



CITY OF
Port Adelaide Enfield

MINUTES

MINUTES OF THE MEETING OF COUNCIL HELD ON 12 MAY 2015 COMMENCING AT 7.06 P.M.

PRESENT: His Worship the Mayor, G. Johanson, Presiding Member
Deputy Mayor, Councillor R. Guscott,
Councillors V. McCluskey, P. Jamieson, M. Hogan, H. Wright,
C. Boan, G. Wilcock, K. Dinh, J.A. Croci, M. Iammarrone,
C.J. Martin, P.R. McKay, A.J. Barca, P. Russell, M.A. Basham,
M. Osborn and A.M. Hubycz.
Acting City Manager, W. Iasiello
Director Community Development, S. Melville
Acting Director Technical Services, G. Baker
Director Corporate Services, S. Philpott
Executive Research Officer, E. McGlashan
Executive Clerical Officer, D. Worden.

APOLOGIES: Nil

**LEAVE OF
ABSENCE:** Nil

PROPERTY OFFICER - COMMERCIAL ASSETS - GARY BARON - 1950-2015

Mayor Johanson requested a minutes silence to honour the recent passing of Gary Baron, a long serving staff member with a total of 46 and a half years of service for the City of Port Adelaide and the City of Port Adelaide Enfield. Gary sadly passed away on Anzac day following a short illness.

ITEM 3. CONFIRMATION OF THE MINUTES

Cr. Guscott moved that the minutes of the meeting of Council held on 14 April 2015 and Special Council Meeting held on 21 April 2015, as per copies supplied to Members, be taken as read and confirmed.

Cr. Barca seconded

CARRIED.

ATSI AWARDS PRESENTATION

Mayor Gary Johanson presented the two ATSI Scholarship recipients, Susie Dixon and Nicolas Reid with their Awards on behalf of Council and congratulated them on their achievements.

ITEM 4. DEPUTATIONS - Nil

ITEM 5. ADJOURNED DEBATE - Nil

ITEM 6. WORKSHOPS

ITEM 6.1 WORKSHOP - UPDATE ON OPAL PROGRAM 2014-2015 - 15 APRIL 2015

Cr. Wilcock moved that the Acting City Manager's report titled "*Workshop - Update on OPAL Program 2014-2105*" be received and noted.

Cr. Wright seconded

CARRIED.

ITEM 7. MAYOR'S REPORT

ITEM 7.1 MAYOR'S REPORT 1 APRIL 2015 TO 30 APRIL 2015

Cr. Barca withdrew from the Chamber at 7.28pm.

Cr. Iammarrone moved that Mayor Gary Johanson's report titled "*Mayor's Report - 1 April 2015 to 30 April 2015*" be received and noted.

Cr. Basham seconded

CARRIED.

ITEM 8. PETITIONS - Nil

**ITEM 9. REPORTS BY COUNCIL DELEGATES AND REPRESENTATIVES
- Nil**

ITEM 11. QUESTIONS ON NOTICE - Nil

ITEM 12. COUNCIL BUSINESS

**ITEM 12.1 DIRECTOR OF COMMUNITY DEVELOPMENT REPORT -
STEPHEN MELVILLE**

ITEM 12.1.1 PORT FESTIVAL 2015 UPDATE

Refer page CL - 398

**ITEM 12.1.2 APPLICATION FOR A GRANT TO BUILD THE PARKS LIBRARY
AND COMMUNITY FACILITY**

Refer page CL - 398

**ITEM 12.1.3 CITY OF PORT ADELAIDE ENFIELD FESTIVALS & EVENTS
STRATEGY: FINALISATION**

Refer page CL - 398

ITEM 12.1.4 POLICY REVIEW - CD02 - AWARDS - ABORIGINAL & TORRES STRAIT ISLANDER ACHIEVEMENTS AND CONTRIBUTIONS

Cr. Barca re-entered the Chamber at 7.32pm.

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD02 - Awards – Aboriginal & Torres Strait Islander Achievements & Contributions*" be received and noted.
2. That Council Policy "*Awards - Aboriginal and Torres Strait Islander Achievements & Contributions*" as set out below be adopted.

Council Policy

Awards – Aboriginal and Torres Strait Islander Achievements and Contributions

CD02

Prepared By: Community Development

Date last updated: April 2014

First Issued	27 July 1999
Date of Next Review	May 2017
Applicable Legislation	Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

A community that is recognised as being safe, welcoming and inclusive.

Related Policies

Related Documents

Council Policy – Awards - Community Recognition Guidelines and Nomination Form - Aboriginal and Torres Strait Awards Program.

Responsible Section

Responsible Directorate

Delegation

Community Development

Community Development

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To provide a framework for Council to acknowledge the important contributions and achievements made by the Aboriginal and Torres Strait Islander community in the Port Adelaide Enfield area.

Scope

This policy applies to all nominees, nominators and other parties involved in administering this policy.

Principles

To encourage and support Aboriginal and Torres Strait Islander people living in the City of Port Adelaide Enfield.

Policy

1. Nominations for the Awards will be sought through advertisement and promotions followed by a presentation of the Awards hosted by the Council and the Port Adelaide Enfield Aboriginal Advisory Panel.
2. The Timing of the Aboriginal and Torres Strait Islander Awards program will be conducted at the discretion of the Director Community Development in collaboration and consultation with Council's Aboriginal Advisory Panel and Aboriginal and Cultural Diversity Officer.
3. The following Award categories may be granted:
 - Elder of the Year
 - Youth of the Year
 - Person of the Year
 - Sportsperson of the Year
 - Contribution to the Arts
 - Educational Achievement
 - Lifetime Achievement
 - Recognition of a non-Aboriginal and Torres Strait Islander person, group or organisation for their contribution to the Aboriginal and Torres Strait Islander community.
 - Recognition of an Aboriginal or Torres Strait Islander group or organisation for their contribution to the Aboriginal and Torres Strait Islander community.
4. The City of Port Adelaide Enfield's Aboriginal and Torres Strait Islander Awards will be aligned with the criteria for the National Aborigines and Islanders Day Observance Committee (NAIDOC) Awards.
5. The Selection Panel will consider nominating Port Adelaide Enfield Award recipients to the South Australian and/or National NAIDOC Awards.
6. The Selection Panel shall assess each nomination on the merits of the application based upon the following criteria:
 - 6.1 Demonstration to the satisfaction of the Selection Panel that the nominee is of Aboriginal or Torres Strait Islander descent (with the exception of the non-Aboriginal and Torres Strait Islander Award category).

- 6.2 A resident or person who has a significant involvement in the Port Adelaide Enfield Council area. For example they might play sport, go to school or work in the area.
 - 6.3 A resident or person that is recognised as having made a significant contribution to the Port Adelaide Enfield community.
 - 6.4 A resident or person that is recognised as being a role model for their peers.
 - 6.5 Additional selection criteria as required under the South Australian and/or National NAIDOC Awards programs.
7. The Selection Panel shall consist of:
- Chairperson, Port Adelaide Enfield Aboriginal Advisory Panel (who will act as the Chairperson of the Selection Panel).
 - Two voting members of the Port Adelaide Enfield Aboriginal Advisory Panel (appointed by the Port Adelaide Enfield Aboriginal Advisory Panel).
 - Two Elected Members (appointed by the Council who can rotate each year if so desired). These may be, but are not necessarily the Elected Members Representatives on the Aboriginal Advisory Panel.
 - Two members of the general community endorsed by the Port Adelaide Enfield Aboriginal Advisory Panel.

Definitions

Nil

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.5 POLICY REVIEW - CD03 - AWARDS - COMMUNITY RECOGNITION

Refer page CL - 399

ITEM 12.1.6 POLICY REVIEW - CD04 - AWARDS - VOLUNTEER RECOGNITION OF SERVICE

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD04 - Awards - Volunteer Recognition of Service*" be received and noted.
2. That Council Policy "*Awards - Volunteer Recognition of Service*" as set out below be adopted.

Council Policy

Awards – Volunteer Recognition of Service

CD04

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 12 April 2005
Date of Next Review May 2018
Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

Council Policy - Awards - Community Recognition

Related Documents

Council Policy - Awards - Aboriginal & Torres Strait Islander Achievements & Contributions

Responsible Section

Community Development and Human Resources

Responsible Directorate

Community Development

Delegation

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To provide a framework for Council to recognise the service and contribution volunteers make to the community in the City of Port Adelaide Enfield through their service and participation in Council programs.

Scope

This policy is separate to the Council Policy - Awards - Community Recognition, which accommodates nominations received on behalf of people providing community service in the City of Port Adelaide Enfield.

Principles

To encourage, support and recognise the length of service, particular skills and attributes of all volunteers and treat them in an equitable manner.

Policy

- 1 Council will arrange an annual Volunteer Christmas Function where the Mayor, Elected Members and volunteers working on various Council programs are acknowledged for their valuable contribution to the community.
- 2 The following awards will be presented at the Annual Volunteer Christmas Function:

Community Volunteers:	
One year of service	Certificate of Service
Five years of service	Plaque or gift to the value of \$50 - \$100
Ten years of service	Plaque or gift to the value of \$100 - \$150
Fifteen years of service	Gold Watch or gift to the value of \$150 - \$200
Twenty years of service	Large clock or gift to the value of \$300 - \$500
Twenty-five years of service	Silver Platter or equivalent gift to the same value.

Elected Members:	
Five years of service	Plaque or gift to the value of \$50 - \$100
Ten years of service	Plaque or gift to the value of \$100 - \$150
Fifteen years of service	Gold Watch or gift to the value of \$150 - \$200
Twenty years of service	Large clock. or gift to the value of \$300 - \$500
Twenty-five years of service	Silver Platter or equivalent gift to the same value.

- 3 Council records will ascertain length of service and awards will be prepared accordingly.
- 4 Volunteers who are unable to attend the Christmas Function and are to be presented with awards will receive their awards at a mutually convenient date as soon after the Christmas event as possible.

Definitions

Nil

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.7 POLICY REVIEW - CD05 - BUILDING FEES REDUCTION

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD05 - Building Fees Reduction*" be received and noted.
2. That Council Policy "*Building Fees Reduction*" as set out below be adopted.

Council Policy
Building Fees Reduction

CD05

Prepared By: Development Assessment - Building

Date last updated: 8 April 2014

First Issued	February 2002
Date of Next Review	May 2018
Applicable Legislation	Development Act 1993, and Development Regulations 2008

City Plan

Goal:

A vibrant and attractive city that is well-planned and accessible, with safe and healthy places to live, work and play.

Objective:

Urban form shaped by appropriate policy and principles of development control expressed in the Port Adelaide Enfield (City) Development Plan.

Related Policies	Nil
Related Documents	Nil
Responsible Section	Development Assessment - Building
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To ensure that applications for a reduction in development fees (Building Rules Consent) are managed on a consistent and transparent basis.

Scope

Residential project building companies who lodge development applications for construction within the City of Port Adelaide Enfield and who meet the policy definition of 'Volume Applicant'.

Principles

Council recognises that a reduction in Building Rules Consent fees is appropriate in the interests of competitiveness with the private sector.

Policy

1. All applications for a reduction of Building Rules Consent fees will be referred to the City Manager for decision.
2. Fee reductions in this policy are limited to residential buildings unless the City Manager on advice from the Building Surveyor expressly approves otherwise.
3. Applications for residential buildings lodged by volume applicants will receive a 33.3% reduction of the scheduled Building Rules Consent fee.
4. The Building Rules Consent fee for applications lodged for non-residential buildings will be based on the estimated time and costs, including overheads, taken to assess the application.
5. Any request for fee reduction outside the terms of this policy will be referred to Council for decision.

Definitions

Volume Applicant is an applicant lodging at least six applications for residential buildings in a calendar year.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.8 POLICY REVIEW - CD06 - BUILDING INSPECTIONS

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD06 - Building Inspections*" be received and noted.
2. That Council Policy "*Building Inspections*" as set out below be adopted.

Council Policy

Building Inspections

CD06

Prepared By: Development Assessment - Building

Date last updated: 10 June 2014

First Issued

September 2001

Date of Next Review

May 2016

Applicable Legislation

Development Act 1993, and
Development Regulations 2008

City Plan

Goal:

A vibrant and attractive City that is well-planned and accessible, with safe and healthy places to live, work and play.

Objective:

Urban form shaped by appropriate policy and principles of development control expressed in the Port Adelaide Enfield (City) Development Plan.

Related Policies

Nil

Related Documents

Nil

Responsible Section

Development Assessment - Building

Responsible Directorate

Community Development

Delegation

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

Section 71A of the Development Act 1993 requires Council to prepare and adopt a building inspection policy. The policy must specify the minimum levels of inspections to be carried out by Council on an annual basis with respect to building work within its area (including building work assessed by private certifiers) involving classes of building work prescribed by the Development Regulations 2008, and the criteria with respect of selecting the buildings to be inspected.

Regulation 80AB of the Development Regulations 2008 states that all classes of buildings, other than Class 10 buildings, under the Building Code of Australia are prescribed under section 71A(2) of the Act as buildings to be included as part of Council's inspection policy.

This policy sets the criteria for determining the type of buildings to be inspected, the stages of construction that inspections are to be undertaken and the percentage of buildings to be inspected based on the number of development approvals issued. The buildings to be inspected have been separated into building classifications as defined by the Building Code of Australia.

Scope

This policy is applicable to applicants who undertake construction within the City of Port Adelaide Enfield.

Principles

Nil

Policy

1. Application

Inspections will assess compliance with the approved plans and specifications for development and conditions of approval.

All classes of buildings are required to be inspected other than Class 10a buildings that, under the Building Code of the Australia, are not attached to any part of the roof framing of a building of any building classification (other than a Class 10a building or a *transportable building*).

2. Additional Inspections

This policy also includes other type of compliance building inspections which requires Authorised Officers to carry out which are based on the level of priority of the buildings or structures that are of "*highest risk*" as follows:

- (i) Buildings that relate to building life and fire safety;
- (ii) Building Fire Safety Panel related inspections;
- (iii) Swimming pool safety and safety barrier compliance inspections;
- (iv) Accommodation type buildings used for aged care, backpackers, nursing homes, lodging houses and Supported Residential Facilities; and
- (v) Buildings that attract large numbers of people, for example shopping centres and places of assembly.

3. Inspection Procedure

The inspection procedure for the various types of Building Classes is detailed below:

3.1 Classes 1 and 2 buildings.

3.1.1 Notifications.

Pursuant to Section 59 of the Development Act 1993 and Regulation 74 of the Development Regulations 2008, a licensed building work contractor who is proposing to undertake the work or who is in charge of carrying out the work, or if there is no such licensed building work contractor, the building owner must give the Council, one business days' notice for:

- (i) Commencement of building work on the site.
- (ii) Completion of structural steel reinforcement for the footings or other floors prior to the pouring of the concrete;
- (iii) Intended completion of wall framing prior to the installation of linings;
- (iv) Intended completion of all roof framing forming part of the building work prior to the installation of the roof covering (including top and bottom chord restraints, bracing and tie-downs);

- (v) Intended completion of any fire walls, fire rated separation or smoke barriers, prior to the installation of linings or other building components rendering inspection not possible; and
- (vi) Intended completion of building work.

3.1.2 Inspections

- (i) Pursuant to Section 71A of the Development Act 1993, Authorised Officers will inspect a minimum of 66% of all development approvals issued for building work involving the construction of roof framing where a licensed building work contractor is responsible for the building work; and
- (ii) Pursuant to Section 71A of the Development Act 1993, Authorised Officers will inspect a minimum of 90% of all development approvals issued for building work involving the construction of roof framing where a licensed building work contractor is not responsible for the relevant for the relevant building work (owner builder).
- (iii) Authorised Officers may carry out audit inspections at one or more of the above mentioned stages and if the level of supervision by the builder is deemed satisfactory further inspections may not be carried out.

3.1.3 Supervisor's Checklist

- (i) The person who gives the notification of the completion of the roof framing must within 1 (one) business day after the notice has been given, provide to the Council a duly completed *supervisor's checklist* from a person who is a registered building work supervisor who has undertaken the required training recognised under a scheme approved by the Minister; and
- (ii) The roof framing must not be concealed until after 2 (two) clear business days after notification has been received by Council to allow council the opportunity to inspect. A person must not conceal any completed roof framing until after the expiration of 2 (two) clear business days after the notification has been received by the Council; and
- (iii) Where notification has been given and Council has not received the supervisor's *checklist* an Authorised Officer will follow up with person responsible for the building work to obtain the *supervisor's checklist* prior to undertaking an inspection of the roof framing.

3.1.4 Council will require a copy of a certificate from design engineer confirming compliance with the footing design.

3.2 Classes 3, 4, 5, 6, 7a, 7b, 8, 9a, 9b and 9c

3.2.1 Notifications

Pursuant to Section 59 of the Development Act 1993 and Regulation 74 of the Development Regulations a licensed building work contractor who is proposing to undertake the work or who is in charge of carrying out the work, or if there is no such licensed building work contractor, the building owner must give the Council one business days' notice of:

- (i) Commencement of the building work on site;
- (ii) Completion of structural steel reinforcement for the footings or other floors prior to the pouring of the concrete;
- (iii) Intended completed of wall framing prior to the installation linings;
- (iv) Intended completion of all roof framing forming part of the building work prior to the installation of the roof covering (including top and bottom chord restraints, bracing and tie-downs); and
- (v) Intended completion of building work prior to the occupation of the building.

3.2.2 Inspections

- (i) Pursuant to Section 71A of the Development Act 1993, Authorised Officers will inspect a minimum of 66% of all development approvals issued for building work involving the construction of roof framing where a licensed building work contractor is responsible for the building work; and
- (ii) Pursuant to Section 71A of the Development Act 1993, Authorised Officers will inspect a minimum of 90% of all development approvals issued for building work involving the construction of roof framing where a licensed building work contractor is not responsible for the relevant for the relevant building work (owner builder).

3.2.3 Supervisor's Checklist

- (i) The person who gives the notification of the completion of the roof framing must within 1 (one) business day after the notice has been given, provide to the Council a duly completed *supervisor's checklist* from a person who is a registered building work supervisor who has undertaken training required and recognised by the Minister; and
- (ii) The roof framing must not be concealed until after 2 (two) clear business days after notification has been received by Council to allow Council the opportunity to inspect. A person must not conceal any completed roof framing until after the expiration of 2 (two) clear business days after the notification has been received by the Council; and

- (iii) Where notification has been given and Council has not received the *supervisor's checklist* in relation to that notification an Authorised Officer will follow up with person responsible for the building work to obtain the *supervisor's checklist* prior to undertaking an inspection of the roof framing.
- 3.2.4 Council will require a copy of a certificate of inspection from design engineer confirming compliance with the footing design.
- 3.2.5 Frequency shall be at the discretion of the Authorised Officer inspecting the particular site.
- 3.3 Class 10a - Attached Structures - Verandahs and Carports
 - 3.3.1 Notifications

Pursuant to Section 59 of the Development Act 1993 and Regulation 74 of the Development Regulations 2008 the following stages of building work are required to be notified to Council.

 - (i) One business days' notice for intended completion of all *roof framing* and fixings to the supporting roof used to attach the structure.
 - 3.3.2 Where the class 10a verandah, carport or the like is not attached to any part of the roof structure of a building, the requirement for notification, inspections and *supervisor's checklist*, do not apply.
 - 3.3.3 Inspections
 - (i) Pursuant to Section 71A of the Development Act 1993, Authorised Officers will inspect a minimum of 66% of all development approvals issued for building work involving the construction of roof framing where a licensed building work contractor is responsible for the building work; and
 - (ii) Pursuant to Section 71A of the Development Act 1993, Authorised Officers will inspect a minimum of 90% of all development approvals issued for building work involving the construction of roof framing where a licensed building work contractor is not responsible for the relevant building work (owner builder)
 - (iii) Authorised Officers may carry out audit inspections at one or more of the above mentioned stages and if the level of supervision is deemed satisfactory further inspections may not be carried out.

3.3.4 Supervisor's checklist

- (i) The person who gives the notification of the completion of the roof framing and fixings to the supporting roof used to attach the structure must within 1 (one) business day after the notice has been given, provide to the Council a duly completed *supervisor's checklist* from a person who is a registered building work supervisor who has undertaken training required and recognised by the Minister; and
- (ii) The roof framing must not be concealed until after 2 (two) clear business days after notification has been received by Council to allow Council the opportunity to inspect. A person must not conceal any completed roof framing until after the expiration of 2 (two) clear business days after the notification has been received by the Council; and
- (iii) Where notification has been given and Council has not received the *supervisor's checklist* in relation to that notification an Authorised Officer will follow up with person responsible for the building work to obtain the *supervisor's checklist* prior to undertaking an inspection of the roof framing.

3.4 Class 10 - Swimming Pools

3.4.1 Notification - one business days' notice of the following:

- (i) The completion of construction of a swimming pool (before the pool is filled with water);
- (ii) The completion of construction of a safety fence or barrier for a swimming pool;
- (iii) In relation to some other form of building work where swimming pool safety features (within the meaning of section 71AA of the Act) are relevant – the completion of that aspect or those aspects of the building work relating to the swimming pool safety features;

3.4.2 Authorised Officers will inspect:

- (a) At least 80% of swimming pools constructed over the course of the year within 2 weeks of the Council being notified of the completion of;
 - (i) In the case of a swimming pool the construction of which required the construction of a safety fence or barrier – the construction of the safety fence or barrier; or
 - (ii) In any other case – the construction of the swimming pool.
- (b) The remaining 20% of swimming pools constructed over the course of the year must be inspected within 2 months of the Council being notified of the completion of;

- (i) In the case of a swimming pool the construction of which required the construction of a safety fence or barrier – the construction of the safety fence or barrier; or
- (ii) In any other case – the construction of the swimming pool.

3.5 Class 10b Buildings & Other Structures

3.5.1 Notification

- (i) One working days' notice prior to pouring of footings.

3.5.2 Specific types of inspections and levels are as follows:

- (i) At the footing stage of masonry or concrete structures, pylon signs and the like which require Building Rules Consent, Authorised Officers will inspect 50% of all notifications.

4. Audit Building Inspections

4.1 Building inspections of any classification of building, during the construction of roof framing, shall be given highest priority. . However inspections undertaken of buildings at other stages of construction will be taken into account when calculating the minimum prescribed building inspections percentages.

4.2 Inspections of buildings during the construction of roof framing or at other stages of construction are to be carried out by an Authorised Officer. Check sheets are to be completed by the Authorised Officer for each inspection, which are to be stored on Council's electronic records management system as a record of the inspections undertaken.

4.3 Frequency of inspections shall be at the discretion of the Authorised Officer inspecting the particular site.

5. Monitoring and Reporting

5.1 Statistics are to be kept by Council in order to account for the level of building inspections undertaken and measure the performance against the adopted policy.

5.2 Reports will be produced and maintained to record the number of inspections undertaken of buildings and structures performed by Authorised Officers in respect to the policy which will be reported to the Council on a quarterly basis.

6. Reviewing the Policy

6.1 Council may from time to time alter its inspection policy. Factors that Council should take into account when amending the inspection policy, as stipulated in Section 71A of the Development Act 1993, include:

- 6.1.1 Past practices of the council with regard to inspections and the assessment of building work in its area;

- 6.1.2 Implementation of new development legislation relating to building inspections;
- 6.1.3 Whether the area, or a particular part of the area, of the council is known to be subject to poor building conditions;
- 6.1.4 Information in the possession of the council on poor building standards within its local community;
- 6.1.5 The impact that a failure to inspect a certain number of buildings of the relevant classes over a period of time may have on its local community;
- 6.1.6 The financial and other resources of the council, and of its local community; and
- 6.1.7 The public interest in monitoring the standard of building work within the community and it taking steps to provide for the safety and health of people who use the building.

Definitions

Classes of Buildings

Class 1a	New dwellings, dwelling additions/alterations, transportable dwellings, rumpus rooms
Class 1b	Boarding houses, guest houses, hostels
Class 2	Flats or buildings containing 2 or more units, residential apartments
Class 3	Accommodation for aged care, residence part of hotel, lodging houses
Class 4	Residence in a class 5, 6, 7, 8 and 9
Class 5	Offices, professional rooms - dentist, physiotherapy, medical rooms
Class 6	Shops includes café, restaurant, pharmacy, post office and gymnasium
Class 7a	Car park
Class 7b	Storage, or display of goods or produce for sale by wholesale
Class 8	Factories, workshops or laboratories
Class 9a	Health care building, nursing homes, hospitals, day care surgery part of medical rooms
Class 9b	Assembly hall including community centre, club rooms function centre, school
Class 9c	Aged care and independent living buildings
Class 10a	Non-habitable out buildings (e.g. sheds, carports, garages, verandahs, pergolas, shade structures, etc.)
Class 10b	Fences, masts, retaining walls, swimming pools, solar panels, etc.

Roof framing - means timber roof framing or light steel framing, including coupled and non-coupled roof framing and roof trusses, but not including portal framing.

Transportable building - means a building that is fabricated at one site and then transported to and located at another site.

Supervisor's checklist - means a checklist published by the Minister in the Gazette.

Authorised Officer - A person appointed to exercise the powers of an authorised officer under the Sections (18) & (19) of Development Act 1993.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.9 POLICY REVIEW - CD07 - COMMUNITY SAFETY - GRAFFITI REMOVAL/MINIMISATION

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD07 - Community Safety - Graffiti Removal/Minimisation*" be received and noted.
2. That Council Policy, "*Community Safety - Graffiti Removal/Minimisation*" as set out below be adopted.

Council Policy

Community Safety – Graffiti Removal/Minimisation

CD07

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued	2 September 2003
Date of Next Review	May 2018
Applicable Legislation	Graffiti Control Act 2001

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place

Objective:

A community that is recognised as being safe, welcoming and inclusive.

Related Policies

Council Policy - Public Art & Placemaking

Related Documents

Volunteer Manual for Safe Graffiti Removal "The Grafters"

Responsible Section Responsible Directorate Delegation

Community Development
Community Development
Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

The purpose of this policy is to minimise incidents of graffiti within the City of Port Adelaide Enfield to encourage a safe and welcoming environment.

Scope

This policy does not cover legal artwork where authorisation has been obtained - Refer Council Policy - Public Art and Placemaking.

Principles

This policy is based on the principles of community partnership and support for the rapid removal of graffiti vandalism. The longer graffiti remains the more encouraged taggers are to vandalise the same property or another in the immediate area.

Policy

1. Whenever possible, the Council will:
 - Remove graffiti from private, Council owned and other public property within four (4) working days of it being reported.
 - Remove racist and obscene graffiti from private, Council owned and other public property within 24 hours of it being reported.
2. In regard to private property the rapid removal of graffiti is a free service provided to all owners and/or occupiers, however, on large commercial and industrial sites a contribution for materials will be sought.
3. Every effort will be made to seek written consent from owners and/or occupiers prior to the Council's volunteers or contractors entering onto private property for graffiti removal purposes. Owners and/or occupiers need to be aware this process may delay the removal of graffiti from their property.
 - 3.1 To meet the service delivery standard of four (4) working days, owners and/or occupiers who wish may give their consent for Council's volunteers or contractors to enter their private property, to remove graffiti from that property that is visible from public streets, by accepting Council's free graffiti removal service.

Definitions

Graffiti is the unauthorised application of words, figures, pictures, or designs; drawn, painted, sprayed, marked, pasted or otherwise affixed on any surface of private or public property.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.10 POLICY REVIEW - CD09 - EVENTS - IN-KIND SUPPORT

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD09 - Events – In-Kind Support*" be received and noted.
2. That Council Policy "*Events – In-Kind Support*" as set out below be adopted.

Council Policy

Events – In-kind Support

CD09

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued	12 April 2011
Date of Next Review	May 2016
Applicable Legislation	Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies	Council Policy – Sponsorship – General/Major Events
Related Documents	Nil

Responsible Section	Community Development
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To set forth guidelines and criteria for granting of Council in-kind services to support festivals and other special events held within the City of Port Adelaide Enfield.

Scope

In-kind support will only be granted for:

- Events within the City of Port Adelaide Enfield boundary.
- Events open to the general public.
- Organisations that have fulfilled previous event sponsorship obligations, including the provision of a post event evaluation report and financial acquittal.

- Events that are considered to meet the aims set out in the Principles above.

Principles

This policy provides opportunities for Council to support events that celebrate the cultural life of the City, provide for economic development and community growth and promote a strong sense of identity for the Port Adelaide Enfield area.

The granting of in-kind services will be considered for special events or community projects that:

- Enhance the economic, social and cultural life of the City.
- Increase tourist visitation to the City.
- Deliver measurable economic benefits to the City.
- Facilitate community involvement in events and activities.
- Attract new and diverse activities to the City.

Policy

1. Requests for in-kind support will be considered from a range of organisations including community groups, service clubs and businesses.
2. Requests for in-kind events support can only be considered if submitted in writing to the Special Events Coordinator at least four (4) weeks prior to the event.
3. Applicants must include the event date(s), times, venue and other relevant information with their written request.
4. Requests for in-kind events support will be considered for once-off events.
5. Requests for in-kind support for recurring events will be considered and approved subject to negotiation.
6. Approval of in-kind support will be negotiated with and confirmed in writing by Council's Special Events Coordinator.
7. Where equipment is issued as a temporary loan, approved applicants must sign an Equipment Booking Agreement.
8. Events receiving in-kind support must take place within the City of Port Adelaide Enfield boundary and must be open to the general public.
9. Transportation of light depot equipment may be provided in-kind by Council, within normal Council operating hours.
10. Requests for financial support will be referred to the Events Sponsorship Program - General/Major Events or the Sponsorships & Donations Fund.
11. Applicants must familiarise themselves with the City of Port Adelaide Enfield's Special Events Information Kit.

Definitions

In-kind services mean provision of the following contributions by staff (within normal Council business hours), of equipment or other services, by negotiation:

- Temporary loan of light depot equipment – sand bags, bollards, witches hats, signage, bunting and safety tape.

- Temporary loan of special events equipment – hi-visibility event staff vests, events signage, events decorations and banners.
 - Preparation of Council reserves for use for special events.
 - Waiving of Council reserve hire fees (excluding bonds and key deposits).
 - Event promotion through Council website, Pen2Paper Community Newsletter and monthly events newsletter.
 - Provision of Council's Special Events Information Kit.
 - General advice and guidance on conducting safe and successful events.
 - The provision of services by a sub-contractor of Council is excluded.
- Cr. Wilcock seconded CARRIED.

ITEM 12.1.11 POLICY REVIEW - CD10 - FOOD BUSINESS INSPECTION FEE - FOOD ACT 2001

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD10 - Food Business Inspection Fee - Food Act 2001*" be received and noted.
2. That Council Policy "*Food Business Inspection Fee - Food Act 2001*" as set out below be adopted.

Council Policy

Food Business Inspection Fee – Food Act 2001

CD10

Prepared By: Community and Environmental Health

Date last updated: 8 April 2014

First Issued	10 June 2003
Date of Next Review	May 2018
Applicable Legislation	Food Act 2001

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place

Objective:

An active and healthy community that has access to positive lifestyle choices.

Related Policies	Council Policy - Mobile Food Vendors
Related Documents	Nil

Responsible Section	Community and Environmental Health
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To specify the application and imposition of inspection fees relative to food businesses operating within the City of Port Adelaide Enfield as provided for by Regulations under the Food Act 2001 (Food Regulations 2002, Regulation 11).

To ensure Council meets its responsibilities as outlined in a Memorandum of Understanding (MOU) between SA Health and Local Government Association relative to administration of the Food Act 2001.

Scope

Council will ensure the safety and suitability of food for sale by seeking compliance with the requirements of the Food Act, Regulations and Standards through routine inspection of food businesses by Authorised Officers on a priority classification basis.

Council recognises food safety risks vary between food businesses and classification of food businesses by priority meets the principles of cost effective enforcement and minimises the regulatory burden on the food sector.

For consistency Council adopts the priority classification system incorporated within the food business notification requirements administered by SA Health resulting in priority categories of high, medium and low risk that classifies food businesses based on:

- The type of food;
- Activity of the business;
- Method of processing;
- Customer base.

Frequency of inspection will be in accordance with the following table:

Food Business Classification	Inspection Frequencies (months to next inspection)		
	Starting Point	Maximum	Minimum
Low risk	18	12	24
Medium risk	12	6	18
High risk	6	3	12

Adjustment of inspection frequencies within the minimum/maximum range will be in accordance with Environmental Health Australia (SA) Inc. Australian Food Safety Assessment Protocol.

Principles

The Minister for Health, SA Health and the Council administer and enforce the Food Act 2001 with certain functions exercised jointly and others exclusively by one authority or the other.

To clarify the allocation of responsibility for enforcement of specific areas of the Act a Memorandum of Understanding between the Minister for Health and the Local Government Association of SA Inc was adopted on 16 May 2003.

Policy

1. Standard Inspections
 - 1.1 Council shall impose inspection fees pursuant to Regulation 11 of the Food Regulations 2002 as adopted in Councils Schedule of Fees and Charges using the following definitions of food businesses:
 - 1.1.1 A small business being defined as a food business employing not more than 20 full-time equivalent food handling staff.
 - 1.1.2 A large business being defined as a food business with more than 20 full-time equivalent food handling staff.
2. Inspection of Festivals, Fetes and Shows (for profit)
 - 2.1 Council shall negotiate an appropriate up-front food business inspection fee in each case with the organising body/host of the event. Such fee will be applied in lieu of the charging of fees upon individual stall-holders and will aim toward achieving reasonable cost recovery only for the inspection of such events.
3. Inspections of Food Markets
 - 3.1 Council shall negotiate an appropriate up-front business inspection fee in each case with the organising body/host of the market. Such fee will be applied in lieu of the charging of fees upon individual stall-holders and will aim toward achieving reasonable cost recovery only for the inspection of such events.
4. Compliance Inspections
 - 4.1 Council shall not impose fees for follow-up inspections related to identified non-compliance with the Food Act 2001 or Food Safety Standards.
5. Complaint Inspections
 - 5.1 Council shall not impose fees for inspections carried out in relation to food safety related complaints received from the public.
6. Inspections of Community and Charitable Organisations
 - 6.1 Council shall not impose fees for inspections of listed community and charitable organisations.
7. Inspection of Nominal Risk Businesses
 - 7.1 Council shall not impose fees for inspections of nominal risk businesses. These premises will not be inspected on a routine basis unless a complaint is received.

8. Inspections of Mobile Food Vans
 - 8.1 Council shall not impose fees for inspections of mobile food vans that have completed their business notification process in an alternative Council area, provided the proprietor can display:
 - 8.1.1 Evidence of having notified the enforcement agency for the Council area where the vehicle is ordinarily garaged (as required under S.86 of the Food Act 2001), and
 - 8.1.2 Evidence of the vehicle having been inspected by the enforcement agency receiving the notification.
9. Inspection of businesses with Food Safety Programs in Place
 - 9.1 Council supports the mandating and implementation of Food Safety Programs by State Government for identified highest risk food businesses and the catering sector. Businesses requiring Food Safety Programs will be inspected in accordance with the Act and Regulations when required.
 - 9.2 Council may apply inspection fees as prescribed in Clause 1 of this Policy.
10. Exempt Activities
 - 10.1 Council recognises certain activities are exempt from the operation of certain parts of the Food Act and Food Safety Standards. Inspections of exempt activities will not be conducted; guidance will be taken from the relevant MOU and SA Health.

Definitions

A **Community or Charitable organisation** is a group, club or organisation that provides a community benefit that is not for the personal financial gain of an individual person or group of people and includes service clubs like Lions, Apex, church groups, community sporting clubs and school canteens not operated by catering businesses.

A **Standard Inspection**, for which a fee will be charged is a routine AFSA (Australian Food Safety Assessment) conducted by an Authorised Officer appointed by Council.

A **Nominal Risk** business is a business that handles food incidental to its core business and that food is low risk and frequently pre-packaged e.g. pharmacies, video stores and newsagents.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.12 POLICY REVIEW - CD11 - GRANT - GARDEN PRACTICE AWARENESS PROGRAM (HOME GARDEN WATER WISE REBATE PROGRAM)

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD11 - Garden Practice Awareness Program (Home Garden Water Wise Rebate Program)*" be received and noted.
2. That Council Policy "*Garden Practice Awareness Program (Home Garden Water Wise Rebate Program)*" as set out below continue to be suspended but be adopted as part of the 2015 Community Development Directorate Policy Review.

Council Policy

Garden Practice Awareness Program (Home Garden Water Wise Rebate Program)

CD11

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued	8 April 2008
Date of Next Review	April 2016
Applicable Legislation	Nil

City Plan

Goal:

Natural and urban environments characterised by clean air, soil, water and biodiversity that are cared for and respected by businesses and the community.

Objective:

An effective and integrated approach to sustainable water management.

Related Policies	Nil
Related Documents	Home Garden Water Wise Rebate Application Form
Responsible Section	Community Development and Library Services
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

This policy provides a mechanism for Council to assist residents to maintain and enjoy their gardens and support the principles of water conservation and environmental sustainability.

Scope

The Home Garden Water Wise Rebate program is a component of Council's Garden Practice Awareness program and is limited to residential properties located within the City of Port Adelaide Enfield. The following are ineligible to apply for assistance under the Home Garden Water Wise Rebate program:

- Commercial and industrial premises.
- Strata companies, managing agents, body corporate committees and retirement village managers.
- Commercial home builders or land developers.
- Community gardens which operate in a community network environment.

Principles

Council acknowledges the commitment of residents who create innovative and interesting gardens to improve the appearance of our local suburbs and recognises the benefits local residents achieve through gardening. Council also recognises the benefits local residents achieve through gardening and supports environmentally sustainable practices that contribute to the overall objective of water conservation.

Policy

1. Free community seminars on gardening and water wise practices will be conducted at a branch of the Port Adelaide Enfield Public Library Service.
2. The Home Garden Water Wise Rebate program will provide a 50% rebate up to a maximum of \$50, exclusive of GST, once per financial year for approved products or advice purchased after the 1 July in the current financial year.
 - 2.1. The rebate will apply to the purchase of any combination of the following defined garden products that assist in saving water:
 - Native or drought resistant plants, (e.g. no annuals).
 - Organic and inorganic mulches such as bark chips and pebbles.
 - Kits or devices for generating compost and/or the keeping of worms.
 - Water crystals and soil wetting agents that increase the water retention of soil.
 - Irrigation devices currently allowed within water restriction guidelines.

OR

- 2.2. The cost of professional advice where professional gardening and nursery personnel visit homes to advise on the types of plantings, irrigation techniques and soil preparation best suited for water conservation and the local area.
3. Applicants may be either the property owner or the tenant and must reside in the property that directly benefits from the rebate application. Such property can access the maximum rebate of \$50, exclusive of GST, once per financial year.
4. The Home Garden Water Wise Rebate program will open each financial year following Council's adoption of the budget. Applications will be processed monthly and rebates will be provided on a 'first come first served' basis within the allocated budget for that financial year.
5. To ensure residents receive the maximum benefit available within the allocated budget the 50% rebate will be calculated on the GST exclusive amount shown on the original tax invoice(s) or receipt(s).
6. Applicants must:
 - 6.1. Complete all relevant sections of the application form and provide original tax invoice(s) i.e. receipt(s) to council. To enable residents to also claim the SA Water Garden Good Home Rebate, original tax invoice(s) will be electronically scanned and returned to applicants after processing their application. Tax invoice(s) for the defined garden products must clearly show the type of product(s) purchased. Tax invoices for professional advice should show the name of the advisor/company and a brief summary of the service provided.
 - 6.2. Acknowledge and agree that the City of Port Adelaide Enfield accepts no liability in respect of any claim, cause or action or loss or damage arising out of, or in relation to the defined garden products or professional advice that are the subject of the Home Garden Water Wise Rebate program.

Definitions

Nil

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.13 POLICY REVIEW - CD14 - GRANTS - FACILITIES RENTAL PROGRAM

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD14 - Grants— Facilities Rental Program*" be received and noted.
2. That Council Policy "*Grants - Facilities Rental Program*" as set out below be adopted.

Council Policy

Grants – Facilities Rental Program

CD14

Prepared By: Community Development

Date last updated: April 2014

First Issued	8 October 1996
Date of Next Review	May 2017
Applicable Legislation	Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

- Grants – Sponsorship and Donations Fund
- Grants - Community and Cultural Development Program

Related Documents

- Guidelines Facilities Rental Grants Program
- Application Form - Facilities Rental Grants Program

Responsible Section	Community Development
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

The objective of the Facilities Rental Grants policy is to provide a consistent approach to support non-profit community groups to continue to provide opportunities for local residents to participate in a diverse range of programs conducted at Council facilities. Affordable access to safe and suitable venues for people to pursue their interests provides many benefits to the wider community.

Scope

1. This policy is applicable to hire at the following community halls, community centres and library community rooms.

Beefacres Community Hall	Klemzig Community Hall
Clearview Community Hall	Lefevre Community Stadium
Devon Park Community Hall	Mansfield Park Community Hall
Enfield Community Centre	Osborne Community Hall
Enfield Library Community Room	Ottoway Community Hall
George Crawford Reserve Hall	Port Adelaide Library Community Room
Greenacres Library Community Room	Queenstown Community Hall
Hillcrest Community Centre	Semaphore Library Community Room
Kilburn Community Centre	Windsor Gardens Community Hall(Danby Avenue)
Kilburn Community Hall	

2. This policy does not apply to users of Council reserves that are currently managed by Lease or Licence holders and incur a cost for hire.
3. This policy is applicable to hire of selected reserves to support community based festivals and events. Applications for Facilities Rental Grants for reserve hire are limited to when facilities are not required by a fee paying user.
4. To ensure a consistent and equitable application for the use of Council facilities, a Facilities Rental Grant will not apply to hire for the purposes of religious observation/worship. The fee for this hire will be charged at the Community Group Rate.
5. This policy does not negate the requirement for all hirers of Council facilities to pay a refundable bond and key deposit. Bonds and key deposits are refundable in full within 21 days of the key return if all of the Conditions of Hire have been adhered to.

Principles

The principles of this policy provide for affordable and equitable access to Council facilities by eligible community organisations and groups to support activities that benefit the residents of the Council area and optimise the use of Council facilities.

Policy

1. Eligible community groups and organisations may apply for a Facilities Rental Grant on a per hire basis. A Facilities Rental Grant is a discount of the scheduled hire fee for the use of a Council facility for activities that directly benefit the residents of the Port Adelaide Enfield Council area and meet a social, environmental, cultural or economic need.
2. In accordance with the principles incorporated in the City of Port Adelaide Enfield's Administrative Policy - Bookings Management, applications for a Facilities Rental Grant will be assessed on the potential for the purpose of the hire to contribute to, but not limited to, the following community outcomes:
 - Health and Wellbeing
 - Cultural Development
 - Social Inclusion
 - Skills and Education
3. Eligibility - applicants must:
 - Be an incorporated not for profit group or have the characteristics of a not for profit group and must provide signed documentation outlining the structure of the group, its aims and length of association.
 - Be not for profit.

Council may require applicants to demonstrate their capacity to pay the scheduled hire fee by provision of a signed copy of the group's most recent financial statement detailing income, expenditure, assets and liabilities.

4. Eligible applicants must also address the following criteria to receive a 100% discount of the schedule hire fee.
 - A majority of the participants are residents of the City of Port Adelaide Enfield.
 - There is no or minimal cost (maximum \$8.00 per session) to participants.
 - Participation in the program must be open to the Port Adelaide Enfield community, in the spirit of open membership and encouraging community development.
 - The purpose of the hire is consistent with the principles of the City of Port Adelaide Enfield's Public Health and Community Wellbeing Policy.
5. Applications will be received at the time of the booking for the facility and must be submitted at least 14 days prior to the hire.
6. In addition:
 - Senior Citizen's groups and programs exclusively for senior citizens and older persons will be eligible for a 100% discount of the scheduled hire fee for activities that meet the funding criteria and are not held on a Saturday evening.

- 100% of the scheduled hire fee shall be provided where deemed appropriate for one-off special events or fundraising activities that are not for profit events that are conducted to benefit a local non-profit group or priority cause.
 - New and emerging groups that commit to hiring a Council facility for an extended period, for programs of community benefit, may receive a 100% discount of the scheduled hire fee to assist with the establishment of the group. Eligibility for this type of discount will be reviewed annually in accordance with the Facilities Rental Grants policy criteria.
 - Eligible community groups and organisations that undertake continuous hire of Council facilities will have their application for a Facilities Rental Grant reviewed annually at the time of the renewal of their booking/hire arrangements. Such groups must continue to meet all the eligibility and assessment criteria under the Facilities Rental grant's policy and must also clearly demonstrate the facility continues to be used for an activity that is primarily of community benefit.
7. Facilities Rental Grants will not be provided to:
- Community groups and organisations that do not meet all the eligibility and assessment criteria. Such groups and organisations shall be directed to the Community Group Rate which is set at 50% of the scheduled Standard Hire Fee.
 - Individual residents or businesses.
 - Groups and organisations that are receiving funding from any source for payment of venue hire.
 - Groups and organisations hiring Council facilities on a Saturday evening.
8. Applicants seeking a Facilities Rental Grant must have acquitted all previously successful grants under the City of Port Adelaide Enfield's Community Grants program.

Definitions

Facilities: Council managed halls, community centres, library community rooms and reserves.

Not for profit: A not for profit organisation is one that is not operating for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members.

Characteristics of a group: An association of people with common aims and objectives that meets regularly and where participation in group activities is encouraged.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.14 POLICY REVIEW - CD15 - GRANTS - JUNIOR SPORTS PROGRAM

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review – CD15 - Grants - Junior Sports Program*" be received and noted.
2. That Council Policy "*Grants - Junior Sports Program*" as set out below be adopted.

Council Policy

Grants – Junior Sports Program

CD15

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued	19 January 1999
Date of Next Review	May 2016
Applicable Legislation	Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies	Council Policy - Grants - Requests for Financial Assistance
Related Documents	Junior Sports Grants - Guidelines and Application form
Responsible Section	Community Development
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

The Junior Sports Grants program enables Council to provide funding to support not for profit sporting clubs and groups to provide organised sporting activities for young people aged up to 18 years.

Scope

Not for profit sporting clubs, groups and organisations.

Principles

This policy provides opportunities for Council to support local active recreation and the organisations that provide sporting programs and services for young people in the local community.

Policy

1. Applications are invited throughout the year from non-profit sporting groups and community organisations for a maximum of \$750 in any twelve month period for the purchase of sports equipment and/or uniforms for young people up to 18 years of age. Turnaround time for processing applications will be a maximum of four weeks.
2. Eligible not for profit sporting clubs and organisations that facilitate separate junior sporting programs; for example football in the winter and cricket in the summer can apply for up to \$750 in any twelve month period for each separate and distinct sports program.
3. Applications will not be accepted from State or Federal Government departments and services for funding of their sporting activities.
4. Applications will be considered ineligible if applicants, at the time of their application, are in arrears in the payment of any rates, fees or charges due to the City of Port Adelaide Enfield.
5. Applicants must:
 - 5.1 Be incorporated or if not incorporated must have their application auspiced by an incorporated body.
 - 5.2 Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office 'Statement by a Supplier' form.
 - 5.3 Be non-profit and be providing a structured sporting program for young people aged up to 18 years.
 - 5.4 Demonstrate that the sporting equipment and/or uniforms purchased with grant funds will be primarily for the collective use of the club or group.
 - 5.5 Have a limited capacity to raise funds.
 - 5.6 Acknowledge Council's assistance in any publications or publicity.
6. Priority may be given to applications that meet all of the above criteria, but which also address one or more of the following:
 - 6.1 The activity is specifically targeted at socially and/or economically disadvantaged groups.
 - 6.2 The introduction of a new sport to the Council area.
 - 6.3 The establishment of a new team within an existing sport.
 - 6.4 The development of activities that encourage female participation.

7. Allocation of funding:
 - 7.1 Priority will be given for the purchase of equipment and/or uniforms that is essential for participation in structured recreation and sporting activities for juniors up to 18 years of age; consideration may also be given for the purchase of training aids and ancillary equipment that support a junior team's participation in structured recreation and sporting activities.
 - 7.2 In addition to meeting the eligibility criteria funding will be allocated as follows:
 - 7.2.3 Priority will be given to projects, programs and activities which will be held within the boundaries of the City of Port Adelaide Enfield.
 - 7.2.4 Consideration will be given to applications for projects, programs and activities which are to be held outside the City of Port Adelaide Enfield area; however such applications will need to demonstrate that a significant majority of participants are residents of the City of Port Adelaide Enfield and that the project, program or activity primarily benefits the Port Adelaide Enfield community. Applicants should be prepared to substantiate the information contained in their grant applications
8. Funding will not be provided for:
 - 8.1 Sporting equipment that will primarily benefit senior club activities e.g. the grant will only be provided for bona fide sporting activities for young people aged up to 18 years.
 - 8.2 Sporting equipment and uniforms intended for the individual ownership of participants.
 - 8.3 Sporting activities which seek to make a financial profit for the club or group.
 - 8.4 Recurrent operating or maintenance costs for the day to day operations of the club or group, e.g. electricity, rent, coaching fees.
 - 8.5 Salaries.
 - 8.6 Sporting equipment or uniforms that have already been purchased.
 - 8.7 Sporting activities targeted at students in a school setting.
9. Successful applicants will be required to spend Council's grant funds within six months of the date of Council's grant approval letter. Also three months after the acquisition of the sporting equipment and/or uniforms, a signed Financial Acquittal form together with a copy of receipts and brief financial statement detailing how the funds were expended must be provided to Council.
10. To be eligible for further funding applicants must have acquitted all previously successful grants under the City of Port Adelaide Enfield's Community Grants program.

Definitions

Financial Acquittal Form: Form supplied by Council to be signed by the applicants declaring how the grant funds have been spent and the outcomes achieved.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.15 POLICY REVIEW - CD16 - GRANTS - REQUESTS FOR FINANCIAL ASSISTANCE

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review – CD16 - Grants - Requests for Financial Assistance*" be received and noted.
2. That Council Policy "*Policy Review - CD16 - Grants - Requests for Financial Assistance*" as set out below be adopted.

Council Policy

Grants – Requests for Financial Assistance

CD16

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 27 May 1997

Date of Next Review May 2018

Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

- Council Policy - Grants - Community & Cultural Development Program
- Council Policy - Grants - Sponsorship and Donations Fund
- Council Policy - Grants - Junior Sports Program
- Council Policy - Grants - Facilities Rental Program
- Council Policy - Sponsorship Program - General/Major Events

Related Documents

- Guidelines and Application Form

Responsible Section

Community Development

Responsible Directorate

Community Development

Delegation

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To enable Council to respond to requests for financial assistance which fall outside of Council's Community Grants programs or Event Sponsorship program.

Scope

This policy applies to all requests for financial assistance directed to the City of Port. Adelaide Enfield.

Principles

This policy enables Council to direct and restrict funding requests to the Community Grants' Programs or Event Sponsorship Program. It will only be through a resolution of Council, based upon unique and special circumstances, that funding will be pursued outside of these programs.

Policy

- 1 All requests for financial assistance shall be directed in the first instance to the following Council Programs:
 - Grants - Community and Cultural Development Program
 - Grants - Sponsorship and Donations Fund
 - Grants - Junior Sports Program
 - Grants - Facilities Rental Program
 - Sponsorship Program - General/Major Events
- 2 Where a request falls outside the criteria for these grants' programs and where an applicant wishes to continue to pursue funding a resolution of Council must be sought.
- 3 The Administration will prepare a report to Council that includes:
 - An assessment outlining why the applicant does not meet the necessary funding criteria and guidelines under council's Community Grants Programs or Events sponsorship program.
 - An assessment of the circumstances of the applicant including its financial situation, services provided to the community, the purpose of the financial assistance, and the reasons for seeking funding from Council.
 - Other appropriate funding sources or avenues available to meet the applicant's needs.
 - A recommendation regarding funding.

- Proposed terms and conditions of the grant including the proposed term of the funding agreement, any funding conditions, financial acquittal and evaluation processes and a review date and process.
- 4 Applications will be considered ineligible if applicants, at the time of their application, are in arrears in the payment of any rates, fees or charges due to the City of Port Adelaide Enfield.
- 5 All grants approved for financial assistance which fall outside Council's Community Grants Programs or Events sponsorship program shall:
- Be for a specific purpose that aligns with the City of Port Adelaide Enfield's strategic objectives.
 - Be for a specific purpose and a limited period only that does not require recurrent or ongoing funding.
 - Be subject to the terms and conditions set by Council.
 - Require a budget variation or provision to be approved by Council as part of the Administration's report and implemented at the next Program Performance Budget Review or in the next annual budget.
- 6 Applicants must:
- Meet the eligible applicant criteria under either the community Grants programs or the Event Sponsorship program.
 - Have a limited capacity to raise funds.
 - Agree in writing with any terms and conditions applying to the grant prior to the receipt of the funds.
 - Have satisfactorily acquitted previously successful grants from the city of Port Adelaide Enfield.
 - Acknowledge Council's assistance in any publications or publicity.
 - Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office Statement by a Supplier form.
- 7 Applicants must also complete an application form that:
- Details the purpose for which the grant funds will be utilised.
 - Demonstrates that the purpose of the grant meets a recognised community need or identified gap, and
 - Demonstrates that the purpose of the grant will primarily benefit the residents of the Port Adelaide Enfield area.
- 8 Funding will not be provided for purposes that:
- Are considered to be primarily the responsibility of the State or Federal Government.
 - Seek to make a financial profit for the applicant.
 - Have already been completed or for costs that have already been expended.
 - Could normally be provided by one of Council's Community Grants' programs or the Event Sponsorship program.
 - Could be provided through other appropriate funding sources or avenues.

- 9 Funding will not be provided for ongoing operational costs such as building maintenance, rates, electricity or telephone or costs that are not specific to the delivery of a particular program, project or activity.
- 10 Successful applicants will be required to spend Council's grant funds within 12 months of the start of their program, project or activity as indicated in their application form. Also a written Evaluation Report outlining the outcomes of the program, project or activity, together with a Financial Report on how the grant funds were expended must be provided to Council within three months of the completion date of the program, project or activity.

Definitions

Evaluation Report: The documentation required to outline the outcomes of the program on which the grants funds have been spent.

Financial Acquittal: A numeric list of the monies and items on which the grant funds have been spent.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.16 POLICY REVIEW - CD17 - GRANTS - SPONSORSHIP AND DONATIONS FUND

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD17 - Grants - Sponsorship and Donations Fund*" be received and noted.
2. That Council Policy "*Grants - Sponsorship and Donations Fund*" as set out below be adopted.

Council Policy

Grants – Sponsorship and Donations Program

CD17

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 8 October 1996

Date of Next Review May 2016

Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies	Council Policy - Requests for Financial Assistance Council Policy - Sponsorship General/Major Events
Related Documents	Sponsorship and Donations Fund Guidelines and Application forms – Community Groups and Organisations. Sponsorship and Donations Fund Guidelines and Application Form - Minor Community Events Sponsorship and Donations Fund Guidelines and Application Form - Residents Sponsorship and Donations Fund Guidelines and Application Form - Youth Development Sponsorship and Donations Fund Guidelines and Application Form - Special Opportunity Arts Grants
Responsible Section	Community Development
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

The Sponsorship and Donations Fund provides a framework for Council to provide financial assistance to eligible community organisations and residents to undertake projects, programs, activities and minor events of local interest, that benefit the residents of the Port Adelaide Enfield Council area and that encourage and generate community development outcomes.

Scope

The Sponsorship and Donations fund includes the following avenues of assistance:

- 1. Not for profit community groups and organisations:**
 - A maximum of \$750 in any twelve month period for once off programs, projects and activities or minor community events that benefit the residents of the Port Adelaide Enfield Council area, generate community participation and/or celebrate the cultural and social life of the Council area. Consideration will be given to applications for recurring minor community events that are unique, special or celebratory.
- 2. Residents of Port Adelaide Enfield:**
 - A maximum of \$150 in any twelve month period to support residents competing in Interstate, National and/or International sporting, musical or other competitions held outside South Australia.
 - A maximum of \$75 in any twelve month period to support residents competing in National and/or International sporting, musical or other competitions held within South Australia.

- If more than five members of the same institution, club or organisation are competing in the same competition then the maximum entitlement to be distributed evenly between all participants shall be \$750 per year for competitions held outside South Australia and \$375 per year for National and/or International competitions held in South Australia.
- A maximum of \$450 in a three year period to support residents that are practising artists and/or emerging artists or talented amateurs to take advantage of unique opportunities within an arts field.
- A maximum of \$450 in a three year period to support young people aged 12 - 25 years to take advantage of opportunities to develop their skills in a leadership or cultural program or community development activity.

Principles

This policy provides opportunities for Council to support, encourage and assist the community through a timely response to requests for financial assistance.

Policy

1 Community groups and organisations

- 1.1 Applications are invited throughout the year from non-profit community groups and organisations for a maximum grant of \$750 in any twelve month period for once off projects, programs, activities and purchases or minor community events. Consideration may also be given to applications for recurring minor community events that are unique, special or celebratory.
- 1.2 Applications will not be accepted from State or Federal Government Departments and Services. Funding will not be provided for purposes or services which are considered to be primarily the responsibility of the State or Federal Governments, including projects targeted at students in a school setting.
- 1.3 Applicants must:
 - Be a non-profit community organisation or group.
 - Lodge their application at least 4 weeks before the project, program or activity is to commence. It is expected that applications for minor community events have a lead period of at least two months between the lodgement of the application and the date of the event.
 - Provide either an Australian Business Number (ABN), or complete the Australian Taxation Office 'Statement by a Supplier' form.
 - Provide a copy of their organisation's most recent financial statement outlining income, expenditure, assets and liabilities.
 - Demonstrate how the sponsorship will benefit the Port Adelaide Enfield community and/or the community organisation or group.

- Acknowledge Council's assistance in any publications or publicity relating to the project, program or activity.
 - Provide evidence of Public Liability Insurance to the value of \$10 million if seeking assistance with a minor community event.
 - Read Council's 'Special Events Information Kit - A Guide for organising events in the City of Port Adelaide Enfield' and address as relevant for a minor community event with specific attention to Risk Management Planning.
- 1.4 Funding will be considered for:
- Assistance with programs, projects, activities or minor community events that benefit the Port Adelaide Enfield community.
 - Capital purchases in support of a community project, program or activity.
- 1.5 Funding will not be provided for:
- Projects or purchases that have already been completed or purchased.
 - Recurrent operating or maintenance costs associated with the operations of the organisation or group, e.g. insurance, telephone, salaries.
 - Retrospective funding or funding of budget deficits.
- 1.6 Allocation of funding for groups and organisations:
In addition to meeting the eligibility criteria funding will be allocated as follows:
- Minor community events must be held within the City of Port Adelaide Enfield area and open to the general public.
 - Applications for assistance with other projects and programs that are not minor community events and are held within the City of Port Adelaide Enfield area will be given priority over projects and programs conducted outside the City of Port Adelaide Enfield area.
 - Consideration will be given to applications for other projects and programs that are not minor community events and which are to be held outside the City of Port Adelaide Enfield area; however, such applications will need to demonstrate that a significant majority of participants are residents of the City of Port Adelaide Enfield and that the program or project primarily benefits the Port Adelaide Enfield community. Applicants should be prepared to substantiate the information contained in their grant applications.
- 1.7 Reporting Requirements
- Successful applicants will be required to spend Council's grant funds within six months of the date of Council's grant approval letter.
 - A signed Acquittal Form together with a brief Financial Statement must be provided to Council within three months of the completion of the program, project, activity or minor community event.

2 Sponsorship and Donations for residents of Port Adelaide Enfield

Applications are also invited throughout the year from residents of the Port Adelaide Enfield Council area for:

- 2.1 A maximum of \$150, once in any twelve month period, for residents competing in sporting, musical or other competitions. These types of sponsorships are limited to competitions at an Interstate, National or International level where the resident is required to travel interstate or overseas to compete.
- 2.2 A maximum of \$75, once in any twelve month period for residents competing in sporting, musical or other competitions. These types of sponsorship are limited to competitions at a National or International level where the competition is held within South Australia.
- 2.3 A maximum of \$450 in a three year period to support residents that are acknowledged within the local community as practising artists and/or emerging artists or talented amateurs to take advantage of unique opportunities that may significantly benefit their work and/or career development and as a consequence provide ongoing promotion and support for the arts in the Port Adelaide Enfield community. Applicants under this category must provide a resume outlining their work in an arts field.
- 2.4 A maximum of \$450 in a three year period to support young people aged 12 - 25 years to take advantage of opportunities to develop their skills in a leadership or cultural program or community development activity that will benefit their local community. Assistance with attendance at Youth Awards would also be supported under this category.

The Youth Development program will not include assistance with events/activities that are:

- Religious in nature, or
- Directed through schools or tertiary institutions.

- 2.5 Funding will be considered for:
 - Travel, accommodation and registration costs to participate in a sporting, musical or other competition, arts show, exhibition or presentation.
 - Materials for a specific art piece, exhibition costs or preparing documentation that is the subject of taking up a unique arts opportunity.
 - Costs associated with participation in conferences, seminars and programs that are the subject of taking up a unique arts opportunity or a youth development opportunity.

2.6 Funding will not be provided for:

- Competitions, projects or a program that have already been completed or costs that have already been incurred.
- Costs and/or purchases that are not integral to a specific opportunity.
- Activities related to ongoing arts practice.
- Applicants own artistic fees or costs for day to day operations, e.g. insurance, telephone, salaries.
- Self-produced publications.

2.7 Applicants must:

- Be residents of the City of Port Adelaide Enfield.
- Lodge their application at least 4 weeks before the competition, project, program or activity is to commence.
- If required provide either an Australian Business Number (ABN), complete the Australian Taxation Office 'Statement by a Supplier' form or complete the Taxation Status section of the residents' application form.
- Demonstrate how the sponsorship will benefit the applicant and/or the Port Adelaide Enfield community.
- Acknowledge Council's assistance in any publications or publicity.
- Provide documentation from the organising body to confirm they are participating in the competition, project or program that is the subject of their grant application.

2.8 Reporting Requirements

- Successful applicants will be required to spend Council's grant funds within six months of the date of Council's grant approval letter.
- Applicants that receive a Sponsorship and Donations fund grant greater than \$150 must provide a signed Acquittal Form to Council within three months of the completion of the event or project that is the subject of their grant application.

3. All applications under the Sponsorship and Donations Fund will be considered ineligible if applicants, at the time of their applications, are in arrears in the payment of any rates, fees or charges due to the City of Port Adelaide Enfield.

4 To be eligible for further funding applicants must have acquitted all previously successful grants under the City of Port Adelaide Enfield's Community Grants Program.

Definitions

Acquittal Form: Form supplied by Council to be signed by the applicants declaring how the grant funds have been spent and the outcomes achieved.

Financial Statement: Receipts or a list outlining how the grant funds have been spent.

Minor Community Event: An event with limited estimated attendance and local community appeal held within the City of Port Adelaide Enfield area and open free to the general public.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.17 POLICY REVIEW - CD19 - SPONSORSHIP - GENERAL/MAJOR EVENTS

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review – CD19 - Sponsorship - General/Major Events*" be received and noted.
2. That Council Policy "*Sponsorship – General/Major Events*" as set out below be adopted as follows:

Council Policy

Sponsorship – General/Major Events

CD19

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 28 May 1998

Date of Next Review May 2016

Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

Council Policy - Grants - Requests for Financial Assistance

Council Policy - Grants - Sponsorship and Donations Fund (Minor Community Events)

Related Documents

Guidelines and Application Form - Sponsorship General/Major Events

Special Events Information Kit

Responsible Section	Community Development
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To provide eligible organisations with financial support for the implementation of festivals and other special events within the City of Port Adelaide Enfield.

Scope

This policy applies to all requests for event sponsorship directed to the City of Port Adelaide Enfield.

Principles

This policy provides opportunities for Council to support events that celebrate the cultural life of the city, provide for economic development and community growth and promote a strong sense of identity for the Port Adelaide Enfield area.

The principle aims of this policy are to:

- Support the development of vibrant, creative and innovative events that enhance the economic, social and cultural life of the City.
- Establish partnerships with suitable organisations to achieve recognition for the City.
- Increase tourist visitation to the City.
- Deliver measurable economic benefits to the City.
- Facilitate community involvement in events and activities.
- Attract new and diverse events to the City.

Policy

1. Applications will be invited through advertisement and promotion for two funding rounds each financial year as follows:
 - Applications for events to be held from January to June will close on the last working day in the previous September.
 - Applications for events to be held from July to December will close on the last working day in the previous March.
2. Applications will be considered from a range of organisations including community groups, service clubs and businesses.
3. High regard will be given to new, expanding and/or one-off events. Consideration will also be given to successful ongoing events.

4. Applications will be open under two categories;
 - Category One - General Events Sponsorship (maximum funding of \$5,000 per financial year),
 - Category Two - Major Events Sponsorship (maximum funding of \$12,000 per financial year).
5. Consideration may be given for a higher funding allocation under Category Two, where the applicant can demonstrate an opportunity whereby Council funding could leverage other sources of event funding or where additional Council funding is essential for the future viability of the event.
6. Requests for recurring funding may be considered under Category Two for a maximum of three consecutive years for long-term, sustainable events, subject to Council's favourable assessment of an Event Evaluation Report and Financial Statement after each event.
7. Applicants must familiarise themselves with the City of Port Adelaide Enfield's Special Events Information Kit prior to submitting their application.
8. All applicants must meet the following eligibility criteria:
 - Be an incorporated body, or if not incorporated must have their application auspiced/sponsored by an incorporated body.
 - Provide evidence of Public Liability Insurance to the value of \$10 million.
 - Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office Statement by a Supplier form.
 - The event must take place within the City of Port Adelaide Enfield.
 - The event must be open to the general public.
 - Address the criteria outlined in the Event Sponsorship Guidelines and Application Form.
9. All applicants must address the following assessment criteria in their application:
 - Ability to increase tourist visitation to the City.
 - Potential economic benefit to the City.
 - Ability to facilitate community involvement in the event/activities.
 - Ability for the event to add to the diversity of the City's event calendar.
 - Marketing and promotional strategies.
 - Demonstrated capacity of the event organisers to successfully manage the event.
 - Risk Management and Event Accessibility Planning.
 - Capacity to be an ongoing event.
 - Event sustainability planning and strategies.
 - Involvement of and consultation with local businesses, artists and community groups.
 - Ability to generate media exposure for the City.
 - Acknowledgement of the City of Port Adelaide Enfield's sponsorship in any event publicity and promotions.

10. Category Two applicants must address the following additional assessment criteria in their application:
 - Demonstrate the ability to attract substantial intrastate and interstate visitation to the City (approximately 8,000 to 10,000 visitors per event day).
 - Demonstrate the ability to deliver significant and measurable economic benefit to the City.
 - Provide an event management plan incorporating strategic and targeted marketing.
11. Funding will not be provided for:
 - Any costs associated with running an organisation (e.g. salaries, equipment).
 - Retrospective funding or funding of budget deficits.
 - Events not open to the general public.
 - Organisations that have not fulfilled previous sponsorship obligations, including the provision of a post event evaluation report and financial acquittal.
 - Individuals or unincorporated groups whose application is not auspiced/sponsored by an incorporated body.
12. Successful applicants will be required to provide to Council, within three months of the date of the event, an Event Evaluation Report together with a Financial Statement on how the funds were expended.
13. A report, summarising the purpose of each application and its eligibility and criteria status, together with recommendations for funding, will be assessed by the Sponsorship - General/Major Events Selection Panel. The recommendations of the Selection Panel will then be referred to Council for approval.
14. The Selection Panel shall consist of:
 - The Mayor who will be Chairperson (if the Mayor is unable to attend then another Elected Member will be delegated as Chair).
 - A minimum of four (4) Elected Members, nominated onto the Sponsorship - General/Major Events Selection Panel on an annual basis.
 - Director Community Development or delegated staff member.
 - Events & Grants Officer or delegated staff member.

A quorum shall consist of three (3) Elected Members.

Selection Panel voting rights are limited to Elected Members.

Definitions

Evaluation Report:	The documentation required to outline the outcomes of the event on which the grant funds have been spent.
Financial Acquittal:	Financial statement with supporting documentation of the expenditure of the grant funds
Cr. Wilcock seconded	CARRIED.

ITEM 12.1.18 POLICY REVIEW - CD20 - KEEPING MORE THAN THE PRESCRIBED NUMBER OF DOGS

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled *"Policy Review - CD20 - Keeping More than the Prescribed Number of Dogs"* be received and noted.
2. That Council Policy *"Keeping More than the Prescribed Number of Dogs"* as set out below be adopted.

Council Policy

Keeping More than the Prescribed Number of Dogs

CD20

Prepared By: Health and Community Services

Date last updated: 11 February 2014

First Issued	10 February 2004
Date of Next Review	May 2017
Applicable Legislation	Section 90 of Dog and Cat Management Act, 1995, By Law No. 5.2

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

A community that is recognised as being safe, welcoming and inclusive.

Related Policies	Nil
Related Documents	Nil

Responsible Section	Health and Community Services
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To provide the opportunity for residents to keep more dogs than permitted under By - Law No. 5 – Dogs whilst maintaining the amenity of the area.

Scope

This policy applies to permit application received to keep more than the limit on dog numbers as defined under By-Law No. 5 Dogs. When determining dog numbers, only dogs which must be registered, as required under the Dog and Cat Management Act 1995 will be counted.

Principles

To effectively monitor and control the number of dogs on properties within the City of Port Adelaide Enfield.

Policy

1. That Council staff enforce By-Law No. 5 - Dogs and the provisions of the Dog and Cat Management Act 1995.
2. That Council fixes fees as adopted in Council's Schedule of Fees and Charges to:
 - 2.1 Assess each permit application, and
 - 2.2 Assess each permit variation application.
3. On receipt of an application Council's General Inspector may undertake an inspection of the subject premises. The purpose of the inspection is to educate the applicant about responsible dog ownership and to determine the suitability of the premises to contain more than the limit on dogs whilst maintaining the amenity of the area. Council may also make contact with adjoining neighbours to ascertain their position on the matter.
4. Where a permit is issued to keep more than the limit on dog numbers it will be subject to the following conditions:
 - 4.1 The property at which the dogs are kept is to be maintained in a sanitary condition at all times.
 - 4.2 The dogs must not become a nuisance to other residents or the general public.
 - 4.3 Registration of dogs must be maintained at all times.
 - 4.4 That the City of Port Adelaide Enfield be notified within 14 days if the permit holder or dog(s) move.
 - 4.5 The City of Port Adelaide Enfield may at any time vary or revoke this permit in accordance with By-Law 1 - Permits, Offences, Penalties And Repeal.

5. Permits holders permitted to keep more than the prescribed number of dogs under Council's previous By-Law No. 5 (effective 17 February 2002) do not need to apply for a new permit.
6. Where a permit holder or dog/s move premises an application to vary the permit is required and may further require an additional inspection by Council's General Inspector.
7. Where in the opinion of the Director of Corporate Services a permit application should be refused or a permit be revoked, a right of review will be offered to the applicant with respect to the matter.

Definitions

1. Approved kennel establishment' means a building, structure or area approved by the relevant authority, pursuant to the Development Act 1993 for the keeping of dogs on a temporary or permanent basis.
2. 'Dog' means an animal of the species *canis familiaris* but does not include a dingo or cross of a dingo.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.19 POLICY REVIEW - CD21 - LICENSING APPLICATIONS

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review – CD21 - Licensing Applications*" be received and noted.
2. That Council Policy "*Licensing Applications*" as set out below be adopted.

Council Policy

Licensing Applications

CD21

Prepared By: Development Assessment - Planning

Date last updated: 8 April 2014

First Issued

21 March 2001

Date of Next Review

May 2018

Applicable Legislation

- Local Government Act 1999
- Liquor Licensing Act 1997

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An active and healthy community that has access to positive lifestyle choices.

Related Policies	Nil
Related Documents	Nil
Responsible Section	Development Assessment - Planning
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To ensure that council and residents' representations are considered by the Office of the Liquor and Gambling Commissioner.

Scope

This policy is relevant for the Team Leader-Planning, Senior Planner and Development Officers-Planning.

Principles

Council recognises the necessity for licensed premises and residential development to co-exist in the urban environment, however seeks to ensure that licensed premises are managed with minimal impact being experienced on residential amenity.

Policy

1. Where Council is notified of an application for a liquor licence or a variation to an existing licence in respect to a premise that has a planning consent, Council will advise the licensing authority of any condition restricting the operation of the facility.
2. Where Council is notified of an application for a liquor licence or a variation to an existing licence in respect of a premises that does not have a planning consent with conditions, Council will:
 - 2.1 Undertake an assessment of the proposal against the normal planning conditions placed against such a facility.
 - 2.2 Lodge an objection to the licensing authority should the proposal be considered to detract from the amenity of the locality.
 - 2.3 Attend the licensing authority hearing of the matter to support the objection.
 - 2.4 In the event that local residents do not object to the proposal, withdraw the objection, or in the event a compromise is reached on the matter with residents, support the agreement.

- 2.5 In the event the objection is not withdrawn due to the local objections or because a compromise is unable to be reached, a report will be submitted to Council outlining details for its consideration.

Definitions

Liquor Licensing Act: An Act to regulate the sale, supply and consumption of liquor; and for other purposes.

Licensing Authority: Office of the Liquor and Gambling Commissioner.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.20 POLICY REVIEW - CD22 - MOBILE FOOD VENDORS

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD22 - Mobile Food Vendors*" be received and noted.
2. That Council Policy "*Mobile Food Vendors*" as set out below be adopted.

Council Policy

Mobile Food Vendors

CD22

Prepared By: Community and Environmental Health

Date last updated: 8 April 2014

First Issued	21 March 2001
Date of Next Review	May 2016
Applicable Legislation	Food Act 2001

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An active and healthy community that has access to positive lifestyle choices.

Related Policies	Council Policy - Food Business Inspection Fee - Food Act 2001
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Related Documents	Authorisation and Permit for Mobile Food Vendor
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Responsible Section	Community and Environmental Health
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To regulate the operations of mobile food vendors in accordance with national competition policy.

Scope

Permit holders, or agents and servants of the permit holder are only to operate between 10:00 am and 7:00 pm during the months of April to October (inclusive) and from 10:00 am to 8:30 pm at all other times.

The permit does not allow sales upon a reserve or parkland or adjacent car park or land. This clause does not apply if a permit holder is an official vendor or stallholder of an event for which a permit under By-Law 3 has been issued.

Section 222 of the Local Government Act 1999 shall apply, ie. *a person must not use a public road for business purposes unless authorised to do so by a permit.*

Principles

To ensure equity between mobile and fixed food businesses in the promotion, distribution and sale of ice-cream and ice confections.

Policy

1. Businesses wishing to engage in the sale of ice cream and ice confections will, upon application in writing, be issued with a permit to carry on this activity, subject to the following:
 - 1.1 Permit holders, or agents and servants of the permit holder are only to operate between 10:00 am and 7:00 pm during the months of April to October (inclusive) and from 10:00 am to 8:30 pm at all other times.
 - 1.2 The sale of only ice cream and ice confections is permitted under this policy.
 - 1.3 The permit does not allow sales upon a reserve or parkland or adjacent car park or land. This clause does not apply if a permit holder is an official vendor or stallholder of an event of which a permit under By-Law 3 has been issued.
 - 1.4 Permit holder, agents or servants shall not operate on a declared main or arterial road, the foreshore or any park or reserve under the care, control and management of the Council.
 - 1.5 The permit holder agrees to the responsibility that drivers of mobile food vending vans shall apply due diligence consideration towards the safety of approaching patrons, in particular to consider safe stopping locations.

- 1.6 The permit holder agrees to maintain front and rear rotating lights to warn approaching motorist of stopped mobile food vending van.
- 1.7 The vehicle displays a sign, warning motorists of the likelihood of children in the vicinity.
- 1.8 The permit holder complying in all respects with the By-Laws of the Council and with the provisions of the Acts of Parliament, ordinances regulations and rules including the South Australian Public Health Act 2011 and the Food Act 2001 and National Food Safety Standards and all other orders or directions which may be made or given by the Council, Health or Fire Authority including any Authorised Officer of Council in respect of the business and activities carried on by the permit holder in pursuance of the permit or in respect of any servants, agents or contractors of the permit holders.
- 1.9 The mobile food-vending vehicle is inspected by an Authorised Officer of the Port Adelaide Enfield Council and cleared as suitable for its intended purpose pursuant to the Food Act 2001 and the Food Safety Standards.
- 1.10 The permit shall not be executed until the permit holder has received a signed copy of the permit from Council and has paid the fee set by Council.
- 1.11 The Permit issued by Council is to be displayed in the vehicle used to sell ice cream and ice confections.
- 1.12 The name and address of the permit holder is to be displayed on the vehicle and is to be clearly visible to customers and/or onlookers.
- 1.13 The permit is valid for one year and expires on 30 September each year.
- 1.14 The permit holder is responsible for completing all of the application requirements and submitting same to Council no later than 15 July of each year.
- 1.15 The permit holder is responsible to notify Council, in writing, within 7 days of any changes to the name(s) and/or address details shown on the permit due to the sale of the business or for any other reasons whatsoever.
- 1.16 The permit holder must take all reasonable precautions to avoid damage to services, flora and fauna and must immediately notify the Council or the appropriate Authority in the event of damage caused to any water, gas, electricity or telephone or other service within the area.

- 1.17 The music or other audible means used for attracting customers is to be kept to a minimum so as not to create a nuisance to residents. Music is to be discontinued when the vehicle is stationary. If it is established that the music is a nuisance the permit may be revoked or modified.
- 1.18 All sales and enquiries are to be conducted from the passenger's side of any vehicle used.
- 1.19 Notwithstanding any of the provisions of this permit, and without prejudice to any other right, power or remedy of the Council against the permit holder in respect of the permit or any breach of the permit, the Council may forthwith terminate the permit granted by notice in writing served upon the permit holder committing or suffering to be permitted any breach of this permit.
- 1.20 The permit holder shall take out and keep current in respect of the activity of selling ice cream and ice confections from the streets and roads in the Council area, a public risk insurance policy in the name of the permit holder, insuring the permit holder for a sum being not less than ten million dollars (\$10,000,000) against all actions, costs, claims, charges and expenses whatsoever to property or persons arising out of or connected with the activities undertaken in respect of the permit.
- 1.21 Such insurance policy shall contain a warranty to the effect that it will not be cancelled or amended or allowed to lapse during the currency of this permit or any period for which the permit is extended or renewed without the approval in writing of the Council and shall contain a warranty that the insurer undertakes to give notice in writing to the Council of such intentions or instructions received from the permit holder to the effect or if such policy is allowed to lapse.
- 1.22 The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made or claimed against them or any of them, arising out of any permit holder negligent act of omission in relation to the issuing of the permit.
- 1.23 The permit will not be issued until evidence of such a public risk insurance policy is given to the Council. Such policy shall bear the endorsement of insurer indicating the insurer accepts the indemnity given by the permit holder.

Definitions

A **mobile food vendor** is a transport vehicle in which food is prepared, packaged, stored, handled, served or supplied for sale.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.21 POLICY REVIEW - CD23 - MONITORING AND ENFORCEMENT PLANNING

Refer page CL - 402

ITEM 12.1.22 POLICY REVIEW - CD24 - PUBLIC NOTIFICATION OF PLANNING MATERIAL

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD24 - Public Notification of Planning Material*" be received and noted.
2. That Council Policy "*Public Notification of Planning Material*" as set out below be adopted.

Council Policy

Public Notification of Planning Material

CD24

Prepared By: Development Assessment - Planning

Date last updated: 8 April 2014

First Issued	21 March 2001
Date of Next Review	May 2018
Applicable Legislation	<ul style="list-style-type: none">• Development Act 1993• Development Regulations 2008• Local Government Act 1999

City Plan

Goal:

A vibrant and attractive City that is well-planned and accessible, with safe and healthy places to live, work and play.

Objective:

Urban form shaped by appropriate policy and principles of development control expressed in the Port Adelaide Enfield (City) Development Plan.

Related Policies	Nil
Related Documents	Standard Operating Procedure for Public Notification of Planning Material
Responsible Section	Development Assessment - Planning
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To ensure that residents and ratepayers have the maximum opportunity to view and comment on certain development applications.

Scope

This policy is relevant for the Team Leader-Planning, Senior Planner and Development Officers-Planning

Principles

This policy is based on a commitment to displaying plans and information for Category 2 or 3 developments in accordance with Development Act public notification provisions.

Policy

1. Development applications undergoing Category 2 or 3 notification will be displayed at Council's principal office, 163 St Vincent St, Port Adelaide, in accordance with Regulation 34 of the Development Act.
2. Full copies of the application will also be displayed at the Library - Council Office located closest (as the crow flies) to the proposed development.
3. In the event that a proposal is equal distance to two Libraries - Council Offices, a copy of the proposal is to be displayed at both venues.
4. All public notices regarding Category 2 or 3 developments will state that the application is available for inspection at the relevant Library - Council Office(s).
5. A copy of the Development Plan and the Development Act and Regulations shall be made available at each Library - Council Office.
6. All development applications undergoing Category 2 and/or 3 Public Notification shall be made available for viewing on Council's web site for the duration of the public notification period.
7. Copies of the documentation to third parties shall only be provided when requested during the period of public notification, shall be subject to payment of a fee fixed by the authority and, at the time of requesting a copy, the person(s) must provide their name, address and contact details, which must be verified as the authority thinks fit.

Definitions

Adjacent land means:

In relation to other land, means land:

- that abuts on the other land; or
- that is no more than 60 metres from the other land and is directly separated from the other land only by:
 - a road, street, footpath, railway or thoroughfare; or
 - a watercourse, or
 - a reserve or other similar open space.

Category 2 Notification means:

Notice of the development application must be given to:

- An owner or occupier of each piece of adjacent land;
- Any other person of a prescribed class.

Category 3 Notification means:

Notice of the development application must be given to:

- An owner or occupier of each piece of adjacent land; and
- Any other person of a prescribed class; and
- Any other owner or occupier of land which, according to the determination of the relevant authority, would be directly affected to a significant degree by the development if it were to proceed; and
- The public generally.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.23 POLICY REVIEW - CD25 - ORDER MAKING

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD25 – Order Making*" be received and noted.
2. That Council Policy "*Order Making*" as set out below be adopted.

Council Policy

Order Making

CD25

Prepared By: Community and Environmental Health

Date last updated: 11 February 2014

First Issued	10 February 2004
Date of Next Review	May 2016
Applicable Legislation	Local Government Act 1999 Sections 216, 217, 218, 254, 259 and 299

City Plan	Goal: Elected Members and Staff are committed to achieving the 2030 Vision for the Port Adelaide Enfield community. Objective: Robust governance and systems that ensure accountable, transparent and informed decision making and provide effective risk management and mitigation.
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Related Policies	Nil
Related Documents	Nil

Responsible Section	Community and Environmental Health
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

The City of Port Adelaide Enfield is committed to using the order making powers available to it under the *Local Government Act 1999* ('the Act') in such a way as to facilitate a safe and healthy environment, to improve the amenity of a locality, and generally for the good governance of its area.

This Order Making Policy is prepared and adopted pursuant to section 259 of the Act and sets out the steps Council will take in the making of orders.

Scope

Section 259 of the Act requires each Council to take reasonable steps to prepare and adopt policies concerning the operation of Part 2 of Chapter 12 of the Act. Part 2 deals with the making of orders.

This Policy will apply to those circumstances listed in section 254 which states that Council may order a person to do or refrain from doing a thing under certain circumstances, as specified in the table included within that section of the Act (refer Appendix 1).

In accordance with the requirements of the Act, this Policy also applies in respect of orders issued by Council under section 216 (power to order the owner of private road to carry out specified roadworks), section 218 (power to require owner of adjoining land to carry out specified work) and section 299 (vegetation clearance). See Sections 216(2), 218 (2) and 299 (2) of the Act.

Principles

When considering making an order within the scope of this policy The City of Port Adelaide Enfield will consider the following principles, which are considered central to the effective resolution of local nuisances on private land:

In each situation in which the Council is considering making an Order to require a person to do something or refrain from doing something, within its powers to do so, the Council will investigate and consider (to the extent that it is relevant and necessary) the following circumstances in accordance with Councils Enforcement Policy:

- Severity of the incident; and
- Hazard/Danger posed to the community; and
- Risk to health and safety of the community; and
- Impact on local amenity; and
- Frequency of occurrence; and
- Previous attempts to reconcile the situation; and
- Potential to pursue other options such as negotiation, mediation, warnings or other more collaborative approaches; and
- Evidentiary support where potential for the order to be challenged; and
- Opportunities to take action under alternative legislation.

In relation to vegetation clearance orders made under section 299 of the Act, Council will only become involved in the matter in the following circumstances:

- Where the parties have exhausted all other reasonable steps (including civil action).
- Where the vegetation poses an immediate and/or serious threat to health and safety.
- The apportionment of costs of complying with the order.

Policy

Except in the case of an emergency described below, Council will take reasonable steps, within available resources, to resolve cases of local nuisance by negotiation and agreement before issuing an order as follows:

- Personal approach by Council Officers, and
- Informal warning letter prior to commencing the formal order making process.

Except in the case of an emergency described below, before making an order Council will give notice of its intention to make an order in accordance with section 255 of the Act by:

- Giving the person to whom an order is intended to be directed a notice in writing stating the:
 - proposed action,
 - terms of the proposed order (i.e. what it requires the person to do or refrain from doing),
 - period within which compliance with the order will be required,

- penalties for non-compliance,
- reasons for the proposed action, and
- Inviting the person notified of the opportunity to give reason/s, within a specified time, why the proposed action should not be taken.

Council will proceed to make an order without negotiation or notice, in accordance with section 255(12) where Council considers the circumstance or activity constitutes, or is likely to constitute:

- A threat to life, or
- An immediate threat to public health or public safety, or
- An emergency situation.

Review Rights

Pursuant to section 256 any person to whom an order is issued (including an order issued under sections 254, 216, 218 or 299 of the Act) has a right to appeal against the order. Any such appeal must be lodged within 14 days of that person's receipt of the order. The Council will ensure that reference to this right of review is included in any order issued.

Non-compliance with an order

If an order is not complied with within the time fixed for compliance (or if there is an application for review, within 14 days after the determination of the review) the Council may (subject to the outcome of any review) take the action required by the order.

The reasonable costs and expenses incurred by Council in taking action under this section may be recovered by Council as a debt from the person who failed to comply with the requirements of the order.

Where an amount is recoverable by Council, Council may, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid and, if the amount is not paid by the person within that period, the person is liable to pay interest and Council may impose a charge over the land for the unpaid amount, together with interest, in accordance with section 257(5) of the Act.

Non-compliance with an order of Council is an offence for which a person may incur a statutory penalty provided for in the Act. Section 258 of the Act provides for a maximum penalty of \$2,500 and an expiation fee of \$210 for failure to comply with an order issued under the Act.

Responsibilities & Delegations

This policy will be enforced by Authorised Persons who have been appointed (in writing) by the Council under section 260 of the Act. Authorised Persons have powers under Section 261 of the Act to enforce breach of orders by way of expiation.

Council may also choose to delegate the power to issue orders under sections 254, 216, 218 and 299 of the Act to Council staff, in which case, Council will ensure appropriate delegations are in place.

Definitions

Act means the Local Government Act 1999.

Appendix 1 – Section 254

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
1. Unsightly Condition of Land			
To take action considered by the Council or a person authorised by the Council to be necessary to ameliorate an unsightly condition.	Land, or a structure or object on land, is unsightly and detracts significantly from the amenity of the locality in which the land is situated.	To the owner or occupier of the land.	The land contains objects or materials or other structures or items which detract from the amenity of the locality.
2. Hazards on Land Adjoining a Public Place			
(1) To fence, empty, drain, fill or cover land (including land on which there is a building or other structure).	(1) A hazard exists that is, or is likely to become, a danger to the public.	(1) To the owner or occupier of the land.	Fill an excavation or prevent drainage of water across the road. Fence an area to prevent the escape of an animal.
(2) To remove overgrown vegetation, cut back overhanging branches, or to remove a tree.	(2) The vegetation, branches or tree create, or are likely to create, danger or difficulty to persons using a public place.	(2) To the owner or occupier of the land.	
(3) To remove or modify a flag or banner, a flagpole or sign, or similar object or structure that intrudes into a public place.	(3) The relevant object or structure creates, or is likely to create, danger or difficulty to persons using a public place.	(3) To the owner or occupier of the land.	
(4) Where the public place is a road, to take action necessary to protect the road or remove a hazard to road users.	(4) A situation exists that is causing, or is likely to cause, damage to the road or a hazard to road users.	(4) To the owner or occupier of the land.	

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
<p>Examples: To fill an excavation, or to prevent drainage of water across the road; To construct a retaining wall or to remove or modify a fence; To fence land to prevent the escape of animals; To remove a structure or vegetation near an intersection.</p>			
3. Animals That May Cause a Nuisance or Hazard			
<p>To do or to refrain from doing the thing specified in the order in order to abate a nuisance or a hazard to health or safety associated with a live or dead animal or animals, or otherwise to deal with an animal or animals.</p>	<p>A person is keeping or dealing with (or family to deal with) an animal or animals (whether the animal or animals are alive or dead) so as to cause, or to be likely to cause, a nuisance or a hazard to health or safety.</p> <p>A person is with the owner or occupier of land where an animal or animals are located which may cause, or likely to cause, a nuisance or a hazard to health or safety, or otherwise to become a pest.</p>	<p>The owner or occupier of land or any person apparently engaged in promoting or conducting an activity.</p>	

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
	<p>Examples: The slaughtering of animals in a town or urban situation; Keeping an excessive number of insects, birds or other animals; Keeping bees in close proximity to other property; Keeping animals so as to generate excessive noise, dust or odours, or to attract pests or vermin; Keeping an aggressive animal, or keeping an animal to a situation where it cannot be adequately contained or may cause danger to the public; Failing to deal with a wasp's nest.</p>		
4. Inappropriate Use of a Vehicle			
To refrain from using a caravan or vehicle as a place of habitation.	<p>A person using a caravan or vehicle as a place of habitation in circumstances that: Present a risk of health and safety of an occupant; or Cause a threat of damage to the environment; or Detract significantly from the amenity of the locality.</p>	The owner or occupier of the land or a person apparently occupying the caravan or vehicle.	A person living in a caravan on a block not supplied with toilet facilities.

Appendix 2 – Section 299

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
1. Vegetation Clearance			
To cut back or remove vegetation encroaching on an adjoining property.	Following an application from the owner or occupier of the adjoining property.	The owner or occupier of the land.	A branch overhanging the roof of a neighbouring property.

Appendix 3 – Section 217

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
1. Owner of Infrastructure Installed on a Road			

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
To carry out specific work by way of maintenance or repair work on equipment (including pipes, wires, cables, fittings and other objects) installed in, on, across, under or over a road, or to move the structure or equipment to allow the Council to carry out roadwork.	Where the infrastructure is found to be in such a condition that it: Presents a risk of health and safety of persons using the road; or Cause a threat of damage to the environment; or Detract significantly from the local amenity; Where the Council is required to carry out roadwork.	The owner or lessee or licensee of the infrastructure.	

Appendix 4 – Section 218

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
1. Owner of Land Adjoining a Road			
To carry out specific work to construct, remove or repair a crossing place from the road to the land.	Where the crossing place is found to be in such a condition that it: Presents a risk of health and safety of persons using the road; or Cause a threat of damage to the environment; or Detract significantly from the local amenity.	The owner of the land.	

Appendix 5 – Section 216

To do or to refrain from doing what?	In what circumstances?	To Whom?	Example
1. Owner of Private Road			
To carry out specified roadwork to repair or improve the road.	Where the road is found to be in such a condition that it: Presents a risk of health and safety of persons using the road; or Causes a threat of damage to the environment; or Detracts significantly from the local amenity.	The owner of the land.	

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.24 POLICY REVIEW - CD26 - PUBLIC ACCESS TO THE INTERNET

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD26 - Public Access to the Internet*" be received and noted.
2. That Council Policy "*Public Access to the Internet*" as set out below be adopted.

Council Policy

Public Access to the Internet

CD26

Prepared By: Library Services

Date last updated: 8 April 2014

First Issued	7 September 2004
Date of Next Review	May 2017
Applicable Legislation	Broadcasting Services Amendment (Online Services) Act 1999
City Plan	Goal: A healthy and connected community that supports and values people, culture and place. Objective: An active and healthy community that has access to positive lifestyle choices.

Related Policies

Related Documents Rules for using online resources and services at Council libraries, Civic Centre, Community Centres and the Visitor Information Centre

Responsible Section	Library Services
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

This policy describes the actions Council will take to abide by the requirements of the Broadcasting Services Amendment (Online Services) Act 1999, Federal legislation dealing with appropriate use of the Internet.

Scope

This policy applies to all members of the community who access the Internet using publicly accessible Council owned equipment located in Council libraries, Civic Centre, Community Centres and the Visitor Information Centre.

Principles

The Council supports the vision of Port Adelaide Enfield as an informed, IT literate and information enabled community. While recognising that everyone has freedom of choice and equitable access to information and library resources, Council abides by State and Federal laws and regulations and expects anyone using Council equipment to also abide by the same laws and regulations.

Policy

1. All who use Council owned IT equipment must obey all Australian and International Laws and not perform activities that are unlawful. Unlawful activities include, but are not limited to:
 - 1.1. Gaining access to any materials that are pornographic, offensive or objectionable;
 - 1.2. Engaging in any conduct that offends Federal, State or Local Council laws and regulations;
 - 1.3. Embarrassing or harassing (sexually or otherwise) another person;
 - 1.4. Engaging in any defamatory messages;
 - 1.5. Sending or forwarding any materials that are abusive, sexist, racist or otherwise illegal;
 - 1.6. Circumventing any filtering or content access device or software; and
 - 1.7. Interfering with electronic rights management information or making use or taking control of resources or services outside Council's terms of use.
2. Users of Council owned IT equipment who fail to abide by the 'Rules for Using Online Resources and Services' may be subject to legal or other action taken by third parties in addition to Council imposing a temporary or permanent suspension of rights to use Council IT equipment.
3. Council is committed to this policy, which aims to ensure that its IT equipment and provision of Internet services are used in accordance with State and Federal laws and regulations. As a result Council will take reasonable steps to identify and report individuals responsible for engaging in conduct in violation of those laws and regulations to the relevant authorities.

Definitions

IT Information Technology
Cr. Wilcock seconded

CARRIED.

ITEM 12.1.25 POLICY REVIEW - CD27 - PUBLIC ART AND PLACEMAKING

Refer page CL - 402

ITEM 12.1.26 POLICY REVIEW - CD28 - COMMUNITY TRANSPORT

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD28 - Community Transport*" be received and noted.
2. That Council Policy "*Community Transport*" as set out below be adopted.

Council Policy

Community Transport

CD28

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued	14 May 2013
Date of Next Review	May 2018
Applicable Legislation	Passenger Transport Act 1994 Local Government Act 1999

City Plan

Goal:

A vibrant and attractive City that is well-planned and accessible, with safe and healthy places to live, work and play.

Objective:

An integrated transport system that is safe, efficient, convenient and sustainable and that encourages the use of alternative forms of transport.

Related Policies	Council Policy – Public Health and Community Wellbeing
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Related Documents	Nil
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Responsible Section	Community Development Community and Environmental Health
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Responsible Directorate Delegation	Community Development Refer to Delegations and Sub-Delegations Manual
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Purpose/Objective

To provide a framework for the management of Council's Community Transport Program, to ensure services respond to the needs of the community and to provide fair and equitable access to Council's Community Transport Program.

Scope

The Policy applies to Council's Community Transport services, which include the Community Bus, Home Support Van and Medical Car services.

Principles

The Community Transport Program provides affordable and accessible services to those in our community who may be otherwise unable to participate in community life.

Priority for access to Council's Community Transport Program will be given to the residents of the City of Port Adelaide Enfield and locally-based not-for-profit organisations.

Council's services should not duplicate existing public transport services.

Locally based businesses, services and attractions will be preferred when planning the services provided under the Community Transport Program.

Policy

1. The Community Transport Program provides services to those in our community who may be unable to access other forms of public or private transport as a result of one or more of the following factors:
 - physical limitations, e.g. disability, frail aged;
 - limited finances;
 - social or geographic isolation;
 - lack of carer or family support;
 - from a culturally or linguistically diverse background;
 - lack of nearby public transport services.
2. Council will work proactively with public transport service providers to enhance and improve the standard and scope of services within the Council area.
3. Community Transport services will be operated by suitable qualified volunteer drivers.

Community Bus Service

1. The Community Bus service will provide a regular service along fixed, timetabled routes.
2. The Community Bus service will be provided free of charge.

3. Community Bus routes will:
 - be designed to address identified needs related to transport disadvantage;
 - avoid duplication of public transport routes;
 - work within the physical limitations of the bus fleet;
 - include major regional shopping and service hubs;
 - include Council libraries and Community Centres where possible.

Community Bus Charter Hire

1. Council will provide a Community Bus Charter Hire Service to locally-based not-for-profit organisations or community groups with otherwise limited access to affordable group transport services.
2. Priority for the use of community bus vehicles will be given to Council's Social Support Program.
3. The Community Bus charter service will be subject to the availability of vehicles, the hirer agreeing to the Terms and Conditions of Hire and the payment of the necessary charter hire fees.
4. Charter hire fees will be listed in Council's Fees and Charges Schedule.
5. The Charter destination must be within 100km radius of the Council Depot at Kilburn, although no limit is set on total distance travelled.
6. Charter hirers must use the services of registered Council volunteer bus drivers.

Home Support Van Service

1. The Home Support Van service provides social support transport for frail aged people, people with disabilities and their carers through the Home and Community Care Program.
2. The Home Support Van service is primarily directed at meeting the client's need for social contact or accompaniment in order to participate in community life.
3. The Home Support Van will be provided free of charge for eligible clients.
4. The Home Support Van service is provided subject to funding from State and Commonwealth Governments.
5. Client eligibility will be determined by the Home and Community Care program requirements.
6. The Home Support Van service will:
 - support participation in social and recreational activities for socially isolated people;
 - provide a door-to-door service to a variety of local shopping centres for shopping.
 - be delivered in accordance with the Community Care Common Standards.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.27 POLICY REVIEW - CD29 - GRANTS - COMMUNITY AND CULTURAL DEVELOPMENT PROGRAM

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD29 - Grants - Community and Cultural Development Program*" be received and noted.
2. That Council Policy "*Grants - Community and Cultural Development Program*" as set out below be adopted.

Council Policy

Grants – Community and Cultural Development Program

CD29

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 14 May 2013
Date of Next Review May 2018
Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

Grants – Requests for Financial Assistance
Grants – Sponsorship and Donations Fund
Sponsorship – General/Major Events

Related Documents

Community and Cultural Development Guidelines and Application Form.
Community and Cultural Development Grant Acquittal Form

Responsible Section

Community Development

Responsible Directorate

Community Development

Delegation

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

This policy provides an equitable framework for Council to support not for profit community groups and organisations with financial assistance to develop and implement a wide range of community and cultural development opportunities that promote active community participation and enhance the wellbeing of residents.

Scope

This policy is applicable to not for profit community groups and organisations seeking financial assistance to provide a range of projects, programs and activities for the Port Adelaide Enfield community.

Principles

This policy enables Council to support local initiatives that provide opportunities to generate community benefit and enrich the social and cultural fabric of the City of Port Adelaide Enfield.

Policy

1. Applications are invited through advertisement and promotion once a year for a closing date annually on the last business day in August.
2. Eligible non-profit community groups and organisations can apply for assistance for specific projects under the following categories:-
 - 2.1 Community Arts & Community and Cultural Development Programs - Maximum funding \$5000 for the establishment or expansion of projects, programs and activities. Proposals under this category must address at least one of the following policy objectives.
 - *Collaborative arts projects that support the active engagement of residents in quality community arts experiences.*
 - *Innovative arts and crafts programs that spark creativity and strengthen community connections and understanding.*
 - *Programs that celebrate local historic and/or contemporary cultural values and that foster greater cultural and social cohesion.*
 - *Community education and skills development projects.*
 - *Community development programs that encourage and support residents' participation in social, cultural or recreational programs and activities.*
 - *Programs that facilitate increased safety, health and wellbeing within the community.*

2.2 Equipment Purchase and/or Minor Capital Works - Maximum funding \$2,000.

The purchase of equipment and/or minor capital works that relates directly to and supports ongoing successful community and cultural development programs and increases the ability of a group to deliver a project, program or activity to the Port Adelaide Enfield community.

3. Applications will not be accepted from State or Federal Government Departments and Services for funding of their projects or activities. Funding will not be provided for projects or activities which are considered to be primarily the responsibility of the State or Federal Governments.

Consideration will be given to applications from not for profit organisations for projects or activities which are directed at students through the school system, but which clearly demonstrate an outreach philosophy towards a community development outcome that is outside the school curriculum.

4. Multiple applications will be considered where each proposal relates to a separate and distinct project and meets all of the criteria for funding. However second and subsequent applications may be considered a lower priority than eligible initial applications from other organisations. Applicants may be required to prioritise their applications.
5. Applications will be considered ineligible if applicants, at the time of their application, are in arrears in the payment of any rates, fees or charges due to the City of Port Adelaide Enfield.
6. Applicants must clearly demonstrate that their project, program or activity supports one or more of the goal/objectives identified in the City of Port Adelaide Enfield's City Plan 2010 - 2016 as follows:

Goal	A healthy and connected community that supports and values people, culture and place.
Objective 1	An engaged community with residents enjoying a high level of participation in community life.
Objective 2	An active and healthy community that has access to positive lifestyle choices.
Objective 3	A community that is recognised as being safe, welcoming and inclusive.
Objective 4	Volunteering opportunities that are responsive to the needs of the community.

7. **Priorities**

7.1 Applications for Community Arts, and Community and Cultural Development projects, programs or activities.

Applications will be assessed on merit and prioritised against their capacity to demonstrate the following:

- A direct benefit to the residents of Port Adelaide Enfield.
- A recognised community need or identified gap that is clearly defined and researched.
- The participation of people who have limited opportunities to participate due to economic, social or cultural disadvantage.
- The proposed project, program or activity is innovative and enhances the lifestyles and wellbeing of participants.
- The proposed project, program or activity extends the skills of participants and provides access to unique opportunities.
- Clearly defined evaluation processes that address the proposed outcomes of the project, program or activity.
- The extent to which the applicant has the infrastructure, support and resources to successfully carry out the project, program or activity.
- The utilisation of community development approaches in the planning, implementation and intended outcomes of the program, project or activity.
- Community involvement in the development and delivery of projects, programs and activities

Special consideration may be given to community arts programs, projects and activities that meet all of the funding criteria, but which also promote local artistic merit, innovation or excellence in the arts.

7.2 Applications for Equipment purchase and/or Minor Capital Works.

Applications will be assessed on merit and prioritised against their capacity to demonstrate the following:

8. Applicants must:

- Be non-profit community groups or organisations.
- Be incorporated or if not incorporated must have their application sponsored/auspiced by an incorporated body.
- Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office Statement by a Supplier form.
- Demonstrate a limited capacity to raise funds.
- Acknowledge Council's assistance in any publications or publicity relating to the project, program or activity.

9. Allocation of funding

In addition to meeting the eligibility criteria, funding will be allocated as follows:

- Priority will be given to programs, projects and activities which will be held within the boundaries of the City of Port Adelaide Enfield.

- Consideration will be given to applications for programs, projects and activities which are to be held outside the City of Port Adelaide Enfield area; however, such applications will need to demonstrate that a majority of participants are residents of the City of Port Adelaide Enfield and that the program, project or activity primarily benefits the Port Adelaide Enfield community. Applicants should be prepared to substantiate the information contained in their grant applications.
10. Funding will be considered for:
- All costs directly incurred by a discrete and terminating program, project or activity.
 - Salaries to obtain specialist skills or expertise that is specific to the delivery of the program, project or activity.
 - The provision of childcare where participants would otherwise be unable to attend.
 - The purchase of equipment and/or minor capital works up to a maximum of \$2,000 in any one year that relates directly to and supports ongoing successful community and cultural development projects, programs or activities.
11. Funding will not be provided for:
- Activities which seek to make a financial profit for the organisation or group.
 - Assistance for programs, projects or activities that have previously been conducted by the applicant organisation and which do not demonstrate expansion or further development from the original program, project or activity.
 - Operating or maintenance costs for the day to day operations of the organisation or group e.g. insurance, electricity, telephone.
 - Salaries related to the administration of the organisation including salaries that are accommodated through the organisation's budget or salaries unrelated to the delivery of the program, project or activity.
 - Programs, projects or activities that have already been completed or costs that have already been expended
 - The purchase of equipment that is considered to be regular and recurring or that which is considered to be the responsibility of the applicant organisation.
12. A report summarising the purpose of each application and its eligibility and criteria status, together with recommendations for funding, will be assessed by the Selection Panel within six weeks of the closing date for applications. The recommendations of the Selection Panel will then be referred to Council for approval.
13. The Selection Panel shall consist of:
- The Mayor who will be Chairperson (If the Mayor is unable to attend then another Elected Member will be delegated as Chair).
 - A minimum of four Elected Members (appointed by Council prior to the funding round)

- Director Community Development or nominee
- Team Leader Community Development
- Grants & Events Officer

Selection Panel voting rights are limited to Elected Members.

A quorum will consist of three Elected Members.

Before commencement of deliberations the Selection Panel shall declare any conflict of interest which shall be minuted.

14. Successful applicants will be required to spend Council's grant funds within 12 months of the start of their program, project or activity as indicated in their grant application form.
15. A written Acquittal Report outlining the outcomes of the program, project or activity, together with a Financial Report on how the grant funds were expended must be provided to Council within three months of the completion date of the program, project or activity.
16. To be eligible for further funding applicants must have acquitted all previously successful grants under the City of Port Adelaide Enfield's Community Grants Program by the due date.

Definitions

Acquittal Report: The documentation required to outline the outcomes of the program on which the grant funds have been spent.

Financial Report: A numeric list of the monies and items on which the grant funds have been spent.

Cr. Wilcock seconded CARRIED.

ITEM 12.1.28 POLICY REVIEW - CD30 - COMMUNITY CENTRES AND HALL HIRE

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD30 - Community Centres and Hall Hire*" be received and noted.
2. That Council Policy "*Community Centres and Hall Hire*" as set out below be adopted.

Council Policy
Community Centres and Hall Hire

CD30

Prepared By: Community Development

Date last updated: 8 July 2014

First Issued 8 July 2014
Date of Next Review May 2017
Applicable Legislation Local Government Act 1999

City Plan **Goal:**
A healthy and connected community that supports and values people, culture and place.
Objective:
An engaged community with residents enjoying a high level of participation in community life.

Related Policies

- Grants – Facilities Rental Program
- Public Health and Community Wellbeing Policy

Related Documents

- Nil

Responsible Section Community Development
Responsible Directorate Community Development
Delegation Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To provide a framework for the equitable, efficient and effective management of the hire of Council's community facilities.

The policy outlines the use, occupancy arrangements and management of the hire of the following community facilities:

Halls

- Beefacres Community Hall
- Clearview Community Hall
- Devon Park Community Hall
- George Crawford Community Hall
- Kilburn Community Hall
- Klemzig Community Hall
- Mansfield Park Community Hall
- Osborne Community Hall
- Ottoway Community Hall
- Queenstown Community Hall
- Windsor Gardens Community Hall

Community Centres

- Enfield Community Centre
- Hillcrest Community Centre
- Kilburn Community Centre
- Lefevre Community Stadium

Scope

This policy applies to all hirers of Council's Community Centres and Halls.

Principles

Priority for use of Council's community facilities will be given to City residents, locally based groups and not-for-profit organisations.

Council's community facilities are not to be used for the purpose of holding any activities that may be deemed discriminatory or racially intolerant.

Council's Community Centres will be used primarily for activities that provide community development outcomes and benefits for City residents.

Council recognises the need to provide community facilities that are equipped for a range of different uses and cater to the needs of a range of different users.

Council will ensure fair and equitable access for all user groups to its community facilities.

Council is committed to the provision of well-maintained and fit for purpose buildings and related infrastructure and welcomes feedback from users about the standard provided and in relation to opportunities for service improvement.

Policy

1. All hirers of community facilities will be required to enter into an agreement with Council and comply with the terms and conditions of hire and payment of fees and charges.
2. Use of community facilities for conducting commercial or business activities unless run by and for a not-for-profit organisation, will be limited especially where there is no demonstrable community benefit and will require the approval of the Council or its delegate.
3. Community Centres will:
 - be prioritised towards supporting ongoing programs (e.g. weekly, fortnightly, annually);
 - cater specifically for residents in the local area;
 - support Community Development outcomes (i.e. training in life skills, cultural development, health & fitness, building social networks, etc.);
 - not be available to hire for private parties and functions where there is no demonstrable community benefit or community development outcome.

4. Community Halls will:
 - support a range of activities, events and functions conducted by community organisations and residents;
 - be used for both public and private events and functions;
 - primarily support activities and functions conducted by City residents or locally-based organisations.
5. Hours of use of community facilities will be limited where there exists the potential for adverse impact for local residents from noise or other disturbance arising from facility hire.
6. Fees and Charges will be applied to hire of community facilities in accordance with Council's Fees and Charges Schedule.
7. Bond and key deposit monies will be collected from all hirers and will be refunded to the hirer only if all of the conditions of hire have been met.
8. Application of discount or community rates will be at Council's discretion and will take into account the type and purpose of the activity and the benefit it may have for the community.
9. Priority for use of community facilities may be given for the purpose of delivering Council-managed community programs and services.
10. The City Manager or nominee is delegated with the authority to make decisions dealing with special requests and those uses which are not covered in the Policy.
11. Response to requests for hire of a facility will be in accordance with Council's customer service standard.
12. Complaints from hirers in relation to the use of the facility or the service received should be directed via email to customer.service@portenf.sa.gov.au or by mail to the City Manager, City of Port Adelaide Enfield, PO Box 110, Port Adelaide SA 5015.

Definitions

Community Facilities means Council owned Community Centres and Halls.

Locally-based means community organisations which conduct their activities within the Council area and/or for the primary benefit of Port Adelaide Enfield residents.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.29 POLICY REVIEW - CD31 - ABORIGINAL & TORRES STRAIT ISLANDER TERTIARY EDUCATION SCHOLARSHIP

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review – CD31 – Aboriginal & Torres Strait Islander Tertiary Education Scholarship Program*" be received and noted.
2. That Council Policy "*Aboriginal & Torres Strait Islander Tertiary Education Scholarship Program*" as set out below be adopted.

Council Policy

Aboriginal & Torres Strait Islander Tertiary Education Scholarship Program

CD31

Prepared By: Community Development

Date last updated: April 2014

First Issued 27 July 1999
Date of Next Review May 2017
Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An active and healthy community that has access to positive lifestyle choices.

Related Policies

Nil

Related Documents

Guidelines and Nomination Form - Aboriginal & Torres Strait Islander Tertiary Education Scholarship Program.

Responsible Section

Community Development

Responsible Directorate

Community Development

Delegation

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To provide a framework for Council to provide financial assistance to Aboriginal and Torres Strait islander residents to undertake tertiary level studies.

Scope

Each application to this program will be subject to the terms and conditions as outlined in this policy.

Principles

To encourage and support Aboriginal and Torres Strait Islander people living in the City of Port Adelaide Enfield to undertake tertiary study.

Policy

1. Scholarship applications will be sought through advertisement and promotion once per year for study to be undertaken at Flinders University, the University of Adelaide or the University of South Australia.

2. Priority will be given to applicants who have not already completed the requirements of a course of study regarded by the University to be equivalent to or higher than an Australian bachelor's award, unless each such award is a prerequisite of their current course of study.
3. Each application must meet the following eligibility criteria. Applicants must:
 - be enrolled as a full-time student beyond the census date of the relevant semester;
 - be a resident of the City of Port Adelaide Enfield;
 - be a person who is of Australian Aboriginal or Torres Strait Islander descent; identifies as an Australian Aboriginal or Torres Strait Islander; and is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived; and
 - be enrolled in or undertaking an undergraduate course in any discipline.
4. Final offer of a Scholarship is conditional upon receipt of a Formal Offer from the nominated University.
5. Successful applicants will be required to:
 - demonstrate to Council successful completion of study via academic transcripts each semester and on completion of study;
 - notify Council if they have withdrawn from or failed to complete the course of study they are enrolled in;
 - notify Council if they intend to change their nominated course of study during the period of the scholarship; and
 - attend meetings with a staff member from the City of Port Adelaide Enfield for the purpose of identifying the progression status of studies and Identifying (if any) further educational support/mentoring assistance is required.
6. Scholarship funds may be spent on any costs involved in undertaking University studies such as Higher Education Contribution Scheme(HECS) fees, travel expenses, child care, computer equipment, programs, software, stationery or the costs of textbooks.
7. A Selection Panel shall assess each application on the merits of the application and in the context of the philosophy of the project.
8. The Selection Panel shall consist of:
 - The Mayor and one Elected Member of the City of Port Adelaide Enfield
 - A representative of the local Aboriginal community
 - A representative from the City of Port Adelaide Enfield Aboriginal Advisory Panel

9. Council may terminate a scholarship if:
- the student fails to comply with any condition of the scholarship; or
 - it is determined that the student has failed to maintain satisfactory academic progress.

Definitions

Nil

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.30 POLICY REVIEW - CD32 - HEALTHY EATING POLICY

Cr. McKay moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review – CD32 – Healthy Eating Policy*" be received and noted.
2. That Council Policy "*Healthy Eating*" as set out below be adopted.

Council Policy

Healthy Eating Policy

CD32

Prepared By: Community Development

Date last updated: 21 January 2014

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 12 June 2012

Date of Next Review May 2017

Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An active and healthy community that has access to positive lifestyle choices..

Related Policies

Nil

Related Documents

- Healthy food and Drink Choices for Staff and Visitors in SA Health Facilities
- Flinders University HELPP Program and LGA – Healthy Food Choices in Local Government, A Guide to Healthy Catering

- Australian Guide to Healthy Eating
- Australian Dietary Guidelines

Responsible Section	Community Development
Responsible Directorate	Community Development
Delegation	Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

Healthy eating is essential for good health. Serving healthy food is an important part of promoting health and wellbeing.

The purpose of this policy is to ensure that staff, Elected Members, volunteers, visitors to Council and attendees at events and programs organised by Council have access to healthy food and drink choices when attending Council operated facilities and workplaces, at Council organised events and as participants in Council programs.

The aim of the policy is to increase the availability of healthy food and drink choices by:

- Increasing the range, number, availability and promotion of healthier food and drink choices;
- Decreasing the availability and promotion of energy-dense, nutrient-poor food and drinks;
- Providing encouragement and support to staff to make healthy choices that will impact positively on health.

Scope

The policy applies to all Council-organised meetings and events including but not limited to; Council meetings, workshops, community consultations, public meetings, client support meetings and Council events. It also applies to meetings with external stakeholders, training sessions, staff meetings and Council programs where catering is provided.

The policy does not apply to food supplied for personal consumption or brought to share with colleagues such as for personal celebrations (e.g. birthdays, farewells, etc). Staff are, however, encouraged to provide healthy alternatives on these occasions.

Principles

The following principles are intended to guide staff when applying this policy:

- That food and drink choice is important for all members of the community and for Council staff
- That all members of the community and staff have the right to access healthy food and drink choices
- That food and drink has social and cultural meaning and that eating is enjoyable
- That Council supports initiatives that have the potential to impact positively on the health and wellbeing of the community
- That an environment is created which makes healthy food and drink choices the easiest choice.
- That Council act as a role model by providing healthy alternatives
- That consistent, positive and healthy messages be promoted
- That safe food handling and hygiene practices be promoted
- That, where feasible, food and drink is provided in an environmentally friendly way so as to minimise waste
- That food choice reflects the appropriate guidelines for healthy eating (see definition below).

Policy

The objective of this policy is to provide and role model healthy food and drink choices to the community, Elected Members, staff, volunteers and visitors to the City of Port Adelaide Enfield and to support initiatives that have the potential to impact positively on the health and wellbeing of the community by:

- Ensuring that healthy food and drink choices are always available;
- Sourcing and giving preference to external caterers who provide a range of food which support the implementation of this Policy;
- Providing caterers/food contractors with a copy of appropriate healthy catering guidelines;
- Positively promoting healthy food choices;

- Where feasible, providing food in an environmentally sustainable way;
- Encouraging healthy catering options at community events promoted and supported by Council
- Supporting and encouraging breastfeeding
- Ensuring that healthy food choices be as appealing as less healthy choices.

Using the South Australian Department of Health "Food and Drinks Guide" as a basis, a majority of food should be selected from the "Green" (best choices) category, some from the "Amber" (select carefully) category and only a small proportion from the "Red" (limit) category.

In conjunction with this policy and to assist implementation, guidance will be provided for staff in the form of information on healthy eating choices and healthy catering, as well as procedures for implementation, monitoring and evaluation of the policy.

Additionally, healthy catering guidelines and resources will be made available on Council's Events webpage and in the Special Events Information Kit

Definitions

Healthy food and drink – Healthy food and drink should reflect appropriate Australian guidelines including but not limited to *Healthy Food and Drink Choices for Staff and Visitors in SA Health Facilities*, *Dietary Guidelines for Australians*, *The Australian Guide to Healthy Eating*, Flinders University HELPP Program and LGA– Healthy Food Choices in Local Government, A Guide to Healthy Catering

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.31 OUTSTANDING MATTERS - DIRECTOR COMMUNITY DEVELOPMENT

Cr. McKay moved that the Director Community Development's report titled "*Outstanding Matters - Director Community Development*" be received and noted.

1. Modbury Emergency Department
2. QEH Emergency Department
3. Closure of Hampstead Rehabilitation Centre
4. Oakden Community and Recreation Hub
5. Port Adelaide Enfield Hotspot Program
6. Accessible Cities.

Cr. Wilcock seconded

CARRIED.

ITEM 12.1.1 PORT FESTIVAL 2015 UPDATE

Cr. Osborn withdrew from the Chamber at 7.37pm.

Cr. Osborn re-entered the Chamber at 7.39pm.

Cr. Jamieson moved that the Director Community Development's report titled "*Port Festival 2015 Update*" be received and noted.

Cr. Russell seconded

CARRIED.

ITEM 12.1.2 APPLICATION FOR A GRANT TO BUILD THE PARKS LIBRARY AND COMMUNITY FACILITY

Cr. Hubycz withdrew from the Chamber at 7.50pm.

Cr. Hubycz re-entered the Chamber at 7.54pm.

Cr. Wilcock moved that Council resolves as follows:

1. The Director Community Development's report titled "*Application for a Grant to Build the Parks Library and Community Facility*" be received and noted.
2. Council endorses the administration to submit a National Stronger Regions Fund Grant (NSRF) application for \$5M to build a library and community facility at the Parks.

Cr. Dinh seconded

CARRIED.

Cr. Dinh withdrew from the Chamber at 7.56pm.

ITEM 12.1.3 CITY OF PORT ADELAIDE ENFIELD FESTIVALS & EVENTS STRATEGY: FINALISATION

Cr. Boan withdrew from the Chamber at 7.58pm.

Cr. Dinh re-entered the Chamber at 7.59pm.

Cr. Boan re-entered the Chamber at 8.00pm.

Cr. Jamieson moved that Council resolves as follows:

1. That the Director of Community Development's report titled "*Port Adelaide Enfield Festivals and Events Strategy 2015-2018: Finalisation*" be received and noted.
2. That Council endorse the Festivals and Events Strategy 2015-2018.

Cr. Hogan seconded

CARRIED.

ITEM 12.1.5 POLICY REVIEW - CD03 - AWARDS - COMMUNITY RECOGNITION

Cr. McCluskey moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD03 - Awards - Community Recognition*" be received and noted.
2. That Council Policy "*Awards - Community Recognition*" as set out below be adopted.

Council Policy

Awards – Community Recognition

CD03

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued	12 April 2005
Date of Next Review	May 2017
Applicable Legislation	Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life

Related Policies

Council Policy - Awards - Aboriginal & Torres Strait Islander Achievements & Contributions

Related Documents

Nomination Form - Australia Day Awards

Responsible Section

Community Development

Responsible Directorate

Community Development

Delegation

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

To provide a framework for Council to publicly acknowledge and celebrate contributions to the community that enrich our society and to also acknowledge the outstanding achievements of individuals, groups or organisations.

Scope

This policy guides Council's recognition of community contributions, hence Council staff and Elected Members are not eligible for their Council work and Council events are not eligible. Self-nominations will not be considered under this policy. Awards will not be granted posthumously.

Principles

Council recognises and appreciates the service, commitment, effort and achievements of individuals and organisations give to enhance community spirit and pride in the City of Port Adelaide Enfield.

Australia Day Awards are conducted in conjunction with the Australia Day Council of South Australia.

Policy

- 1 Recognition of contributions to the community and personal achievements will be acknowledged annually through the Australia Day Awards in the following categories:

Citizen of the Year:	At least 16 years of age in the year of the award presentation.
Young Citizen of the Year:	Between 16 years of age and 30 years of age on 26 January next.
Community Event of the Year:	The event must be held in the City of Port Adelaide Enfield Council area.
- 2 The Selection Panel may, at its discretion, also endorse the recognition of any outstanding achievement by an individual, group or organisation under the City of Port Adelaide Enfield Service to the Community Awards.
- 3 The Selection Panel will consider applications referred from the Australia Day Council of South Australia, for residents of the City of Port Adelaide Enfield that were unsuccessful nominees for awards under the Australian of the Year program.
- 4 Nominees whose application does not meet the criteria under the Australia Day Awards will automatically be nominated under the City of Port Adelaide Enfield Service to the Community Awards.
- 5 Nominees should be those persons who have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years. Nominees should be residents of the Council area or have provided significant community service to the residents of the City of Port Adelaide Enfield.

- 6 Nominations for Community Recognition Awards will be sought annually through advertisement and promotions. Award recipients will be announced at a presentation ceremony hosted by the Port Adelaide Enfield Council.
- 7 The Selection Panel shall assess each nomination on the merits of the application based on the following criteria and in accordance with the 'Guidance and Criteria for Local Government Authorities' produced by the Australia Day Council.
 - 7.1 Citizen and Young Citizen of the Year:

Nominees will be assessed on their contribution to the local community during the current year and/or over a number of years, that is above and beyond any paid employment role. This contribution or service may occur in areas including; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the Port Adelaide Enfield community.
 - 7.2 Community Event of the Year:

This award is presented to the person or group that has staged the most outstanding community event during the year and will be assessed on contributions above and beyond any paid employment role. Nominees will be assessed on:

 - The level of community involvement in both the planning and implementation of the event.
 - The extent to which the event promoted community co-operation, understanding and goodwill.
 - The extent to which the event promoted community inclusion, participation and well-being.
 - 7.3 City of Port Adelaide Enfield Service to the Community Award:

This award category is intended for nominees whose application falls outside the criteria of the Australia Day Award Categories. Allocation of these awards will be determined by the Selection Panel and may not necessarily be issued annually.

Nominees may be assessed on their contribution to the local community that is above and beyond any paid employment role as follows:

 - Achievement in a particular field of endeavour, e.g. the arts, sport, social welfare, business etc. by an individual, group or organisation.
 - Outstanding long term service and contribution to the community by an individual, group or organisation.
 - Unique achievements and contributions by an individual, group or organisation, which benefits the residents of the City of Port Adelaide Enfield.
- 8 The Selection Panel shall consist of:
 - The Mayor who will be Chairperson (If the Mayor is unable to attend then another Elected Member will be delegated as Chair).

- A minimum of five Elected Members (appointed by Council annually).
- The Director Community Development or nominee.
- A quorum shall consist of four Elected Members.
- Selection Panel voting rights are limited to Elected Members.

Definitions

Nil

Cr. Jamieson seconded

CARRIED.

ITEM 12.1.21 POLICY REVIEW - CD23 - MONITORING AND ENFORCEMENT PLANNING

Cr. Hubycz moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD23 - Monitoring and Enforcement Planning*" be received and noted.
2. That Council Policy "*Monitoring and Enforcement Planning*" be discontinued and enforcement activities be guided by the new Administrative policy entitled Compliance and Enforcement.

Cr. Osborn seconded

CARRIED.

ITEM 12.1.25 POLICY REVIEW - CD27 - PUBLIC ART AND PLACEMAKING

Cr. Basham moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD27 - Public Art and Placemaking*" be received and noted.
2. That Council Policy "*Public Art and Placemaking*" as set out below be adopted.

Council Policy

Public Art and Placemaking

CD27

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued	9 September 1997
Date of Next Review	May 2017
Applicable Legislation	Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

- Council Policy - Community Safety - Graffiti Removal/Minimisation

Related Documents

- Guidelines and Application Form for Artwork on Stobie Poles and Bus Shelters
- Guidelines and Application Form for Artwork in Public Places

Responsible Section

Community Development

Responsible Directorate

Community Development

Delegation

Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

- To instil pride of place, recognise the City's unique attributes and create aesthetically and/or emotionally stimulating environments.
- To encourage and support a wide variety of creative expression and arts practice by community members.
- To influence, shape and support the integration of public works of art into urban renewal and development projects and to act as a guide for private sector public art and placemaking initiatives.
- To promote and develop collaborative planning partnerships between design professionals (planners, architects, urban designers), businesses, artists and the community.
- To protect the integrity of public art and provide for its commissioning, maintenance and de-accessioning.
- To address the "Vibrant and Resilient" community goal in the City Plan and address objectives identified in Council's Cultural Plan.
- To ensure appropriate consultation practice is a significant aspect of each public art project.
- To underpin a transparent and accountable best practice commissioning process.

Scope

This policy applies to the installation of publicly or privately owned artwork(s) that impact physically, visually and/or aurally in the public space within the City of Port Adelaide Enfield.

Principles

Council is strongly committed to planning and urban design processes that facilitate collaboration and active community consultation and participation. As a result of this commitment this policy is based on community cultural development and placemaking principles. The principles that underpin this policy are:

- Creativity, the arts and culture are essential components of everyday community life and are crucial to the social wellbeing of the community.
- Art plays a significant role in community life expressing local and cultural identity and distinctiveness.
- Diverse heritage and continuing cultures of Indigenous people and people from a range of cultural backgrounds are recognised, valued and respected.
- Indigenous protocols regarding ownership of cultural material, interpretation, appropriation, copyright and authenticity of artwork is implemented.
- Public works of art integrate the key elements of community cultural development. They create spaces that generate a sense of place which is anchored in the values, ideals and activities of the community.
- Public art provision can occur on three levels:
 - 1 Integrated Public Art - the development of a civic identity through urban regeneration projects, appropriately designed spaces and beautification initiatives.
 - 2 Community Art - the participation of the community in initiating, responding to and providing public art for their own enjoyment or purpose.
 - 3 Commissioning of Public Art - the commissioning of significant pieces of public art.
- A collaborative planning process produces extraordinary works of art that enliven, enrich and enhance the quality of the City's visual environment and public spaces.
- Council accepts and supports professional rates of pay for artists, designers and craftspeople.
- Public art may enhance economic development and tourism.

Policy

1. General

Council will support and create dynamic partnerships that include arts, culture and placemaking initiatives.

- 1.1 In recognition of the three levels of Public Art provision the following will apply:

Integrated Public Art: Council will advocate strongly for the integration of Public Art in urban renewal projects, new developments and major upgrades. Council and its strategic partners will collaborate early in the planning process to achieve high quality Public Art outcomes.

Community Art: Public Art that is initiated by the community must address the Guidelines for the Installation of Art in Public Places and/or the Guidelines for Public Art on Stobie Poles and Bus Shelters.

Commissioning of Public Art: Council will initiate Public Art as part of its commitment to improving the overall appearance of the City and to creating vibrant, attractive and functional spaces.

- 1.2 Works of art gifted/donated to the City of Port Adelaide Enfield are considered in line with Council's Guidelines for the Installation of Art in Public Places.

2. Consultation

Community and stakeholder consultation will be an integral component at each level of Public Art provision. The type and extent of consultation will be dependent on the specific project and may involve a range of consultation processes. All Public Art projects should demonstrate sustainable community support and the relevance and appropriateness of the work to its location and local community.

The City of Port Adelaide Enfield's Public Consultation Policy, the Guidelines for the Installation of Art in Public Places and the Guidelines for Public Art on Stobie Poles and Bus Shelters can provide further information on consultation processes suitable for the proposed Public Art.

3. Maintenance and Conservation

- 3.1 Proposals for new public works of art must consider:

- The suitability and durability of materials, the life span and environmental conditions on the work, cleaning and maintenance requirements.
- The impact the work could pose on Council's ongoing maintenance costs and associated labour requirements.
- The work's siting in accordance with Urban Design and Landscape Guidelines.
- Risk management and consideration of public safety standards and the public's use of and access to the public space.
- The potential for the work to be vandalised and how it could later be appropriately reinstated.

- 3.2 Council undertakes to maintain the artworks in public places for which it has ownership in accordance with the instructions contained in the artist's maintenance manual for each work where applicable.
4. Commissioning of public works of art.
 - 4.1 Commissions to artists will be in accordance with Council's Contract and Tendering Policy.
 - 4.2 All artist contracts for public art will state that copyright remains with the artist and that ownership of the work transfers to Council on completion of the project. (Copyright Act 1968).
 - 4.3 Public Art projects that involve the commissioning of artists/community artists should include acknowledgement of Indigenous protocols regarding ownership of cultural material, interpretation, appropriation, copyright and authenticity of works of art.
 - 4.4 Council encourages commissions for works in the public realm that support local professional artists living and/or working in the City of Port Adelaide Enfield.
 - 4.5 Council encourages commissions that support and facilitate mentoring opportunities for local emerging artists.
5. De-accessioning of public works of art.
 - 5.1 The period for which the work is to be installed and arrangements for the de-accessioning of the work will be agreed as part of the commissioning process.
 - 5.2 The removal of a public work of art from its designated site ahead of schedule (in the case of temporary works) and at all (in the case of works intended to be permanent) can only occur when:
 - The work becomes degenerated or damaged beyond what reasonable rectification costs Council could provide.
 - A major change occurs in the function of the public space sufficient to change the nature of the place and the work's intended placemaking role.
 - A formal request is made by the artist that the function of the public space for which the work was created, or the function for which the work was created in the space is no longer pertinent, to the serious and severe detriment of the work and its public art purpose.
6. Temporary works.
 - 6.1 The period for which the work is to be installed and arrangements for the de-accessioning of the work will be agreed as part of the commissioning process.

6.2 The work may be removed ahead of the scheduled time if any of the conditions specified in Section 5.2. unexpectedly arise.

Definitions

For the purpose of this policy, the following definitions apply:

Public Art:

- Refers to any traditional or contemporary work of art in the public domain, designed and created by professional arts practitioners. The work can be located on public property, or on publicly accessible private property and is site specific and place responsive in that it offers a creative and/or interpretive statement about the place in which it is located.
- The installation of publicly or privately owned artwork(s) that impact physically, visually and/or aurally into the public space.

Public Art can be:

- Internal or external
- Temporary or permanent
- Integrated
- Three dimensional e.g. stand-alone sculptural works of art,
- Two dimensional e.g. works of art including wall murals, mosaics and paintings,
- A variety of art forms including literature, music, dance, visual art, new media, theatre, craft and design.

Integrated Art:

A collaborative process between artists, architects, landscape architects, engineers and other design professionals to create site specific works of art that have a strong relationship with the natural and built environment.

Community Art:

- Involves a high degree of community consultation and is created by members of a community for a local site while working with a leading artist.
- Initiates partnerships between artist(s) and the community to create quality art, across any art form, and reflecting cultural identity, values and issues relevant to that community.
- The completed works are referred to as Public Art.

Placemaking:

The way people transform places where they live, through a holistic integrated approach to designing public environments that are directly linked to the cultural life and cultural identity of the community.

Art:

- Work that broadly embraces visual and performing arts that include a human presence and broaden, challenge or question traditional views.
- Any original human creation which contains an idea and culminates in a set of processes with the outcome considered to be art.

Artist:

- Any arts practitioner working in the arts (creative or interpretative) who either makes or endeavours to make a living from their art.
- A practitioner either professionally trained in any art form or acknowledged as an artist through their track record (exhibition/commissions) and accepted by their professional peers as an artist.

Cr. Iammarrone seconded

LOST.

Cr. Jamieson moved that Council resolves as follows:

1. That the Director Community Development's report titled "*Policy Review - CD27 - Public Art and Placemaking*" be received and noted.
2. That Council Policy "*Public Art and Placemaking*" as set out below be adopted.

Council Policy

Public Art and Placemaking

CD27

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 9 September 1997
Date of Next Review May 2017
Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

- Council Policy - Community Safety - Graffiti Removal/Minimisation

Related Documents

- Guidelines and Application Form for Artwork on Stobie Poles and Bus Shelters
- Guidelines and Application Form for Artwork in Public Places

Responsible Section Community Development
Responsible Directorate Community Development
Delegation Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

- To instil pride of place, recognise the City's unique attributes and create aesthetically and/or emotionally stimulating environments.
- To encourage and support a wide variety of creative expression and arts practice by community members.
- To influence, shape and support the integration of public works of art into urban renewal and development projects and to act as a guide for private sector public art and placemaking initiatives.
- To promote and develop collaborative planning partnerships between design professionals (planners, architects, urban designers), businesses, artists and the community.
- To protect the integrity of public art and provide for its commissioning, maintenance and de-accessioning.
- To address the “Vibrant and Resilient” community goal in the City Plan and address objectives identified in Council's Cultural Plan.
- To ensure appropriate consultation practice is a significant aspect of each public art project.
- To underpin a transparent and accountable best practice commissioning process.

Scope

This policy applies to the installation of publicly or privately owned artwork(s) that impact physically, visually and/or aurally in the public space within the City of Port Adelaide Enfield.

Principles

Council is strongly committed to planning and urban design processes that facilitate collaboration and active community consultation and participation. As a result of this commitment this policy is based on community cultural development and placemaking principles. The principles that underpin this policy are:

- Creativity, the arts and culture are essential components of everyday community life and are crucial to the social wellbeing of the community.
- Art plays a significant role in community life expressing local and cultural identity and distinctiveness.
- Diverse heritage and continuing cultures of Indigenous people and people from a range of cultural backgrounds are recognised, valued and respected.
- Indigenous protocols regarding ownership of cultural material, interpretation, appropriation, copyright and authenticity of artwork is implemented.

- Public works of art integrate the key elements of community cultural development. They create spaces that generate a sense of place which is anchored in the values, ideals and activities of the community.
- Public art provision can occur on three levels:
 - 1 Integrated Public Art - the development of a civic identity through urban regeneration projects, appropriately designed spaces and beautification initiatives.
 - 2 Community Art - the participation of the community in initiating, responding to and providing public art for their own enjoyment or purpose.
 - 3 Commissioning of Public Art - the commissioning of significant pieces of public art.
- A collaborative planning process produces extraordinary works of art that enliven, enrich and enhance the quality of the City's visual environment and public spaces.
- Council accepts and supports professional rates of pay for artists, designers and craftspeople.
- Public art may enhance economic development and tourism.

Policy

1. General

Council will support and create dynamic partnerships that include arts, culture and placemaking initiatives.

- 1.1 In recognition of the three levels of Public Art provision the following will apply:

Integrated Public Art: Council will advocate strongly for the integration of Public Art in urban renewal projects, new developments and major upgrades. Council and its strategic partners will collaborate early in the planning process to achieve high quality Public Art outcomes.

Community Art: Public Art that is initiated by the community must address the Guidelines for the Installation of Art in Public Places and/or the Guidelines for Public Art on Stobie Poles and Bus Shelters.

Commissioning of Public Art: Council will initiate Public Art as part of its commitment to improving the overall appearance of the City and to creating vibrant, attractive and functional spaces.

- 1.2 Works of art gifted/donated to the City of Port Adelaide Enfield are considered in line with Council's Guidelines for the Installation of Art in Public Places.

2. Consultation

Community and stakeholder consultation will be an integral component at each level of Public Art provision. The type and extent of consultation will be dependent on the specific project and may involve a range of consultation processes. All Public Art projects should demonstrate sustainable community support and the relevance and appropriateness of the work to its location and local community.

The City of Port Adelaide Enfield's Public Consultation Policy, the Guidelines for the Installation of Art in Public Places and the Guidelines for Public Art on Stobie Poles and Bus Shelters can provide further information on consultation processes suitable for the proposed Public Art.

3. Maintenance and Conservation

3.1 Proposals for new public works of art must consider:

- The suitability and durability of materials, the life span and environmental conditions on the work, cleaning and maintenance requirements.
- The impact the work could pose on Council's ongoing maintenance costs and associated labour requirements.
- The work's siting in accordance with Urban Design and Landscape Guidelines.
- Risk management and consideration of public safety standards and the public's use of and access to the public space.
- The potential for the work to be vandalised and how it could later be appropriately reinstated.

3.2 Council undertakes to maintain the artworks in public places for which it has ownership in accordance with the instructions contained in the artist's maintenance manual for each work where applicable.

4. Commissioning of public works of art.

4.1 Commissions to artists will be in accordance with Council's Contract and Tendering Policy.

4.2 All artist contracts for public art will state that copyright remains with the artist and that ownership of the work transfers to Council on completion of the project. (Copyright Act 1968).

4.3 Public Art projects that involve the commissioning of artists/community artists should include acknowledgement of Indigenous protocols regarding ownership of cultural material, interpretation, appropriation, copyright and authenticity of works of art.

- 4.4 Council encourages commissions for works in the public realm that support local professional artists living and/or working in the City of Port Adelaide Enfield.
 - 4.5 Council encourages commissions that support and facilitate mentoring opportunities for local emerging artists.
5. De-accessioning of public works of art.
- 5.1 The period for which the work is to be installed and arrangements for the de-accessioning of the work will be agreed as part of the commissioning process.
 - 5.2 The removal of a public work of art from its designated site ahead of schedule (in the case of temporary works) and at all (in the case of works intended to be permanent) can only occur when:
 - The work becomes degenerated or damaged beyond what reasonable rectification costs Council could provide.
 - A major change occurs in the function of the public space sufficient to change the nature of the place and the work's intended placemaking role.
 - A formal request is made by the artist that the function of the public space for which the work was created, or the function for which the work was created in the space is no longer pertinent, to the serious and severe detriment of the work and its public art purpose.
 - 5.3 A work of Public Art will not be removed on the basis of the aesthetic predilections of individuals.
6. Temporary works.
- 6.1 The period for which the work is to be installed and arrangements for the de-accessioning of the work will be agreed as part of the commissioning process.
 - 6.2 The work may be removed ahead of the scheduled time if any of the conditions specified in Section 5.2. unexpectedly arise.

Definitions

For the purpose of this policy, the following definitions apply:

Public Art:

- Refers to any traditional or contemporary work of art in the public domain, designed and created by professional arts practitioners. The work can be located on public property, or on publicly accessible private property and is site specific and place responsive in that it offers a creative and/or interpretive statement about the place in which it is located.
- The installation of publicly or privately owned artwork(s) that impact physically, visually and/or aurally into the public space.

Public Art can be:

- Internal or external
- Temporary or permanent
- Integrated
- Three dimensional e.g. stand-alone sculptural works of art,
- Two dimensional e.g. works of art including wall murals, mosaics and paintings,
- A variety of art forms including literature, music, dance, visual art, new media, theatre, craft and design.

Integrated Art:

A collaborative process between artists, architects, landscape architects, engineers and other design professionals to create site specific works of art that have a strong relationship with the natural and built environment.

Community Art:

- Involves a high degree of community consultation and is created by members of a community for a local site while working with a leading artist.
- Initiates partnerships between artist(s) and the community to create quality art, across any art form, and reflecting cultural identity, values and issues relevant to that community.
- The completed works are referred to as Public Art.

Placemaking:

The way people transform places where they live, through a holistic integrated approach to designing public environments that are directly linked to the cultural life and cultural identity of the community.

Art:

- Work that broadly embraces visual and performing arts that include a human presence and broaden, challenge or question traditional views.
- Any original human creation which contains an idea and culminates in a set of processes with the outcome considered to be art.

Artist:

- Any arts practitioner working in the arts (creative or interpretative) who either makes or endeavours to make a living from their art.
- A practitioner either professionally trained in any art form or acknowledged as an artist through their track record (exhibition/commissions) and accepted by their professional peers as an artist.

Cr. Hogan seconded

As an AMENDMENT Cr. McKay moved as follows:

1. That the Director Community Development's report titled *"Policy Review - CD27 - Public Art and Placemaking"* be received and noted.
2. That Council Policy *"Public Art and Placemaking"* as set out below be adopted.

Council Policy
Public Art and Placemaking

CD27

Prepared By: Community Development

Date last updated: 8 April 2014

First Issued 9 September 1997
Date of Next Review May 2017
Applicable Legislation Nil

City Plan

Goal:

A healthy and connected community that supports and values people, culture and place.

Objective:

An engaged community with residents enjoying a high level of participation in community life.

Related Policies

- Council Policy - Community Safety - Graffiti Removal/Minimisation

Related Documents

- Guidelines and Application Form for Artwork on Stobie Poles and Bus Shelters
- Guidelines and Application Form for Artwork in Public Places

Responsible Section Community Development
Responsible Directorate Community Development
Delegation Refer to Delegations and Sub-Delegations Manual

Purpose/Objective

- To instil pride of place, recognise the City's unique attributes and create aesthetically and/or emotionally stimulating environments.
- To encourage and support a wide variety of creative expression and arts practice by community members.
- To influence, shape and support the integration of public works of art into urban renewal and development projects and to act as a guide for private sector public art and placemaking initiatives.
- To promote and develop collaborative planning partnerships between design professionals (planners, architects, urban designers), businesses, artists and the community.
- To protect the integrity of public art and provide for its commissioning, maintenance and de-accessioning.
- To address the "Vibrant and Resilient" community goal in the City Plan and address objectives identified in Council's Cultural Plan.

- To ensure appropriate consultation practice is a significant aspect of each public art project.
- To underpin a transparent and accountable best practice commissioning process.

Scope

This policy applies to the installation of publicly or privately owned artwork(s) that impact physically, visually and/or aurally in the public space within the City of Port Adelaide Enfield.

Principles

Council is strongly committed to planning and urban design processes that facilitate collaboration and active community consultation and participation. As a result of this commitment this policy is based on community cultural development and placemaking principles. The principles that underpin this policy are:

- Creativity, the arts and culture are essential components of everyday community life and are crucial to the social wellbeing of the community.
- Art plays a significant role in community life expressing local and cultural identity and distinctiveness.
- Diverse heritage and continuing cultures of Indigenous people and people from a range of cultural backgrounds are recognised, valued and respected.
- Indigenous protocols regarding ownership of cultural material, interpretation, appropriation, copyright and authenticity of artwork is implemented.
- Public works of art integrate the key elements of community cultural development. They create spaces that generate a sense of place which is anchored in the values, ideals and activities of the community.
- Public art provision can occur on three levels:
 - 1 Integrated Public Art - the development of a civic identity through urban regeneration projects, appropriately designed spaces and beautification initiatives.
 - 2 Community Art - the participation of the community in initiating, responding to and providing public art for their own enjoyment or purpose.
 - 3 Commissioning of Public Art - the commissioning of significant pieces of public art.
- A collaborative planning process produces extraordinary works of art that enliven, enrich and enhance the quality of the City's visual environment and public spaces.

- Council accepts and supports professional rates of pay for artists, designers and craftspeople.
- Public art enhances economic development and tourism.

Policy

1. General

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- 1.2 Works of art gifted/donated to the City of Port Adelaide Enfield are considered in line with Council's Guidelines for the Installation of Art in Public Places.

2. Consultation

Community and stakeholder consultation will be an integral component at each level of Public Art provision. The type and extent of consultation will be dependent on the specific project and may involve a range of consultation processes. All Public Art projects should demonstrate sustainable community support and the relevance and appropriateness of the work to its location and local community.

The City of Port Adelaide Enfield's Public Consultation Policy, the Guidelines for the Installation of Art in Public Places and the Guidelines for Public Art on Stobie Poles and Bus Shelters can provide further information on consultation processes suitable for the proposed Public Art.

3. Maintenance and Conservation

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- The impact the work could pose on Council's ongoing maintenance costs and associated labour requirements.
- The work's siting in accordance with Urban Design and Landscape Guidelines.
- Risk management and consideration of public safety standards and the public's use of and access to the public space.
- The potential for the work to be vandalised and how it could later be appropriately reinstated.

3.2 Council undertakes to maintain the artworks in public places for which it has ownership in accordance with the instructions contained in the artist's maintenance manual for each work where applicable.

4. Commissioning of public works of art.

4.1 Commissions to artists will be in accordance with Council's Contract and Tendering Policy.

4.2 All artist contracts for public art will state that copyright remains with the artist and that ownership of the work transfers to Council on completion of the project. (Copyright Act 1968).

4.3 Public Art projects that involve the commissioning of artists/community artists should include acknowledgement of Indigenous protocols regarding ownership of cultural material, interpretation, appropriation, copyright and authenticity of works of art.

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 - A major change occurs in the function of the public space sufficient to change the nature of the place and the work's intended placemaking role.
 - A formal request is made by the artist that the function of the public space for which the work was created, or the function for which the work was created in the space is no longer pertinent, to the serious and severe detriment of the work and its public art purpose.
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- The installation of publicly or privately owned artwork(s) that impact physically, visually and/or aurally into the public space.

Public Art can be:

- Internal or external
- Temporary or permanent
- Integrated
- Three dimensional e.g. stand-alone sculptural works of art,
- Two dimensional e.g. works of art including wall murals, mosaics and paintings,
- A variety of art forms including literature, music, dance, visual art, new media, theatre, craft and design.

Integrated Art:

A collaborative process between artists, architects, landscape architects, engineers and other design professionals to create site specific works of art that have a strong relationship with the natural and built environment.

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- Initiates partnerships between artist(s) and the community to create quality art, across any art form, and reflecting cultural identity, values and issues relevant to that community.
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Art:

- Work that broadly embraces visual and performing arts that include a human presence and broaden, challenge or question traditional views.
- Any original human creation which contains an idea and culminates in a set of processes with the outcome considered to be art.

Artist:

- Any arts practitioner working in the arts (creative or interpretative) who either makes or endeavours to make a living from their art.
- A practitioner either professionally trained in any art form or acknowledged as an artist through their track record (exhibition/commissions) and accepted by their professional peers as an artist.

AMENDMENT lapsed for want of a Secunder.

The MOTION was then put and CARRIED

**ITEM 12.2 ACTING DIRECTOR OF TECHNICAL SERVICES REPORT -
GARY BAKER**

ITEM 12.2.1 PARKING CONTROL - ST PAUL'S COLLEGE

Refer page CL - 427

ITEM 12.2.2 PARKING CONTROL - PARKWAY AVE, WALKLEY HEIGHTS

Cr. Barca moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – Parkway Avenue, Walkley Heights*" be received and noted.
2. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

1. The following areas are public places:

Prohibited Parking Area – No Stopping Zone

NS2576, Parkview Avenue (cul-de-sac), Walkley Heights, east side, between 9.5 metres to 13.5 metres south of the northern property boundary of the reserve, to apply at all times.

Prohibited Parking Area – No Stopping Zone

NS2577, Parkview Avenue (cul-de-sac), Walkley Heights, south side, from 2.5 metres to 6 metres east of the eastern property boundary of number 5, to apply at all times.

Cr. Croci seconded

CARRIED.

ITEM 12.2.3 PARKING CONTROL - BRAY AVENUE, KLEMZIG

Cr. Barca moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – Bray Avenue, Klemzig*" be received and noted.

2. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

The following areas are revoked:

Restricted Parking Zone - No Parking

NS1913 Bray Avenue, Klemzig, northern half of the roadway, 10 metres from the kerb alignment west of the intersection with OG Road, to 25 metres west of the said intersection.

The following areas are public places:

Restricted Parking Zone - No Standing

NS2567 Bray Avenue, Klemzig, southern half, between 10 metres and 29 metres west of the western face of kerb of OG Road, to apply at all times.

Restricted Parking Zone - No Standing

NS2568 Bray Avenue, Klemzig, northern half, between 10 metres and 54 metres west of the western face of kerb of OG Road, to apply at all times.

Restricted Parking Zone - No Standing

NS2569 Bray Avenue, Klemzig, northern half, between 72 metres and 91 metres west of the western face of kerb of OG Road, to apply at all times.

Restricted Parking Zone - No Standing

NS2570 Bray Avenue, Klemzig, southern half, between 84.5 metres and 92 metres west of the western face of kerb of OG Road, to apply at all times.

Restricted Parking Zone - No Standing

NS2571 Bray Avenue, Klemzig, northern half, between 110 metres and 117 metres west of the western face of kerb of OG Road, to apply at all times.

Restricted Parking Zone - No Standing

NS2572 Bray Avenue, Klemzig, southern half, between 129.5 metres and 166.5 metres west of the western face of kerb of OG Road, to apply at all times.

Restricted Parking Zone - No Standing

NS2573 Bray Avenue, Klemzig, northern half, between 155 metres and 158 metres west of the western face of kerb of OG Road, to apply at all times.

Cr. Croci seconded

CARRIED.

ITEM 12.2.4 PARKING CONTROL - WAY STREET, KILBURN

Refer page CL - 428

ITEM 12.2.5 PARKING CONTROL - HART STREET, SEMAPHORE

Cr. Barca moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – Hart Street, Semaphore*" be received and noted.
2. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

The following areas are public places:

Restricted Parking Zone – Loading Zone

LZ199 Hart Street, Semaphore South, southern half, from 150 metres and 159 metres east of eastern face of kerb of Robin Road, to apply from 7am – 3pm, Monday to Friday.

Restricted Parking Zone – No Stopping

NS2562 Hart Street, Semaphore South, southern half, from 215 metres and 235 metres east of eastern face of kerb of Robin Road, to apply at all times.

Cr. Croci seconded

CARRIED.

ITEM 12.2.6 PARKING CONTROL - MILITARY ROAD, LARGS BAY

Cr. Barca moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – Military Rd, Largs Bay*" be received and noted.
2. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

1. The following parts of the public places are:

Parking Zone – One Hour Time Limit

1PZ478, Military Road, Largs Bay, east side, between 10 metres to 15.5 metres south of the southern kerb face of Wattle Street, to apply from 8 am – 6 pm, Mon - Fri.

Cr. Croci seconded

CARRIED.

ITEM 12.2.7 PARKING CONTROL - FLETCHER ROAD, LARGS BAY

Cr. Barca moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – Fletcher Road, Largs Bay*" be received and noted.
2. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

The following areas are public places:

Prohibited Zone – No Parking Area

NP709, Public right of way behind Fletcher Road, Largs Bay, area between 0 metres to 91 metres south of the southern property boundary of Mooltan Avenue, to apply at all times.

Cr. Croci seconded

CARRIED.

ITEM 12.2.8 PARKING CONTROL - SERVICE ROAD, TOWN HALL

Cr. Barca moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – Service Road, Town Hall*" be received and noted.
2. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

The following areas are public places:

Prohibited Zone – No Stopping Zone

NS2574, Service Road behind Town Hall, Port Adelaide, north side, between 0 metres to 35 metres west of the western property boundary of Commercial Road, to apply between 4 pm – 9 pm, delivery vehicles excepted.

Prohibited Zone – No Stopping Zone

NS2575, Service Road behind Town Hall, Port Adelaide, north side, between 0 metres to 35 metres west of the western property boundary of Commercial Road, to apply all other times.

Cr. Croci seconded

CARRIED.

ITEM 12.2.9 PARKING CONTROL - HIGH STREET, DRY CREEK

Cr. Barca moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – High Street, Dry Creek*" be received and noted.
2. That Council Administration advise the National Heavy Vehicle Regulator that Council is prepared to grant Road Train Access on High Street, Dry Creek.
3. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

The following areas are public places:

Restricted Parking Zone - No Parking

NP711 High Street, Dry Creek, northern half, between 10 metres and 37 metres west of the western face of kerb on Churchill Road North, to apply at all times.

Restricted Parking Zone - No Parking

NP712 High Street, Dry Creek, southern half, between 10 metres and 92 metres west of the prolongation of the western face of kerb on Churchill Road North, to apply at all times.

Restricted Parking Zone - No Parking

NP713 Churchill Road North, Dry Creek, eastern half, between 10 metres south of the southern face of kerb of Thompson Street and 10 metres north of the northern face of kerb of Collison Street, to apply at all times.

Cr. Croci seconded

CARRIED.

ITEM 12.2.10 TEMPORARY ROAD CLOSURE - LIGHTSVIEW

Cr. Barca moved that Council resolve the following:-

1. That the Acting Director Technical Services' report titled "*Temporary Road Closure – Lightsview*" be received and noted.
2. That Council approve the following order, for the installation of temporary road closures at the roadways that will be affected by the event.

TEMPORARY ROAD CLOSURE ORDER

The Council exercise power delegated to it by the Minister for Transport and Urban Planning in the State of South Australia, pursuant to Section 11 of the Road Traffic Act 1961, through the Instrument of General Approval, Part One, Clause G: Delegation of Power to Close Roads and Grant Exemptions for Road Events to:

- 1.1 Declare the *Temporary Road Closures – Lightsvie* as an event to which Section 33 of the Road Traffic Act 1961 applies and;
- 1.2 Make an order to temporarily close the road(s) or that part of a road specified in The Schedule below to vehicular traffic as provided in Section 33 (1) of the Road Traffic Act 1961;
- 1.3 Exempt other road users in this area when it is temporarily closed to vehicular traffic from Australian Road Rules 1999, Rules 230, 238, 268, and 298.

THE SCHEDULE

The following roadways will be temporarily closed on Saturday 6 June 2015; as detailed below:

Saturday 6 June 2015 from 11 am to 6 pm

- Nottage Road at Proclamation Road, Northgate
- Nottage Road at midblock, Northgate
- Neates Road at Nottage Road, Northgate

Cr. Croci seconded

CARRIED.

ITEM 12.2.11 PALAIS YELLOW LINE, DISABILITY PARKING SPACES

Refer page CL - 428

ITEM 12.2.12 TRAFFIC ISSUES - PEDDER CRESCENT, DUDLEY PARK

Refer page CL - 429

ITEM 12.2.13 TRAFFIC CONDITIONS - AUDREY AVENUE, BLAIR ATHOL

Refer page CL - 430

ITEM 12.2.14 PEDESTRIAN CROSSINGS - CHURCHILL ROAD, KILBURN

Cr. Barca moved that the Acting Director Technical Services' Report titled "*Pedestrian Crossings, Churchill Road - Kilburn*" be received and noted.

Cr. Croci seconded

CARRIED.

ITEM 12.2.15 TRAFFIC CONTROL - BOOMERANG ROAD, CROYDON PARK

Refer page CL - 430

ITEM 12.2.16 LOCAL AREA TRAFFIC MANAGEMENT PROJECT PRIORITIES

Cr. Barca moved as follows:-

1. That the Acting Director Technical Services' Report titled "*Local Area Traffic Management Project Priorities*" be received and noted.
2. That Council acknowledge the Traffic Management work undertaken by Kym Dorrestyn over the past 9 years.
3. That subject to employment of 2 suitably qualified and experienced Traffic Engineers, Council approve the implementation of the LATM schemes in accordance with the table shown above.

Cr. Croci seconded

CARRIED.

ITEM 12.2.17 OUTSTANDING MATTERS - DIRECTOR TECHNICAL SERVICES

Refer page CL - 430

ITEM 12.2.1 PARKING CONTROL - ST PAUL'S COLLEGE

Cr. Hogan withdrew from the Chamber at 8.32pm.

Cr. Russell moved that Council resolves as follows:

1. That the Acting Director Technical Services' report titled "*Parking Control – St Paul's College*" be received and noted.
2. That Council Administration installs line marking in the indented bays along Blacks Road to maximise parking.
3. That pursuant to the provisions of Section 17 of the Road Traffic Act 1961 and Clause A of the Minister's General Approval dated 22 August 2013, Council hereby declares:

The following areas are revoked:

Restricted Parking Zone - Bus Zone

BZ241 Blacks Rd, Gilles Plains, western half, from 111.7 metres south of the junction with Grand Junction Road, to 136.0 metres south of said junction.

Restricted Parking Zone - Part Time Zone

PT183 Blacks Rd, Gilles Plains, eastern half, between 40.6 metres and 57.7 metres south of the southern boundary of Grand Junction Road to apply between the hours of 8.00am to 9.00am, school days.

Restricted Parking Zone - No Stopping

NS970 Grand Junction Road, Gilles Plains, southern half, between 8 metres west and 37 metres east of the prolongation southerly of the western boundary of Pauls Drive, by a width of 2.7 metres.

The following areas are public places:

Restricted Parking Zone - No Stopping

NS2564 Blacks Road, Gilles Plains, eastern half, between 0 metres and 46 metres south of the southern kerb face of Grand Junction Road, to apply at all times.

Restricted Parking Zone - No Stopping

NS2565 Blacks Road, Gilles Plains, eastern half, between 59 metres and 73 metres south of the southern kerb face of Grand Junction Road, to apply at all times.

Restricted Parking Zone - No Parking

NP709 Blacks Road, Gilles Plains, eastern half, between 46 metres and 59 metres south of the southern kerb face of Grand Junction Road, to apply from 8am – 9am and 3pm – 4pm, Monday to Friday.

Restricted Parking Zone - No Parking

NP710 Blacks Road, Gilles Plains, eastern half, between 73 metres and 79 metres south of the southern kerb face of Grand Junction Road, to apply from 8am – 9am and 3pm – 4pm, Monday to Friday.

Restricted Parking Zone - No Stopping

NS2566 Grand Junction Road, Gilles Plains, southern half, between 40 metres west and 32 metres east of the prolongation of the western kerb face of Pauls Drive, to apply all other times.

Cr. Barca seconded

CARRIED.

ITEM 12.2.4 PARKING CONTROL - WAY STREET, KILBURN

Cr. Jamieson withdrew from the Chamber at 8.34pm.

Cr. Jamieson re-entered the Chamber at 8.36pm.

Cr. Hogan re-entered the Chamber at 8.37pm.

Cr. Iammarrone moved that Council resolves as follows:-

1. That the Acting Director Technical Services' report titled "*Parking Control – Way Street, Kilburn*" be received and noted; and
2. Consultation be undertaken with adjacent stakeholders proposing a 2 hour time limit on Way Street between Churchill Road and Brooklyn Terrace.

Cr. McKay seconded

CARRIED.

ITEM 12.2.11 PALAIS YELLOW LINE, DISABILITY PARKING SPACES

Mayor Gary Johanson made the following statement:

"As I hold the view that there is likely to be a perception that I have a conflict of interest and a concern that my impartiality is compromised I wish to make a personal statement in accordance with Regulation 15(3) of the LG (Procedures at Meetings) Regulations 2013.

- *A representative of the owner of the Palais attended an electoral fundraising function for the State Election held prior to the November Council 2014 elections.*
- *The fact that I received a campaign donation from the owner of the Palais does not automatically give rise to a conflict of interest;*

- *The prescribed test set out in section 73 of the LG Act applies. That is, I (or a close associate) would need to receive/suffer (or have a reasonable expectation of receiving/suffering) a direct/indirect financial benefit/detriment or obtain/suffer (or have a reasonable expectation of obtaining/suffering) a non-financial benefit/detriment. I believe that there is no direct/indirect financial benefit/detriment to be received/suffered or any non-financial benefit/detriment to be obtained/suffered by myself personally in relation to the decision before the Council/Committee.*
- *Further, there is no evidence to suggest the owner of the Palais who made a campaign donation falls within the definition of a 'close associate' under section 73(2). Accordingly, on this basis I believe no conflict of interest arises under the LG Act;*
- *However, the issue for consideration is whether there is a perceived conflict of interest and whether I can make a decision without bias consistent with clause 3.13 of the Code of Conduct for Council Members. I believe I can make a decision without bias."*

Cr. Barca withdrew from the Chamber at 8.46pm.

Cr. Wright moved that this matter be deferred to enable a further report to come back to a subsequent Council meeting providing further details on the proposed relocation of the disability car parking spaces after consultation with the Palais.

Cr. Hogan seconded

CARRIED.

ITEM 12.2.12 TRAFFIC ISSUES - PEDDER CRESCENT, DUDLEY PARK

Cr. Croci moved that Council resolves as follows:

1. That the Acting Director Technical Services' Report titled, "*Traffic Issues, Pedder Crescent - Dudley Park*" be received and noted.
2. To write to businesses in Dudley Park, explaining the No Trucks signs and seeking their assistance in encouraging their drivers to travel at appropriate speeds in the area, in consideration of local residents.

Cr. Wilcock seconded

CARRIED.

ITEM 12.2.13 TRAFFIC CONDITIONS - AUDREY AVENUE, BLAIR ATHOL

Cr. Barca re-entered the Chamber at 8.51pm.
Cr. Barca withdrew from the Chamber at 8.52pm.

Cr. McKay moved that Council resolves as follows:

1. That the Acting Director Technical Services' Report titled, "*Traffic Conditions- Audrey Avenue, Blair Athol*", be received and noted.
2. That Council Administration continues to monitor speed and volume of traffic in Audrey Avenue and that a further report be brought back in twelve months time.

Cr. Iammarrone seconded

CARRIED.

ITEM 12.2.15 TRAFFIC CONTROL - BOOMERANG ROAD, CROYDON PARK

Cr. Wilcock moved that Council resolves as follows:

1. That the acting Director Technical Services' report titled "*Traffic Control – Boomerang Road, Croydon Park*" be received and noted.
2. That Flat Top Road Humps be implemented subject to detailed design considerations.
3. That consultation is carried out with affected residents from adjacent properties to where humps are proposed, during detailed design, to identify and avoid any unanticipated local consequences.

Cr. Iammarrone seconded

CARRIED.

ITEM 12.2.17 OUTSTANDING MATTERS - DIRECTOR TECHNICAL SERVICES

Cr. Barca re-entered the Chamber at 8.53pm.
Cr. Russell withdrew from the Chamber at 8.54pm.
Cr. Wright withdrew from the Chamber at 8.56pm.
Cr. Basham withdrew from the Chamber at 8.56pm.
Cr. Russell re-entered the Chamber at 8.57pm.

Cr. Iammarrone moved that the Acting Director Technical Services report titled "*Outstanding Matters - Acting Director Technical Services*" be received and noted:

1. South Terrace Wingfield Parking
2. Laneway between 28 and 30 Goodman Avenue, Kilburn
3. Ways Road, Hampstead Gardens & Manningham Traffic Management
4. Durand Terrace, Enfield
5. Traffic Control - Redward Ave, Greenacres

6. Traffic Control Device - Dyott Ave, Hampstead Gardens
 7. Installation of Extra Parking Bays
 8. Traffic & Pedestrian Safety, Sir Ross Smith boulevard, Oakden
 9. Cobblestones Removal on the Strand, Northgate (Lightsvue) - Deferred
 10. Collins Street, Enfield Slow Down Options
 11. Sir Ross Smith Boulevard, Oakden
 12. Community Minded Verges
 13. Playground Facilities for the Disabled
 14. Water Spouts - Proposed Locations
 15. Memorial Tree Planting Policy
 16. Upgrades for the Facilities at Fort Largs Car Park
 17. Parking Control - Formby Crescent, Port Adelaide
 18. Parking Control - Military Road, Largs North
 19. Blair Athol Reserve
- Cr. Boan seconded CARRIED.

ITEM 12.2.18 NOMINATIONS SOUGHT FOR THE NATIVE VEGETATION COUNCIL

Cr. Jamieson moved that Council the Acting Director Technical Services' report titled "*Nominations Sought for the Native Vegetation Council*" be received and noted.
Cr. Guscott seconded CARRIED.

Cr. Wright re-entered the Chamber at 9.00pm.

ITEM 12.3 DIRECTOR OF CORPORATE SERVICES REPORT - SARAH PHILPOTT

ITEM 12.3.1 PROGRAM PERFORMANCE BUDGET REVIEW AS AT 31 MARCH 2015

Cr. Boan moved that Council resolves that:

1. the Director Corporate Services' report titled "*Program Performance Budget Review as at March 31, 2015*" be received; and
2. the variations as requested in the Uniform Presentation of Finances amounting to a net lending position for the period of \$148,600 be approved; and

3. the Program Performance Budget July 1, 2014 to March 31, 2015 which reports on Council's funding in the Summary of Program Budget Review and includes the following budget comparison statements prepared pursuant to the provisions contained within section 123 of the *Local Government Act 1999*;

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows
- Uniform Presentation of Finances

be adopted.

Cr. Martin seconded

CARRIED.

ITEM 12.3.2 FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

Refer page CL - 434

ITEM 12.3.3 ECONOMIC DEVELOPMENT - BUILDING WESTERN ADELAIDE

Refer page CL - 434

**ITEM 12.3.4 WESTERN ADELAIDE REGION CLIMATE CHANGE
ADAPTATION PLAN (ADAPTWEST) VULNERABILITY
ASSESSMENTS**

Refer page CL - 435

ITEM 12.3.5 REVIEW AND REDESIGN OF THE COUNCIL WEBSITE

Cr. Boan moved that Council resolves that the Director Corporate Services' report titled '*Review and Redesign of Council Website*' be received and noted.

Cr. Martin seconded

CARRIED.

ITEM 12.3.6 LOCAL GOVERNMENT (ACCOUNTABILITY AND GOVERNANCE) AMENDMENT BILL 2015

Cr. Boan moved that Council resolves as follows:

1. That the Director Corporate Services' report titled "*Local Government (Accountability and Governance) Amendment Bill 2015*" be received and noted; and
2. That the Administration receives feedback from individual members by 22 May 2015 and provides a summary of responses to LGA relating to the Amendment Bill.

Cr. Martin seconded

CARRIED.

ITEM 12.3.7 DRAFT COMMUNITY ENGAGEMENT POLICY FOR PUBLIC CONSULTATION

Cr. Boan moved that Council resolves as follows:

1. That the Director Corporate Service's Report titled "Draft Community Engagement Policy for Public Consultation" is received; and
2. That Council approves a public consultation on the draft Community Engagement Policy in accordance with Section 50 of the Local Government Act 1999.

Cr. Martin seconded

CARRIED.

ITEM 12.3.8 CONFIRMATION OF AMENDMENT TO COUNCIL POLICY - CONTRACTS AND TENDERING

Cr. Boan moved that Council resolves that the Director Corporate Services' report titled "*Confirmation of Amendment to Council Policy - Contracts and Tendering*" be received and noted.

Cr. Martin seconded

CARRIED.

ITEM 12.3.9 TENDERS

Cr. Boan moved that Council resolves that the Director Corporate Services' report titled "*Tenders*" be received and noted.

Cr. Martin seconded

CARRIED.

ITEM 12.3.10 OUTSTANDING MATTERS - DIRECTOR CORPORATE SERVICES

Refer page CL - 435

ITEM 12.3.2 FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

Cr. Basham re-entered the Chamber at 9.04pm.

Cr. Osborn moved that Council resolves as follows:

1. that the Director Corporate Services' report titled "*Financial Assistance Grants to Local Government*" be received;
2. that the Council acknowledges the importance of the federal funding received through the Financial Assistance Grants program for the continued delivery of councils services and infrastructure;
3. that Council acknowledges it will receive \$3,790,668 under the funding program in 2014-2015;
4. that Council will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in council publications; and
5. that the City of Port Adelaide Enfield calls on the Treasurer, the Hon. Joe Hockey, to restore indexation to Financial Assistance Grants immediately.

Cr. Iammarrone seconded

CARRIED.

ITEM 12.3.3 ECONOMIC DEVELOPMENT - BUILDING WESTERN ADELAIDE

Cr. Hogan moved that Council resolves as follows:

1. That the Director Corporate Services' report titled "*Economic Development – Building Western Adelaide*" be received and noted;
2. That the Administration advises the City of Charles Sturt of Council's in principle support for the creation of a Western Alliance between the Cities of Port Adelaide Enfield, West Torrens, Holdfast Bay and Charles Sturt for the purpose of economic development; and
3. That the Administration provides feedback to the City of Charles Sturt on the draft *Building Western Adelaide* economic development document, based on the information contained within this Council report and any additional feedback which Council proposes.

Cr. Osborn seconded

CARRIED UNANIMOUSLY.

**ITEM 12.3.4 WESTERN ADELAIDE REGION CLIMATE CHANGE
ADAPTATION PLAN (ADAPTWEST) VULNERABILITY
ASSESSMENTS**

Cr. Osborn withdrew from the Chamber at 9.23pm.

Cr. Osborn re-entered the Chamber at 9.24pm.

Cr. Hogan moved that Council resolves as follows:

1. That the Director Corporate Services' report titled "*Western Adelaide Region Climate Change Adaptation Plan (AdaptWest) – Vulnerability Assessments*" be received and noted; and
2. That Elected Members note the invitation to attend the joint workshop of Elected Members of the three AdaptWest Councils on 20 May 2015 to be held at the Education Development Centre, Milner Street, Hindmarsh.

Cr. Hubycz seconded

CARRIED.

**ITEM 12.3.10 OUTSTANDING MATTERS - DIRECTOR CORPORATE
SERVICES**

Cr. Iammarrone withdrew from the Chamber at 9.28pm.

Cr. Iammarrone re-entered the Chamber at 9.31pm.

Cr. Iammarrone moved that Council resolves that the Director Corporate Services' report titled "*Outstanding Matters - Director Corporate Services*" regarding the under mentioned items be received and noted:

1. Ownership of Former Enfield & Districts Historical Society Inc Historical Collection of Museum Artefacts
2. Rebates and Remissions of Rates 2014-2015
3. Closed Circuit Television (CCTV) Grants Program
4. Customer Service Responses - Online Reporting
5. By-Laws Review - Outcome of Public Consultation
6. Street Naming - Reinstatement of Rennie Road
7. Federal Government White Paper and Issues Papers
8. Hanson Road Master Plan - Elected Members' Workshop
9. Taperoo Park - Soccer Facility Update
10. Regency Park Golf Course - Regeneration of Greens
11. State Records Act - update
12. Policy Review - Elected Members' Information Management
13. Soccer Goals at Blair Athol Reserve

Cr. Wright seconded

CARRIED.

ITEM 12.4 ACTING CITY MANAGER'S REPORT - WALLY IASIELLO

ITEM 12.4.1 RE-NAMING OF REGENT GARDENS RESERVE, OAKDEN

Cr. Barca moved that Council resolves as follows:

1. That the Acting City Manager's report titled "*Re-naming Regent Gardens Reserve, Oakden*", be received and noted; and
2. That the Regent Gardens Reserve, described as Allotment Part 2075, DP44572, Vol.5614 F126, Sir Ross Smith Boulevard, Oakden be renamed the Harry Wierda Reserve.

Cr. Croci seconded

CARRIED.

**ITEM 12.4.2 LOCAL GOVERNMENT BOARD MEETING ATTENDANCE -
COUNCILLOR PETER JAMIESON**

Refer page CL - 437

**ITEM 12.4.3 REVIEW OF CONFIDENTIALITY ORDERS - ITEMS 16.9 AND
16.10**

Cr. Barca moved that Council resolves as follows:

1. That the Acting City Manager's report titled "*Review of Confidentiality Orders - Items 16.9 and 16.10*" be received and noted.
2. That the Confidentiality Order in relation to Item 16.9 and 16.10, Ordinary Council Meeting 12 May 2014, remain in place until the next review.

Cr. Croci seconded

CARRIED.

ITEM 12.4.4 OUTSTANDING MATTERS - ACTING CITY MANAGER

Cr. Barca moved that the Acting City Manager's report titled "*Outstanding Matters - Acting City Manager*" regarding the under mentioned items be received and noted:

1. Reports by Council Delegates;
2. Elected Member Announcements; and
3. Report to Council on quarterly meetings for Budget Review and Policy Reviews.

Cr. Croci seconded

CARRIED.

**ITEM 12.4.2 LOCAL GOVERNMENT BOARD MEETING ATTENDANCE -
COUNCILLOR PETER JAMIESON**

Cr. Peter Jamieson declared an interest in item 12.4.2 as he will expect to receive a direct pecuniary financial benefit or suffer a direct pecuniary detriment if the matter was decided in a particular manner and withdrew from the Chamber at 9.34pm.

Cr. Wilcock moved that Council resolves as follows:

1. That the Acting City Manager's report titled "*Local Government Board Meeting Attendance - Councillor Peter Jamieson*" be received and noted; and
2. that Council meets the costs of travel and accommodation when Councillor Jamieson is required to attend the LGA Board meetings outside of metropolitan Adelaide.

Cr. Russell seconded

CARRIED.

Cr. Wilcock withdrew from the Chamber at 9.35pm.

Cr. Jamieson re-entered the Chamber at 9.35pm.

Cr. Dinh withdrew from the Chamber at 9.35pm.

Cr. Wilcock re-entered the Chamber at 9.36pm.

**ITEM 12.4.5 STORMWATER MANAGEMENT AUTHORITY - ACTING
PRESIDING MEMBER**

Cr. Jamieson moved that Council resolves as follows:-

1. that the Acting City Manager's report titled "*Stormwater Management Authority - Acting Presiding Member*" be received and noted;
2. that Council notes the appointment of the Acting City Manager as Presiding Member of the Stormwater Management Authority until 30 June 2015; and
3. that the Council endorses the nomination of the Acting City Manager to be a member of the Stormwater Management Authority.

Cr. Osborn seconded

CARRIED UNANIMOUSLY.

ITEM 13. CORRESPONDENCE

ITEM 13.1 CORRESPONDENCE - COURTS ADMINISTRATION AUTHORITY

Cr. Guscott moved that Council resolves that the correspondence and media release from the Courts Administration Authority dated 13 April 2015 be received and noted.

Cr. Jamieson seconded

CARRIED.

ITEM 14. NOTICE OF MOTION

**ITEM 14.1 NOTICE OF MOTION - KAURNA STATEMENT OF
ACKNOWLEDGEMENT - CR. BARCA**

Cr. Dinh re-entered the Chamber at 9.37pm.

Cr. Barca moved that the following proposed Kurna Acknowledgement Statement be referred to the Aboriginal Advisory Panel for their consideration and approval. *"We would like to acknowledge this land that we meet on today is the traditional lands of the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural heritage beliefs are still as important to the Kurna people both past and present"* and that we commence each Council meeting and appropriate Council events with the approved Kurna Acknowledgement Statement.
Cr. Hubycz seconded CARRIED.

**ITEM 14.2 NOTICE OF MOTION - COUNCIL VERGE TREATMENT OPTIONS
- CR. HUBYCZ**

Cr. Hubycz moved that Council return a report on the new Munno Para development Council verge treatments as displayed in the attached photos, their cost and maintenance with a comparison to grassed Council verges that we maintain currently. Please provide other low maintenance and visually acceptable verge treatment options in the report.
Cr. McKay seconded CARRIED.

**ITEM 14.3 NOTICE OF MOTION - FINSBURY RAILWAY CORRIDOR -
CR. WILCOCK**

Cr. Wilcock moved that the Council Administration brings back a report into what (if any) progress has been made into the Council's ongoing attempt to purchase the land of the old Finsbury Railway Corridor.

That the Council report does so in acknowledgement of the desires of the residents of Ottoway to have this land turned into open space. Also acknowledging that Ottoway has an aesthetic necessity for more open space.
Cr. Barca seconded CARRIED.

ITEM 14.4 NOTICE OF MOTION - INTRODUCTION OF REGIONAL ZONING FOR THE ELECTION OF METROPOLITAN LOCAL GOVERNMENT GROUP (MLGG) REPRESENTATIVES TO THE LOCAL GOVERNMENT ASSOCIATION (LGA) STATE BOARD - CR. WRIGHT

Cr. Jamieson declared an interest in item 14.4 as he is currently a deputy Board Member of the LGA Board SA, representing the MLGG and may receive a payment for attendance at a LGA Board meeting, if he is given proxy status for a full board member and withdrew from the Chamber at 10.12pm.

Cr. Wright moved that a report be brought back to a subsequent meeting of Council which considers the introduction of regional zoning in the MLGG for the election of metropolitan representatives to the LGA SA Board, which is the method used by regional SA Councils.

- i. This report should include;
 - the creation of Council zones in the metropolitan area which have similar Council interests, and ideally have similar populations, and
 - the zone or zones which the Port Adelaide Enfield Council may consider to be the best for representation on the LGA Board and
 - the number of full and deputy LGA Board members from each zone, which is proportional to the population of the zones and
 - whether there is a need to increase the number of members on the LGA Board who are from the MLGG, to better align with the populations of the proposed zones and
 - any views of neighbouring and other Metropolitan Councils and in particular the City of Playford and the Town of Gawler and
 - the method(s) used by Country Council zones to elect their LGA Board members and deputies.
- ii. a Workshop be held to discuss this issue, prior to the report being presented at the Council Meeting.

Cr. Hubycz seconded

CARRIED.

ITEM 14.5 NOTICE OF MOTION - ST ALBANS RESERVE - CR. MARTIN

Cr. Jamieson re-entered the Chamber at 10.24pm.

Cr. Martin moved that a report come back to Council to address the below:

1. The Synthetic surfaces on the St Albans Reserve at Clearview (home of the Enfield Athletics Clubs) have reached over double the life span estimates by the supplier.
2. A meeting to be held with the staff and Committee of Enfield Athletics Club to include Ward Councillors to address the over use by regular non organised sports that are being played every week end.

Cr. Iammarrone seconded

CARRIED.

ITEM 14.6 NOTICE OF MOTION - ST ALBANS RESERVE ENFIELD HARRIERS AMATEUR ATHLETIC CLUB - CR MARTIN

Cr. Martin moved that a report come back to Council to address the below:

1. A master Plan be considered for St Albans Reserve in the 2015/16 Budget to look at proposals and have extensive new areas created is requested to meet the needs of our successful athletes who train at this ground.

Cr. Iammarrone seconded

CARRIED.

ITEM 15. ADOPTION OF COMMITTEE REPORTS - Nil

ITEM 16. URGENT BUSINESS

ITEM 16.1 INSTALLATION OF SUBTERRANEAN IRRIGATION AT HAMPSTEAD PRIMARY SCHOOL

Cr. Jamieson declared an interest in item 16.1 as he is an employee of the Department of Education and Childhood Development (DECD) and may get a non-pecuniary benefit or non-pecuniary detriment if the matter is decided in a particular manner and withdrew from the Chamber at 10.35pm.

Cr. Boan also declared an interest in the matter as she is employed by DECD however not at this school and remained in the chamber.

Cr. Osborn moved as follows:

1. that Council supports the installation of subterranean irrigation and reseeded of the oval at Hampstead Primary School. Council recognises the importance of the Hampstead Primary School Governing Council undertaking this project that is intended to create a safer surface for school students and local community members, and increase the use of the facility for sporting groups and other members of the public. While not providing financial or other in-kind assistance, Council supports the Hampstead Primary School Governing Council applying to the Office for Recreation and Sport for a grant. Council acknowledges the leadership and hard work of the School Principal, Joy Keddie, and the Governing Council Chair, Afroditi May.
2. that Council Administration writes a letter of support to the Governing Council Chair (care of the School Principal) to be received no later than 15 May 2015 to support their grant application, in accordance with the above paragraph.

Cr. Barca seconded

CARRIED UNANIMOUSLY.

ITEM 16.2 LEFEVRE STADIUM USE BY OVERSEAS FRIENDS OF THE BJP

Cr. Jamieson re-entered the Chamber at 10.36pm.

Cr. Osborn withdrew from the Chamber at 10.37pm.

Cr. Martin withdrew from the Chamber at 10.41pm.

Cr. Basham moved that the City of Port Adelaide Enfield grant free usage of up to two hours for both courts of the Lefevre Stadium on June 21st 2015 in the afternoon, at a cost to Council of no more than \$308, to the Overseas Friends of BJP and/or Hindu Council Australia.

Cr. Barca seconded

CARRIED.

ITEM 17. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 10.41 pm

Minutes confirmed,

PRESIDING MEMBER