or his delegate.

## 6.2 Reporting Obligations to the OPI - All Public Officers

- 6.2.1 Any public officer who forms a reasonable suspicion of fraud and/or corruption within the CWT is required to refer to the Act and the [Directions and Guidelines](#) prior to making a report.
- 6.2.2 The report to the OPI must be made as soon as practical after a public officer becomes aware that the matter is of a kind that must be reported.
- 6.2.3 A report to the OPI must be made on the online report form available at [www.icac.sa.gov.au](http://www.icac.sa.gov.au).
- 6.2.4 In accordance with the Section 11 of the [Directions and Guidelines](#), any report to the OPI by a public officer must:
- a. identify the public officer's identity;
  - b. identify the Council's name (City of West Torrens);
  - c. identify the public officer's worksite (i.e. civic centre, depot etc.);
  - d. identify the worksite address, telephone number and the email address of the public officer;
  - e. identify the conduct that the public officer suspects amounts to fraud and/or corruption;
  - f. identify whether the suspected conduct is fraud or corruption;
  - g. identify any employee or other person suspected of having engaged in the conduct;
  - h. be accompanied by:
    - i. a statement as to how the public officer became aware of the conduct; and
    - ii. the evidence known to the public officer including any documentation relevant to the conduct; and
    - iii. a list of those persons who the public officer believes can give evidence relevant to the conduct.
- 6.2.5 The public officer may request the OPI or the ICAC to receive a report in some other form and if the OPI or ICAC directs the employee to report in some other form the employee must report as directed.
- 6.2.6 The public officer must not include the complainant's details if the PID Act applies and the complainant has not consented to the complainant's identity being divulged except so far as may be necessary to ensure that the matters to which the information relates are properly investigated
- 6.2.7 The Act requires that a person must not:
- a. knowingly make a complaint, report or statement to the OPI that is false or misleading, including omission of relevant information, or make a complaint or report knowing there are no grounds for making the complaint, report or statement;
  - b. disclose information that suggests a particular person is, has been, may be or may have been the subject of a complaint, report, assessment, investigation or referral to the OPI;

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- c. disclose information that might identify a person who has made a complaint or report to the OPI;
- d. disclose information that suggests a person has made, or may be about to make, a complaint or report to the OPI;
- e. disclose information that suggests a person has given, or may be about to give, information or evidence in relation to a complaint to the OPI;
- f. prevent or hinder a person from making a complaint or report to the OPI about a matter that they reasonably suspect amounts to fraud and/or corruption.

6.2.8 A public officer who makes a false disclosure/report to the OPI, in addition to being guilty of an offence, may face disciplinary action that may include dismissal.

6.2.9 If it is made aware, the CWT will ensure any of its public officers who make a report or statement to the OPI is not subjected to intimidation, victimisation, detriment or discrimination in the workplace in line with the requirements of s57 of the Act and s9 of the PID Act.

6.2.10 A person who makes a report of fraudulent or corrupt conduct should not automatically assume that the person whose acts or behaviour they have reported will then fall under suspicion, the report be acted upon, the person be punished nor that they, as the reporter, will be advised of any actions as a result of their report or of any outcome.

6.2.11 If a report is made to a public officer then that public officer is required to advise of the reporter's legal obligations to report any reasonable suspicion of fraud and/or corruption to the OPI. In addition, the public officer to whom the report is made must independently report the disclosure to the OPI.

6.2.12 If a disclosure is received by a Public Officer they must comply with their reporting obligations under the PID Act and the PID Policy.

### 6.3 Reporting Obligations - Public Authority (Council)

6.3.1 If Council, as a public authority, forms a reasonable suspicion that fraud and/or corruption has occurred in public administration, it must report this to the OPI.

6.3.2 The report must be made on the online report available at [www.icac.sa.gov.au](http://www.icac.sa.gov.au) unless otherwise approved by the ICAC and must:

- a. identify the matter by reference to the conduct that Council suspects is fraud and/or corruption;
- b. identify any public officer or other person suspected of having engaged in that conduct;
- c. not name the details of an informant if the PID Act applies and the informant hasn't consented to their identity being divulged except so far as may be necessary to ensure that the matters to which the information relates are properly investigated.
- d. be accompanied by:
  - i. a statement as to how Council became aware of the conduct
  - ii. the evidence known to Council including any documentation relevant to the conduct
  - iii. a list of persons who the Council believes can give evidence relevant to the conduct.

### 6.4 Report made to the Chief Executive Officer or Responsible Officer(s)

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- 6.4.1 Any person may make a report to the CEO or the Responsible Officer(s) where that person has a reasonable suspicion that a fraudulent or corrupt act has occurred at the CWT.
- 6.4.2 Public officers, in addition to their statutory requirement to report a reasonable suspicion that a fraudulent or corrupt act has occurred at the CWT may also make a report to the CEO if they have tangible evidence that a fraudulent or corrupt act has occurred within the CWT.
- 6.4.3 Any report of fraud or corruption must be made in writing, provide tangible evidence and contain the following information:
- a. identify whether the suspected conduct is fraud or corruption; and
  - b. identify any employee or other person suspected of having engaged in the alleged fraudulent or corrupt conduct; and
  - c. identify any employee or other person suspected of having engaged in the conduct; and
  - d. be accompanied by:
    - i. a statement as to how the person became aware of the conduct; and
    - ii. the evidence known to the person including any documentation relevant to the conduct; and
    - iii. a list of those persons who the person believes can give evidence relevant to the conduct.

#### **6.5 Actions to be taken by the CEO or Responsible Officer(s) following a report of Fraud and/or Corruption**

- 6.5.1 The CEO or Responsible Officer will ensure that the alleged fraud and/or corruption is not disclosed to the person or persons involved.
- 6.5.2 The CEO or Responsible Officer will ensure that when complying with this clause 6.5, they are also complying with their obligations under the Act and the PID Act.
- 6.5.3 On receipt of a report of fraud and corruption the CEO or Responsible Officer will undertake an initial enquiry into the circumstances surrounding the specific report and determine whether the allegation/disclosure is vexatious, frivolous, trivial or been dealt with previously and there is no need to re-examine the complaint or there is other good reason why no action should be taken in respect to the complaint.
- 6.5.4 If the CEO or Responsible Officer determines that the report/disclosure is vexatious, frivolous, trivial or has been dealt with previously and there is no need to re-examine the complaint or there is other good reason why no action should be taken in respect to the complaint the matter will not proceed to investigation and the person making the report/disclosure will be advised accordingly.
- 6.5.5 If the CEO or Responsible Officer determines the complaint is not vexatious, frivolous, trivial or has not been dealt with previously and there is no other good reason not to take action in respect to the complaint he or she will ensure a full investigation is undertaken which could include the engagement of an external investigator to investigate the matter.
- 6.5.6 If the CEO or Responsible Officer forms an opinion, at any time, that a fraudulent and/or corrupt act has been perpetrated against the CWT by a person other than a public officer, the CEO or the Responsible Officer must make a report to the South Australian Police.

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- 6.5.7 If at any time the CEO or Responsible Officer forms a reasonable suspicion that a public officer has committed a fraudulent and/or corrupt act, they will make a report to the OPI as soon as practical and will continue to investigate the report in line with this policy unless the ICAC issues a direction requiring the CEO to stop the investigation.
- 6.5.8 The CEO or Responsible Officer will ensure that any report, the details contained within it and the fact that a report was made to the OPI is not disclosed to any person unless with the approval of the ICAC.
- 6.5.9 If the investigation reveals that an employee has engaged in fraudulent and/or corrupt conduct then that employee will be disciplined in line with CWT policy which could result in termination.
- 6.5.10 On completion of an investigation the CEO or Responsible Officer will:
- a. If required, take action to prevent a reoccurrence of the alleged act.
  - b. Record and file all documentation related to the complaint.

## 6.6 Recovery Process

- 6.6.1 Council reserves the right to recover funds and resources lost through fraudulent and/or corrupt conduct where the benefits of such recovery will exceed the funds and resources invested in the recovery action, including via civil action.
- 6.6.2 Civil action or loss recovery can only be instigated by the Council or the Chief Executive Officer.



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## COUNCIL POLICY - Fraud and Corruption Prevention Reporting and Investigation

### 1. Preamble

1.1 Council will not tolerate fraudulent or corrupt activity as evidenced by its commitment to:

- 1.1.1 uphold the principles of honesty, integrity and transparency and minimising the opportunity for fraudulent and/or corrupt acts to be undertaken by a person(s) against the City of West Torrens (CWT) by fostering and maintaining the highest standards of ethical behaviour by establishing a culture that promotes a high degree of honesty and integrity.
- 1.1.2 prevent, detect and report fraud and/or corruption against the CWT.
- 1.1.3 ensure a robust operational environment through the adoption of controls that minimise the risk of fraudulent or corrupt acts being committed against it.
- 1.1.4 protect its revenue, expenditure, resources and assets from any attempt by a person to gain, by deceit, financial or other benefits.
- 1.1.5 promote accountability as a key value of the CWT.

### 2. Purpose

2.1 This policy:

- 2.1.1 outlines Council's approach to the prevention, control and reporting of fraudulent and/or corrupt activity.
- 2.1.2 outlines the processes surrounding the prevention, control, reporting and investigation of fraudulent and/or corrupt activity.
- 2.1.3 defines the responsibilities and obligations in preventing instances of fraud and/or corruption within the CWT.
- 2.1.4 details the reporting requirements for the Council, as a public authority, and its public officers if they reasonably suspect fraud and/or corruption against the CWT.

### 3. Scope

3.1 This policy applies to any person who has an interest in the CWT i.e. an employee (*as defined in clause 4.3 of this policy*), Elected Member, all persons acting on behalf of the CWT or other person(s), i.e. members of the public, those seeking to contract with the CWT etc.

### 4. Definitions

4.1 **Controls** are those strategies, processes, policies, practices or actions designed to prevent and minimise risks that give rise to fraud, corruption, misconduct or maladministration.

4.2 **Corruption in Public Administration** is defined within the [Independent Commissioner Against Corruption Act 2013](#) (Act). It includes the following;

- 4.2.1 bribery or corruption of public officers;
- 4.2.2 threats or reprisals against public officers;
- 4.2.3 abuse of public office;
- 4.2.4 demanding or requiring benefit on basis of public office;
- 4.2.5 offences relating to appointment to public office; or

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- 4.2.6 any other offence, under any Act, committed by a public officer while acting in her or his capacity as a public officer; or by a former public officer and related to her or his former capacity as a public officer or by a person before becoming public officer and related to her or his capacity as a public officer, or an attempt to commit such an offence, except where the conduct only involves an offence against the *Road Traffic Act 1961*; or
- 4.2.7 any of the following in relation to an offence referred above:
- aiding, abetting, counselling or procuring the commission of the offence;
  - inducing, whether by threats or promises or otherwise, the commission of the offence;
  - being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
  - conspiring with others to effect the commission of the offence.
- 4.3 **Employee** includes:
- Casual;
  - Part-time;
  - Full-time;
  - Temporary and permanent employees;
  - Volunteers;
  - Independent members of the Audit General Committee and Council Assessment Panel;
  - Contractors;
  - Consultants; or any person acting on or making decisions on behalf of the CWT.
- 4.4 **Fraud** means the use of misrepresentation, deception or dishonest conduct in order to obtain a benefit from or to cause financial detriment to the CWT. The *Independent Commissioner Against Corruption Act 2012* defines fraud as corruption. The offences contained within Part 5 and 6 of the [Criminal Law Consolidation Act 1935](#) are considered to constitute fraudulent offences. Examples of fraud include, but are not limited to:
- theft of assets;
  - unauthorised and/or illegal use of assets, information or services for private purposes;
  - misappropriation of funds;
  - intentional falsification, concealment, omission, manipulation, destruction or improper use of records, documents or information;
  - acts of deception;
  - charging for non-delivery or incomplete delivery of services or goods; and/or
  - intentional evasion of payments due to the Council;
  - substituting new goods with old;
  - using significant time at work for private purposes;
  - taking unrecorded leave.
- 4.5 **Frivolous** complaint means a complaint lacking in any serious purpose and therefore not worthy of serious notice.
- 4.6 **ICAC** means the person holding or acting in the office of the Independent Commissioner Against Corruption appointed to identify corruption (including fraud) in public administration.
- 4.7 **Maladministration** means, in relation to this policy, the conduct of a public officer, practice, policy or procedure of Council that;

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- 4.7.1 results in an irregular or unauthorised use of public money.
- 4.7.2 substantial mismanagement of public resources.
- 4.7.3 conduct of a public officer involving substantial mismanagement in or in relation to the performance of official function

4.8 **OPI** is the Office for Public Integrity established under the Act to:

- receive and assess complaints about public administration;
- receive and assess reports about corruption, misconduct and maladministration in public administration;
- make recommendations as to whether and by whom complaints and reports should be investigated;
- perform other functions assigned to the office by the ICAC.

4.9 **Public Officer**, as defined in the Act, for the purpose of this policy, includes:

- an Elected Member;
- an employee (as defined in clause 4.3 of this policy) or officer of the Council;
- subsidiary board members;
- persons holding an authorisation or delegation from Council or the CEO.

4.10 **Reasonable Suspicion/Reasonably Suspect** means, 'the suspicion of a reasonable man warranted by facts from which inferences can be drawn; but is something which falls short of legal proof' (i.e. there must be a factual basis for the suspicion) as defined in the [ICAC Directions and Guidelines for Inquiry Agencies, Public Authorities and Public Officers and Directions and Guidance for Inquiry Agencies and Public Authorities](#) (Directions and Guidelines).

4.11 **Responsible Officer** is a person (or persons) authorised by the Chief Executive Officer (CEO) to receive and act on disclosures of public interest information for the purposes of the [Public Interest Disclosure Act 2018](#) and the *Council Policy: Public Interest Disclosure*.

4.12 **Trivial** means a complaint that is insignificant or the grounds for the complaint cannot be identified.

4.13 **Vexatious** complaint means a complaint by which the complainant seeks to abuse the normal complaints process in order to cause annoyance, frustration, detriment and/or worry and the complaint lacks substance i.e.:

- a. The complaint has been addressed previously and no new evidence is provided.

The complaint appears to be without reasonable grounds and appears to have been deliberately made for the sole purpose of causing detriment, annoyance, frustration and/or worry.

## 5. Policy Statement

### 5.1 Prevention and Controls

5.1.1 Council places strong emphasis on fraud and corruption prevention through the development and use of effective controls and strategies including, but not limited to, training, policies and procedures, audit and good governance practices.

5.1.2 Strategies implemented to minimise fraudulent and/or corrupt activity include:

- Training and induction for all public officers;

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- Council Policy: Public Interest Disclosure and confidential reporting process including an email, accessible only by the Responsible Officers, for informants to make disclosures;
- Risk profiling, review and monitoring;
- Internal Audit plan and regime, reporting to the Executive and the Audit Committee;
- Policies and policy review schedule;
- Mandated Codes of Conduct for Council Members, CAP Members and Employees;
- External audit regime reporting to the Mayor and the Audit Committee;
- Internal Audit regime reporting to the CEO and the Audit Committee;
- Internal controls implementation, monitoring and reporting;
- The CWT Procurement Roadmap Program;
- Modelling and communication of ethical and consistent behaviour by leaders including the active promotion of the organisation's cultural values;
- Conflict of interest and register of interest reporting provisions including primary and ordinary returns for Elected Members, prescribed officers and independent members of the Audit and Risk Committee and the Development Assessment Panel;
- Identification of high risk roles (prescribed officers);
- Delegation, sub-delegation and authorisation register and processes;
- Security of IT systems;
- CCTV in the Service Centre;
- Grievance management systems;
- Prudential reporting regime;
- Gifts and Benefits register;
- Relevant registers made available for public scrutiny;
- Open and transparent decision making;
- Freedom of Information program;
- Fair treatment policy;
- Accountability structures.

5.1.3 Fraud and corruption is considered a strategic risk, an operational risk and a project risk to the CWT and this risk and its associated controls are identified, assessed and reviewed every 6 months in line with *CWT's Enterprise Risk Management Framework*.

5.1.4 Fraud and corruption is also considered a risk at an operational level and these risks and their associated controls are identified, assessed and reviewed every 12 months in line with *CWT's Enterprise Risk Management Framework*.

5.1.5 The promotion of fraud and corruption risk management across the CWT includes activities such as:

- Training awareness seminars;
- Regular audits and promotion of controls;
- Policies and articles on the Internet, Intranet and Extranet sites.

## 5.2 Community Awareness

5.2.1 The CWT continues to take steps to ensure that customers, suppliers and the community are made aware that fraud and corruption committed against the CWT is not acceptable, will be reported to the OPI and is a criminal offence which may result in prosecution.

- 5.2.2 This policy will be promoted through various forms of information and communication and form part of the suite of documents provided with supplier contracts.
- 5.2.3 This policy is available on the CWT website or available in the Civic Centre for inspection.
- 5.2.4 CWT's decision making processes will be open, transparent, and accountable and made available to the public for scrutiny in line with legislative requirements.

### 5.3 Responsibilities Associated with the Prevention of Fraud and Corruption

- 5.3.1 In general, all public officers of the CWT are responsible for assisting in the prevention of fraud and corruption within the CWT by:
  - a. understanding and complying with relevant legislation, all related Council and/or Administration policies and procedures that have been established to prevent fraud and/or corruption;
  - b. ensuring they are familiar with and abide by the requirements of the relevant Code of Conduct (i.e. Council, CAP or Employees);
  - c. understanding and avoiding behaviour that may constitute fraudulent and/or corrupt conduct;
  - d. maintaining an awareness of and supporting the strategies that have been implemented to minimise fraud and/or corruption;
  - e. demonstrating a high level of integrity and ethical behaviour in all dealings;
  - f. being continuously vigilant to the potential for fraud and/or corruption to occur;
  - g. not using power, influence or information they have gained or have access to by virtue of their role as a public officer for their own or another person's benefit or detriment;
  - h. reporting any reasonable suspicion of fraud and/or corruption within the CWT to the CEO and OPI in accordance with the requirements of the Directions and Guidelines.
- 5.3.2 The Elected Member body is responsible for ensuring that it:
  - a. approves and supports fraud and/or corruption prevention policies and strategies;
  - b. promotes community awareness of Council's commitment to the prevention of fraud and/or corruption;
  - c. facilitates cooperation with any investigation undertaken by an external authority (i.e. the ICAC);
  - d. supports a culture and environment in which fraud and/or corruption is actively discouraged and is reported should it occur; and
- 5.3.3 Under the direction of the Executive Management Team are responsible for:
  - a. displaying and demonstrating high levels of integrity and ethical behaviour at all times;
  - b. creating an environment in which fraud and corruption is discouraged and actively reported by employees;
  - c. ensuring good corporate governance
  - d. developing and implementing an ethical organisational culture and public image;
  - e. developing and implementing relevant policy and strategy;
  - f. preventing exposure to the risk of fraudulent and/or corrupt acts against the CWT;

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- g. identifying, controlling, reviewing and monitoring potential fraud and/or corruption within the organisation;
- h. implementing any approved strategies or policies to prevent fraud and/or corruption within their division;
- i. demonstrating integrity and fairness in decision making and an open, honest relationship in their dealings with others;
- j. facilitating cooperation with any investigation undertaken by an external authority (i.e. the ICAC);
- k. undertaking 6 monthly reviews of strategic fraud and corruption risks and associated prevention controls and ensuring the operational fraud and corruption risks within their divisions are undertaken in line with the requirements of the *Enterprise Risk Management Framework*;
- l. ensuring a robust sub-delegations and authorisations framework.
- m. ensuring the CWT meets compliance requirements;
- n. recording and explaining the revenues, expenses, assets and liabilities of the CWT;
- o. ensuring the provision of relevant reports and audit outcomes and monitoring to the Audit General Committee and/or Council;
- p. advising those reporting suspected fraud and/or corruption within the CWT of their obligations to report to the OPI;
- q. ensuring all reports of fraud and corruption within the CWT are investigated in accordance with this and other relevant CWT policies;
- r. making reports to the OPI in line with the [Directions and Guidelines](#) if he or she forms a reasonable suspicion that fraudulent and/or corrupt conduct has occurred;
- s. ensuring the details of any report made to the OPI, as well as the fact that a report has been made, is not disclosed to other persons without prior approval from the ICAC;

## 5.3.4 The Chief Executive Officer is specifically responsible for:

- a. receiving reports of suspected fraud and/or corruption within the organisation.
- b. investigating reports of fraudulent and/or corrupt conduct within the CWT made to him or her when tangible evidence is provided by the reporter.
- c. implementing loss recovery when appropriate

5.3.5 The Responsible Officer(s) under the *Public Interest Disclosure Act 2018* (PID Act), is responsible for:

- a. ensuring reviews of the *Public Interest Disclosure Council Policy* (PID Policy) are undertaken;
- b. receiving appropriate disclosures under the PID Act and providing support to other persons who are relevant authorities within the CWT who receive disclosures.
- c. ensuring an informant who reports suspected fraud and/or corruption within the CWT is accorded the required level of confidentiality as detailed in the PID Act and PID Policy.
- d. making reports to the OPI as required with the Directions and Guidelines if a disclosure made under the PID Act and PID Policy gives rise to a reasonable suspicion that fraudulent and/or corrupt conduct has occurred is accorded the required level of confidentiality under the PID Act.
- e. advising an informant or a relevant authority, making or receiving an appropriate disclosure of suspected fraud and/or corruption within the CWT, of their obligations to report to the OPI.

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- f. ensuring the details of any report made to the OPI, as well as the fact that a report has been made, is not disclosed to other persons without prior approval from the ICAC or from the informant;
- g. investigating reports made under the PID Act and PID Policy and reporting the outcomes to OPI when required, and the Chief Executive Officer if permissible, except in cases when the matter relates to the CEO in which case the outcomes will be reported to the Mayor.

## 5.3.6 Members of the Management Team are responsible for:

- a. displaying and demonstrating high levels of diligence, integrity and ethical behaviour at all times;
- b. promoting awareness of ethical conduct and mechanisms to prevent fraud and corruption;
- c. implementing any approved strategies, internal control actions or policies to prevent fraud and/or corruption within their area of responsibility;
- d. creating an environment in which fraud and corruption is discouraged and actively reported by employees;
- e. identifying, assessing, controlling, reviewing, recording and monitoring potential fraud and/or corruption operational risks relevant to their area of responsibility in conjunction with their staff;
- f. ensuring all staff within their area of responsibility are aware of, implement and support, the actions and strategies within their departments/units to prevent the risk of fraud and/or corruption;
- g. ensuring all employees within their departments attend relevant fraud and corruption prevention training.

## 5.3.7 Employees are responsible for:

- a. ensuring they are aware of and adhere to the requirements of the Code of Conduct for Council Employees and the CWT Code of Behaviour;
- b. performing their functions and duties with high levels of diligence and integrity and conducting themselves in a professional and ethical manner at all times;
- c. adhering to the policies, procedures, strategies and actions that have been established to prevent fraud and/or corruption;
- d. assisting in the prevention of fraud and corruption against the CWT.
- e. taking reasonable care of Council's property and not wasting or misusing Council's resources or information;
- f. maintaining and enhancing the reputation of the Council;
- g. reporting all reasonable suspicions of fraud and/or corruption at the CWT to the OPI and CEO;
- h. assisting the CEO and/or an inquiry agency in the event of an investigation;
- i. ensuring that any reports, the details contained within them or the fact a report has been made to the CEO and OPI is not disclosed to others.

## 5.3.8 Governance is responsible for ensuring that:

- a. all Elected Members, independent members of the Audit General Committee and the Council Assessment Panel and employees are aware of their responsibilities in relation to fraud and corruption;
- b. training in relation to fraud and corruption prevention is provided regularly;
- c. all Elected Members, independent members of the Audit General Committee and the Council Assessment Panel and employees are aware of the standard of conduct required by the Code of Conduct for Council Members and the Code of Conduct for Council Employees;

City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

- d. the new employees' induction program includes information relating to the requirements of this policy;
- e. all contractors are made aware of their obligations as a public officer whilst working for the CWT;
- f. Elected Members, independent members of the Audit General Committee and the Council Assessment Panel and employees are advised of any changes to legislation relevant to their position or office;

5.3.9 Strategic Resilience is responsible for ensuring that:

- a. the risk based internal audit program assesses the veracity of Council's fraud and corruption prevention controls;
- b. the outcomes of audits, including any deficiencies identified in the controls audited and actions to redress the deficiencies are reported to the Executive Management Team and the Audit General Committee.
- c. fraud and corruption risk is regularly reviewed in line with the CWT Risk Framework and forms part CWT Risk Register.

5.3.10 The Audit General Committee is responsible for:

- a. reviewing Council's annual financial statements present fairly the state of affairs of the Council;
- b. providing oversight of Council's internal audit program;
- c. proposing, and providing information relevant to a review of Council's annual business plan;
- d. liaising with Council's auditors (external and internal);
- e. reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of Council on a regular basis.
- f. proposing and reviewing the exercise of powers under s130A of the *Local Government Act 1999*.

## 5.4 Reporting Obligations

- 5.4.1 The reporting requirements to the OPI and to the CEO vary given that the CEO does not have the same powers of search and surveillance as the ICAC.
- 5.4.2 The CEO is unable to initiate an investigation without the receipt of tangible evidence.
- 5.4.3 The OPI only requires a reasonable suspicion of corruption to initiate an investigation, therefore not requiring tangible evidence.
- 5.4.4 Public Officers and Council, as a public authority, must report to the OPI in line with the [Directions and Guidelines](#) any matter that they reasonably suspect involves fraud and/or corruption in public administration as soon as practical after the public officer suspects that fraud and/or corruption has occurred.
- 5.4.5 A report to the OPI may be made under the PID Act.
- 5.4.6 If a public officer has made a report to OPI and has tangible evidence, as opposed to a reasonable suspicion, that a fraudulent or corrupt act has occurred against the CWT, the public officer may also make a report to the CEO.

City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

## 6 Procedure

6.1 If someone who is not a public officer is believed to have committed fraudulent/and or corrupt acts against the CWT, this will be reported to the South Australian Police by the CEO or his delegate.

### 6.2 Reporting Obligations to the OPI - All Public Officers

- 6.2.1 Any public officer who forms a reasonable suspicion of fraud and/or corruption within the CWT is required to refer to the Act and the [Directions and Guidelines](#) prior to making a report.
- 6.2.2 The report to the OPI must be made as soon as practical after a public officer becomes aware that the matter is of a kind that must be reported.
- 6.2.3 A report to the OPI must be made on the online report form available at [www.icac.sa.gov.au](http://www.icac.sa.gov.au).
- 6.2.4 In accordance with the Section 11 of the [Directions and Guidelines](#), any report to the OPI by a public officer must:
- a. identify the public officer's identity;
  - b. identify the Council's name (City of West Torrens);
  - c. identify the public officer's worksite (i.e. civic centre, depot etc.);
  - d. identify the worksite address, telephone number and the email address of the public officer;
  - e. identify the conduct that the public officer suspects amounts to fraud and/or corruption;
  - f. identify whether the suspected conduct is fraud or corruption;
  - g. identify any employee or other person suspected of having engaged in the conduct;
  - h. be accompanied by:
    - i. a statement as to how the public officer became aware of the conduct; and
    - ii. the evidence known to the public officer including any documentation relevant to the conduct; and
    - iii. a list of those persons who the public officer believes can give evidence relevant to the conduct.
- 6.2.5 The public officer may request the OPI or the ICAC to receive a report in some other form and if the OPI or ICAC directs the employee to report in some other form the employee must report as directed.
- 6.2.6 The public officer must not include the complainant's details if the PID Act applies and the complainant has not consented to the complainant's identity being divulged except so far as may be necessary to ensure that the matters to which the information relates are properly investigated
- 6.2.7 The Act requires that a person must not:
- a. knowingly make a complaint, report or statement to the OPI that is false or misleading, including omission of relevant information, or make a complaint or report knowing there are no grounds for making the complaint, report or statement;

## City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

- b. disclose information that suggests a particular person is, has been, may be or may have been the subject of a complaint, report, assessment, investigation or referral to the OPI;
  - c. disclose information that might identify a person who has made a complaint or report to the OPI;
  - d. disclose information that suggests a person has made, or may be about to make, a complaint or report to the OPI;
  - e. disclose information that suggests a person has given, or may be about to give, information or evidence in relation to a complaint to the OPI;
  - f. prevent or hinder a person from making a complaint or report to the OPI about a matter that they reasonably suspect amounts to fraud and/or corruption.
- 6.2.8 A public officer who makes a false disclosure/report to the OPI, in addition to being guilty of an offence, may face disciplinary action that may include dismissal.
- 6.2.9 If it is made aware, the CWT will ensure any of its public officers who make a report or statement to the OPI is not subjected to intimidation, victimisation, detriment or discrimination in the workplace in line with the requirements of s57 of the Act and s9 of the PID Act.
- 6.2.10 A person who makes a report of fraudulent or corrupt conduct should not automatically assume that the person whose acts or behaviour they have reported will then fall under suspicion, the report be acted upon, the person be punished nor that they, as the reporter, will be advised of any actions as a result of their report or of any outcome.
- 6.2.11 If a report is made to a public officer then that public officer is required to advise of the reporter's legal obligations to report any reasonable suspicion of fraud and/or corruption to the OPI. In addition, the public officer to whom the report is made must independently report the disclosure to the OPI.
- 6.2.12 If a disclosure is received by a Public Officer they must comply with their reporting obligations under the PID Act and the PID Policy.

### 6.3 Reporting Obligations - Public Authority (Council)

- 6.3.1 If Council, as a public authority, forms a reasonable suspicion that fraud and/or corruption has occurred in public administration, it must report this to the OPI.
- 6.3.2 The report must be made on the online report available at [www.icac.sa.gov.au](http://www.icac.sa.gov.au) unless otherwise approved by the ICAC and must:
- a. identify the matter by reference to the conduct that Council suspects is fraud and/or corruption;
  - b. identify any public officer or other person suspected of having engaged in that conduct;
  - c. not name the details of an informant if the PID Act applies and the informant hasn't consented to their identity being divulged except so far as may be necessary to ensure that the matters to which the information relates are properly investigated.
  - d. be accompanied by:
    - i. a statement as to how Council became aware of the conduct
    - ii. the evidence known to Council including any documentation relevant to the conduct

City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

- iii. a list of persons who the Council believes can give evidence relevant to the conduct.

#### **6.4 Report made to the Chief Executive Officer or Responsible Officer(s)**

- 6.4.1 Any person may make a report to the CEO or the Responsible Officer(s) where that person has a reasonable suspicion that a fraudulent or corrupt act has occurred at the CWT.
- 6.4.2 Public officers, in addition to their statutory requirement to report a reasonable suspicion that a fraudulent or corrupt act has occurred at the CWT may also make a report to the CEO if they have tangible evidence that a fraudulent or corrupt act has occurred within the CWT.
- 6.4.3 Any report of fraud or corruption must be made in writing, provide tangible evidence and contain the following information:
  - a. identify whether the suspected conduct is fraud or corruption; and
  - b. identify any employee or other person suspected of having engaged in the alleged fraudulent or corrupt conduct; and
  - c. identify any employee or other person suspected of having engaged in the conduct; and
  - d. be accompanied by:
    - i. a statement as to how the person became aware of the conduct; and
    - ii. the evidence known to the person including any documentation relevant to the conduct; and
    - iii. a list of those persons who the person believes can give evidence relevant to the conduct.

#### **6.5 Actions to be taken by the CEO or Responsible Officer(s) following a report of Fraud and/or Corruption**

- 6.5.1 The CEO or Responsible Officer will ensure that the alleged fraud and/or corruption is not disclosed to the person or persons involved.
- 6.5.2 The CEO or Responsible Officer will ensure that when complying with this clause 6.5, they are also complying with their obligations under the Act and the PID Act.
- 6.5.3 On receipt of a report of fraud and corruption the CEO or Responsible Officer will undertake an initial enquiry into the circumstances surrounding the specific report and determine whether the allegation/disclosure is vexatious, frivolous, trivial or been dealt with previously and there is no need to re-examine the complaint or there is other good reason why no action should be taken in respect to the complaint.
- 6.5.4 If the CEO or Responsible Officer determines that the report/disclosure is vexatious, frivolous, trivial or has been dealt with previously and there is no need to re-examine the complaint or there is other good reason why no action should be taken in respect to the complaint the matter will not proceed to investigation and the person making the report/disclosure will be advised accordingly.
- 6.5.5 If the CEO or Responsible Officer determines the complaint is not vexatious, frivolous, trivial or has not been dealt with previously and there is no other good reason not to take action in respect to the complaint he or she will ensure a full investigation is undertaken which could include the engagement of an external investigator to investigate the matter.

## City of West Torrens Council Policy - Fraud and Corruption Prevention Reporting and Investigation

- 6.5.6 If the CEO or Responsible Officer forms an opinion, at any time, that a fraudulent and/or corrupt act has been perpetrated against the CWT by a person other than a public officer, the CEO or the Responsible Officer must make a report to the South Australian Police.
- 6.5.7 If at any time the CEO or Responsible Officer forms a reasonable suspicion that a public officer has committed a fraudulent and/or corrupt act, they will make a report to the OPI as soon as practical and will continue to investigate the report in line with this policy unless the ICAC issues a direction requiring the CEO to stop the investigation.
- 6.5.8 The CEO or Responsible Officer will ensure that any report, the details contained within it and the fact that a report was made to the OPI is not disclosed to any person unless with the approval of the ICAC.
- 6.5.9 If the investigation reveals that an employee has engaged in fraudulent and/or corrupt conduct then that employee will be disciplined in line with CWT policy which could result in termination.
- 6.5.10 On completion of an investigation the CEO or Responsible Officer will:
- a. If required, take action to prevent a reoccurrence of the alleged act.
  - b. Record and file all documentation related to the complaint.
- 6.6 Recovery Process
- 6.6.1 Council reserves the right to recover funds and resources lost through fraudulent and/or corrupt conduct where the benefits of such recovery will exceed the funds and resources invested in the recovery action, including via civil action.
- 6.6.2 Civil action or loss recovery can only be instigated by the Council or the Chief Executive Officer.

## 8.4 Public Comment Policy

### Brief

This report presents the reviewed *Council Policy - Public Comment*.

### RECOMMENDATION(S)

The Committee recommends to Council that:

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

---

### Introduction

The *Council Policy - Public Comment* (Policy) has been subjected to a scheduled review. The current version of the Policy is attached (**Attachment 1**). The results of this review, shown as track changes, are presented for consideration by the Committee and recommendation to Council (**Attachment 2**). For convenience, and to allow for additional ease of review, a version with track changes accepted has also been attached (**Attachment 3**).

### Discussion

The Policy was first issued on 4 July 1989 and outlines Council's approach to the provision of consistent and correct information to the media. This Policy is underpinned by s58 of the *Local Government Act 1999* (Act) which states that, unless otherwise resolved by Council, the Mayor is the principal spokesperson for Council. It is also underpinned by the legally mandated Code of Conduct for Council Members.

The Review has resulted in amendments to the Policy to ensure consistency with current operational procedures. These amendments are more prevalent in clause 6 where current operational processes have been embedded in this Policy.

Minor amendments to business units and titles have also been incorporated.

### Climate Impact Considerations

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

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

### Conclusion

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

### Attachments

1. **Current Council Policy - Public Comment**
2. **Proposed Council Policy - Public Comment**
3. **Proposed Council Policy (Changes Accepted) - Public Comment**

## CITY OF WEST TORRENS



## Council Policy: Public Comment

<b>Classification:</b>	Council Policy
<b>First Issued:</b>	4 July 1989
<b>Dates of Review:</b>	20 July 1993, 19 April 2005, 17 March 2015
<b>Version Number:</b>	4
<b>DW Doc set ID:</b>	2985324
<b>Next review date</b>	17 March 2020
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i> <i>Criminal Law Consolidation Act 1935</i>
<b>Related Policies or Corporate Documents:</b>	Code of Conduct for Council Members Reporting and Investigating Council Members Code of Conduct Complaints Council Policy
<b>Associated Forms:</b>	
<b>Note:</b>	
<b>Responsible Manager:</b>	General Manager Organisational Support
<b>Confirmed by General Manager:</b>	24 February 2015
<b>Approved by Council:</b>	17 March 2015

City of West Torrens Council Policy - Public Comment

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Current

City of West Torrens Council Policy - Public Comment

## COUNCIL POLICY - Public Comment

### 1. Preamble

- 1.1 Elected Members are often called upon to make official statements and comments to the media.
- 1.2 Section 58 of the Local Government Act 1999 states that, unless otherwise resolved by Council, the Mayor is the principal spokesperson for Council.

### 2. Purpose

- 2.1 This policy ensures that consistent and correct information is provided to the media.

### 3. Scope

- 3.1 This policy applies to Elected Members.

### 4. Definitions

- 4.1 Media means all forms of media including printed, digital or electronic media (e.g. newspapers/magazines, online, television, radio etc.).

### 5. Policy Statement

- 5.1 The Mayor and the Chief Executive Officer (CEO) are the only persons legally authorised to make official statements and comment to the media on behalf of Council, i.e. in relation to matters under consideration by, or affecting, the Council.
- 5.2 The media is required to direct all enquiries or requests for official statements, comments or information, other than to the Mayor, to Creative Services, in the first instance which will liaise with the Chief Executive Officer.
  - 5.2.1 The Mayor may receive and respond to media enquiries personally but may also seek the assistance of Creative Services, as required.
  - 5.2.2 In accordance with the provisions of the *Local Government Act 1999*, the Chief Executive Officer may delegate an officer to answer a question in relation to that officer's area of expertise.
- 5.3 On occasions, the media may contact individual Elected Members directly for information or seeking an official position on a matter however, when responding to such requests, Elected Members must ensure they indicate that they are not speaking on behalf of Council and that such statements reflect their personal view and are not the policy or position of Council.
- 5.4 In accordance with the Code of Conduct for Council Members (Code), any breach of the policy by an Elected Member will be a breach of the Code and managed in accordance with the [Reporting and Investigating Council Members Code of Conduct Complaints Council Policy](#).

City of West Torrens Council Policy - Public Comment

## 6. Procedure

- 6.1 On receipt of a request from the media, Creative Services will advise the Chief Executive Officer as soon as practical.
- 6.2 If required, Creative Services will prepare a draft response to the enquiry which may require consultation with the relevant general manager or departmental manager.
  - 6.2.1 The draft response will be provided to either the Mayor or CEO, as required, for confirmation and approval.
  - 6.2.2 Once approved, the written response will be provided to the media via email, this will also assist Council meet its record management obligations.

## CITY OF WEST TORRENS



## Council Policy: Public Comment

<b>Classification:</b>	Council Policy	
<b>First Issued:</b>	4 July 1989	
<b>Dates of Review:</b>	<del>20 July 1993, 19 April 2005, 17 March 2015</del> , <u>2021</u>	
<b>Version Number:</b>	<u>45</u>	
<b>DW Doc-set ID/Objective ID::</b>	<u>2985324A8525</u>	
<b>Next review date</b>	<del>17 March 2020</del> <u>2026</u>	
<b>Applicable Legislation:</b>	<u>Local Government Act 1999</u> <u>Criminal Law Consolidation Act 1935</u>	
<b>Related Policies or Corporate Documents:</b>	<u>Code of Conduct for Council Members</u> <u>Reporting and Investigating Council Members Code of Conduct</u> <u>Complaints Council Policy</u>	
<b>Associated Forms:</b>		
<b>Note:</b>		
<b>Responsible Manager:</b>	<del>General Manager Organisational Support</del> <u>Manager Strategy and Business</u>	
<b>Confirmed by General Manager:</b>	<del>24 February 2015</del> <u>General Manager Business and Community Services</u>	
<b>Approved by Executive</b>		<u>26 July 2021</u>
<b>Endorsed by Council:</b>	<u>17 March 2015</u>	

City of West Torrens Council Policy - Public Comment

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Proposed

## COUNCIL POLICY - Public Comment

### 1. Preamble

~~1.1. Elected Members are often called upon to make official statements and comments to the media.~~

1.1. Section 58 of the *Local Government Act 1999 (Act)* states that, unless otherwise resolved by Council, the Mayor is the principal spokesperson for Council.

~~1.2. Elected Members are often called upon to make official statements and comments to the media.~~

### 2. Purpose

2.1. This policy ensures that consistent and correct information is provided to the media.

### 3. Scope

3.1 This policy applies to Elected Members.

### 4. Definitions

4.1. Media means all forms of media including printed, digital or electronic media (e.g. newspapers/magazines, online, television, radio etc.).

### 5. Policy Statement

5.1. The Mayor and the Chief Executive Officer (CEO) are the only persons legally authorised to make official statements and comment to the media on behalf of Council, i.e. in relation to matters under consideration by, or affecting, the Council.

5.2. The media is required to direct all enquiries or requests for official statements, comments or information, other than to the Mayor, to the ~~Media and Events~~Creative Services Unit, in the first instance, which will liaise with the Chief Executive Officer ~~and/or the Mayor in the first instance.~~

5.2.1. The Mayor may receive and respond to media enquiries ~~personally in their capacity as principal spokesperson, but and~~ may also seek the assistance of the ~~Media and Events~~Creative Services unit, as required.

5.2.2. In accordance with the provisions of the ~~Local Government Act 1999 Act~~, the Chief Executive Officer may delegate an officer to ~~either act as their official spokesperson on a particular project/subject (this delegation is automatically revoked on completion of the media enquiry) and/or answer a question respond to any media enquiries~~ in relation to that officer's area of expertise.

~~5.2.2. The Chief Executive Officer may also delegate authority to an officer to be the official spokesperson on a particular project/subject. This authority will expire once the media enquiry has been completed.~~

5.3. On occasions, the media may contact individual ~~Elected Members~~Councillors directly for information, or ~~seeking for~~ an official position on a matter, ~~however,~~

City of West Torrens Council Policy - Public Comment

~~5.2.3.5.3.1.~~ Councillors are at liberty to respond to media enquiries, however, when responding to such requests, the mandatory Code of Conduct for Council Members (Code) requires that Elected Members Councillors must ensure they indicate that they are not speaking on behalf of Council and that such statements reflect their personal view and are not the policy or position of Council.

~~5.3.5.4.~~ In accordance with the Code, of Conduct for Council Members (Code), any breach of the policy by an Elected Member will be a breach of the Code and be managed in accordance with the Reporting and Investigating Council Members Code of Conduct Complaints Council Policy.

## 6. Procedure

6.1. On receipt of a request from the media, the ~~Media and Events Creative Services~~ unit will advise the Chief Executive Officer and, where necessary, the Mayor and General Manager of the relevant department which relates to the nature of the enquiry, as soon as practical.

~~6.2.~~ The Creative Services unit may also contact other General Managers, Managers and officers who may be able to provide information about the media enquiry, with the aim of providing this information to the Chief Executive Officer (or delegate) as part of an official media statement from Council.

~~6.3.~~ Contact from the Creative Services Unit, seeking information or response in relation to a media enquiry, must be responded to within the timeframe provided or within 24 hours, whichever is earlier.

~~6.2.~~ If required, the Media and Events Creative Services unit will prepare a draft response to the enquiry, which may require consultation with the relevant general manager or departmental manager.

~~6.3.6.4.~~ The draft response which will be provided to either the Mayor or CEO, as required, for confirmation and approval.

~~6.4.~~ Once approved, the written response will be provided to the media via email, with the response recorded in Council's the City of West Torrens' record management system. this will also assist Council meet its record management obligations.

~~6.5.~~  
~~6.6.6.5.~~

## CITY OF WEST TORRENS



## Council Policy: Public Comment

<b>Classification:</b>	Council Policy	
<b>First Issued:</b>	4 July 1989	
<b>Dates of Review:</b>	1993, 2005, 2015, 2021	
<b>Version Number:</b>	5	
<b>Objective ID:</b>	A8525	
<b>Next review date</b>	2026	
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999</a> <a href="#">Criminal Law Consolidation Act 1935</a>	
<b>Related Policies or Corporate Documents:</b>	<a href="#">Code of Conduct for Council Members</a> <a href="#">Reporting and Investigating Council Members Code of Conduct Complaints Council Policy</a>	
<b>Associated Forms:</b>		
<b>Note:</b>		
<b>Responsible Manager:</b>	Manager Strategy and Business	
<b>Confirmed by General Manager:</b>	General Manager Business and Community Services	
<b>Approved by Executive</b>		26 July 2021
<b>Endorsed by Council:</b>		

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Proposed

City of West Torrens Council Policy - Public Comment

## COUNCIL POLICY - Public Comment

### 1. Preamble

- 1.1. Section 58 of the *Local Government Act 1999* (Act) states that, unless otherwise resolved by Council, the Mayor is the principal spokesperson for Council.
- 1.2. Elected Members are often called upon to make official statements and comments to the media.

### 2. Purpose

- 2.1. This policy ensures that consistent and correct information is provided to the media.

### 3. Scope

- 3.1 This policy applies to Elected Members.

### 4. Definitions

- 4.1. Media means all forms of media including printed, digital or electronic media (e.g. newspapers/magazines, online, television, radio etc.).

### 5. Policy Statement

- 5.1. The Mayor and the Chief Executive Officer (CEO) are the only persons legally authorised to make official statements and comment to the media on behalf of Council, i.e. in relation to matters under consideration by, or affecting, the Council.
- 5.2. The media is required to direct all enquiries or requests for official statements, comments or information, other than to the Mayor, to the Creative Services Unit in the first instance, which will liaise with the Chief Executive Officer and/or the Mayor in the first instance.
  - 5.2.1. The Mayor may receive and respond to media enquiries in their capacity as principal spokesperson, and may also seek the assistance of the Creative Services unit, as required.
  - 5.2.2. In accordance with the provisions of the Act, the Chief Executive Officer may delegate an officer to either act as official spokesperson on a particular project/subject (this delegation is automatically revoked on completion of the media enquiry) and/or respond to any media enquiries in relation to that officer's area of expertise.
- 5.3. On occasions, the media may contact individual Councillors directly for information, or for an official position on a matter.
  - 5.3.1. Councillors are at liberty to respond to media enquiries, however, when responding to such requests, the mandatory Code of Conduct for Council Members (Code) requires that Councillors must ensure they indicate that they are not speaking on behalf of Council and that such statements reflect their personal view and are not the policy or position of Council.

City of West Torrens Council Policy - Public Comment

- 5.4. In accordance with the Code, any breach of the policy by an Elected Member will be a breach of the Code and be managed in accordance with the [Reporting and Investigating Council Members Code of Conduct Complaints Council Policy](#).

## 6. Procedure

- 6.1. On receipt of a request from the media, the Creative Services unit will advise the Chief Executive Officer and, where necessary, the Mayor and General Manager of the relevant department which relates to the nature of the enquiry, as soon as practical.
- 6.2. The Creative Services unit may also contact other Managers and officers who may be able to provide information about the media enquiry, with the aim of providing this information to the Chief Executive Officer (or delegate) as part of an official media statement from Council.
- 6.3. Information or response in relation to a media enquiry, must be responded to within the timeframe provided or within 24 hours, whichever is earlier.
- 6.4. If required, the Creative Services unit will prepare a draft response to the enquiry which will be provided to either the Mayor or CEO, as required, for confirmation and approval.
- 6.5. Once approved, the written response will be provided to the media via email, with the response recorded in the City of West Torrens' record management system.

## 8.5 State Planning Commission: Strategic Plan and Work Plan 2021/22

### Brief

This report presents the *State Planning Commission Strategic Plan and Work Plan 2021/2022* for the Committee's information.

### RECOMMENDATION

The Committee recommends to Council that the State Planning Commission: Strategic Plan and Work Plan 2021/22 report be received.

---

### Introduction

The State Planning Commission (SPC) is responsible for guiding the implementation, development and ongoing evolution of the planning system in South Australia and has released its State Planning Commission Strategic Plan 2021-2022 (Plan)

This Plan (**Attachment 1**) frames the way the SPC will conduct its business and describes the emphasis that it will give to its work plan over the next 12 to 18 months (**Attachment 2**).

### Discussion

The SPC has adopted the following 5 strategies:

1. Planning for Regional South Australia
2. Planning for Greater Adelaide
3. Enhancing our Planning System
4. Leading on Planning Policy
5. Discharging Statutory Obligations

Each of the above strategies have specific priorities, of particular interest to West Torrens are:

- Monitor and report on infill policy changes from the Phase Three of the Planning and Design Code;
- Influence the management of growth and change in Greater Adelaide which includes initiating the review of the 30 Year Plan for Greater Adelaide;
- Develop design standards that facilitate streamlined assessment;
- Undertake the open space and trees review project;
- Flood mapping and policy development;
- Targeted policy improvements for the Code; and
- Support the Minister and Proponents through the Code amendment process.

This information provides an insight into the priority and focus areas of the SPC over the coming year with updates provided on an annual basis to ensure that the proposed actions are contemporary and respond to changing circumstances.

### Climate Impact Considerations

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

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

### Conclusion

This report presents the *State Planning Commission's Strategic Plan and Work Plan 2021/22* for the Committee's information.

### Attachments

1. **State Planning Commission Strategic Plan 2021/22**
2. **State Planning Commission Work Plan 2021/22**



# **STATE PLANNING COMMISSION**

## Strategic Plan 2021-2022

[SAPLANNINGCOMMISSION.SA.GOV.AU](http://SAPLANNINGCOMMISSION.SA.GOV.AU)

# The State Planning Commission is South Australia's principal planning advisory and development assessment body

The State Planning Commission (the Commission) was established on 1 April 2017 as the state's principal planning body to undertake the advisory and assessment functions specified in the *Planning, Development and Infrastructure Act 2016* (the Act). It is a non-partisan Commission.

It currently comprises four members, including the Chair and an ex officio public servant from the State's planning and development department. Each member brings significant experience and expertise from a range of disciplines relevant to the administration of the Act.

The Commission is responsible for guiding the implementation, development and ongoing evolution of the planning system in South Australia.

The Commission has established the State Commission Assessment Panel to undertake the Commission's assessment responsibilities under the Act. A Building Technical Panel has also been established to provide advice on building assessment matters.

Details of the Commission members are available at: [saplanningcommission.sa.gov.au](http://saplanningcommission.sa.gov.au)

The Commission supports the Minister for Planning and Local Government in administering the Act. The State's Attorney General's Department provides the Commission with professional and technical services, administrative support and other resources.

This strategic plan frames the way the Commission will conduct its business and describes the emphasis that it will give to its work plan over the next 12 to 18 months.

This plan, approved August 2020, will be revised each year to ensure the proposed actions are contemporary and respond to changing circumstances.

*The Commission's charter is to act in the best interests of all South Australians, to achieve the objectives of the [Planning, Development and Infrastructure Act 2016](#).*

## Our Goal

An outstanding planning system that:



Engages and serves the citizens of South Australia in building prosperous communities.



Is reasoned and rational, based on evidence and research.



Leads to effective stewardship of South Australia's assets and resources.



Is ambitious, enterprising and aspirational.

The Commission will work collaboratively with, and help coordinate, the variety of interests that operate in the planning domain. It will endeavor to be open and transparent in its procedures and deliberations.



# Our Guiding Principles

The State Planning Commission will operate consistent with the principles summarised here

- **Acting lawfully.**
- **Acting impartially.**
- **Maintaining confidence of Government, the Parliament, industry and other stakeholders.**
- **Working across government and with business and community.**
- **Delivering results.**

# Our Strategies

The Commission has adopted five strategies:

1. Planning for Regional South Australia
2. Planning for Greater Adelaide
3. Enhancing our Planning System
4. Leading on Planning Policy
5. Discharging Statutory Obligations

The Commission has identified specific priorities within each of these strategic areas. It is important to note that the priorities listed against one strategy may also contribute to the other strategies.

# Priorities for 2021 - 2022

## **1** Planning for Regional South Australia

1. Lead the development of Regional Plans
2. Encourage the establishment of Joint Planning Boards

## **2** Planning for Greater Adelaide

1. Monitor and report on infill policy changes from the Phase Three Code
2. Influence the management of growth and change for Greater Adelaide by:
  - a. Ensuring adequate supply of zoned land
  - b. Initiating the review of the 30 Year Plan for Greater Adelaide
  - c. Working with RenewalSA for coordinated development outcomes

## **3** Enhancing our Planning System

1. Implement Outline Consents to increase pathway options
2. Develop Design Standards that facilitate streamlined assessment
3. Monitor and report on data and trends (population and land use impacts)
4. Implement the Local Design Review Code Amendment
5. Improve the transparency of the Commission

## 4

### **Leading on Planning Policy**

1. Develop a mapping program with State Agencies for the State Planning Policies
2. Undertake targeted policy improvements to the Planning and Design Code
3. Undertake a review of trees policy and regulation
4. Finalise the Bushfires Code Amendment
5. Progress flood mapping and policy development
6. Implement policy to support new forms of housing
7. Advise on heritage matters through the Heritage Reform Advisory Panel

## 5

### **Discharging Statutory Obligations**

1. Review the Environment and Food Production Areas
2. Advise the Minister on Code Amendments
3. Review and report on the Performance Indicators Scheme



SPC 2021/22 WORK PLAN		2021												2022						
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
<b>Project</b>	State Planning Commission 2021/22 Work Plan																			
<b>Commenced</b>	19-Mar-21																			
<b>Updated</b>	23-Jul-21																			
<b>1 Planning for Regional South Australia</b>																				
1.1	Lead the development of Regional Plans																			
1.1.1	Consider the Government's Regional Development Strategy and Growth State initiative																			
1.2	Encourage the establishment of Joint Planning Boards																			
<b>2 Planning for Greater Adelaide</b>																				
2.1	Monitor and report on infill policy changes from the Phase Three Code																			
2.2	Influence the management of growth and change for Greater Adelaide by:																			
2.3.1	Balancing the supply of infill and greenfield opportunities																			
2.3.2	Initiating the review of the 30-Year-Plan for Greater Adelaide																			
2.3.3	Working with Renewasa for better development outcomes*																			
<b>3 Enhancing our Planning System</b>																				
3.1	Develop Outline Consents that increase certainty on the pathway to an approval																			
3.2	Develop Design Standards that facilitate streamlined assessment*																			
3.3	Review and improve Major Development assessment processes																			
3.4	Monitor and report on data and trends (population and land use impacts)																			
3.5	Implement the Local Design Review Code Amendment																			
3.6	Finalise review and implement transparency measures																			
<b>4 Leading on Planning Policy</b>																				
4.1	Develop a mapping program with State Agencies for the SPPs																			
4.2	Undertake targeted policy improvements for the Code																			
4.2.1	Various ad-hoc policy improvements as identified by PLUS																			
4.2.2	Improvements in response to Ministerial Priorities																			
4.3	Undertake the Open Space and Trees Review Project																			
4.4	Finalise the Bushfires Code Amendment																			
4.5	Progress flood mapping and policy development																			
4.6	Progress the Co-housing Code Amendment																			
4.7	Advise on heritage matters through the Heritage Reform Advisory Panel																			
<b>5 Discharging Statutory Obligations</b>																				
5.1	Review the Environment and Food Production Areas																			
5.2	Support the Minister and Proponents through the Code Amendment Process																			
5.3	Review and report on the Performance Indicators Scheme																			

**Key**

- On track
- Completed
- Delayed
- Ongoing or as required

## 8.6 Annual Service Plans 4th Quarter 2020/21 Progress Update

### Brief

This report presents the 4<sup>th</sup> quarter review of the 2020/21 Annual Service Plans and progress in the delivery of Council’s Community Plan.

### RECOMMENDATION

The Committee recommends to Council that the Annual Service Plans 4<sup>th</sup> Quarter 2020/21 Progress Report be received.

### Introduction

The *Annual Service Plans 4<sup>th</sup> Quarter 2020/21 Progress Report (Attachment 1)* outlines the Administration’s progress in implementing its *Community Plan* and provides updates on the delivery of the actions that implement the *Community Plan Aspirations* as follows.



#### Community Life

##### Aspirations

- A community that embraces diversity.
- Active, healthy and learning communities.
- An engaged community.



#### Natural Environment

##### Aspirations

- Reduction in our ecological impact.
- Enhanced natural environment.



#### Built Environment

##### Aspirations

- A well-designed built environment.
- An appealing and valued open space network.
- Accessible and reliable transport options.



#### City Prosperity

##### Aspirations

- A thriving business environment.
- A vibrant city.



#### Financial Sustainability

##### Aspirations

- Sustainable financial management.
- Proactive asset management.



#### Organisational Strength

##### Aspirations

- Strong partnerships and working relationships.
- Leading governance and technology.

Below is an explanation of the reporting format:

### Pie Charts

The pie charts graphically illustrate how the organisation as a whole, and each individual department, progressed the delivery of Annual Service Plan actions for the last quarter of 2020/21 (April 2021-June 2021).

### Action Status

This report presents the status of those actions that are either listed as 'monitor' or 'off-track'. Please note that on-track and completed actions are not presented in the Report.

**Monitor** means the action has not progressed to where the relevant department manager was expecting, but it is within 70-90 per cent of the quarterly target. When the status of an action is monitor, the attached quarterly report shows a yellow traffic light (  ) in the right hand column.

**Off-track** means the action has not progressed to where the relevant department manager was expecting and is less than 70 per cent 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 an off-track or monitor status is contained within this report.

### **Discussion**

The performance of the organisation, as a whole, for the 4<sup>th</sup> Quarter of 2020/21 is as follows:

- 89.5 per cent On-track/Completed,
- 6.2 per cent Monitor; and
- 4.3 per cent Off-track.

*Note: as this report is retrospective, some items have been completed or significantly progressed since the reporting period.*

Nine (9) actions were reported as 'off track' in the fourth quarter of 2020/21, which represents 4.3 per cent of the total number of actions. These relate to:

1. Review Council's Regional Public Health Plan;
2. Review Council's Water Management Plan;
3. Develop an Environmental Sustainability Strategy;
4. Trial weekly green waste collection in West Torrens for a nominated area;
5. Implement automation of the financial 'end-of-day' process;
6. Deploy the implementation Plan for the West Torrens Experience framework, strategy and policy;
7. Undertake Team Gauge Culture survey to establish what our base line culture is and identify areas of opportunity and development across the organisation;
8. Investigate and research the Customer Relationship Management solution and identify corporate requirements, in partnership with the Continuous Improvement team; and
9. Implement the direct debit for rates payment process.

Thirteen (13) actions were reported as 'monitor' in the fourth quarter of 2020/21, which represents 6.2 per cent of the total number of actions. These relate to:

1. Complete the Public Art Strategy;
2. Improve the customer experience by successfully completing the proof of concept for the customer relationship management system;
3. Undertake talent and succession mapping to identify emerging leaders and support their development;
4. Undertake capability mapping to align functions and roles against the critical skill matrix;
5. Work with the appointed leasing agents to secure suitable sub-tenants for surplus facilities at Council's Morphett Road Depot;
6. Facilitate the divestment of the surplus assets, including the Brickworks Riverfront land and former Marion Road Depot site;
7. Work with other Councils to develop and implement catchment-based stormwater and flood management plans, including Brownhill Keswick Creek;
8. Develop and implement Council's Local Area Traffic Management Programs, including Novar Gardens and Camden Park LATM; Richmond/Mile End LATM; and Marlestone Precinct LATM;
9. Update the Transport Strategy, including incorporation of the Bicycle Strategy;
10. Undertake the 2020/21 Capital Works Program, as allocated in the 2020/21 Budget and Annual Business Plan, for stormwater drainage, including the Packard Street drainage upgrades;
11. Undertake the 2020/21 Capital Works Program, as allocated in the 2020/21 Budget and Annual Business Plan, for road reconstruction;
12. Transition remaining P category street lighting to LED; and
13. Undertake a project to digitise historical Development Approval records.

The COVID-19 pandemic continued to contribute significantly to many of the above actions not being completed in the fourth quarter, particularly given the inability to undertake face-to-face consultations, with budget and staff resources being redirected to manage the implications of restrictions imposed.

Notwithstanding these complex challenges, 89.5 per cent of all actions were completed or on-track by the end of the 2020/2021 financial year.

### **Climate Impact Considerations**

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

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

**Conclusion**

The Annual Service Plans 4<sup>th</sup> Quarter Progress Report outlines Council's progress in implementing its Community Plan during the 2020/21 financial year.

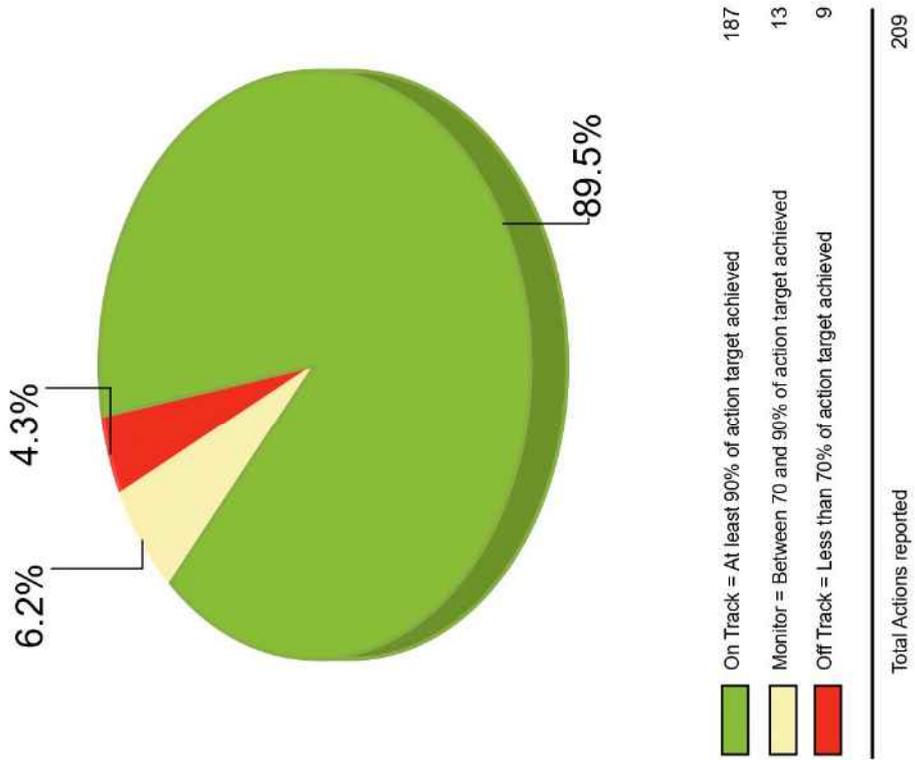
Notwithstanding the challenges presented by COVID-19 over the second half of the financial year, 89.5 per cent of actions were completed or on track with only 4.3 per cent of actions reported as 'off track' and 6.2 per cent of actions reported as 'monitor'.

**Attachments**

- 1. Annual Service Plans 4th Quarter 2020/21 Progress Report**

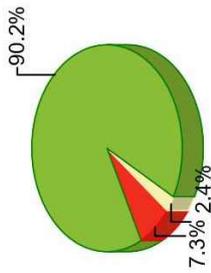


### City of West Torrens

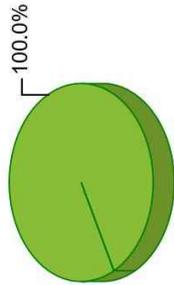


**Business and Community Services Division**

**Strategy and Business**



**Community Services**

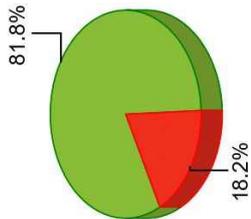


On Track = At least 90% of action target achieved	55
Monitor = Between 70 and 90% of action target achieved	1
Off Track = Less than 70% of action target achieved	3

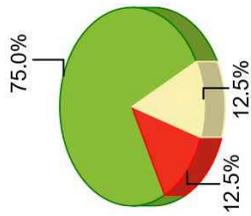
Total Actions reported 59

**Corporate and Regulatory Services Division**

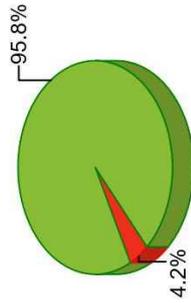
**Financial Services**



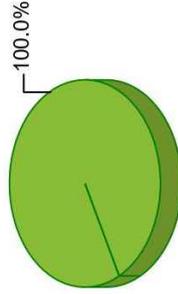
**People and Culture**



**Regulatory Services**



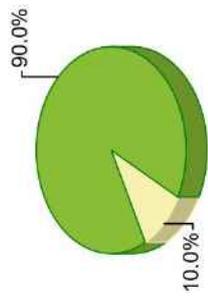
**Information Services**



On Track = At least 90% of action target achieved	61
Monitor = Between 70 and 90% of action target achieved	3
Off Track = Less than 70% of action target achieved	6
<b>Total Actions reported</b>	<b>70</b>

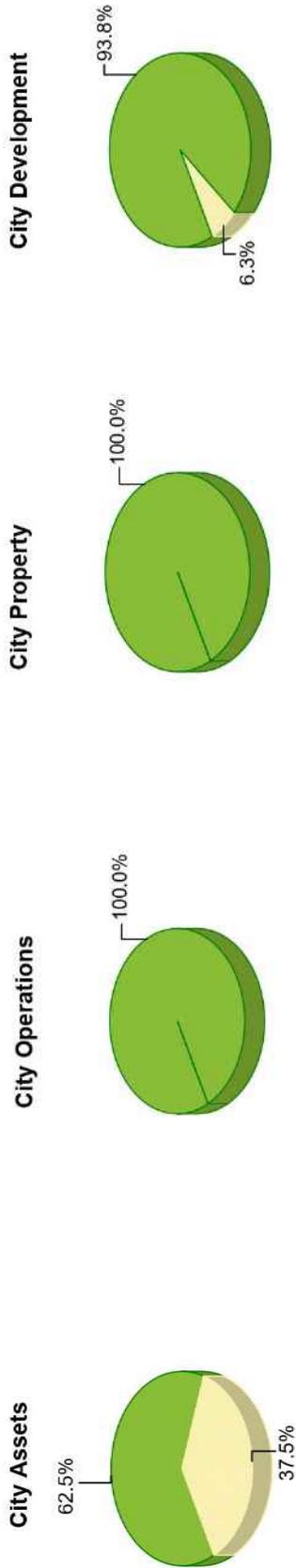
**Office of the Mayor and CEO**

**Office of the Mayor and CEO**



<span style="color: green;">■</span> On Track = At least 90% of action target achieved	18
<span style="color: yellow;">■</span> Monitor = Between 70 and 90% of action target achieved	2
<span style="color: red;">■</span> Off Track = Less than 70% of action target achieved	-
<hr/>	
Total Actions reported	20

**Urban Services Division**



On Track = At least 90% of action target achieved	53
Monitor = Between 70 and 90% of action target achieved	7
Off Track = Less than 70% of action target achieved	-
<b>Total Actions reported</b>	<b>60</b>

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

**Business and Community Services Division**

**Aspiration:** 2 Active, Healthy and Learning Communities

**Long Term Strategy:** 2.4 Foster the health and well-being of the community.

**Short Term Strategy:** 2.4.2 Identify and collaborate with partners to plan for community well-being.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
2.4.2.1 Review Council's Regional Public Health Plan.	In Progress	67%	100%	30/06/2021	<p>A draft of the Plan has been completed and will be provided to the Executive team in July 2021 for review, and a subsequent report provided to the 3 August 2021 meeting of Council seeking approval to undertake community consultation.</p> <p>The draft plan must be provided to and approved by the Minister before public consultation can commence.</p> <p>This project is somewhat off track and was not completed by the end of the 2020/21 financial year as planned.</p> <p>Completion of the project will therefore need to be carried over to the 2021/22 financial year. There is no budget implication associated with this carry-over.</p>	Corporate Planner	 RED

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

**Aspiration:** 4 Reduction of our Ecological Footprint

**Long Term Strategy:** 4.2 Progress towards a water-sensitive city.  
**Short Term Strategy:** 4.2.3 Minimise mains water consumption in Council's buildings and operations.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
4.2.3.1 Review Council's 'Water Management Plan'.	In Progress	30%	100%	30/06/2021	Progress of Council's Water Management Action Plan is being incorporated as part of a climate strategy which will encompass components of the Water strategy, Carbon Strategy and other related strategies. As this project was not completed by the end of the financial year, it will need to be carried over to 2021/22, and be renamed the CWT's Climate Change Strategy.	Environment Sustainability Officer	 RED

**Long Term Strategy:** 4.3 Prepare for and respond to the challenges of a changing climate.

**Short Term Strategy:** 4.3.3 Work collaboratively with our partners, community and businesses to plan for, and adapt to, the impacts of a changing climate.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
4.3.3.4 Develop an Environmental Sustainability Strategy.	In Progress	30%	100%	30/06/2021	Progress has been made in collating information on CWT's existing programs and achievements to date relating to key pillars of sustainability - Energy, Waste, Water, Climate and Greening. This action is currently off track due to resources being directed to higher priority projects. As this project was not completed by the end of the financial year it will need to be carried over to 2021/22, and be renamed to the CWT's Climate Change Strategy.	Environment Sustainability Planner	 RED

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

**Aspiration:** 10 A Vibrant City

**Long Term Strategy:** 10.1 Foster a vibrant and inviting City.

**Short Term Strategy:** 10.1.1 Identify and promote the distinctive identity of West Torrens.

**Strategy:**

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
10.1.1.2 Complete the Public Art Strategy.	In Progress	85%	100%	30/06/2021	The consultant has completed a draft of the strategy and the Administration has reviewed the document and provided feedback to the consultant. The feedback provided will be incorporated prior to being presented to Council seeking approval for public consultation. Completion of this project will be carried over into the 2021/22 financial year.	Economic Development Planner	

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

**Corporate and Regulatory Services Division**

**Aspiration:** 4 Reduction of our Ecological Footprint

**Long Term Strategy:** 4.1 Facilitate the minimisation of waste production and maximise resource recovery.

**Short Term Strategy:** 4.1.1 Promote waste minimisation and resource recovery within Council, community, local businesses and industry.

<b>ACTION</b>	<b>STATUS</b>	<b>% COMP.</b>	<b>TARGET</b>	<b>COMP. DATE</b>	<b>EXEC. COMMENTS</b>	<b>RESP. OFFICER</b>	<b>PROGRESS INDICATOR</b>
4.1.1.9 Trial weekly green waste collection in West Torrens for a nominated area.	In Progress	50%	100%	30/06/2021	The project commenced in February 2021 with an initial participation rate of 24.3%. The participation rate in March 2021 was 30.25% and increased by June 2021 to 39%. Due to some delays in undertaking community engagement because of Covid-19 restrictions, the project timeframe was altered and is now scheduled to run until the end of January 2022. Progress will continue to be reported via Committee and Council.	Manager Regulatory Services	

**Aspiration:** 11 Sustainable Financial Management

**Long Term Strategy:** 11.1 Employ sustainable financial management principles

**Short Term Strategy:** 11.1.2 Facilitate the management of Council's finances consistent with the evolving needs of the community and Council's legislative obligations.

<b>ACTION</b>	<b>STATUS</b>	<b>% COMP.</b>	<b>TARGET</b>	<b>COMP. DATE</b>	<b>EXEC. COMMENTS</b>	<b>RESP. OFFICER</b>	<b>PROGRESS INDICATOR</b>
11.1.2.7 Implement automation of the financial 'end-of-day' process.	In Progress	50%	100%	30/06/2021	Minimal progress has been made on this action due to resource shortage across Finance and IT departments. As this project was not completed by the end of 2020/21 it will be carried over to 2021/22 with anticipated completion in the second quarter.	Manager Financial Services	

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

**Aspiration:** 14 Leading governance and technology.

**Long Term Strategy:** 14.1 Adopt leading governance and information technology systems and practices.  
**Short Term Strategy:** 14.1.1 Deliver services to our community in an equitable, efficient and professional manner.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.1.3 Deploy the Implementation Plan for the West Torrens Experience framework, strategy and policy.	In Progress	50%	100%	30/06/2021	The Administration was unable to deploy the entire implementation plan for the West Torrens Experience due to budget cuts from the impact of COVID-19.	Customer Experience Leader	 RED
14.1.1.18 Improve the customer experience by successfully completing the proof of concept for the customer relationship management system.	In Progress	75%	100%	30/06/2021	This project was wrapped up prior to completion due to the impact of Covid on available resources.	Customer Experience Leader	 YELLOW

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

**Short Term Strategy:** 14.1.6 Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.6.44 Undertake talent and succession mapping to identify emerging leaders and support their development.	In Progress	75%	100%	30/06/2021	Due to intermittent COVID restrictions and a majority of the workforce working from home at various times and with most teams still separated, there has not been the opportunity to progress this other than some back of house planning and discussion with external and other councils as it requires a face-to-face interaction. It is proposed to carry-over this project to the 2021/22 financial year as part of a retention and attraction strategy.	Manager People and Culture	
14.1.6.45 Undertake capability mapping to align functions and roles against the critical skill matrix.	In Progress	75%	100%	30/06/2021	Due to intermittent COVID restrictions and a majority of the workforce working from home at various times and with most teams still separated, there has not been the opportunity to progress this other than some back of house planning and discussion with external and other councils as it requires a face-to-face interaction. It is proposed to carry-over this project to the 2021/22 financial year and will link to the opportunities that are identified in the Uni SA survey results.	Manager People and Culture	
14.1.6.47 Undertake Team Gauge Culture survey to establish what our base line culture is and identify areas of opportunity and development across the organisation.	Not Started	0%	100%	30/06/2021	Team Gauge will not be considered until late 2021/22 as the results from the Uni SA partnership will inform the Administration as to the best approach to take with them.	Manager People and Culture	

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

**Short Term Strategy:** 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.9 Investigate and research the Customer Relationship Management solution and identify corporate requirements, in partnership with the Continuous Improvement team.	In Progress	60%	100%	30/06/2021	This project remains on hold due to budget constraints as the budget was removed. Recent discussions held with the provider indicate that the implementation cost has decreased, which would impact positively on the original quote.	Customer Experience Leader	
14.1.7.11 Implement the direct debit for rates payments process.	In Progress	50%	100%	30/06/2021	Minimal progress has been made on this action due to IT prudential review occurring on the specific software (other applications assessing usage and suitability). Once a satisfactory result is obtained, then it will progress within the rates payment process application. Investigations into options available have been undertaken including visiting other councils and analysing their processes. As this project was not be completed by the end of 2020/21 it will be carried over into the 2021/22 year with a soft launch available.	Manager Financial Services	

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

**Office of the Mayor and CEO**

**Aspiration: 11 Sustainable Financial Management**

**Long Term Strategy:** 11.1 Employ sustainable financial management principles  
**Short Term Strategy:** 11.1.1 Actively seek alternative revenue sources other than rates.

<b>ACTION</b>	<b>STATUS</b>	<b>% COMP.</b>	<b>TARGET</b>	<b>COMP. DATE</b>	<b>EXEC. COMMENTS</b>	<b>RESP. OFFICER</b>	<b>PROGRESS INDICATOR</b>
11.1.1.2 Work with the appointed leasing agents to secure suitable sub-tenants for surplus facilities at Council's Morphett Rd Depot.	In Progress	80%	100%	30/06/2021	Over the last quarter, strong interest has been received for Bay 4 at Council's Morphett Rd Depot and the Administration continues to work with the leasing agent to secure a tenant.	Chief Executive Officer	
11.1.1.3 Facilitate the divestment of the surplus assets, including the Brickworks Riverfront land and former Marion Rd Depot site.	In Progress	80%	100%	30/06/2021	<b>Brickworks Riverfront land:</b> Council is awaiting the final details of the impact that the North-South corridor may have on this land before taking any further action. <b>Marion Road Depot:</b> Settlement is scheduled to occur on 14 September 2021.	Chief Executive Officer	

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

**Urban Services Division**

**Aspiration: 6 A Well-Designed Built Environment**

**Long Term Strategy:** 6.4 Minimise the risk of flooding to existing communities and future developments.  
**Short Term Strategy:** 6.4.1 Participate in collaborative arrangements with other local catchment councils to coordinate flood mitigation outcomes.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.4.1.1 Work with other Councils to develop and implement catchment-based stormwater and flood management plans, including Brownhill Keswick Creek.	In Progress	85%	100%	30/06/2021	The CWT draft Stormwater Catchment Plan was completed and a report is to be provided to Council in the first quarter of 2021/22 seeking approval to release for community consultation. Council is continuing to work in partnership with the Brownhill Keswick Creek Stormwater Board on the upgrade of the lower Brownhill Creek.	Manager City Assets	 YELLOW

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

**Aspiration: 8 Accessible and Reliable Transport Options**

**Long Term Strategy:** 8.1 Facilitate the healthy, safe and effective movement of people through the City.  
**Short Term Strategy:** 8.1.1 Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
8.1.1.1 Develop and implement Council's Local Area Traffic Management Programs, including: <ul style="list-style-type: none"> <li>• Novar Gardens and Camden Park LATM;</li> <li>• Richmond/Mile End LATM; and</li> <li>• Marleston Precinct LATM.</li> </ul>	In Progress	85%	100%	30/06/2021	<b>LATM Novar Gardens &amp; Camden Park:</b> One device was constructed in the fourth quarter of 2020/21. Completion of the remaining devices has been included in the 2021/22 budget and will commence in the second quarter of 2021/22. <b>LATM Richmond, Hilton, Cowandilla, Mile End:</b> The draft LATM has been completed and a report will be provided to Council in the first quarter of 2021/22 seeking approval to release for community consultation. <b>LATM Kurralla Park, Marleston, Ashford, Keswick, Plympton:</b> The draft solution paper was completed and a meeting of the working party is scheduled for September to endorse the second round of community consultation.	Manager City Assets	 YELLOW
8.1.1.2 Update the Transport Strategy, including incorporation of the Bicycle Strategy.	In Progress	85%	100%	30/06/2021	This project has been somewhat delayed due to the vacancy of the Traffic Engineer position. The draft plan is near completion and will be work-shopped with Elected Members in the first quarter of 2021/22.	Manager City Assets	 YELLOW

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

**Aspiration: 12 Proactive Asset Management**

**Long Term Strategy:** 12.1 Ensure assets are utilised and maintained at their optimum.

**Short Term Strategy:** 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP.OFFICER	PROGRESS INDICATOR
12.1.1.3 Undertake the 2020/21 capital works program, as allocated in the 2020/21 budget and annual business plan, for stormwater drainage, including the Packard St drainage upgrades, drainage upgrades.	In Progress	85%	100%	30/06/2021	The construction works for the following projects were completed: - Stirling St, Thebarton; - Sherriff St, Underdale; and - Ashley St/Heyward Ave, Torrensville The upgrade of the Daly St stormwater channel and construction of a roundabout is ongoing and scheduled to be completed in October 2021. The Packard St project will be released for tender in the first quarter of 2021/22.	Team Leader Asset and Project Management	
12.1.1.4 Undertake the 2020/21 capital works program, as allocated in the 2020/21 budget and annual business plan, for road reconstruction.	In Progress	85%	100%	30/06/2021	85% of the road reconstruction projects were completed for 2020/21. The remaining projects are scheduled to be completed by the second quarter of 2021/22. Delays occurred due to a number of major building developments being undertaken within the relevant roads. Asphalt pavement works at Wyatt Street have been deferred until 2021/22 following the completion of stormwater drainage works associated with the Packard Street drainage upgrade.	Team Leader Asset and Project Management	
12.1.1.20 Transition remaining P Category street lighting to LED.	In Progress	70%	100%	30/06/2021	SAPN advised of a delay in the supply of materials for the project and hence works did not commence until May 2021. Inclement weather also contributed to a delay in commencement of the project. Therefore, this project will be carried over to 2021/22, with completion anticipated in the first quarter of 2021/22.	Team Leader Asset and Project Management	

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

**Aspiration:** 14 Leading governance and technology.

**Long Term Strategy:** 14.1 Adopt leading governance and information technology systems and practices.

**Short Term Strategy:** 14.1.2 Ensure that Council decisions and activities are transparent and accountable.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.2.17 Undertake a project to digitise historical Development Approval records.	In Progress	75%	100%	30/06/2021	The Compliance and Monitoring team, with assistance from the Information Management team, is undertaking a project to digitise all hard copy Development Decision Notification Forms dated from 1994 to 2005. Thus far, 9 out of the 12 years of documents have been successfully scanned into Council's electronic records management system (Objective ECM). The current demand for real estate and the associated impact on the provision of property and land information has delayed the availability of staff to complete the digitisation project.	Team Leader Compliance and Monitoring	

## 8.7 Strategy Unit Activity Report - June 2021

### Brief

This report presents the Strategy Unit's Activity Report for June and July 2021.

### RECOMMENDATION

The Committee recommends to Council that the Strategy Unit Activity Report for June and July 2021 be received.

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### Introduction

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

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

### Discussion

#### Corporate and Community Planning

#### ***Annual Service Plan 2021/22 Financial Year - New Format***

The 2021/22 Annual Service Plan was finalised in a **new format** and is now aligned with the annual budget (as reported to the City Advancement and Prosperity General Committee on 22 June 2021).

In previous years, Annual Service Plans were developed for each individual department and focussed more on day to day tasks than on those key projects across the organisation. This financial year, the Administration has progressed from **department**-oriented service plans to a singular **organisation**-oriented service plan with a stronger focus on strategic objectives which is more conducive to contemporary practices.

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

The 4<sup>th</sup> Quarter Annual Service Plans 2020/21 Progress Update report is included in this Agenda.

#### ***Draft Public Health Plan***

The review of Council's Public Health Plan (Plan) continued to progress, with consultation being undertaken with relevant stakeholders. The draft Plan was presented to the 3 August 2021 meeting of Council. At that meeting, Council resolved to submit the Plan to SA Health for approval to commence public consultation. Once approval has been obtained, consultation will be undertaken as outlined in the report to Council.

### ***Draft Open Space Plan***

The draft Open Space Plan was released for community consultation on Friday 16 July 2021 through to Wednesday 18 August 2021. Modifications to the consultation program, such as face-to-face consultation sessions, were made in response to any COVID-19 restrictions that were in place during the consultation process. The outcomes of the consultation are being collated and will be presented to Council.

### Economic Development

#### ***Think, Buy Be LOCAL Campaign***

The *Think, Buy, Be LOCAL* campaign, which was designed to provide economic stimulus to local businesses while also providing social benefit to residents of West Torrens, ended on 30 June 2021. Following the completion of a feedback survey, a final report detailing data, expenditure and economic stimulus generated will be presented to Council.

#### ***Building Western Adelaide Tourism Networking Event***

On 25 June 2021, the City of West Torrens and the Building Western Adelaide partner councils, being the Cities of Holdfast Bay, Charles Sturt and Port Adelaide Enfield, held a winter networking event with the theme being 'Food Tourism in the West'.

The event was hosted by the City of West Torrens and was held at Imperial Measures Distilling on West Thebarton Road, Thebarton. The event was attended by Mayor Michael Coxon and several Elected Members, business owners, and various members of the administrations of the partner councils.

The purpose of the event was to bring together western businesses involved in the food and beverage industry and provide them with the opportunity to network, speak to Elected Members and staff and hear from an industry leader in food tourism.

Mayor Coxon welcomed the attendees and shared highlights of the local food tourism economy before introducing the guest speaker for the event. The guest speaker, Mark Gleeson, is a 30 year veteran Adelaide Central Market stallholder and CEO of Food Tours Australia, an award winning South Australian Food Tourism Company. Mark shared his experiences and stories of culinary South Australia and provided insights on how businesses in the west can position themselves to gain an increased market share of the tourism industry.

Feedback from businesses was very positive and highlights the benefits of such events for business and councils to meet and collaborate in an informal setting for frank and open discussions. The Administration will follow up with businesses that attended from West Torrens to seek their interest in joining a food tourism working group.

### Land Use Planning

#### ***Planning Reform***

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

As previously reported, a communications plan has been developed to inform the community of the final outcome of key aspects of the Planning and Design Code. In accordance with the communications plan, a pamphlet on some key changes to neighbourhood zones has been prepared and letterboxed to residential properties (**Attachment 1**).

### ***Planning and Design Code Amendments***

The Minister for Planning and Local Government, the Hon. Vickie Chapman MP, has alerted Council to two private proponent *Planning and Design Code* Amendments that will be subjected to public consultation. Both Amendments seek to undertake rezoning. Both of these Code Amendments were presented to Council on 6 July 2021. The first of these, 65-73 Mooringe Avenue Plympton, is currently out for public consultation. The feedback approved by Council has been submitted to the Minister.

The Administration has engaged with the Office for Design and Architecture (ODASA) to identify appropriate classes of development that could be eligible for local design review. This information is to inform a State Planning run Code Amendment which is aimed at updating the Code to ensure appropriate classes of development are identified for councils that elect to participate in the Local Design Review Scheme.

The State Planning Commission has requested feedback on issues in the Planning and Design Code in preparation for the inaugural Miscellaneous Technical Enhancement Code Amendment which will focus on technical amendments to improve the general performance, interpretation and consistency of the Code, informed by experiences of planning practitioners, building industry participants and peak bodies during the initial period of its operation across the whole of South Australia. The Administration has provided some initial feedback based on issues faced by City Development.

The Attorney-General's Department has advised that a Flood Hazard Mapping Project is underway. It is not yet known whether West Torrens fits into the first or second phase of this but information will be provided to Council when it becomes available.

### ***West End Brewery Nomination to the South Australian Heritage Council (SAHC)***

Heritage SA is currently consulting on the provisional heritage listing of the following items:

- Remains of Thebarton Hall, Colonel Light's House (including underground room, tank and well) Port Road, Thebarton (corner of historic Cawthorne and Winwood Streets), and
- Walkerville Brewhouse tower.

The Provisional Entry of a State Heritage Place triggers a 3 month public consultation process. A provisional entry is an interim listing, and the place is protected while it is classed as a provisionally entered place. During the 3 month public consultation, anyone can write to the Heritage Council in support of, or against, the heritage listing. Submissions are sought up until Friday 3 September 2021.

During the provisional entry period, the Minister has power to direct the SA Heritage Council to remove a provisional entry if the Minister believes it is contrary to the public interest. These powers are set out under Section 18 of the *Heritage Places Act*.

Following the consultation period (and subject to any direction from the Minister), the SA Heritage Council will meet to consider the written (and any oral) submissions. Following this consideration, they will determine whether to confirm the entry in the SA Heritage Register or remove the entry from the SA Heritage Register with regard to:

- The Brewery Gardens,
- Plaque Site of Colonel Light's Cottage, as a State Heritage Object.
- Electric Supply Company Transformer.

Feedback on this proposal was presented to the 3 August 2021 meeting of Council, and Council's feedback has been submitted to the SA Heritage Council.

## Intergovernmental Relations

### **Small Business Friendly Council**

The Small Business Friendly Council annual reporting was submitted to the Office of the Small Business Commissioner in the Attorney-General's Department in accordance with the undertakings signed up to as a small business friendly council partner.

The report highlighted progress and achievements in a number of key initiatives which the City of West Torrens has undertaken to assist the small-business community over the previous financial year's reporting period. Initiatives highlighted include the *Think, Buy, Be LOCAL* (TBBL) voucher program, development of an Economic Development Strategy and a grants program which included small business grants, arts grants, and heritage grants, all of which assist small business.

### **Breakout Creek Stage 3 Project**

Final designs for Breakout Creek Stage 3 were released to the community at an event held on 30 June 2021 to celebrate this milestone.

Staff continue to provide input into:

- Preparation of a Horse Management Plan
- Preparation of a legally binding agreement with project partners
- Reporting progress against the grant funding

## Environmental Sustainability

### **AdaptWest in Action**

AdaptWest successfully applied to the 2020-21 Disaster Risk Reduction Grants and received funding to run a major event in the region called *AdaptNow - Changing for Climate Change*.

Building on the successful town hall style 'Hypothetical' event previously undertaken by Resilient South and Resilient East (called *Hot, Hot, Hot*), the AdaptWest event will focus on the cascading impacts of heatwave, bushfire smoke, power outage and flood risk.

Several background workshops will be held leading up to the event and will aim to engage key sectors including the vulnerable, culturally and linguistically diverse (CALD) and businesses across Western Adelaide. Workshops will be followed by a regional event where scenarios and impacts are explored with a panel of guest experts hosted by a Master of Ceremonies.

Bookings for the business and community workshops are currently advertised on Eventbrite and key people within our community will be invited to attend. With the sessions originally scheduled for July, the project coordinator has needed to reschedule the event due to the Stage 5 COVID-19 lockdown restrictions across South Australia.

Further updates will be made available through the following links on Eventbrite:

### **Community event**

<https://www.eventbrite.com.au/e/adaptnow-changing-for-climate-change-community-workshops-tickets-161424050681>

### **Business event**

<https://www.eventbrite.com.au/e/adaptnow-changing-for-climate-change-its-not-business-as-usual-tickets-161580789491>

The consultant, Urban and Regional Planning Solutions, has been engaged to work with the AdaptWest team on the workshop design and facilitation. At each of the events, Living Stories, a consultancy headed by former ABC journalist and broadcaster Alison Rogers, will capture personal stories and experiences which will be developed into a series of short films. The stories will be used to set the scene for the subsequent AdaptNow event at Woodville Town Hall in October 2021, drawing together elements from the workshops and business events and incorporating a mock news bulletin to provide a compelling introduction to the event.

### **Arbor Day**

A community planting event was held along the River Torrens Linear Park on Sunday 6 July 2021. Around 100 volunteers sowed more than 3,500 plants on the riverbank near Michael Street, Lockleys with species including a variety of grasses, shrubs and flowering plants. The Member for Colton, Matt Cowdrey OAM MP, Mayor Michael Coxon and Thebarton Ward Councillor Graham Nitschke all attended the event along with Channel 7, which included coverage of the event as part of its evening news bulletin.

This year's planting event was undertaken in partnership with Greening Australia and Green Adelaide with Council receiving \$30,000 funding assistance from Green Adelaide as part of the River Torrens Recovery Project. This project targets priority sites to improve water quality and ecosystem function in the river.

### **Native Plant Giveaway**

This year's Native Plant Giveaway was held from 10-11 June 2021 at the Hamra Centre Library Auditorium. As part of this event, 5,000 seedlings were distributed to the West Torrens' community. Each pack contained a variety of 12 local native seedlings which will help to help make our suburbs greener and climate resilient.

### **2020/21 Residential Rainwater Tank and Rain Garden Rebates**

The 2020/21 Rainwater Tank and Rain Garden Rebates closed on 30 June 2021. A total of 39 rainwater tank applications and one (1) rain garden application were approved during the financial year. This resulted in a total budget expenditure of \$12,700 for the program and an increase in rainwater tank storage volume of 128,857 litres.

### **Climate Impact Considerations**

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

The future challenges of climate impacts continue to require immediate consideration to plan for actions required to adapt to and/or mitigate effects. The Administration is involved in advocacy, partnerships, policies and strategies, and implementing projects, programs and rebates designed to mitigate the impacts of a changing climate, including those detailed in this report.

### **Conclusion**

This report details the activities of the Strategy Unit for June and July 2021.

### **Attachments**

#### **1. Residential Zones Fact Sheet**

# May 2021

# Planning and Design Code Residential Overview

The South Australian Government has introduced a new state-wide Planning and Design Code (Code) to replace the previous West Torrens Development Plan. The Code will guide how future development occurs in your area.

Four new residential area zones in West Torrens have been introduced:

- General Neighbourhood Zone
- Suburban Neighbourhood Zone
- Housing Diversity Neighbourhood Zone
- Established Neighbourhood Zone.

Key features of how development is managed in residential areas in the Code include:

- **Public notification for new developments:** While envisaged uses for a zone would not generally trigger notification (e.g. the building of a new dwelling or garage in a Neighbourhood Zone), there are exceptions that will cause notification to occur (e.g. exceeding building height or length on-boundary or some non-residential land uses).
- **Infill development:** This is new development, at higher densities in existing suburban areas with smaller minimum site areas. The Code includes guidance on infill development including allotment sizes, building heights, car parking, open space and landscaping. It also includes initiatives that will reduce negative impacts of infill development such as tree planting on private land and inclusion of soft landscaping.
- **Retaining streetscape character:** Some localised policy has been replaced by standardised policy effective across the State. This has resulted in changes to dwelling density and housing form and new dwelling types, such as row dwellings, terraces and residential flat buildings where they were not previously sought.

### Car parking rates being reduced for both on-street and on-site parking

#### On-site car parking for dwellings which are detached, semi-detached, row and terrace

	Code	Former Plan
1 bedroom	1 car parks	2 car parks
2 or more bedrooms	2 car parks	2 car parks



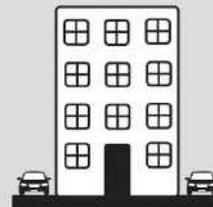
Current Code



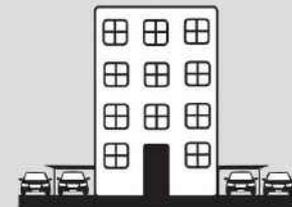
Former Plan

#### On-site car parking for residential flat buildings

	Code	Former Plan
1 or 2 bedrooms	1 car parks	2 car parks (1 covered)
3 or more bedrooms	2 car parks (1 covered)	2 car parks (1 covered)
Visitor parks	0.33 parks where development is for 3 or more dwellings	0.25 per dwelling



Current Code (1 or 2 bedrooms)



Former Plan (1 or more bedrooms) and Current Code (3 or more bedrooms)

*Continued over*

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**On street parking**

Code	Former Plan
1 park per 3 dwellings	1 park per 2 dwellings



Current Code



Former Plan

**Private open space reduced to two site area categories for all allotments**

**Private open space (<300m<sup>2</sup> and >300m<sup>2</sup>)**

	Code	Former Plan
Site area <300m <sup>2</sup>	24m <sup>2</sup>	24m <sup>2</sup>
Site area >300m <sup>2</sup>	60m <sup>2</sup>	60m <sup>2</sup> (<500m <sup>2</sup> ) 80m <sup>2</sup> (>500m <sup>2</sup> )
Minimum dimension	2m or 3m	4m
Minimum directly accessible from a living room	16m <sup>2</sup>	16m <sup>2</sup>
Location	Side or rear of dwelling	Side or rear of dwelling



Current Code



Former Plan

**Soft landscaping**

Residential development incorporates soft landscaping with a minimum dimension of 700mm in accordance with A and B below.

**A - Dwelling site area m<sup>2</sup> (or average site area for residential flat buildings or group dwellings)**

	Code	Former Plan
Site area <150m <sup>2</sup>	10 per cent	10 per cent as a portion of minimum private open space requirement
Site area 150m <sup>2</sup> -200m <sup>2</sup>	15 per cent	
Site area >200m <sup>2</sup> -450m <sup>2</sup>	20 per cent	
Site area >450m <sup>2</sup>	25 per cent	

**B - at least 30 per cent of any land between primary street boundary and primary building line.**





To find out more about the Planning and Design Code and what it means for your property in West Torrens, visit [westtorrens.sa.gov.au/planning](http://westtorrens.sa.gov.au/planning)

The information in this document is advisory and provided to give you a general understanding of the key policy changes in the new Planning and Design Code. For full details of policy that affects proposed development, consult the Planning and Design Code as the statutory document. This can be found at [code.plan.sa.gov.au](http://code.plan.sa.gov.au)

The Planning and Design Code applies to new development only. Applications lodged before March 19 2021 are assessed based on the previous City of West Torrens Development Plan.

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## **8.8 Progress on Implementing Council Decisions**

### **Brief**

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

### **RECOMMENDATION**

The Committee recommends to Council that the report be received.

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### **Introduction**

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

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

### **Discussion**

A copy of the completed actions since 22 June 2021, and outstanding resolution actions to 3 August 2021 is provided for Members' information (**Attachment 1**). Updates/comments are to 18 August 2021.

### **Climate Impact Considerations**

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

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

### **Conclusion**

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

### **Attachments**

#### **1. Progress on Implementing Council Decisions**

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
1	03/08/2021	Council	Item 15.1 - Open Space Plan	Woodward / Papanikolaou that in conjunction with the newly released Open Space Plan for public consultation, with 'Goal 1: Diverse open spaces close to people' and to 'Purchase land and/or repurpose council-owned land for open space purposes when possible', Elected Members are provided with a report identifying opportunities to accumulate revenue to achieve this strategic objective.	Pauline Koritsa	17/8/2021 - Following the close of consultation a working group will be set up to deliver the action plan and this will be included in that plan. Consulting with other councils as to their approaches.	In progress
2	03/08/2021	Council	Item 17.2 - 2022 Festival Series (Summer Festival 2022, Fire & Spice)	Kym McKay / Tsiaparis that Council approves: 1. Five (5) Summer Festival events to be held at Kings Reserve in January/February 2022, at a cost of \$140,000 (excluding administrative costs). 2. One (1) Festival event to be hosted by a business, to replace Thebartonia!, at a cost of \$20,000 (excluding administrative costs). 3. Fire & Spice be approved and held in March 2022, at a cost of \$40,000 (excluding administrative costs).	Pauline Koritsa	10/8/2021 - Planning underway for Summer Festival based on Council resolution	In progress
3	03/08/2021	Council	Item 17.4 - COVID-19 Small Business Resilience Grants Acquittal Report	Kym McKay / Nitschke that: 1. The COVID-19 Small Business Resilience Grants Acquittal Report be received. 2. Council extends the two (2) remaining un-acquitted COVID-19 Small Business Resilience Grant applicants for a further three (3) months to enable the applicants to acquit their grants.	Angelo Catinari	12/08/2021 - No advice received from applicants to date.	In progress
4	03/08/2021	Council	Item 17.5 - Grant Funding - Update	Papanikolaou / Woodward that: 1. The report be noted. 2. The Mayor and Chief Executive Officer be authorised to sign and/or seal the funding deed(s) provided by the Australian (Federal) Government for the Bridge Renewal Projects at Beare Avenue/Watson Avenue and Daly Street. 3. The Mayor and Chief Executive Officer be authorised to sign and/or seal the relevant funding deed(s) provided by the State Government for Apex Park Stage 2 and the Acquisition of Land - River Torrens. 4. The following proposed projects to be funded through the Local Roads and Community Infrastructure Program Phase 3 Extension (subject to eligibility) be endorsed: a) Peake Gardens Riverside Tennis Club redevelopment; b) Lockleys Community Building and Child & Family Health Service Building, refurbishments and Memorial Area - Mellor Park, Lockleys 5. The following new applications for projects through the nominated grant's funding programs be submitted: a) Office for Recreation, Sport and Racing Funding Program: i. Storage, Public Amenities and additional Change facilities at Lockleys Oval ii. Book-a-court System for Peake Gardens Riverside and Glenlea Tennis Clubs iii. Basketball Recreation Courts at Apex Park, Camden Oval and Lockleys Oval b) Open Space Grant Program: i. Henley Beach Road Masterplan ii. Shared-use path - River Torrens Linear Park, Thebarton iii. Richmond Oval Community Art Project iv. Kesmond Reserve redevelopment	Angelo Catinari	12/08/2021 - Grant application submitted for Storage, Public Amenities and additional Change facilities at Lockleys Oval.  18/8/2021 - Applications submitted through Office for Recreation, Sport and Racing. Staff currently completing applications for the Open Space Fund.	In progress
5	03/08/2021	Council	Item 17.8 - Request to use Hoffmann Kiln Chimney to display SANFL Premier and Runner Up colours	Tsiaparis / Kym McKay that: 1. The Applicant be advised that Council, in its capacity of both asset owner and land owner, provides its consent for the team colours of the premiers and runners-up of the South Australian National Football League (SANFL) competition to be displayed on the Hoffmann Kiln chimney. The approval also being conditional upon all necessary development consents being sought and obtained.  FURTHER 1. In accordance with Sections 91(7) and 91(9) of the Local Government Act 1999, the Council orders that Confidential Attachment 2 - Builder's submission for display of SANFL premier and runner up colours - Hoffmann Kiln Chimney, having been considered by the Council in confidence under Section 90(3)(d)(i) and (d)(ii), be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, on the basis that the builder's submission has been provided in confidence and is not for public disclosure. 2. Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the Local Government Act 1999.	Angelo Catinari	9/08/2021 - Confidential spreadsheet updated noting that Attachment 2 be kept confidential for a period of 12 months.  18/8/2021 - Landowner consent has been provided to Lion. Lion have submitted a Development Application.	In progress
6	03/08/2021	Council	Item 17.9 - Street Trees in Challenging Spaces - Design Guidelines	Woodward / Mugavin that: 1. The report be received; and 2. The 'Street Trees in Challenging Spaces' Design Guidelines document be sent to Mayors and CEOs of Adelaide metropolitan councils as well as Green Adelaide and the SA Local Government Association with a covering letter signed by Mayor Coxon; and 3. The Administration places the 'Street Trees in Challenging Spaces' Design Guidelines document on the City of West Torrens' website.	Angelo Catinari	12/08/2021 - an abridged version of the guidelines has been developed and is in final review stage before being sent to Mayors/CEOs of metro councils, Green Adelaide and LGA and will be uploaded to Council's website.	In progress
7	03/08/2021	Council	Item 17.16 - Representation Review Report	O'Rielly / Tsiaparis to Council that: 1. It subjects the approved Representation Review Report to consultation, and seeks submissions on the report, for a three week period pursuant to Section 12(9) of the Local Government Act 1999. 2. Any person making a submission on the Representation Review Report be offered the opportunity to be heard at the 7 September 2021 Council meeting. 3. Following this hearing, the draft final Representation Review Report be presented to Council for its consideration and approval.	Pauline Koritsa	Consultation has commenced. Gazette notice was published in Government Gazette on 5 August 2021	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
8	03/08/2021	Council	Item 17.17 - Public Health Plan 2021 - 2026	Mugavin / O'Rielly to Council that: 1. It approves and submits the draft City of West Torrens Public Health Plan 2021 - 2026 to SA Health for its approval that it is suitable to progress to public consultation. 2. Following approval by SA Health, the draft City of West Torrens Public Health Plan 2021 - 2026 be subjected to public consultation. 3. The outcomes of the public consultation be presented to Council for its consideration prior to final approval of the City of West Torrens Public Health Plan 2021 - 2026. 4. The Chief Executive Officer be authorised to make changes of a minor or formatting nature to the draft City of West Torrens Public Health Plan 2021 - 2026.	Pauline Koritsa	18/8/2021 - Contacted SA Health to determine if public consultation can occur concurrently with Ministerial review.	In progress
9	03/08/2021	Council	Item 12.1.2 - City Facilities and Waste Recovery General Committee Item 8.4 - Report to undertake a trial with RecycleSmart	Papanikolaou / Kym McKay that the consideration of Committee Item 8.4 - Report to undertake a trial with RecycleSmart, be deferred to allow for the matter to be discussed at the next Elected Member Strategic Workshop.	Pauline Koritsa	18/08/2021 - Discussion on the Agenda for the Elected Members Strategic Workshop on 31/8/21	In progress
10	27/07/2021	City Facilities and Waste Recovery General Committee	Item 8.1 - Glenlea Tennis Club - Variation of Lease	Anne McKay / Pal that: 1. A Deed of Variation be prepared to vary the leased area of the Glenlea Tennis Club premises within the Camden Oval complex, to acknowledge the additional two new tennis courts which have been constructed and which are available for use by the Club. The Deed to further nominate that the two northern tennis courts be available for public use when not required by the Club and the Club's rental to increase by \$350 per annum plus GST from 1 August 2022. 2. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation to give effect to the recommendation.	Angelo Catinari	19/8/2021 - Lease has been prepared and provided to the Club.	In progress
11	06/07/2021	Council	Item 17.2 - Open Space Plan - Consultation	Nitschke / Wood that: 1. Council approves the release of the draft Open Space Plan to public consultation for a period of no less than twenty-one (21) days. 2. The Chief Executive Officer be authorised to make changes of a minor or formatting nature to the draft Open Space Plan prior to its release to public consultation. 3. The outcomes of the public consultation be presented to a future meeting of Council.	Pauline Koritsa	22/7/2021 Consultation on the Open Space Plan opened on 16 July and is open until 18 August. Consultation is via the YourSay platform and there are also popups scheduled for Civic Centre, Hamra Library and Thebarton Community Centre (Covid dependent)	In progress
12	06/07/2021	Council	Item 17.5 - Update - Request to purchase portion of the road reserve - corner of Arthur Lemon Avenue & Witty Court, Underdale	Huggett / Kym McKay that the Council advise the applicant (the owners of 1 Witty Court, Underdale) that it agrees to increase the area of verge land (beyond that provided at its meeting of 8 December 2020) in accordance with the additional land sought in the aerial plan, should the applicant determine to proceed in this manner.	Angelo Catinari	11/8/2021 - Matter is currently with the Surveyor General.	In progress
13	22/06/2021	City Advancement and Prosperity General Committee	Item 8.3 - Talking Points	Nitschke / Tsiaparis that consideration of Committee Item 8.3 presenting the draft Council Policy - Talking Points, be deferred until after an Elected Member workshop has been held to scope the future direction of Talking Points.	Pauline Koritsa	22/7/2021 Internal meeting held to discuss workshop agenda, further scoping required prior to EM workshop. 9/8/2021 - workshop proposed for 31/8/21 13/08/2021 - Talking Points to be discussed at the upcoming EM Strategic Workshop.	In progress
14	15/06/2021	Council	Item 15.1 - Supporting the City of West Torrens Indian community in their fundraising efforts for COVID-19	Reynolds / Kym McKay that to assist with the holding of charity fundraising events within the City of West Torrens, Council donates \$5,000 to the 'Indian Organisations in SA - COVID Action Group' which comprises 33 Indian community organisations that are working collaboratively to raise funds to provide much needed relief to those impacted by COVID-19 in India.	Angelo Catinari	22/06/2021 - Referred to GM Business and Community regarding checking bona fides of Group mentioned in resolution. Subsequently referred to Senior Governance Officer to follow up before action can be taken regarding payment of donation.  12/08/2021 - Referred back to GM Business and Community.  18/08/2021 - Processing of donation in progress.	In progress
15	15/06/2021	Council	Item 17.1 - Proposed Grant of Long Term Lease - WTB Soccer Club Inc (West Torrens Birkalla) at Camden Oval, Novar Gardens	Wilton / Anne McKay that: 1. The WTB Soccer Club Inc. (West Torrens Birkalla Soccer Club) be granted a lease of 21 years from 1 July 2021 at a commencing rental of \$12,180 pa plus GST (inclusive of the reimbursement of insurance premiums) and an increase of \$150 pa plus GST on each anniversary of the lease commencement date during the lease term; and 2. The Club to also be responsible for all outgoings (including maintenance of the synthetic pitch) and, in addition, the loan repayments of \$12,534 pa for the duration of the lease term. 3. The Mayor and Chief Executive Officer be authorised to sign and seal any necessary documentation to give effect to the grant of lease.	Angelo Catinari	19/8/2021 - The lease document has been signed and is awaiting execution by the Administration.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
16	01/06/2021	Council	Item 13.1.1 - City Facilities and Waste Recovery General Committee Item 8.6 - Request for use of Camden Oval, Novar Gardens	Anne McKay / Papanikolaou that the consideration of Committee Item 8.6 presenting the request from Immanuel College for use of Camden Oval, be deferred to allow for further investigation on the use of Camden Oval by Immanuel College including the following: <ul style="list-style-type: none"> <li>• How often do Immanuel College use their three ovals</li> <li>• What days and times do Immanuel College use their three ovals</li> <li>• How many children participate at trainings at their three ovals</li> <li>• Surface quality of Camden Oval vs Immanuel College ovals</li> </ul>	Angelo Catinari	11/6/21 - in progress on as further investigation is undertaken on the use of Camden Oval  11/8/21 - Update report considered at Council meeting of 3/8/21 - noted that agreement between College and Club to work cooperatively.	In progress
17	01/06/2021	Council	Item 16.1 - Thebarton Historical Society	Kym McKay / Vlahos that the Administration conduct enquiries to establish the bona fides of the Thebarton Historical Society including the following: <ul style="list-style-type: none"> <li>• is it an incorporated body with current registration</li> <li>• when it last met and are there any available minutes</li> <li>• a list of current members and their positions on the committee</li> </ul>	Pauline Koritsa	15/06/2021 - Application made to CBS for required information.  22/07/2021 - Called and re-emailed CBS regarding request for Certificate of Incorporation. They will search and return my enquiry. I have also searched the Public Register and determined that the Society is a registered incorporated body (A21938) with the public officer listed as KEVIN JOHN KAEDING. However, CBS have advised that a body will be registered until they apply for de-registration. Registration does not imply a functioning organisation.  5/08/2021 - Letter sent to Kevin Kaeding regarding documentation for Thebarton Historical Society  19/08/2021 - still awaiting further information from Kevin Kaeding.	In progress
18	25/05/2021	City Facilities and Waste Recovery General Committee	Item 8.1 - Kesmond Reserve, Keswick - Update Report	Woodward / Pal that: <ol style="list-style-type: none"> <li>1. This report is to be noted;</li> <li>2. A further report is to be provided back to this Committee following negotiations between the National Servicemen's Association and the Hilton RSL Sub-branch regarding the potential use of a new facility at Kesmond Reserve.</li> </ol>	Angelo Catinari	11/6/2021 - The first meeting of the RSL and NSA Working Party took place on 9 June with positive feedback. The RSL requested sufficient time to discuss the proposal with members and will advise Council of the outcome of the discussions by end of July.  19/8/2021 - A meeting will be scheduled for early September between RSL an NSA and the Administration to review a proposed floorplan. A further report will be provided to Council following this meeting.	In progress
19	18/05/2021	Council	Item 17.1 - River Torrens (Karrawirra Parri) Schematic Structure Plan & Thebarton Open Space	Nitschke / Mugavin to Council that: <ol style="list-style-type: none"> <li>1. It receives the River Torrens (Karrawirra Parri) Schematic Structure Plan and indicates in-principle support for the overarching vision for the improvement of the site, notwithstanding, any required statutory approval processes.</li> <li>2. The CEO be delegated the authority to negotiate, subject to budget approvals, the purchase of the strategic portion of the former Adelaide University land-holding at Thebarton, being the portion of the land marked as 'A', in accordance with the land valuations provided for the development for the purposes of a shared path.</li> <li>3. It provides in principle support for the portions of land identified as 'B' and 'C' be received by Council as a non-compulsory, voluntary "contribution" from the land-owner/developer and gifted asset subject to the developer undertaking any necessary remediation of contaminated land and heritage conservation/maintenance associated with the kiln and boiler room</li> <li>4. The portion(s) of the land marked 'D' be vested to Council as Public Roads, subject to being developed to council's required standards guided by the City of West Torrens Urban Design Manual.</li> </ol>	Angelo Catinari	10/06/2021 - Applicant advised of Council resolution, Initial meeting held with Applicant to discuss requirements.  17/08/2021 - Currently developing contract of purchase of the land, to be subject to successful completion of division of land.	In progress
20	27/04/2021	City Advancement and Prosperity General Committee	Item 8.9 - Swap Spot in the City of West Torrens	Mayor Coxon / Wood that: <ol style="list-style-type: none"> <li>1. The Swap Spot initiative be supported for a 6 month trial.</li> <li>2. The Administration take necessary actions to further investigate the Swap Spot trial including location selection and community engagement.</li> <li>3. A report be provided to the City Advancement and Prosperity General Committee following the identification of a suitable location, costs and community engagement outcomes prior to the commencement of the trial.</li> <li>4. The Administration work with SAPOL regarding an online purchasing community education and awareness program.</li> </ol>	Pauline Koritsa	11/06/2021 - Project time schedule drafted. Location risk assessments commenced.  2/7/2021 - Creative Services developing community engagement plan. Report scheduled for 24 August 2021 City Advancement Committee meeting.  19/08/2021 - presentation to the strategic workshop to be held on 31 August 2021.	In progress
21	23/03/2021	City Facilities and Waste Recovery General Committee	Item 8.1 - Waste and Resource Recovery Strategy Proposal	Woodward / Mugavin that a project to develop a 10 year waste and resource recovery strategy for the City of West Torrens be endorsed, subject to appropriate funding being provided in Council's 2021/22 budget.	Pauline Koritsa	The Administration has received advice that grant funding is being provided and commenced development of the strategy April 2021.  The Waste Strategy development initiative is expected to be completed before December 2021.  18/08/2021 - The creation of the plan has commenced in getting the structure and content of the plan in line with CWT's framework. Consultation with staff of other departments has been undertaken.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
22	23/03/2021	City Facilities and Waste Recovery General Committee	Item 8.2 - Improving Source Separation at Multi-Unit Developments Pilot Proposal	Mugavin / Pal that a pilot is undertaken to determine the most effective interventions to improve source separation of waste in MUDs, subject to appropriate funding being provided in Council's 2021/22 budget.	Pauline Koritsa	Funding for an initiative to determine the most effective interventions to improve source separation of waste in MUDs has been included in Council's 2021/22 budget.  18/08/2020 - Work has commenced on the initial stages of the project.	In progress
23	16/03/2021	Council	Item 17.2 - Impacts facing Thebarton Oval and Kings Reserve User Groups resulting from North-South Corridor Works	Nitschke / Mugavin that: 1. In order to develop options for Council to consider to address the likely impacts of the upgrade to the North South Corridor relevant to the Thebarton Oval/Kings Reserve precinct, the Administration be authorised to commence discussions with the following stakeholders: • Torrensville Bowling Club; • Thebarton Oval Tenants – SANFL and Adelaide Footy League; • Messinian Association of SA (MA Hawks Soccer Club); • Proposed Thebarton Oval Tenant - Adelaide Football Club; • Thebarton Community Centre – Community Groups, and • Other relevant stakeholders as may be identified by the Administration. 2. A further report(s) be provided to Council following discussions with the identified groups.	Angelo Catinari	11/06/2021 - Preparations are being made to coordinate the consultation  18/08/2021 - The Administration is currently working through the Recommendation. One user group has been consulted and a meeting has been scheduled for a second.	In progress
24	02/03/2021	Council	Item 15.1 - West Torrens Australia Day Awards	Woodward / Tsiaparis that the Administration reports back to the City Advancement and Prosperity Committee on strategies to increase awareness of Council's Australia Day Awards nomination process including the promotion of current and previous award recipients through greater exposure at Civic events.	Terry Buss	5/03/2021 - Met with neighbouring councils to discuss strategies to increase awareness of Council's Australia Day Awards nomination process. Report to be presented to future Council meeting.  6/08/2021 - Report being presented to the City Advancement and Prosperity Committee meeting 24 August 2021.	In progress
25	02/02/2021	City Services and Climate Adaptation Standing Committee	Item 11.1 - Proposed Extension of E-Scooter Trial - Western Alliance Councils	Reynolds / Mayor Coxon that: 1. The report be received and noted. 2. The Administration write to the Department of Infrastructure and Transport (DIT) requesting the following: a) The trial of the E-Scooters along the coastal trail be extended under the same terms and conditions for a period of 12 months; b) The trial area extended into the side streets up to Military Road and further consideration of 'exclusion' and 'go slow' zones as part of a separate application. 3. The Cities of Port Adelaide Enfield and Charles Sturt and SAPOL be advised of (2) above.	Angelo Catinari	10/02/2021 - City of Port Adelaide Enfield and City of Charles Sturt advised of Council resolution. City of Port Adelaide Enfield to write to DIT regarding the extension proposal.  24/02/2021 - Resolution Item 2. a): Letter to the Minister seeking a further extension of 12 months for the e-scooter trial.  14/04/2021 - Resolution Item 2. a): Letter received from the Minister regarding approval of a further extension of the Trial to 4 April 2022. Resolution Item 2. b) and Item 3 are still in progress with the other two Councils' Administration.  10/06/2021 - Resolution Item 2. b) and Item 3 are still in progress with the other two Council's Administration.  17/08/2021 - Awaiting advice from City of Port Adelaide and Enfield on the outcome of their consultation with community.	In progress
26	02/02/2021	Council	Item 15.2 - Amendment to Council Policy - Mobile Food Vendors	Kym McKay / Papanikolaou that this matter be referred to the City Advancement and Prosperity Committee for consideration and recommendation back to Council.	Pauline Koritsa	5/02/2021 - Report to be presented to future City Advancement and Prosperity Committee.  27/04/2021 - in progress given changes under the LG Reform Bill.  15/06/2021 - Reform Bill now passed - will review against proposed changes  29/06/2021 - Policy referred to General Manager Business and Community Services  19/08/2021 - policy currently under review by Regulatory Services and Governance as provisions affecting mobile food vendors are expected to commence imminently. Report [projected to be presented to 26 October City Advancement and Prosperity Committee.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
27	19/01/2021	Council	Item 15.1 - Community Consultation on Planning and Design Code	Woodward / Kym McKay that Council provision up to \$30,000 to inform the community, in the most cost effective and efficient manner, of Council concerns regarding the proposed changes in the new Planning and Design Code. These concerns include: <ul style="list-style-type: none"> <li>• Lack of public notification for new developments.</li> <li>• Lower quality infill development, including allotment sizes, building heights, car parking, open space and landscaping.</li> <li>• Loss of character of West Torrens streetscapes.</li> <li>• Developments in Urban Corridor Zones impacting properties at the interface of neighbouring zones.</li> <li>• Protecting of our residential areas from inappropriate land uses.</li> </ul>	Pauline Koritsa	15/2/21 Communications Plan sent to Elected Members for comment on 15 Feb with proposed timeframe and channels for informing the community.  30/4/21 Initial communication sent out at Go Live date to advise community, second communication to be distributed mid May  31/5/21 Second flyer distributed to households in late May  22/7/21 Third flyer to be developed over the next two months as Code Amendments have taken up available resources.	In progress
28	08/12/2020	City Facilities and Waste Recovery General Committee	Item 8.1 - Update - Request to purchase portion of the road reserve - corner of Arthur Lemon Avenue & Witty Court, Underdale	Huggett / Woodward that the verge land be offered to Ms Lisa Thomas & Mr Brad Stevens on the condition that they meet all costs associated with necessary actions which are required to be undertaken under the Roads (Opening and Closing) Act, for the closure and sale of the identified road verge on the side (eastern) boundary of their residential property at 1 Witty Court, Underdale, subject to public consultation and all necessary approvals being sought and obtained from the relevant authorities: <ol style="list-style-type: none"> <li>a) The applicants and Council enter into a satisfactory Land Management Agreement for the subject land.</li> <li>b) The necessary processes to give effect to the eventual sale of the verge land, for an anticipated consideration of approximately \$30,000-40,000 plus all associated costs and any applicable GST (but subject to a formal valuation), under the Roads (Opening and Closing) Act be commenced;</li> <li>c) Should Council and the Surveyor-General provide their consent to the road closure process the land be excluded from the classification of community land;</li> <li>d) The Mayor and Chief Executive Officer be authorised to sign and, where applicable, seal any documentation to give effect to this resolution; and</li> <li>e) Further update reports be provided to Council following public consultation and confirmation that the portion of road has been closed by the Surveyor-General.</li> </ol>	Angelo Catinari	10/2/2021 - An update was provided to the applicants in January 2021 and the Solicitor's have been requested to draft Land Management Agreement. In addition, an updated valuation is being sought.  18/8/2021 - the updated valuation is being provided and discussions continue with the property owner.  11/6/2021 - Discussions continuing and report will be provided to Committee in July  11/8/2021 - Valuer engaged to provide updated valuation advice.	In progress
29	08/12/2020	City Facilities and Waste Recovery General Committee	Item 8.3 - Sponsorship Agreement - Lockleys Oval LED Scoreboard	Woodward / Pal that: <ol style="list-style-type: none"> <li>1. Council provide its consent, in its capacity as landowner for a LED scoreboard to be erected in the north-eastern corner of the Lockleys football oval, subject to any necessary development consents being sought and obtained.</li> <li>2. Should the Committee recommend to Council, and Council resolve in accordance with the Committee's recommendation, the Chief Executive Officer and/or Mayor be authorised to sign a Sponsorship Agreement, including the sponsorship of \$10,000 offered by the West Beach and Districts Community Bank Branch.</li> <li>3. Council's Advertising on Council Land and Related Public Infrastructure Policy be reviewed as part of the review process of Council's policies to acknowledge the decision of Council.</li> </ol>	Angelo Catinari	10/2/2021 - Bank has been advised and Administration is awaiting the final Sponsorship Agreement. Procurement process has commenced with the new scoreboards  11/6/2021 - awaiting final go-ahead from clubs and confirmation of their financial contribution towards the larger board they have requested.  18/8/2021 - Awaiting club confirmation. Meeting scheduled for late August to progress the purchase.	In progress
30	08/12/2020	City Facilities and Waste Recovery General Committee	Item 9.1 - Educational Trial for Waste Disposal and Separation	Woodward / Huggett that Council Administration provide a report to the City Facilities and Waste Recovery General Committee on the opportunity (costs and benefits) of a trial at a shopping centre within our City to provide 3 bins for the general public use. The intent is to create an actual experience in use of the red, yellow and green bins that further educates our residents in separation at source and better waste disposal.	Pauline Koritsa	The Waste Management Team is currently identifying the most suitable location to undertake activities regarding waste education/creating a community 'experience in the use of the red, yellow and green bins'. Current proposal is to undertake an interactive displays. Discussions have been held with Business and Community Services (Media) to design a display surround for the bins to improve visibility.  17/3 Update. Waste Management is in the process of redeveloping the Bin Toss Game to be rolled out to shopping centres to provide an interactive waste experience to educate residents on separating waste. At this stage, we propose to run 2 sessions during National Recycling Week (8 - 14 November 2021 - at Brickworks and Kurralta Central).  Works due to commence in April; <ul style="list-style-type: none"> <li>• Development of the display/standee to be used at shopping centres (with Media)</li> <li>• Contact the shopping centres and stakeholders to seek participation</li> <li>• Investigate options for incentives/prizes to encourage participation</li> </ul> 18/08/2021 Whilst we have undertaken initial stages of the project work is still continuing.	In progress
31	03/11/2020	Council	12.1.1 - City Advancement and Prosperity General Committee Item 8.1 - Australian Honours Awards	O'Rielly / Papanikolaou that Council publicly recognises: <ol style="list-style-type: none"> <li>1. West Torrens residents who have been Australian Honour recipients by creating a website presence on Council's website which links directly to the searchable Australian Honours database on the Department of the Prime Minister and Cabinet website.</li> <li>2. Former West Torrens' Mayors with an online website presence and suitable footpath plaques in the West Torrens Memorial Gardens.</li> </ol>	Pauline Koritsa	15/2/2021 Australian Honour recipients will be available on the CWT website when the new site is launched in March. Currently trying to verify names and dates of mayors/chairmen prior to availability on new website. Intending to launch website first prior to manufacturing plaques to ensure information is correct.  31/5/2021 Mayoral information on website, initial designs of plaques underway, installation in Spring  19/8/2021 Interactive kiosk option being investigated but due to Covid restrictions, site visit to view has not yet occurred.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
32	03/11/2020	City Services and Climate Adaptation Standing Committee	Item 11.1 - Request to increase enforcement of parking restrictions in Mile End, Marleston, Keswick and Ashford	Woodward / Papanikolaou that: 1. The report be received. 2. Council be advised at the end of the 2020/21 financial year of any increase in parking revenue over and above operational costs that is attributable to an increase in the enforcement of time limited parking in the City of West Torrens with a focus on Mile End, Marleston, Keswick and Ashford suburbs, in order to consider making the extra income available for environmental initiatives.	Pauline Koritsa	Review will be undertaken July/August 2021  18/08/2021 - Currently reviewing, expecting to have a report in September.	In progress
33	01/09/2020	Council	Item 11.1 - Electric Vehicle Charging Stations	Kym McKay / Vlahos that: 1. The report be received and noted. 2. The Administration continues to explore options for providing Electric Vehicle (EV) charging stations in West Torrens and calls an Expression of Interest to the market to identify potential providers, their business model and value add opportunities for Council and the community. 3. The Administration provides information from that tendering process in a subsequent report back to Council.	Angelo Catinari	15/10/2020 - An Expression of Interest document is being finalised to go out to the market to explore options in relation to potential providers, business models and value add opportunities. It is anticipated that a call for the EOI will occur early 2021 and subsequently a report will be provided to Council with the outcome of that tendering process.  03/02/2021 - An Expression of Interest document is anticipated to go to market April 2021, with a subsequent report to Council with the outcome of that process. Concurrent to this process, the Administration is reviewing the recently released State Government Electric Vehicle Action Plan to identify opportunities for the City of West Torrens.  16/04/2021 - Awaiting advice from State Government on recent nomination of EV charging station sites in CWT under the State Government Electric Vehicle Action Plan.  10/06/2021 - The Department for Energy and Mining is preparing for the imminent release of the Electric Vehicle Charging Network Funding Guidelines as part of the next stage of the project - the competitive grants process. This next stage of the project will take place between May and late July, and will involve a public call for charge point operators to submit a grant proposal to develop a section or sections of the Network.  19/08/2021 - Two EV charge point operators have contacted the Administration to seek 'in principle' (non-binding) support for their grant submissions to the Department for Energy and Mining's (DEM) EV charging grant program to operate charging stations at some of our nominated sites. This is part of the State Government process of developing a state-wide EV charging network. Over the next few months the operators will be notified by DEM on the outcome of their submissions, and if successful they will then hold more detailed discussions to reach a more formal arrangement with CWT. The charge point operator will be responsible for the installation, ongoing operation and maintenance of the infrastructure.	In progress
34	26/11/2019	City Facilities and Waste Recovery General Committee	Item 9.1 - Lockleys Bowling Club Premises	Mayor Coxon / Woodward that the Mayor and Chief Executive Officer be authorised to pursue options for the possible redevelopment of the Lockleys Bowling Club facilities with other interested stakeholders.	Terry Buss	Discussion has taken place with the Lockleys Bowling Club and other stakeholders and further follow up with the varies stakeholders is continuing to occur.  12/2/2021 - On 28 January 2021 Mayor Coxon met with representatives from various bowling clubs in relation to this matter. Discussions between relevant stakeholders continue.  9/3/2021 - email exchange between Mayor Coxon and interested stakeholders sent advising a 'needs analysis' template would be drawn up for each club to complete and return.  15/6/2021 - this action referred to GMUS/Manager City Property to action.  4/08/2021 - Mayor Coxon further discussed with Acting CEO. Meeting relevant stakeholders to be arranged.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
35	23/07/2019	City Facilities and Waste Recovery General Committee	Item 9.1 - Brickworks Riverfront Land	<p>Mayor Coxon / Reynolds that:</p> <ol style="list-style-type: none"> <li>1. The Chief Executive Officer be authorised to commence the sale process for the Brickworks Riverfront land and that the sale process be via Private Treaty.</li> <li>2. The Chief Executive Officer be authorised to obtain a formal valuation of the Brickworks Riverfront land in order for Council to set a price range to facilitate the sale.</li> <li>3. The Chief Executive Officer be authorised to engage a selling agent for the sale taking account of Council's procurement policies for goods and services.</li> <li>4. Following receipt of the formal valuation, the Chief Executive Officer report back to Council for the purpose of Council setting the price range for the sale process.</li> <li>5. The Chief Executive Officer be authorised to commence a land division process to ensure that the pedestrian corridor along the western boundary of the Brickworks Riverfront land and any other critical community infrastructure along the northern boundary adjacent the River Torrens Linear Park is retained in Council ownership or under Council control.</li> </ol>	Terry Buss	<p>CEO in discussions with selling agent regarding strategy for marketing the property for sale.</p> <p>Discussions also underway with surveyors regarding land division requirements.</p> <p>Other options are being explored on the site through an interested party.</p> <p>Given the uncertainty of the T2D (South Road) upgrade project, the sale process has been put on hold pending further information specific to the site and environs.</p>	In progress
36	07/08/2018	Council	Item 15.2 - Development of a dog park in Torrensville	<p>McKay / Farnden that the Administration prepare a report that looks at obtaining a section of unused and unkempt Linear Park that is under the control of the water Minister at the end of Hayward Avenue and West Street Torrensville, for the purpose of setting up a dog park for small and large dogs in line with the concept used at the Pooch Park at Rowells Road Lockleys.</p>	Angelo Catinari	<p>04/09/2018 - Administration has commenced initial discussions with SA Water.</p> <p>26/11/2018 - Administration is continuing discussions with SA Water.</p> <p>13/2/2019 - Discussions continue with a report to be presented at a future meeting of Council.</p> <p>16/04/2019 - Discussions continue with a report to be presented at a future meeting of Council.</p> <p>18/06/2019 - A report to be presented at a future meeting of Committee/Council.</p> <p>19/08/2019 - Due to competing priorities, this action has been paused and will be re-evaluated in the new year.</p> <p>14/10/19 - No progress has been made due to competing priorities.</p> <p>18/2/2020 - Competing priorities therefore no action taken and no budget allocation for 20/21 financial year.</p> <p>25/5/2020 - SA Water contacted the Administration in March 2020. SA Water advised the land is the responsibility of the Department of Environment and Water. Correspondence forwarded to DEW on 23 March 2020 and to date no response has been received. The Administration will continue to follow this matter up with the Department of Environment and Water.</p> <p>18/8/2020 - Continue to have no response from attempts to contact DEW.</p> <p>16/10/20 - Further contact made with DEW and no response received.</p> <p>10/2/2021 - DEW response from November 2020 requested further time for review due to Covid.</p> <p>11/6/21 - No update from DEW, no further action at this time</p> <p>18/8/21 - further information has been provided to DEW. Awaiting response.</p>	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
37	27/02/2018	Civic Committee	Item 7.4 - Mural Art Options in City of West Torrens (Public Art Strategy)	Nitschke / Woodward that the Public Art Strategy continues to be developed with the aim of addressing issues and concerns surrounding public art installations, as well as promoting the introduction and commissioning of both temporary and more permanent works within the City of West Torrens.	Pauline Koritsa	<p>23/04/2018 - Public Art Strategy to be developed in the coming months.</p> <p>04/09/2018 - Public Art Strategy is continuing to be developed - a report will be presented to a future meeting of the CFGC.</p> <p>26/11/2018 - Public Art Strategy is continuing to be developed - A report to be presented to a future meeting of Council.</p> <p>13/2/2019 - Meeting held with public art consultant regarding a Public Art Strategy. A Strategy continues to be developed and will be presented to a future meeting of Council for endorsement.</p> <p>16/04/2019 - The Strategy continues to be developed and will be presented to a future meeting of Council for consideration.</p> <p>17/06/2019 - Report was presented to Council and the Strategy/Direction of Public Art will be presented to future Council meeting by Strategy Unit.</p> <p>28/08/2019 - This MAR was reinstated from completed status and reallocated to City Strategy for completion of the Public Art Strategy.</p> <p>29/08/2019 - Public art strategy project brief completed. Will be released to the market to engage a consultant to undertake the work.</p> <p>17/02/2020 - RFQ out to market this week</p> <p>22/04/2020 - Quotes evaluated and contract signed with preferred contractor and opening meeting held to discuss methodology.</p> <p>30/6/2020 - Contract let and project commenced with a review of current documents. Project methodology currently being reviewed in light of Covid 19 restrictions.</p> <p>18/08/2020 - Consultant is undertaking a Council wide review of sites and preparing a survey for key stakeholders</p> <p>14/12/2020 - Community survey has been undertaken by consultant with focus groups to be held prior to Christmas to further expand the findings.</p> <p>11/02/2021 Elected Member workshop booked for 11 March</p> <p>31/05/2021 - Draft public Art Strategy received from consultant, currently being reviewed internally prior to presentation to Council for approval for public consultation.</p> <p>22/07/2021 - Final review of draft to be completed 23/7 and will be circulated to the management team for comment prior to presentation to Exec and Council.</p>	In progress
38	03/08/2021	Council	Item 17.6 - SA Heritage Register, Provisional Entry of 'Thebarton Hall' and Walkerville Brewhouse Tower	Kym McKay / Nitschke that Council approves the City of West Torrens feedback on the Submission for State Heritage Listing for remittance to the South Australian Heritage Council in response to the call for submissions on whether the remains of 'Thebarton Hall', Colonel William Light's House (including Underground Room, Underground Tank and Well) and Walkerville Brewhouse Tower should be confirmed in the South Australian Heritage Register as State Heritage Places.	Pauline Koritsa	18/08/2021 - Response sent to South Australian Heritage Council.	Completed
39	03/08/2021	Council	Item 17.7 - Request for use of Camden Oval, Novar Gardens - Update	Pal / Vlahos that: 1. Immanuel College be advised that Council provides its consent for the College's use of the Camden Oval playing surface for the remainder of the current College football season (i.e. until 21 August 2021) at no cost. 2. The College be further advised that use of the Camden Oval facility for the 2022 football season will be subject to the College entering into a licence agreement. The licence fee for such use, i.e. Mondays through Thursdays from 3.30pm until 4.30pm during the College football season, to be \$1,500 plus GST inclusive of outgoings. The licence agreement to allow the College use of the umpire's toilet/change facilities at the southern end of the new clubroom building. 3. The Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation to give effect to the grant of licence.	Angelo Catinari	19/8/2021 - Documents are being prepared ready for the 2022/2023 season	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
40	03/08/2021	Council	Item 17.10 - Building Western Adelaide Strategy 2021 - 2024 for Regional Economic Development	Kym McKay / Tsiaparis that: 1. The Building Western Adelaide Strategy for economic development in the western Adelaide region be approved. 2. Council commits \$2,500 per annum to deliver the objectives of the Strategy over the next three years.	Pauline Koritsa	19/8/2021 - September budget review will include \$2500, Plan to be put on website	Completed
41	03/08/2021	Council	Item 17.18 - Urban Heat and Tree Canopy proposal and Adelaide National Park City Campaign	Nitschke / O'Rielley to Council that: 1. It provides its 'in principle' support to contribute up to \$10,000 for the recapture of urban heat and tree canopy cover mapping, subject to Green Adelaide clarifying the amount required. 2. In demonstrating its support for Adelaide becoming a National Park City, it authorises the Mayor to sign the National Park City Charter when it becomes available.	Pauline Koritsa	10/8/2021 - Draft letter with CEO for approval  16/8/2021 - Letter signed by Acting CEO and emailed to Green Adelaide	Completed
42	06/07/2021	Council	Item 17.1 - Adoption of the Budget and Annual Business Plan and Declaration of the Rates for 2021/22	Kym McKay / Vlahos A. Rates - 1. Adoption of the Annual Business Plan  Vlahos / Huggett - 2. Adoption of the Budget  Pal / Nitschke - 3. Adoption of the Valuations  Kym McKay / Mugavin - 4. Declaration of General Rates  Vlahos / Pal - 5. Declaration of Separate Rate - Regional Landscape Levy  Papanikolaou / Tsiaparis - 6. Payment of Rates  Kym McKay / Huggett - B.Adoption of the Long Term Financial Plan  O'Rielley / Pal - C. Budget Review	Chris James	Adoption version of the budget and annual business plan created and placed on Council's website. Rates in the dollar applied to our rates data base to calculate the rates applicable for 2021/2022	Completed
43	06/07/2021	Council	Item 17.3 - Private Proponent Planning and Design Code Amendments	Mugavin / Huggett that the Chief Executive Officer writes to the Minister for Planning and Local Government detailing the concerns raised in this report and advising that Council: 1. Seeks a review of the private proponent led Planning and Design Code Amendment process be undertaken to: a. ensure appropriate rigour, checks and balances are in place; b. reduce the potential for errors and poorly informed policy changes that may have long term impacts on West Torrens and its community; 2. Requests that Code Amendments be put on hold pending the outcome of this review.	Pauline Koritsa	22/7/2021 - Letter sent to Minister Chapman on 13.07.2021	Completed
44	06/07/2021	Council	Item 17.4 - Community Grant Application - National Servicemen's Association SA Branch	Kym McKay / Woodward that Council approves \$1,500 to the National Servicemen's Association SA Branch for funding towards the cost of the 70th Anniversary Commemoration event to be held in August 2021.	Pauline Koritsa	The applicant was advised of the outcome by phone on 7/7/2021. Email confirmation was sent on 12/7/2021, awaiting invoice from applicant.	Completed
45	06/07/2021	Council	Item 17.6 - Sale of Property for the Non Payment of Rates - Confidential Order Review	Nitschke / Pal that: 1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 4 June 2019 and reviewed at Council's 2 June 2020 meeting, in respect of confidential Item 22.1 - Sale of Property for the Non Payment of Rates, Council orders that the confidential Agenda report, the Minutes arising, attachments and any associated documentation, continues to be retained in confidence in accordance with Section 90(3)(a) and (i) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period, on the basis that the report involves personal affairs of the ratepayers named in the report and Council litigation. 2. Pursuant to s91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Terry Buss	12/07/2021 - Confidential spreadsheet updated noting the annual review on 06/07/2021 and the continuation of the confidentiality order.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
46	06/07/2021	Council	Item 17.7 - Divestment of Council Property - Confidential Order Review	<p>Tsiaparis / Pal that:</p> <p>1. In accordance with Section 91(9)(a), having reviewed the confidentiality orders at Council meetings on 19 February 2019, 2 July 2019, 21 January 2020 and 7 July 2020, in regards to reports relating to the divestment of Council property at 108-120 Marion Road, Brooklyn Park, Council orders that the following confidential Agenda reports, the Minutes arising, attachments and any associated documentation:</p> <ul style="list-style-type: none"> <li>Item 21.1 - Divestment of Council Property presented to Council at its 19 February 2019 Meeting</li> <li>Item 21.1 - Divestment of Council Property at 108-120 Marion Road, Brooklyn Park presented to Council at its 2 July 2019 continue to be retained in confidence in accordance with Sections 90(3)(b)(i) and (b)(ii) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period on the basis it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible price for the land to be divested.</li> </ul> <p>2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.</p>	Terry Buss	12/07/2021 - Confidential spreadsheet updated noting the annual review on 06/07/2021 and the continuation of the confidentiality order.	Completed
47	06/07/2021	Council	Item 17.8 - Weslo Holdings and Thebarton Theatre Complex - Confidential Order Review	<p>Kym McKay / Nitschke that:</p> <p>1. In accordance with Section 91(9)(a), having reviewed the confidentiality orders at Council meetings on 23 July 2019 and 7 July 2020, in respect of reports relating to the Weslo Holdings and Thebarton Theatre Complex, Council orders that the following confidential Agenda reports, the Minutes arising, attachments and any associated documentation:</p> <ul style="list-style-type: none"> <li>Item 11.1 - Weslo Holdings Pty Ltd - Thebarton Theatre Complex, Project and Business Plan, Lease Update and Air-conditioning Upgrade, presented to the City Facilities and Waste Recovery General Committee at its 23 July 2019 Meeting;</li> <li>Item 21.1 - Weslo Holdings and Thebarton Theatre - Update, presented to Council at its 7 July 2020 Meeting;</li> </ul> <p>continue to be retained in confidence in accordance with Sections 90(3)(b)(i) and (ii) and 90(3)(d)(i) and (ii) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period on the basis that the information 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 which may subsequently seek to enter into negotiations with Weslo Holdings Pty Ltd for a similar arrangement, either at the expiry of this agreement, or should this agreement not be entered into. In addition, it may also prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible outcome to the lease dispute with Weslo Holdings Pty Ltd.</p> <p>2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.</p>	Terry Buss	12/07/2021 - Confidential spreadsheet updated noting the annual review on 06/07/2021 and the continuation of the confidentiality order.	Completed
48	06/07/2021	Council	Item 17.9 - Rate Equivalent Payments by Adelaide Airport Limited - Confidential Order Review	<p>Huggett / Kym McKay that:</p> <p>1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 7 July 2020, in respect of confidential Agenda report relating to rate equivalent payments by Adelaide Airport Limited, Council orders that the confidential Agenda report, the Minutes arising, attachments and any associated documentation, continues to be retained in confidence in accordance with Section 90(3)(b)(i),(b)(ii) and (g) of the Local Government Act 1999, and not available for public inspection for a further 12 month period, on the basis that disclosure of the information received, discussed and considered could reasonably be expected to severely prejudice Council's ability to achieve the best possible outcome relating to the rate equivalent payments and would, on balance, be contrary to the public interest. Council also needs to ensure that it does not breach any duty of confidence owed to Adelaide Airport Limited.</p> <p>2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.</p>	Terry Buss	12/07/2021 - Confidential spreadsheet updated noting the annual review on 06/07/2021 and the continuation of the confidentiality order.	Completed
49	06/07/2021	City Services and Climate Adaptation Standing Committee	Item 11.1 - Petition - Turner Avenue Plympton	<p>Tsiaparis / Papanikolaou that:</p> <p>1. The concerns of petitioners be noted for the future LATM plan study to be prepared for the area; and</p> <p>2. The Administration liaise with the Department for Infrastructure and Transport (DIT) regarding the road planning for Marion Road and Cross Road, with a view of requesting DIT to improve the traffic flow conditions on these major arterial roads, to assist in reducing through traffic using local streets in the area.</p>	Angelo Catinari	16/08/2021 - On-going working liaison with DIT is continuing through workshops and meeting forums for the Marion Road Study, which is currently being undertaken by DIT.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	Executive	Actions taken	Action status
50	22/06/2021	City Advancement and Prosperity General Committee	Item 8.1 - Amendments to Heritage Grant Guidelines	Kym McKay / Nitschke that the draft Heritage Grants Guidelines be approved.	Pauline Koritsa	22/7/21 Website has been updated to reflect new guidelines.	Completed
51	22/06/2021	City Advancement and Prosperity General Committee	Item 8.2 Review of Council Policy - Graffiti Management	Tsiaparis / Kym McKay that: 1. The reviewed Council Policy: Graffiti Management be approved. 2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the Council Policy: Graffiti Management.	Pauline Koritsa	Policy updated on website and PolicyHUB.	Completed
52	22/06/2021	City Advancement and Prosperity General Committee	Item 8.7 - Community Grants - April 2021 - June 2021	Nitschke / Tsiaparis that: 1. The following grants be approved: a) Equipment grant of \$477 to Glenelg Contract Bridge Club for the purchase of six bridge tables to satisfy COVID safety requirements. b) Sponsorship grant of \$1,000 to Southern & Western Community Broadcasters (Coast FM) towards the cost of their annual fundraising quiz night being held at Thebarton Community Centre. c) Community grant of \$5,000 to Castellorizian Brotherhood of SA towards the costs of the Castellorizian Oral History Project. d) Community Grant of \$5,000 to The Gold Foundation towards the cost of a Life Skills Program for young people (over the age of 16) living with Asperger's Syndrome. 2. A budget allocation of an additional \$3,062 be approved to cover this last round of grants for the 2020/21 financial year.	Pauline Koritsa	Applicants advised of outcomes by email on 12/7/2021.	Completed
53	22/06/2021	City Advancement and Prosperity General Committee	Item 8.8 - Request for additional funding - Villagehood Australia: Mother's Day Event	Kym McKay / Tsiaparis that: 1. As Villagehood Australia has provided the requisite quotes and tax invoices reconciliations, Council approves an additional \$1,233.85 sponsorship to Villagehood Australia towards the costs for a Mothers' Day Pampering event which was held at the Fulham Community Centre on 8 May 2021. 2. As the community grants budget has been fully expended, Council approves an additional budget allocation of \$1,233.85.	Pauline Koritsa	Applicant advised of outcome by email on 12/7/2021.	Completed

**9 OTHER BUSINESS**

Nil

**10 CONFIDENTIAL**

Nil

**11 NEXT MEETING**

26 October 2021, 6.00pm in the George Robertson Room.

**12 MEETING CLOSE**