



NOTICE

of

SERVICES COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

TUESDAY, 20 OCTOBER 2020 AT 7:00PM

THIS MEETING WILL ALSO BE VIEWABLE AT
<https://www.youtube.com/user/CityOfPlayford>

**SAM GREEN
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 15 October 2020

MEMBERSHIP

PRESIDING MEMBER – CR ANDREW CRAIG

| | | |
|------------------------|---------------------|------------------|
| Mayor Glenn Docherty | Cr Akram Arifi | Cr Marilyn Baker |
| Cr Stephen Coppins | Cr Veronica Gossink | Cr Shirley Halls |
| Cr David Kerrison | Cr Clint Marsh | Cr Misty Norris |
| Cr Jane Onuzans | Cr Peter Rentoulis | Cr Dennis Ryan |
| Cr Gay Smallwood-Smith | Cr Katrina Stroet | Cr Cathy-Jo Tame |

**City of Playford
Services Committee Meeting**

AGENDA

TUESDAY, 20 OCTOBER 2020 AT 7:00PM

1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Services Committee Meeting held 15 September 2020 be confirmed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS

Matters to be considered by the Committee and referred to Council

Matters which can be delegated to a Committee or Staff but the Council has decided not to delegate them.

- 5.1 Community Development and Event Grant - 2020/21 Round 1
(Attachments).....6

Matters for Information.

- 5.2 Response to Motion Without Notice - Elizabeth East Shopping Centre27
- 5.3 ICAC Implementation Program - October 2020 (Attachment)32

6 INFORMAL DISCUSSION

Nil

7 INFORMAL ACTIONS

8 CONFIDENTIAL MATTERS

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| 8.1 | Repurposing Assets | 43 |
| 8.2 | Repurposing Assets - Sale of Lot 1 Mingari St Munno Para (Attachments)..... | 45 |

9 CLOSURE

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

***Matters which can be delegated
to a Committee or Staff but the
Council has decided not to
delegate them.***

5.1 COMMUNITY DEVELOPMENT AND EVENT GRANT - 2020/21 ROUND 1

Responsible Executive Manager : Ms Tina Hudson

Report Author : Ms Amy Matthews

Delegated Authority : Matters which can be delegated to a Committee or Staff but the Council has decided not to delegate them.

Attachments :

- 1 [Download](#) Grant Applications Recommended for Funding
- 2 [Download](#) Grant Applications not Recommended for Funding
- 3 [Download](#) Community Development and Event Grant Guidelines
- 4 [Download](#) City of Playford Grant Policy

PURPOSE

This report is to provide a summary of the applications for round 1 of the 2020/21 Community Development and Event Grants, and to seek the approval of grants to community organisations.

STAFF RECOMMENDATION

Council approve the provision of funding for Round 1 of the 2020/21 Community Development and Event Grant applications as follows and include an additional condition that activities provided with the funding are to follow all government-directed Covid-19 orders and guidelines while administering their project, program or event:

| Applicant | Amount Requested | Amount Recommended |
|---|------------------|--------------------|
| Recommended for Funding: | | |
| AJZ Productions | \$5,000 | \$5,000 |
| Amazing Northern Multicultural Services Inc | \$5,500 | \$5,000 |
| Angle Vale Sports and Community Association | \$5,000 | \$5,000 |
| Elizabeth Vale Sports Club | \$5,000 | \$5,000 |
| One Tree Hill Soccer Club | \$3,030 | \$3,030 |
| Playford City Baseball Club | \$3,000 | \$3,000 |
| Playford Tennis Club | \$3,692 | \$1,634 |
| Not Recommended for Funding: | | |
| Aboriginal Friends of Vinnies in Elizabeth | \$4,900 | NIL |
| Elizabeth Life Saving Club | \$5,000 | NIL |
| Peniel Free Pentecostal Church | \$5,000 | NIL |
| Spire Coaching | \$5,000 | NIL |
| Streetlight Community | \$5,000 | NIL |
| | \$55,122 | \$27,664 |

EXECUTIVE SUMMARY

The aims of the Community Development and Event Grant program are to encourage and develop local community projects and to assist a range of community groups to participate and make a positive contribution to community and cultural life in the City of Playford. The Community Development and Event Grant program has a number of specific eligibility criteria against which applications are assessed (Attachments 3 and 4).

Community Development and Event Grants offer financial support to non-profit community organisations, local groups and incorporated associations and are assessed twice per year by a cross-functional staff panel.

1. BACKGROUND

In accordance with the current Community Development Grant Policy and the Community Development and Event Grant guidelines (Attachments 3 and 4), staff conducted the first round grant assessment process for 2020/21 between July and September 2020.

Applicants were afforded an opportunity to familiarise themselves with the eligibility criteria and grant application process by attending one of three webinars (conducted on 27 July and 4 and 12 August 2020) and were invited to contact the Grants Officer at any time while the round was open. The Grants Officer was contacted by a number of organisations and provided assistance to a number of groups.

2 applicants required assistance at the closing of the grant round as their applications were incomplete. These applicants were contacted by the Grants Officer to ensure that all applications were able to be considered.

Council will be adding a condition of funding that all program, projects and community events must adhere to the State and Federal Government's Covid-19 restrictions.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

Outcome 1.2 Improved service delivery

Outcome 1.3 Working smarter with our community

Outcome 1.4 Enhanced City presentation, community pride and reputation

Although this report links to Council's Smart Service Delivery Program, this specific decision will have no significant impact on its progress.

3. PUBLIC CONSULTATION

There is no requirement to consult the community on this matter.

4. DISCUSSION

4.1 In accordance with the current guidelines, all of the applications were assessed by a panel of staff consisting of:

- Senior Manager, Community Services;
- Manager, Community Development;
- Manager, Creative Cultural Development;
- Manager, Sport and Property;
- Finance Partner; and
- Community Grants and Administration Officer.

4.2 Of the 12 applications received, 5 applications were deemed ineligible by the panel as detailed in Attachment 2.

- 4.3** Only 1 of the 5 organisations deemed ineligible contacted the Grants Officer before submitting an application. The availability of the Grants Officer to answer questions and provide guidance during the application process will be reiterated in the feedback to applicants. These measures may assist to minimise the chance of these organisations submitting future ineligible applications. It is an organisation's responsibility to determine whether the Grants Officer's advice is taken into consideration when submitting an application.
- 4.4** All 7 applications recommended for funding have revenue below \$250,000 annually according to their submitted profit and loss statement.
- 4.5** The total amount of funding sought and recommended for approval in this round is detailed in the Criteria (Attachments 1 and 2).

5. OPTIONS

Recommendation

Council approve the provision of funding for Round 1 of the 2020/21 Community Development and Event Grant applications as follows and include an additional condition that activities provided with the funding are to follow all government-directed Covid-19 orders and guidelines while administering their project, program or event:

| Applicant | Amount Requested | Amount Recommended |
|---|------------------|--------------------|
| Recommended for Funding: | | |
| AJZ Productions | \$5,000 | \$5,000 |
| Amazing Northern Multicultural Services Inc | \$5,500 | \$5,000 |
| Angle Vale Sports and Community Association | \$5,000 | \$5,000 |
| Elizabeth Vale Sports Club | \$5,000 | \$5,000 |
| One Tree Hill Soccer Club | \$3,030 | \$3,030 |
| Playford City Baseball Club | \$3,000 | \$3,000 |
| Playford Tennis Club | \$3,692 | \$1,634 |
| Not Recommended for Funding: | | |
| Aboriginal Friends of Vinnies in Elizabeth | \$4,900 | NIL |
| Elizabeth Life Saving Club | \$5,000 | NIL |
| Peniel Free Pentecostal Church | \$5,000 | NIL |
| Spire Coaching | \$5,000 | NIL |
| Streetlight Community | \$5,000 | NIL |
| | \$55,122 | \$27,664 |

Option 2

Council approve the provision of funding for Round 1 of the 2020/21 Community Development and Event Grant applications as per attachment 1, but with the following amendments:

- _____
- _____
- _____

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Applications have been individually assessed by a panel of staff and recommendations made after thorough assessment and analysis against current criteria and guidelines. Where relevant, the expertise of other staff has also been sought.

The recommended applications align with the Community Development Grant policy and guidelines (Attachments 1 and 2).

6.1.2 Financial Implications

There are no financial or resource implications as the total amount of funding recommended will be resourced within the current budget.

There is a total of \$57,000 allocated to this grant category for the 2020/21 financial year and a maximum amount of \$28,500 to this round.

The total amount of funding sought and recommended in the Community Development and Event Grant round, along with underspends is detailed below. The unspent funding will be allocated to the next grant round which opens in January 2021:

| Total Budget | Community Development and Event Grants Total Funding Recommended | Budget Deficit / Surplus |
|---------------------|--|---------------------------------|
| \$28,500 | \$27,664 | \$836 surplus |

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

This option provides Council the opportunity to make amendments to the staff recommendation. However, it should be noted that the staff recommended applications align with the Community Development Grant policy and guidelines (Attachments 1 and 2). Any changes to the recommendation would potentially be inconsistent with the policy and guidelines as applied in this instance.

6.2.2 Financial Implications

Increasing an applicant's funding or including additional recipients will reduce the amount of funding available in the next funding round.

Grant Applications Recommended for Funding

| | Name and Funding | Funding Requested | Details |
|---|---|--|---|
| 1 | AJZ Productions | <p>Funding is requested to fund 10 arts workshops over 6 months for young people in Elizabeth Vale.</p> <p>Funding Requested: \$5,000 Funding Recommended: \$5,000</p> | <p>AJZ Productions is a not for profit, innovative arts organisation established in 2012 and will be delivering a pilot program at Elizabeth Vale Primary School for young people who have a lived experience of disability. Workshops will be run for school students and community members over 6 months and will provide opportunities for young people to create in a supported safe space where ideas, concepts and art can be made. Elizabeth Vale School supports this project.</p> |
| 2 | Amazing Northern Multicultural Services Inc | <p>Funding is requested to purchase musical equipment as part of their empowerment through music program.</p> <p>Funding Requested: \$5,500 Funding Recommended: \$5,000</p> | <p>Amazing Northern Multicultural Services promote equal access to all new and emerging communities by providing opportunity and participation in mainstream society.</p> <p>Young people will join the program and become role models to disengaged community members. The aims of the project will be to reduce social isolation amongst CALD young people, encourage motivation through music and provide a platform for musical development.</p> <p>The Grant Panel does not recommend funding the total requested amount as the maximum amount of funding a group can obtain is \$5,000. As indicated in their application, the shortfall can be recouped through fundraising and selling crops from their community garden.</p> |
| 3 | Angle Vale Sports and Community Association | <p>Funding is requested to purchase 10 trestle tables and bar tables as part of their Covid-19 reintegration project.</p> <p>Funding Requested: \$5,000 Funding Recommended: \$5,000</p> | <p>Angle Vale Sports and Community Association is the management committee of the Angle Vale Sports complex.</p> <p>Covid-19 social distancing restrictions and the lack of additional tables and chairs has meant that many 2020 events have had to be cancelled.</p> <p>With the purchase of additional furniture, social and community events can be reintroduced and will foster community spirit and connection and financial viability for the clubs.</p> |

| | Name and Funding | Funding Requested | Details |
|---|-----------------------------|--|--|
| 4 | Elizabeth Vale Sports Club | <p>Funding is requested to assist with celebrating the club's 60th birthday in 2021 with a community family day.</p> <p>Funding Requested: \$5,000 Funding Recommended: \$5,000</p> | <p>Elizabeth Vale Sports Club has been an active soccer club in the Playford community for 60 years.</p> <p>The club wants to celebrate this milestone with a community family day in February 2021 which includes exhibition games, entertainment, activities, live music and catering. The event will be open to the whole community and will encourage club growth, social connectedness and physical activity.</p> |
| 5 | One Tree Hill Soccer Club | <p>Funding is requested to assist with the club's 2021 CFS Shield/Come and Try Day.</p> <p>Funding Requested: \$3,030 Funding Recommended: \$3,030</p> | <p>One Tree Hill Soccer Club aims to establish, maintain and conduct a club devoted to soccer and social, sporting, cultural and community pursuits.</p> <p>This event is both a fundraiser for the local CFS and an opportunity for the local community to participate in soccer and possibly grow the sporting club.</p> |
| 6 | Playford City Baseball Club | <p>Funding is requested to purchase various baseball equipment as part of their Covid-19 plan.</p> <p>Funding Requested: \$3,000 Funding Recommended: \$3,000</p> | <p>Playford City Baseball Club aims to provide facilities and funding to enable baseball playing in 3 leagues and competition darts in 2 leagues.</p> <p>Changes to playing requirements due to Covid-19 means additional shared club equipment is required for players.</p> |
| 7 | Playford Tennis Club | <p>Funding is requested to assist with the club's Annual Club Championship.</p> <p>Funding Requested: 3,692 Funding Recommended: \$1,634</p> | <p>Playford Tennis Club aims to support, promote and increase tennis to new and existing members of the community.</p> <p>The club plans to hold their annual club championship in December 2020 (or early 2021 depending on Covid-19 restrictions). The 2 day tournament is open to members and non-members and their families to participate and/or spectate.</p> <p>The Grant Panel does not recommend funding the total requested amount as the coach and staff wages and superannuation contributions are not eligible for funding under the grant eligibility criteria. As indicated in their application, the shortfall can be recouped through fundraising and charging registration fees.</p> |

Grant Applications Not Recommended for Funding

| | Name and Funding | Funding Requested | Details | Rationale |
|---|--|--|--|--|
| 1 | Aboriginal Friends of Vinnies in Elizabeth | <p>Funding is requested to assist with costs to develop and paint a mural at the Vinnies Centre in Elizabeth.</p> <p>Funding Requested: \$4,900 Funding Recommended: NIL</p> | An Aboriginal mural that captures the life of Aboriginal people in Elizabeth and if possible, be unveiled during NAIDOC Week (8 – 21 November 2020), painted to create a symbol of respect for Aboriginal culture and to welcome Aboriginal clients to the centre. | <p>Eligibility criteria in the guidelines state that proponents must have a yearly income of no more than \$250,000. Although the applicant listed is not St Vincent de Paul, they are both the auspicing organisation and the contact officer on the application. Further to this, they have not provided any evidence of a governance structure within their group. The only role filled is the liaison officer, of which is the contact officer of St Vincent de Paul.</p> <p>Council's Marni Waiendi and youth programs will partner with and support Aboriginal Friends of Vinnies in Elizabeth to assist them in achieving their project outcomes.</p> |
| 2 | Elizabeth Life Saving Club | <p>Funding is requested to upgrade equipment and provide training and accreditation for instructors.</p> <p>Funding Requested: \$5,000 Funding Recommended: NIL</p> | Covid-19 regulations make it necessary for the club to update their swimming equipment and provide additional training and accreditation to instructors and committee members. | <p>Eligibility criteria in the guidelines state that funding will not be provided for organisational operational costs. The application does not address what specific training is required as a result of Covid-19 directions, or how new equipment will benefit the club during Covid-19 restrictions. Further detail is required for the application to be further considered.</p> <p>The Club will be encouraged to re-apply with a more detailed application in the next funding round.</p> |

| | Name and Funding | Funding Requested | Details | Rationale |
|---|--------------------------------|--|---|---|
| 3 | Peniel Free Pentecostal Church | <p>Funding is requested to assist in purchasing a shed to store materials for the new community garden.</p> <p>Funding Requested: \$5,000 Funding Recommended: NIL</p> | The community shed at the Peniel Centre in MacDonald Park will house tools and materials for the community garden that's planned for summer 2020. | <p>Eligibility criteria in the guidelines state that the proponent must demonstrate that the project, activity or event has clear aims and objectives, is achievable and will benefit the community. The application provides minimal information on the proposed community garden, except that the church is requesting a shed for a garden that has not yet started. Further detail about the community garden is required for the application to be further considered.</p> <p>The Church will be encouraged to re-apply when the community garden is established.</p> |
| 4 | Spire Coaching | <p>Funding is requested to assist with the costs associated with running a youth coaching and leadership program in Elizabeth Vale.</p> <p>Funding Requested: \$5,000 Funding Recommended: NIL</p> | The aims of the project will be to engage primary school students in volunteering projects and deliver a social change leadership program. Students will be involved in delivering a project with a local non-profit organisation (eg packing emergency kits for the homeless). | Eligibility criteria in the guidelines state that proponents must be a not-for-profit, non-government community group or organisation. According to the ABN supplied on the application form, Spire Coaching is listed as a sole trader and is therefore ineligible. |
| 5 | Streetlight Community | <p>Funding is requested to purchase lanyards, iphone and case and Bluetooth speaker and to assist with the costs associated with volunteer child protection training and the grant auspicing fee.</p> <p>Funding Requested: \$5,000 Funding Recommended: NIL</p> | Streetlight run various, free activities for young people and provide a chill out area for fostering conversations and for people to hang out. | <p>Eligibility criteria in the guidelines state that funding will not be provided for organisational operational costs. The application does not request funding to engage with young people, rather requests operational items and training.</p> <p>The Club will be encouraged to re-apply with a more detailed application in the next funding round.</p> |

CITY OF PLAYFORD COMMUNITY DEVELOPMENT GRANTS PROGRAM



Community Development and Event Guidelines

- To apply please complete and submit the Community Development and Event Grant application form (available [on our website](#)) and all attachments
- Either complete application on your computer, or fill the form out clearly in black or blue pen
- Only one application will be accepted per organisation
- All correspondence will be emailed in the first instance
- City of Playford Community Grants Program is very popular, and meeting the eligibility and priority criteria does not necessarily guarantee success due to funding limits
- Grant offers by Council in no way implies any ongoing funding commitment or obligation by Council
- Contact the Grants Officer on 8256 0230 or grants@playford.sa.gov.au for more information on any of the Community Development grants



Not-for-profit community groups and organisations can greatly benefit from Community Development and Event Grants, as they are a great way of boosting your event, function or program.

Purpose

City of Playford Community Development and Event Grants offer financial support to non-profit community organisations, local groups and associations for proposals which:

- Activate community spaces
- Deliver innovative, creative or new opportunities for Playford residents to become involved in their local community
- Encourage and support arts, cultural development, physical activity, health and wellbeing
- Demonstrate collaboration between organisations and the local community, and maximise community benefit
- Develop and initiate locally-based events, exhibitions or performances open to the whole community, which make a positive contribution to community and cultural life in the City of Playford

Category Information

- Applications up to the value of \$5,000 can be submitted - however, City of Playford will endeavour to support as many proposals as possible. Applications must be for a minimum of \$500 and one-off community events will be calculated on predicted attendance numbers as follows:

| | | |
|------------------------|------------------------------|-------------------------------|
| 0-200: \$500 (maximum) | 201-1,000: \$1,000 (maximum) | Over 1,001: \$2,000 (maximum) |
|------------------------|------------------------------|-------------------------------|

- Groups can consist of as little as two people, to larger, non-profit organisations, and must involve the local community (eg, residents, community groups and organisations, shops, businesses, etc)
- Applications can be submitted throughout the year, but will be assessed twice a year
- Funding is available every second year in any category, ie, if an organisation received funding in October 2016 they will be eligible for funding in October 2018
- There will be two funding rounds per financial year:
 - Round 1 opens on the third Monday in July for six weeks, and is assessed by Council at the October Services and Council meetings
 - Round 2 opens on the third Monday in January for six weeks, and is assessed by Council at the April Services and Council meetings
- Community Development and Event grants must be completed and funding acquitted within 12 months

Priorities

Proposals will be assessed against the following priorities:

- Will be initiated by, or rely on considerable involvement, of stakeholders (ie, residents, businesses, key visitors, community groups and organisations)
- Will be innovative and have the capacity to engage the Playford community
- Activate and increase participation in the use of community spaces and open space
- Support and strengthen community groups and organisations and encourage volunteering
- Encourage partnerships that build a safe community
- Deliver significant community benefit and create vitality within the City of Playford
- Generate a positive image of Playford to residents of the City and South Australia, interstate and overseas visitors
- Attract new projects, activities and events to be staged in the City of Playford
- Ensure equity of access to projects, activities and events by residents and visitors
- Facilitate and encourage community involvement and participation in free or low-cost Community projects, activities and events
- Projects, activities or events held in publically accessible spaces



Eligibility Criteria

Proponents must meet the following eligibility criteria:

1. Be a not-for-profit, non-government community group or organisation, or a newly-formed group consisting of a minimum of two people
2. Be legally constituted, or can demonstrate that they are auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Playford
3. Based within the City of Playford, or proposing an activity that will take place within the Playford City Council boundary (priority will be given to organisations and community groups located within the City of Playford boundary)
4. Have the appropriate management structure to effectively manage financial and accounting requirements
5. Have limited capacity to raise funds
6. Have limited funding sources and a relatively high volunteer-to-paid-staff ratio
7. Have a yearly income of no more than \$250,000
8. Do not duplicate an existing project, activity, event or service. Grants can be used to increase or enhance a current project, activity or event (priority will be given to applications which are new, one-off projects, activities or events)
9. The proponent can demonstrate that the project, activity or event has clear aims and objectives, is achievable and will benefit the community
10. Complies with key principles of access and equity, diversity, participation and innovation
11. Attracts new projects, activities and/or events to the City of Playford
12. Demonstrate own contribution and match the amount of the grant with cash, material, volunteer hours or other in-kind support
13. Demonstrate capability, ability and expertise in delivering the project, activity or event

Ineligible Applications

Funding will **not** be provided for:

1. Proposals which have already commenced or have been completed, or for costs that have already been incurred
2. Organisational operational costs such as utility bills, rent or ongoing salary costs. Grants are not intended to supplement the day to day operations of a group or facility such as consumables or facility maintenance
3. Application for funds to upgrade the interior of a privately-owned building, or minor capital works such as installing fences, air conditioning, fixed pergolas, fixed shade structures, etc
4. Application for funds to purchase a vehicle
5. Applications from public or private educational institutions
6. Applications from organisations which receive significant funding from a State or Federal Government source
7. Applications to fund regular maintenance or repairs to property where the responsibility is with a private entity or local Council, State or Commonwealth Department
8. Applications for interstate or overseas travel
9. Applications for academic research or conference costs
10. Applications for gift vouchers or purchase of items which are then donated to a third party
11. Applications for funding to be used for sponsorship or fundraising
12. Applications from organisations that have not acquitted previous grants from the City of Playford
13. Events such as organisation's birthday or anniversary celebrations or other events that are exclusive to group members and are not open to the general public
14. Proposals that limit or restrict accessibility or use of public spaces
15. Applicants that have any outstanding debt owing to the City of Playford
16. Applications from organisations that have received a grant in the previous 12 months. Grants are available every second calendar year in any category (ie, if your organisation received funding in October 2016 you will be eligible for funding in October 2018)
17. Applications from groups or organisations that receive poker machine revenue

Auspicings

If you are not incorporated, you have not been audited, or you are unable to submit a copy of your most recent audit, certified financial statement, or a copy of the minutes of your last AGM together with a copy of your treasurer's report, you will need to be auspicied by an incorporated body who will take legal and financial responsibility for any grant monies received from the City of Playford.

An auspice organisation will agree to take on the responsibility to acquit the grant on behalf of your group. This means that the other organisation would agree to act as a 'banker' for the grant. The organisation will need to complete part of the application form and sign an agreement confirming that the grant will be used for the purposes that you have stated in the application. This needs to be completed before you lodge your application.

Please note that Council are not able to find an auspice organisation on your behalf.

Submission of Application

Your application will be viewed as incomplete, and will be ineligible for funding, if you fail to submit all information as detailed below with your application:

1. All sections of the application form must be filled in (including auspicings arrangements, if applicable)
2. Copy of the most recent audit or certified financial statement, or a copy of the minutes of the last AGM, together with a copy of the Treasurer's report

Proposal must be submitted via one of the following portals outlining the request for funding.

Email: grants@playford.sa.gov.au
Post: Grants Officer
City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

Notification of Outcome

All proponents will be informed of outcome within one week of Council's resolution.

Once an application has been approved your organisation (or your auspice organisation) will be required to submit the following:

1. Declaration by Applicant Organisation
2. Tax Invoice
3. Copy of public liability insurance or certificate of currency
4. Copy of proof of incorporation or providing corporation number or registered business number
5. Copy of completed Australian Taxation Office 'Statement by a Supplier' form (ONLY if you do not have an ABN)
6. Letter of support from auspicings body (ONLY if you are not incorporated, or you have not been audited due to being a new group formed for less than a 12 month period)

Failure to submit this information in a timely manner will cause Council to withdraw approval.

City of Playford is to be formally acknowledged as a sponsor on all publicity and promotional material for the project, activity or event. Successfully-funded organisations will be provided with a copy of the logo and a style guide to ensure appropriate application.

Acquittal and Evaluation of Grants

On completion of the project, activity or event recipients will be required to:

- Expend the grant monies on the approved project, activity or event as outlined in the successful proposal. The organisation must seek prior authorisation from Council for any modification to the original grant purposes. Any unspent funds must be returned to Council at the end of the grant period unless prior approval has been sought to redirect funds related to the funded project, activity or event
- Complete and submit a City of Playford Community Grant acquittal and evaluation form and return to the Grants Officer. Please note you will need to provide approved documentation (ie, receipts) specifying that the grant was spent for the purpose for which it was received
- Any equipment purchased through the Grant program valued at \$300 or over remains the property of the City of Playford and must be returned to the Council should the group become non-functional

CONTACT

Grants Officer
(08) 8256 0230
grants@playford.sa.gov.au

CALL

(08) 8256 0333

VISIT

Playford Civic Centre
10 Playford Boulevard
Elizabeth SA 5112

Stretton Centre
307 Peachey Road
Munno Para SA 5115

POST

12 Bishopstone Road
Davoren Park SA 5113

EMAIL

playford@playford.sa.gov.au





COMMUNITY DEVELOPMENT GRANTS

playford.sa.gov.au



Community Development Grants

This policy is set by Council for use by the community and council administration

ECM Document Set No.: 3024459

Version No.: 2

Date of Current Version 1 May 2019

Responsible Team Community Development

Other Key Internal Stakeholders Marketing, Sports & Recreation

Initial Date of Adoption 17 April 2018

Last Reviewed N/A

Authorised By Ordinary Council

Resolution No.: 3132

Legal Requirement No

Date of Next Review 2023

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1. Purpose

A policy to outline the assessment and approval tools used to assess applications for the City of Playford Community Development grants program.

2. Scope

Applicants can apply for funding from one of the following categories using the relevant application form:

- Community Development and Event Grant (minimum \$500; maximum \$5,000)
- Equipment Grant (maximum \$1,000)
- Outstanding Achievement Grant (maximum \$400)
- Club Participation Sponsorship Grant (maximum \$200)

All amounts are exclusive of GST.

3. Legislation and References

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this Policy:

- Local Government Act 1999 – Section 137 states that subject to this or another Act, a Council may expend its funds as the Council thinks fit in the exercise, performance or discharge of its powers, functions or duties under this or other Acts.
- Local Government Act 1999 – Section 7 subsections c and h state that the functions of a council include:
 - To provide for the welfare, wellbeing and interests of individuals and groups within its community
 - To establish or support organisations or programs that benefit people in its area or local government generally

Other References:

- Council's Strategic Plan

4. Definitions

Councillor is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Employee is a person employed by the Organisation on an ongoing or fixed term full time, part time and/or long-term casual basis

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Organisation is the local government entity known as City of Playford.

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5. Policy

City of Playford Community Development Grants Program offers financial support to non-profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the City as a vibrant and stimulating place for people to live, work or visit. Grants are also offered to individuals who are residents of the City of Playford who have made an outstanding achievement in their chosen field of endeavour and young people who find cost a barrier to participating in club or organised sport to encourage sport and social recreation.

Within the Community Development Grants program, *Community Development and Event* grants offer financial support to non-profit community organisations, local groups and associations for proposals which:

- Activate community spaces
- Deliver innovative, creative or new opportunities for the Playford community to become involved in their local community
- Encourage and support Arts, Cultural Development, physical activity, health and wellbeing
- Demonstrate collaboration between organisations and the local community and maximise community benefit
- Develop and initiate locally based events, exhibitions and/or performances open to the whole community, which make a positive contribution to community and cultural life in the City of Playford

Equipment Funding grants are available to community organisations, groups and associations to build upon and support current projects, programs and activities.

Outstanding Achievement grants offers financial support to assist residents who have been selected to represent the State, Country or appropriate peak body to achieve their goals in national or international academic, sporting and cultural competitions and national and international leadership and personal development opportunities.

Club Participation Sponsorship grants are available to assist young people up to the age of 17 years to receive a one-off discount on the direct costs associated with joining a City of Playford club (eg membership fees, registration fees, uniforms and/or equipment etc). The purpose of this program is to reduce the cost of initial joining fees of clubs to young people who find cost a barrier to participation.

Community Development and Event, and *Equipment* grants must be a not for profit community group or organisation and legally constituted or can demonstrate that they are auspiced by an legally constituted organisation such as an incorporated organisation who will agree to take legal and financial responsibility for any Grant monies received from the City of Playford. City of Playford may at its discretion provide direct support to suppliers or equivalent for grassroots community projects in order to assist in the facilitation of local projects.

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Community Development and Event grants, and *Equipment* grants offer financial support to non-profit community organisations, local groups and incorporated associations. Groups can consist of as little as 2 people to larger, non-profit organisations and must involve the local community, including residents, shops, businesses etc.

All applications will be assessed against the eligibility criteria detailed in the guidelines for each grant category as published on the City of Playford website.

Applications will be viewed as incomplete and will be ineligible for funding if applicants fail to submit all relevant information as detailed in the guidelines.

The provision of Community Development Grant funding remains at the absolute discretion of the City of Playford.

Community Development and Event grant applications will be assessed by a Grant Panel of staff and approved via a Council report.

Equipment grant applications, *Outstanding Achievement* grant applications and *Club Participation Sponsorship* grant applications will be assessed and approved by the City of Playford's Grants Officer and Manager Community Development.

City of Playford is to be formally acknowledged as a sponsor on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and a style guide to ensure appropriate application.

Grant Categories

Community Development and Event Grant (Minimum \$500; Maximum \$5,000)

- Applications up to the value of \$5,000 can be submitted; however City of Playford will endeavour to support as many proposals as possible. Applications must be for a minimum of \$500. Funding provided to applicants for one-off community events will be calculated on predicted attendance numbers as follows:
 - 0 – 200: \$500 (maximum)
 - 201 – 1,000: \$1,000 (maximum)
 - Over 1,001: \$2,000 (maximum)
- Groups can consist of as little as two people to larger, non-profit organisations and must involve the local community (eg residents, community groups and organisations, shops, businesses etc)
- Applications can be submitted throughout the year but will be assessed twice a year during the assessment round process;
 - Round 1 will formally open in July and is assessed by Council at the October Services and Council meetings or a meeting prior to caretaker period (in Council election years)
 - Round 2 will formally open in January for 6 weeks and is assessed by Council at the April Services and Council meetings
- Applications must be submitted using the application form published by the City of Playford on its website or by such other means as detailed in the guidelines published on the website

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- Funding is available every second year in any category i.e. if an organisation received funding in Round 1 of 2016 they will be eligible for funding in Round 1 of 2018. Council may decide in exceptional circumstances to fund the same project, activity or event over 2 consecutive years if after the first year an acquittal has been returned and that the original application was for a new, pilot program, activity or event and requires additional funding to make it sustainable into the future. Applicants must contact Council before submitting an application in the subsequent year
- Projects or initiatives provided funding under the *Community Development and Event* grants must be completed and funding acquitted within 12 months. Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category

Equipment Grant (maximum \$1,000)

- Applications up to the value of \$1,000 can be submitted; however City of Playford will endeavour to support as many proposals as possible
- The aim of these grant is to provide support for the purchase of equipment and to build and support current projects, programs and activities
- Funding is available every second year in any category i.e. if an organisation received funding in Round 1 of 2016 they will be eligible for funding in Round 1 of 2018
- This grant category is open all year and is assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford
- Projects or initiatives provided funding under the *Equipment* grants must be completed and funding acquitted within 6 months. Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category

Outstanding Achievement Grant (maximum \$400)

- There are 2 streams of grants available to individuals who are residents of the City of Playford within the Outstanding Achievement category:
 - Competition grants are provided to individual applicants that have been selected to represent the State or Country or when appropriate the peak body in academic, sporting and artistic or cultural competitions such as spelling, english, writing, mathematics, science singing, art and sports including football, netball, baseball, hockey, bowling, dancing, , gymnastics etc There is no age limit.
 - Leadership and personal development grants are provided to individual applicants who have been selected to develop their leadership/personal development skills such as youth parliament, debating teams, club leadership, scout leadership etc. There is no age limit.
- Grant category is open all year and assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford

Club Participation Sponsorship Grant (maximum \$200)

- One-off payment of up to \$200 per individual for initial costs of joining a City of Playford club. These costs may include membership fees, registration fees, uniforms and/or mandatory equipment
- Clubs include but are not limited to sporting clubs, cheerleading and dance clubs, scouts etc
- Grant category is open all year and assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford

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Caretaker Period

Council will not approve any Community Development grants requiring Council assessment during this period.

6. Responsibilities

Community Development team will be responsible for implementing the policy.

7. Relevance to Strategic Plan**1: Smart Service Delivery Program**

Outcome 1.1 High quality services and amenities

Outcome 1.2 Improved service delivery

Outcome 1.3 Working smarter with our community

Outcome 1.4 Enhanced City presentation, community pride and reputation

8. Accessibility

This policy and supporting documentation can be found on ECM and the City of Playford website.

9. Feedback

We invite your feedback on this policy which can be directed to Manager Community Development at playford@playford.sa.gov.au

10. Approval and Change History

| Version | Approval Date | Approval by | Change |
|---------|---------------|------------------|------------|
| 1 | 17 April 2018 | Ordinary Council | New Policy |
| 2 | | | |
| | | | |

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STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

Matters for Information.

5.2 RESPONSE TO MOTION WITHOUT NOTICE - ELIZABETH EAST SHOPPING CENTRE

Responsible Executive Manager : Ms Tina Hudson

Report Author : Mr Matt Dineen

Delegated Authority : Matters for Information.

Purpose

To provide a response to the Motion without Notice (4181) raised at the Ordinary Council meeting on the 25th of August 2020 by Cr Arifi regarding the Elizabeth East Shopping Centre.

STAFF RECOMMENDATION

That the Elizabeth East Shopping Centre report in response to the Motion without Notice (4181) be received by Council.

Relevance to Strategic Plan

3: Smart Jobs & Education Program

Outcome 2.1 Smart development and urban renewal

Outcome 2.2 Enhanced City presentation, community pride and reputation

Outcome 3.2 Commercial and industrial growth

Relevance to Public Consultation Policy

There is no requirement to consult with the community on this matter. Consultation on the relevant development application occurred in accordance with the requirements of the *Development Act 1993*.

Background

Cr Arifi has asked that a report be provided to Elected Members in relation to the Elizabeth East shopping centre development application outlining the following:

- *What options are available to Council to help progress the implementation of the development application 292/828/2018*
- *Addressing concerns expressed by shop owners*
- *Advise what options and actions Council can take under the current development approval to increase the visual amenity of the centre and identify previous existing Development Applications conditions that are not complied with.*

Current Situation

The Elizabeth East Shopping Centre site, 53 Midway Road, Elizabeth East was the subject of a development application (292/828/2018) in 2018 for the redevelopment of the site. The application proposed the demolition of existing buildings to accommodate the construction of

a single storey building comprising of five retail tenancies and a 24 hour integrated service station with ancillary supermarket and burger bar, freestanding canopy with fuel pumps, two underground fuel storage tanks, pylon sign, advertising, retaining walls, acoustic walls, car parking and landscaping.

The application was a non-complying form of development which was subject to Category 3 public notification with notice provided to adjoining residents and the wider community. Numerous objections from the public were received during this consultation period. Following consideration of the application and objections received, Council's Assessment Panel (CAP) recommended that Development Plan Consent be granted subject to a number of conditions and the concurrence of the State Commission Assessment Panel (SCAP). SCAP concurred with Council's decision which was then appealed by a third party to the Environment Resources and Development Court. The third party, who was also a tenant of the facility, withdrew this appeal and the consent became operative on 6 August 2019.

The Development Plan Consent has since expired and no request has been received by the applicant to extend this consent. Accordingly, the applicant could not currently proceed with this Development Plan Consent. The applicant and current owner of the property is Andrash Commercial Elizabeth East Pty Ltd.

Council's Advocacy Specialist has contacted Andrash Commercial Elizabeth East Pty Ltd to discuss their plans for the site but is yet to receive a response.

Concerns addressed by shop owners:

Concerns expressed to Council staff by tenants of the shopping centre include:

a) The aesthetics of the facility

As outlined in further detail below, the aesthetics of a private facility falls primarily with the land owner. Council staff, through legislative powers available under the Development Act 1993, have ensured that structural damage to an external wall has been repaired.

b) The safety of patrons within the facility

These concerns relate to trip hazards within the site, with further concern raised as to ablution facilities and onsite waste storage. Again the safety of patrons on private land is a matter to which the owners of the land are primarily responsible. Council's Environmental Health team have followed up the ablution and waste storage concerns with this matter now resolved. In the interest of public safety Council staff have raised the internal trip hazards with the State Manager of Andrash Commercial Pty Ltd. Whilst such trip hazards have not been removed, they have been highlighted with yellow paint on the internal footpath. Given that such hazards are located within private land, Council has no legislative power to enforce additional works.

c) The re-leasing and refurbishing of properties or redevelopment of up to date shopping facilities

Leasing terms and conditions are a matter between the land owner and their tenant(s). Council as the relevant authority will assess a development application lodged with Council but as the land is privately owned and the applicant/owner may choose to:

- (a) Develop in accordance with the proposed development and relevant conditions; or
- (b) Not progress with the application or development of the site; or
- (c) Submit an alternative proposal for consideration.

d) Objection to the proposal within DA 292/828/2018

Such objections have been considered by the CAP with SCAP concurrence at the time the proposal was assessed.

e) Potential for extension to the operative period for DA 292/828/2018 and the impact of any such extension on the viability of the land.

Council has not received a request for an extension of the operative period of the consent. Should Council receive a request to extend the consent period, the appropriateness of granting an extension will be considered at that time. Hypothetically however, should an extension be requested, it would likely be granted, given the rigorous assessment of the application and its subsequent approval. Requiring the applicant to resubmit for reassessment where the outcome is already determined would generally be inappropriate.

It is not considered that granting any such extension impacts upon the viability of the land. As outlined above, an operative consent does not limit the owner from applying for an alternative form of development on the land, nor does it require that an applicant progress with any such development.

Future Action

What options are available to Council to help progress the implementation of the development application 292/828/2018

Council staff worked extensively with the applicant to improve their application and address the concerns of the community where appropriate to do so. Subsequently the applicant has received Development Plan Consent via the CAP and with SCAP concurrence.

Council cannot force an applicant to enact a planning consent or development approval. The land is privately owned, with the applicant able to maintain an existing use or change in accordance with an approval. The applicant may also lodge alternative proposals on the site which Council staff will also assess, irrespective of other consents and approvals.

There may be a range of factors that have resulted in this development being delayed. Given it is a private development on private land, these are matters for the applicant. However, should Council seek to progress the implementation of DA 292/828/2018 the following options are available:

- (a) Continue to offer a meeting to the owner to discuss anticipated timeframes and any factors that are hindering the progression of the development application to which Council can assist.
- (b) Offer the opportunity to the applicant to make an application to extend the operative period of the Development Plan Consent, thus enabling the applicant to progress to Development Approval and construction if they wish.

Should the applicant choose to meet with Council staff, we will be in a position to better understand how Council may assist.

Advise what options and actions Council can take under the current development approval to increase the visual amenity of the centre and identify previous existing Development Applications conditions that are not complied with.

Firstly, as noted above, the Development Plan Consent to DA 292/828/2018 granted on 6 August 2019 has now expired. This consent was granted subject to a number of conditions, inclusive of landscaping requirements. Such conditions are however only applicable should the applicant seek to progress with this application, noting the need for an extension to first be granted to the Development Plan Consent.

According to the City of Playford online Library Service, the Elizabeth East Shopping Centre was constructed in 1961. Council does not have a record of the relevant Development Approval at this time nor any associated conditions of approval relating to this application.

A further historical approval on Council's records include a 2011 application (292/1541/2011) for the removal of two significant trees within the on-site car park. This required the applicant at the time to replant five (5) trees within the central narrow garden bed within the car park. The consent was actioned however the replacement trees have not been planted. The ability to undertake successful enforcement action against this requirement has now passed.

Outside the Development Approval process, the following additional actions are available to Council under alternate legislation to increase the visual amenity of private property:

- i. At the cost of Council, undertake additional landscaping works within the surrounding Council verge.

Whilst such an approach is available to Council, the undertaking of additional works within the verge to benefit a private land owner may set an unfortunate precedent and create unreasonable expectations for other applicants, developers and land owners.

- ii. Enter into a maintenance agreement with the owner to undertake and maintain landscaping works on private land.

Again such an approach sets a precedent that must be recognised in rates being spent to the benefit a private land owner.

Acknowledging that the centre is ageing and boards have been placed over vacant shops, upon inspection of the site it is not considered that the facility is in a state of disrepair, derelict or significantly out of conformity with the general appearance of neighbouring premises. Accordingly it is considered that action under the Local Nuisance and Litter Control Act 2016 for unsightly condition is not an available option to Council. Site images have been provided below.





Whilst the above options are available to Council, the amenity of private land does primarily fall within the responsibility of the private land owner.

5.3 ICAC IMPLEMENTATION PROGRAM - OCTOBER 2020

Responsible Executive Manager : Ms Grace Pelle

Report Author : Mr Adam Cox

Delegated Authority : Matters for Information.

Attachments : 1 [↓](#). Monthly Update October 2020

Purpose

To provide the Committee with the update with regards to the progress of the implementation of the ICAC and Auditor General recommendations program of works.

STAFF RECOMMENDATION

That the Committee note and receive the ICAC Implementation Program Update October 2020 report (Attachment 1).

Relevance to Strategic Plan

1: Smart Service Delivery Program

Outcome 1.2 Improved service delivery

Relevance to Public Consultation Policy

The reports issued by ICAC and the Auditor General are publically available reports. There is no requirement to consult with the community regarding implementation of the recommendations from these reports.

Background

The report received from ICAC in November 2019 and the Auditor General in March 2020 contained a list of recommendations. These recommendations are included in Attachment 1 as appendices to the status report.

Council administration have undergone a scoping exercise to prepare a program of works to implement these recommendations over the course of the next 12-18 months.

Current Situation

The status update report is provided in Attachment 1. It provides a summary of:

- Program outcomes,
- Traffic light status update showing all items tracking well with no significant concerns,
- Key achievements for the month,
- The focus work for next month,

- Key risks and mitigating actions,
- Summary of decisions make,
- Detailed list of the recommendations and the status of whether these have been successfully implemented or are still a work in progress.

Future Action

Provide monthly updates to the Committee on the progress of the program of works and seek feedback and decision on items where required.

NEXT
GREAT
CITY

ICAC RESPONSE PROGRAM

OVERALL EXPECTED OUTCOMES

**Status Update****Date: Oct 2020**

STATUS UPDATE

| Overall Status Summary | | | |
|------------------------|-------------|-------------|---------|
| | Last Period | This Period | Outlook |
| Overall | G | G | → |
| Scope | G | G | → |
| Schedule | A | A | → |
| Cost | G | G | → |
| Benefits | G | G | → |
| Resources | G | G | → |
| Confidence | G | G | → |

| Project Stream | Last Period | This Period | Future Outlook |
|---------------------------|-------------|-------------|----------------|
| Elected Member Engagement | A | A | → |
| Policy & Procedure | G | G | → |
| Procurement | G | G | → |
| Human Resource Management | G | G | → |
| Records | G | G | → |

| Key: | |
|------|---|
| G | Tracking well, no significant concerns |
| A | Some concerns that need resolution |
| R | Significant concerns that need intervention |
| ↑ | Situation Improving |
| ↓ | Situation Declining |
| → | Situation Stable |

| Program Schedule | | | | | | | | | | | | | | | | |
|------------------------------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Stream | Deliverable | FY21 | | | | | | | | | | | | FY22 | | |
| | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | |
| | | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-20 | Aug-20 | Sep-20 |
| Elected Member Engagement | Review of Committees | | | | | | | | | | | | | | | |
| | Redesign of Terms of Reference, Roles & Responsibilities | | | | | | | | | | | | | | | |
| Policy & Guideline Framework | New and Update Process | | | | | | | | | | | | | | | |
| | Governance Framework & Systemisation Review | | | | | | | | | | | | | | | |
| Procurement | Policy Update | | | | | | | | | | | | | | | |
| | Process & Role Definitions | | | | | | | | | | | | | | | |
| | Records Management | | | | | | | | | | | | | | | |
| | Credit Card Governance Systemisation | | | | | | | | | | | | | | | |
| Human Resource Management | Recruitment Process & Systemisation | | | | | | | | | | | | | | | |
| | Recruitment Upskilling | | | | | | | | | | | | | | | |
| | Performance Appraisal Process & Systemisation | | | | | | | | | | | | | | | |
| | Performance Appraisal Upskilling | | | | | | | | | | | | | | | |
| Records Management | Process & Systemisation | | | | | | | | | | | | | | | |
| | Governance Framework | | | | | | | | | | | | | | | |
| | Education | | | | | | | | | | | | | | | |
| | Audit | | | | | | | | | | | | | | | |
| | Historical Rectification | | | | | | | | | | | | | | | |

Original Plan Delay Brought forward

Schedule Commentary

- Program forecast is delayed by 5 weeks due to the change in program governance structure.
- ICAC recommendation timeline for all current policies to represent expected practice can still be achieved. Enabled by the review and governance performed outside of system workflows being developed and system data to be retrospectively updated.
- Delayed the start to Committee Reviews to enable priority of other projects in the program governance schedule and provide Governance team greater capacity on the Policy project.
- Need to move implementation of all project out to continue to stagger implementation to minimise impact of change on stakeholders at one time.

Key Achievements Last Month

- Senior Leadership Team update on program status and policy requirements

Policy & Procedure

- Executive sign off of project level scope pending inclusion of Executive feedback
- Executive sign off of definition of policy and procedure
- Steering committee Recommendation for Executive sign off of process design.
- Draft policy schedule review for Executive sign off
- Review of all policies against the agreed policy and procedure definition.
- Created functional requirements to assess current software's ability to meet requirements.
- Engage Senior Leadership team on the requirements to support policy project

Human Resources: - Recruitment

- Executive signoff of project level scope pending inclusion of Executive feedback
- Reviewed current software to manage future state process
- Design of panel report, interview summary and panel forms complete.
- Candidate notifications reviewed & updated impacted by future state process

Procurement

- Transition and engagement of new project lead
- Executive input into the project level scope
- Values stream mapping session to engage stakeholder in the current process.
- Draft project level scope

Records

- Commenced project meetings
- Draft project level scope

Focus for Next Month

Elected Member Engagement

- Executive input into the project level scope

Policy & Procedure

- Seek Executive sign off of process design, roles and responsibilities
- Seek Executive sign off of policy review schedule
- Assess current software against functional requirements
- Governance review to identify policy changes required against the definition and templates
- Educate policy authors on the policy governance process and requirements
- Project level communication, engagement and training plan

Human Resources:- Recruitment

- Seek Executive sign off of process design, roles and responsibilities
- Software configuration of recruitment requisition form
- Project level communication, engagement and training plan
- Create Software testing strategy and test cases
- Define assurance metrics

Procurement

- Executive sign off of project level scope
- Design changes to process, guidelines, decision frameworks
- Design changes assurance activities and measures

Records

- Executive input into the project level scope
- Steering Committee Recommendation to Executive for project level scope sign off
- Agreement on the definition of a record
- Identify how records is to be incorporated into current audit frameworks

| Key Decisions | Decision Maker | Status |
|--|----------------|--------|
| Agreement to time delay in forecasted program schedule | Executive | Open |

Current Key Risk & Issues

| Ref. | Date | Description | Mitigating Action |
|------|----------|--|---|
| Risk | 27-08-20 | Amendment to program governance structure has placed the planned program schedule at risk by a minimum of one month. | <p>Reviewed the program task schedule to identify opportunities to bring forward planned tasks or that can be run in parallel.</p> <p>Identify additional resourcing support to reduce time to complete tasks.</p> <p>Monitoring pace and impact of change to stakeholders.</p> |

Deliverables

| Stream | Project Stream Deliverable | Audit Recommendation | | |
|---|---|----------------------|----------------------|-------------------|
| | | ICAC Commissioner | Auditor General | Norman Waterhouse |
| Elected Member Engagement | Review of Committees | Observation | | |
| | Terms of Reference, Roles & Responsibilities | | | |
| Policy & Guideline Framework | New and Update Process | 1,2,3,4,5,6,7,8 | 2,3,8,10,11,12,13,14 | 2 |
| | Governance Framework | | | |
| | Review | | | |
| | Policy Update | | | |
| Procurement | Policy Update | 1,18,19,20,21 | 1,4,5,6,7,9,15 | |
| | Process & Role Definitions | | | |
| | Records Management | | | |
| | Credit Card Governance Systemisation | | | |
| Human Resource Management | Recruitment Process & Systemisation | 1,13,14,15,16,17 | | 1,3 |
| | Recruitment Upskilling | | | |
| | Performance Appraisal Process & Systemisation | | | |
| | Performance Appraisal Upskilling | | | |
| Records Management | Process & Systemisation | 1,9,10,11,12 | | |
| | Governance Framework | | | |
| | Education | | | |
| | Audit & Historical Rectification | | | |

Appendices

1.0

| Recommendation Status Definition | |
|----------------------------------|--|
| Status | Description |
| Delayed | Activity has been delayed, mitigating actions to address |
| In Progress | Activity on track with regards to approved road map timing |
| Ready for Sign off | Steering Committee agreed to request Executive Sign off |
| Implemented | Executive Sign off solution has been implemented to meet recommendation and assurance process agreed |

| ICAC Commissioner Recommendations | | | |
|-----------------------------------|--|---------------------------|-------------|
| No. | Recommendation | Project Stream Addressing | Status |
| 1 | Develops an agreed set of organisational values which underpin the day to day activities and conduct of staff. | All | Implemented |
| 2 | Develops a policy governance framework that addresses the lifecycle of a policy including creation, approval, dissemination, education and review. The framework should be consistent with the principles articulated in this report. | Policy & Procedure | In Progress |
| 3 | Mandates the review by the council governance team of all draft policies prior to presentation of the draft policy for approval. | Policy & Procedure | In Progress |
| 4 | Amends its practices to ensure that council policies may only be approved by the Chief Executive Officer or the elected body. | Policy & Procedure | In Progress |
| 5 | When approving a new or amended policy the Chief Executive Officer or the elected body also determine and approve an appropriate dissemination and education strategy to be applied in respect of that new or amended policy. | Policy & Procedure | In Progress |
| 6 | Prepares a schedule for the review of all existing policies and for that review to be completed within 12 months of the tabling of this report. | Policy & Procedure | In Progress |
| 7 | Within 18 months of the tabling of this report ensures that all current policies represent expected contemporary practice. | Policy & Procedure | In Progress |
| 8 | Develops and implements, in accordance with the proposed policy governance framework, a fraud and corruption control policy modelled on Australian Standard AS8001 – 2008. | Policy & Procedure | In Progress |
| 9 | Develops a new records management policy with accompanying procedures which reflect contemporary records management practices and, in particular: ◁ mandates the use of an established records management system for the storage of official records except for limited circumstances that are prescribed in the policy; ◁ makes express reference to the appropriate storage of emails in a manner consistent with the State Records Act; ◁ defines the precise responsibility of each employee in respect of the management of official records together with the particular responsibilities given to the records management team. | Records | In Progress |
| 10 | Engages in an audit of records currently held on network drives and within email servers to identify those records that ought to be stored on an approved records management system and, upon the conclusion of such an audit, develop and implement a process for those records to be transferred to those systems. | Records | In Progress |
| 11 | Develops and delivers an education program to all elected members and employees in respect of their records | Records | In Progress |

| | | | |
|----|--|---------------------------|-------------|
| | management obligations and the requirements contained within the updated records management policy and procedures. | | |
| 12 | Develops and implements a process for regular audits to ensure records management practices are consistent with policy. | Records | In Progress |
| 13 | Reconsiders its approach to managing actual or perceived conflicts of interest during recruitment and selection processes in light of the observations made in this report. | Human Resource Management | In Progress |
| 14 | Introduces a requirement that members of a selection panel be required to complete and sign a selection summary report which outlines the candidates who applied for a position, the performance of each candidate during the selection process, the deliberations of the panel in respect of the suitability of each candidate together with the reasons the panel recommended the selection of a particular candidate. | Human Resource Management | In Progress |
| 15 | Reinforces the need to complete selection panel interview notes in a consistent manner and that the notes bear the name and signature of the panel member completing the notes. | Human Resource Management | In Progress |
| 16 | Considers incorporating a requirement that selection panels include at least one panel member who does not work within the workgroup for which a recruitment is being conducted. | Human Resource Management | In Progress |
| 17 | Ensures that any performance management process adopted by the council includes safeguards that ensure all employees are given consistent and timely feedback on their performance and that there is a consistent approach to performance management for all council employees. | Human Resource Management | In Progress |
| 18 | Amends its procurement policy and guidelines to prescribe the key responsibilities for procurement decisions and the documents that must be created and retained for each stage of a procurement. The amendments should include an express requirement that all records relating to a procurement must be stored on an established records management system (i.e. not stored on a network drive or in an employee email mailbox). | Procurement | In Progress |
| 19 | Reminds staff of the importance of adhering to prescribed procurement policies and guidelines and that an unauthorised departure from those policies and guidelines will not be tolerated. | Procurement | In Progress |
| 20 | Gives consideration to extending the role of council procurement officers to require that those officers be consulted in respect of council procurements under the current threshold of \$100,000. | Procurement | In Progress |
| 21 | Extends the role of finance officers to require that those officers be consulted in respect of council procurements of a value of more than \$100,000. | Procurement | In Progress |

| Auditor General Recommendations | | | | |
|---------------------------------|---|----------------|---------------------------|-------------|
| No. | Recommendation | Reference | Project Stream Addressing | Status |
| 1 | Perform a formal and regular analysis of its credit card and accounts payable expenditure to: · identify areas for further improvement in the use of credit cards · to inform its procurement strategy | 4.3.1 | Procurement | In Progress |
| 2 | Review its policies and guidelines regularly and by the due date | 5.3.1 | Policy & Procedures | In Progress |
| 3 | Consider updating its credit card policy and guidelines for the improvements we identified (section 5.3.2) | 5.3.2 | Policy & Procedures | In Progress |
| 4 | Consider, as it decides future risk priorities, having an internal auditor or legal advisor review the delegation process and documents to ensure they are a clear, complete and accurate record of the delegations under the LG Act (section 6.3.1) | 6.3.1 | Procurement | In Progress |
| 5 | Review a sample of credit card transactions to ensure the independent review is operating effectively and in line with its revised policy and guidelines (section 6.3.2) | 6.3.2 | Procurement | In Progress |
| 6 | Consider having a suitable senior officer assess the Executive's credit card transactions against the expenditure principles and report any questionable transactions to the Executive group (section 6.3.3) | 6.3.3 | Procurement | In Progress |
| 7 | have its audit committee periodically review a report of the CEO's credit card transactions to ensure the expenditure is reasonable and for business purposes (section 6.3.3) | 6.3.3 | Procurement | In Progress |
| 8 | update its policies for: - the expenditure principles that staff need to apply and clearly demonstrate at the time expenditure is incurred - the nature and extent of information needed to adequately justify the business purpose of the expenditure (sections 6.3.4 and 6.3.6) | 6.3.4 6.3.6 | Policy & Procedure | In Progress |
| 9 | Maintain adequate records to explain its expenses and demonstrate transparency in the decision-making process and the proper use of public money (section 6.3.5) | 6.3.5 | Procurement | In Progress |
| 10 | Consider updating its travel and hospitality policies and guidelines for the improvements we identified (section 7.3.1) | 7.3.1 | Policy & Procedure | In Progress |
| 11 | In revising its expenditure policies, consider consulting with its community, and other key people or groups, to better understand the public's expectations of acceptable expenditure behaviours (sections 7.3.1 and 9.2.1) | 7.3.1 | Policy & Procedure | In Progress |
| 12 | Review its business expense transactions to ensure the new/revised policies and guidelines are implemented and operating effectively (section 7.3.1) | 7.3.1 | Policy & Procedure | In Progress |

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|----|--|-------|--------------------|-------------|
| 13 | Review its employee recognition policy and guidelines with specific focus on staff performance and the expenditure principles (section 8.3.1) | 8.3.1 | Policy & Procedure | In Progress |
| 14 | revise its Mayor support and elected member support policy guidelines to remove the provision of special functions (section 9.2.1) | 9.2.1 | Policy & Procedure | In Progress |
| 15 | Have its audit committee regularly scrutinise sensitive expenditure that results in benefits to the elected members to determine whether it is a proper use of public money (section 9.2.1). | 9.2.1 | Procurement | In Progress |

3.0

| Norman Waterhouse Recommendations | | | |
|-----------------------------------|---|---------------------------|-------------|
| No. | Recommendation | Project Stream Addressing | Status |
| 1 | The recommendations are not detailed in this report in line with Council resolution 4047 on 26 May 2020 Pursuant to Section 91(7) of the Local Government Act 1999, the Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(h) of the Act: | Human Resources | In progress |
| 2 | - Attachment(s), specifically, the legal advice provided by Norman Waterhouse Lawyers set out in the report of Norman Waterhouse Lawyers and provided to the Council at its meeting of 26 May 2020; for Item 17.2 on the grounds that the document(s) (or part) relates to: | Policy & Procedure | In progress |
| 3 | <ul style="list-style-type: none"> legal advice Specifically, legal advice provided by Norman Waterhouse Lawyers. This order shall operate until further order and will be reviewed at least annually in accordance with the Local Government Act 1999. | Human Resources | In Progress |

CONFIDENTIAL MATTERS

8.1 REPURPOSING ASSETS

Contact Person: Mr Simon Blom

Why is this matter before the Council or Committee?

Informal Discussion

Purpose

For Council to make a determination on whether to deal with this matter in confidence.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

STAFF RECOMMENDATION

Pursuant to Section 90 (2) of the Local Government Act 1999 an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer;
- General Manager Strategy and Corporate;
- General Manager City Services;
- General Manager City Assets;
- Senior Manager Health, Environment and Regulatory Services;
- Senior Manager City and Corporate Planning;
- Senior Manager City Property;
- Acting Senior Manager Finance;
- Governance Support;
- Minute Taker;
- Zoom Operator;

in order to consider in confidence agenda item 8.1 under Section 90 (3) (b) of the Local Government Act 1999 on the basis that:

(b) information the disclosure of which -

i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and

ii) would, on balance, be contrary to the public interest.

This matter is Confidential because information contained within the presentation could reasonably be expected to convey a commercial advantage.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; Committee consider it necessary to consider this matter in confidence.

Section B below to be discussed in the confidential section of the agenda once the meeting moves into confidence for each item.

B. THE MATTERS AS PER ITEM 8.1

C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 8.1 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 8.1 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (b) of the Local Government Act 1999:

- Presentation for Item 8.1

This order shall operate until the next scheduled annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of the Local Government Act 1999.

8.2 REPURPOSING ASSETS - SALE OF LOT 1 MINGARI ST MUNNO PARA

Contact Person: Mr Simon Blom

Why is this matter before the Council or Committee?

Matters which cannot be delegated to a Committee or Staff.

Purpose

For Council to make a determination on whether to deal with this matter in confidence.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

STAFF RECOMMENDATION

Pursuant to Section 90 (2) of the Local Government Act 1999 an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer;
- General Manager Strategy and Corporate;
- General Manager City Services;
- General Manager City Assets;
- Executive Strategic Advisor;
- Senior Manager Health, Environment, & Regulatory Services
- Senior Manager City Property;
- Senior Manager City and Corporate Planning;
- Acting Senior Manager Finance;
- Governance Support;
- Minute Taker;
- Zoom Operator;

in order to consider in confidence agenda item 8.2 under Section 90 (3) (d) of the Local Government Act 1999 on the basis that:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which -
- i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - ii) would, on balance, be contrary to the public interest.

This matter is Confidential because it contains information that is commercially sensitive to an ongoing commercial negotiation.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; Council consider it necessary to consider this matter in confidence.

Section B below to be discussed in the confidential section of the agenda once the meeting moves into confidence for each item.

B. THE MATTERS AS PER ITEM 8.2**C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 8.2 IS TO BE KEPT IN CONFIDENCE****Purpose**

To resolve how long agenda item 8.2 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 91(7) of the Local Government Act 1999, the Council/Committee orders that the following aspects of Item 8.2 be kept confidential in accordance with Council's/Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (d) of the Local Government Act 1999:

- Report for Item 8.2
- Attachment(s) for Item 8.2
- Minutes for Item 8.2

This order shall operate until the settlement of property, or will be reviewed and determined as part of the annual review by Council in accordance with Section 91(9)(a) of the Local Government Act 1999, whichever comes first.