

NOTICE OF MEETING

CORPORATE SERVICES COMMITTEE

AGENDA & REPORTS

for the meeting

commencing at 6pm on Monday 1 July 2019

Meeting Rooms CC2 and CC3

72 Woodville Road, Woodville

To All Members of Corporate Services Committee

Councillor Campbell – Presiding Member
Councillor Mitchell – Deputy Presiding Member
Her Worship the Mayor – Angela Evans (ex officio)
Councillor Ferrao
Councillor Ghent
Councillor Hibeljic
Councillor Nguyen
Councillor Turelli
Councillor T Wasylenko



DONNA DUNBAR
ACTING GENERAL MANAGER CORPORATE SERVICES

Dated 27 June 2019

AGENDA

COMMITTEE OPENING

Apologies for absence.

1. CONFIRMATION OF MINUTES

Confirmation of the minutes of the previous meeting held on Monday, 2 June 2019.

2. DEPUTATIONS

3. BUSINESS

Page No.

3.30 NEW POLICY - OPEN DATA POLICY (B8527) 1

Brief

To seek endorsement from the Committee on a new policy – Open Data Policy to drive innovation and economic opportunities within the City of Charles Sturt. Shane Deveraux – Coordinator Information Technology and Scott Robinson – Senior GIS Officer will provide a presentation to the Committee on the objectives of the policy.

3.31 CIVIC RECOGNITION AND EVENTS POLICY (B632) 5

Brief

To consider the review of Recognition of Service Policy for Council Members, Freeman, Freedom and Keys to the City and the Civic Awards and Civic Events Policy and merging these into one policy – Civic Recognition and Events Policy.

3.32 POLICIES FOR REVIEW - MINOR CHANGES ONLY (B632) 13

Brief

To consider policies which remain largely unchanged or have minor changes only at the time of their 2 yearly reviews.

3.33 AMENDMENT TO FEES AND CHARGES REGISTER - COMMONWEALTH HOME SUPPORT PROGRAMME (B890, B238, B576, B6700) **21**

Brief

The report is to request a change to the recently approved Fees and Charges Register in relation to the Commonwealth Home Support Programme. Residents aged 65 years and over contribute a small fee to have services delivered to them in their homes to assist them to remain independent. The remainder cost of the service delivery is supported through the Commonwealth Funding that Charles Sturt receives.

4. MOTIONS ON NOTICE

Nil

5. QUESTIONS ON NOTICE

Nil

6. MOTIONS WITHOUT NOTICE

7. QUESTIONS WITHOUT NOTICE

8. BUSINESS – PART II – CONFIDENTIAL ITEMS

Nil

9. MEETING CLOSURE

TO: Corporate Services Committee

FROM: Coordinator Information Technology

DATE: 1 July 2019

3.30 NEW POLICY - OPEN DATA POLICY (B8527)

Brief

To seek endorsement from the Committee on a new policy – Open Data Policy to drive innovation and economic opportunities within the City of Charles Sturt. Shane Deveraux – Coordinator Information Technology and Scott Robinson – Senior GIS Officer will provide a presentation to the Committee on the objectives of the policy.

Recommendation

That the Committee endorse the Open Data Policy as detailed in Appendix A to this report.

Status

This report relates to or impacts upon the following Community Plan Objectives 2016-2027.

Our Economy - An economically thriving City

- Lead regional collaboration to promote the Western Adelaide economy.
- Support and enable local business prosperity and growth.
- Facilitate an environment for a diversity of business and industry types.

Our Leadership - A leading & transformational Local Government organisation

- Be bold and innovative in our practices, leadership and decision making.
- A collaborative, agile and high performing work place.
- Practise transparent and accountable governance.

Relevant Council policies are:

- Privacy Policy

Relevant statutory provisions are:

- Local Government Act 1999

NEW POLICY – OPEN DATA POLICY Item 3.30

Continued

Background

The City of Charles Sturt is the custodian of a diverse range of data and the Information Services Portfolio has considered how this data can be accessed and used to align with Council's aspiration of a Smart City.

Report

Open Data is not a new concept; both the Federal and State government have a commitment to open data that is available for everyone and aims to unlock opportunities for communities and the economy. The Open Data Policy has been developed in-line with the Federal and State government policies and the International Open Data Charter.

The City of Charles Sturt gratefully acknowledges the support of the City of Edmonton (Alberta, Canada) to assist the development of the Policy and Framework. The main aim of the policy is to foster greater transparency and accountability, and to drive innovation and economic opportunities for stakeholders within the City of Charles Sturt.

Open data is a progressive and evolving process and the intent is not to open all data for which Council is the custodian. In the first instance, priority will be given to datasets that are already publicly available. For example, several of our spatial datasets such as Stormwater locations are already published on our external mapping sites. This Policy will also be underpinned by a governance Framework that ensures data is protected where required and will be reviewed against the following criteria:

- Privacy requirements
- Security requirements
- Confidentiality requirements
- Legal privilege
- Commercial considerations

The Open Data Policy is provided in **Appendix A** to this report.

Financial and Resource Implications

Open Data initiatives are to be managed within existing constraints of staff and budget. As a consequence, Open Data is a long-term initiative for Council.

Customer Service and Community Implications

It is anticipated that providing the community with access to data will lower the need and reliance on staff to produce reports and other data related artefacts that would be available through an Open Data Portal.

Environmental Implications

There are no environmental implications.

NEW POLICY – OPEN DATA POLICY Item 3.30

Continued

Community Engagement/Consultation

(including with community, Council members and staff)

Nil

Risk Management/Legislative Implications

A governance framework will underpin the Open Data Policy to ensure that data is protected where required.

Conclusion

That the Committee endorse the Open Data Policy.

Appendices

| Appendix | Title of Document | No. of Pages | TRIM Ref |
|----------|--------------------------|--------------|-----------|
| 1 | Open Data Policy - Draft | 4 | 19/116207 |
| | | | |

NEW POLICY – OPEN DATA POLICY Item 3.30

APPENDIX A

Appendix A consists of 4 pages.
Ref: 19/116207

TO: Corporate Services Committee

FROM: Manager Governance & Operational Support

DATE: 1 July 2019

3.31 CIVIC RECOGNITION AND EVENTS POLICY (B632)

Brief

To consider the review of Recognition of Service Policy for Council Members, Freeman, Freedom and Keys to the City and the Civic Awards and Civic Events Policy and merging these into one policy – Civic Recognition and Events Policy.

Recommendation

- 1. That the Recognition of Service Policy for Council Members, Freedom and Keys to the City (refer Appendix A) is revoked.**
 - 2. That the Civic Awards and Civic Events Policy (refer Appendix B) is revoked.**
 - 3. That the Civic Recognition and Events Policy (refer Appendix C) is endorsed.**
-

Status

This report relates to or impacts upon the following Community Plan Objectives 2016-2027.

Our Community - A strong and connected community

- Capitalise on partnerships, build community resilience and sense of belonging.
- Create opportunities for community leadership and civic participation.

Our Leadership - A leading & transformational Local Government organisation

- Practise transparent and accountable governance.

Relevant Council policies are:

- Recognition of Service Policy for Council Members, Freedom and Keys to the City
- Civic Awards and Civic Events Policy

Relevant statutory provisions are:

- Local Government Act 1999
- Australian Citizenship Act 2007

CIVIC RECOGNITION AND EVENTS POLICY Item 3.31

Continued

Background

At the Corporate Services Committee of 6 May 2019, the Committee considered the review of the Recognition of Service Policy for Council Members, Freeman, Freedom and Keys to the City Policy (refer CoS 6/5/19, Item 3.23). At this meeting the Committee endorsed that a further report is provided on the historical and contemporary relevance of the policy requirements.

Report

As part of this review consideration has been given to other similar policies and it was identified that the Recognition of Service Policy for Council Members, Freeman, Freedom and Keys to the City Policy (refer **Appendix B**) and Civic Awards and Civic Events (refer **Appendix B**) have the potential to be merged.

Further to this, research was undertaken to consider the approach that other metropolitan Councils take in relation to Civic recognition. It should be noted that this review did not include the consideration of the service recognition of Council Members, this information was contained in the report presented to the Committee at their May meeting (refer CoS 6/5/19, Item 3.23)

The table below shows that in most case, the Councils have determined to utilise a contemporary award structure rather than the historical use of Freeman, Freedom and Keys to the City.

| Council | Freeman | Freedom | Keys to the City | Other |
|----------------------------------|----------------|----------------|-------------------------|---|
| City of Salisbury | ✘ | ✘ | ✘ | Living Legends Awards Australia Day Awards |
| City of Port Adelaide Enfield | ✘ | ✘ | ✘ | Australia Day Awards |
| City of Onkaparinga | ✘ | ✔ | ✔ | Excellence Awards Australia Day Awards Youth Recognition Awards Every Generation Awards History & Heritage Awards Mayoral Civic Achievement Awards Certificate of Appreciation |
| City of Tea Tree Gully | ✘ | ✘ | ✘ | Youth Achievement Awards Australia Day Awards |
| City of Marion | ✘ | ✘ | ✘ | Unsung Heroes Australia Day Award Community Excellence Awards Certification of Appreciation Marion Learning Festival Scholarship Youth Recognition Awards |

CIVIC RECOGNITION AND EVENTS POLICY Item 3.31

Continued

| Council | Freeman | Freedom | Keys to the City | Other |
|-----------------------|----------------|----------------|-------------------------|--|
| City of Adelaide | ✘ | ✔ | ✔ | City of Adelaide Citizen of the Year Awards Letters of Recognition |
| City of West Torrens | ✘ | ✘ | ✘ | Australia Day Awards Community Event of the Year Anniversary Award Community Group Award Community Service Award Environmental Award Business Award Civic Award |
| City of Holdfast Bay | ✘ | ✘ | ✘ | Proclamation Day Ceremony and Commemoration Australia Day Awards |
| City of Charles Sturt | ✔ | ✔ | ✔ | Australia Day Awards Civic Awards |

Given the similarities between the Civic Awards and Civic Events and the Recognition of Service Policy for Council Members, Freeman, Freedom and Keys to the City Policy it is recommended that these two policies are revoked, allowing for the creation of a new policy – *Civic Recognition and Events Policy* (refer **Appendix C**).

The main aspects of both policies have been maintained and incorporated into the proposed new policy in two sections – Civic Recognition and Civic Events and a summary of how the two policies have been merged are provided below. There are some recommended amendments for the Committee to consider and these are also provided below.

Civic Recognition

This section details how Council acknowledges contributions made by Council Members and the Community and differentiates between when the Mayor's discretion and when a Council resolution is required. This is consistent with the current policies.

Proposed Amendment – Removal of Freedom of the City

It is recommended that consideration is given to removing the Freedom of the City Award as the Freedom and Keys to the City criteria are very similar. This allows Council to utilise the Keys to the City criteria to still consider the recognition of individuals and organisations that have provided outstanding and dedicated service.

In the previous policy both the Freedom and Keys to the City recipients were afforded a Civic Reception and were to be invited to the Mayor's Christmas Dinner. The new policy recommendation is that it is more appropriate to only hold a Civic Reception, therefore the requirement to invite the recipients (or a representative) to the Mayor's Christmas dinner has been removed.

CIVIC RECOGNITION AND EVENTS POLICY Item 3.31

Continued

There are currently two recipients who have been awarded Freedom of the City – Fort Glanville Historical Association and the Noarlunga Volunteer Rifle Unity Inc. and it is recommended that Council maintain this recognition.

Proposed Amendment – Service Recognition of Council Members

Two minor amendments are being recommended for Service Recognition of Council Members.

The previous policy stated a gift would be presented up to a certain value based on the years of service. The new policy has included a range e.g. between the value of \$100-\$150.

The new policy also recommends the consideration of the values at each of the nominated service years as there appears to be an uneven calculation between the years.

| Years of Service | Current | Proposed |
|------------------|-------------|---------------------|
| 10 years | Up to \$150 | Between \$100-\$150 |
| 20 years | Up to \$500 | Between \$300-\$350 |
| 25 years | Up to \$750 | Between \$500-\$550 |

Proposed Addition – Bereavement

Council's general practice has been to pass a motion at a Council meeting when an ex-Council Member has passed away. It is recommended that a Bereavement section is added to the policy at the end of the recognition of service section.

The previous report had identified that the formal tribute would be arranged to the value of \$75.00 however it is recommended that this is consistent with the approach taken by the administration on the passing of a past or current staff members where the nominated value is \$50.00.

Civic Events

There are not changes being recommended for Civic Events. The section contained in the new policy has been taken directly from the Civic Awards and Civic Events Policy.

Financial and Resource Implications

The cost of any of the categories nominated in the proposed policy will be covered under the Council's recurrent budget.

Customer Service and Community Implications

There are no customer service or community implications.

Environmental Implications

There are no environmental implications.

CIVIC RECOGNITION AND EVENTS POLICY Item 3.31

Continued

Community Engagement/Consultation

(including with community, Council members and staff)

There is no requirement for Community engagement or consultation.

Risk Management/Legislative Implications

There are no risk management or legislative implications.

Conclusion

That the Committee consider the revocation of the Recognition of Service Policy for Council Members, Freeman, Freedom and Keys to the City (refer **Appendix A**) and the Civic Awards and Civic Events Policy (refer **Appendix B**) and endorsing the new Civic Recognition and Events Policy (refer **Appendix C**).

Appendices

| Appendix | Title of Document | No. of Pages | TRIM Ref |
|----------|--|--------------|----------|
| A | Recognition of Service Policy for Council Members, Freeman, Freedom and Keys to the City | 6 | |
| B | Civic Awards and Civic Events Policy | 3 | |
| C | Civic Recognition and Events Policy | 6 | |

CIVIC RECOGNITION AND EVENTS POLICY Item 3.31

APPENDIX A

Appendix A consists of 6 pages

CIVIC RECOGNITION AND EVENTS POLICY Item 3.31

APPENDIX B

Appendix B consists of 3 pages

CIVIC RECOGNITION AND EVENTS POLICY Item 3.31

APPENDIX C

Appendix C consists of 6 pages

TO: Corporate Services Committee

FROM: EA to the General Manager Corporate Services

DATE: 1 July 2019

3.32 POLICIES FOR REVIEW - MINOR CHANGES ONLY (B632)

Brief

To consider policies which remain largely unchanged or have minor changes only at the time of their 2 yearly reviews.

Recommendation

That the revised policies, as shown;

- **Building Inspection Policy in Appendix A**
- **Plant, Equipment & Fleet Management Policy in Appendix B**
- **Telecommunications and Electricity Infrastructure on Council Land Policy in Appendix C**
- **Unreasonable Requests for Service Information and Complaints Policy in Appendix D**

be adopted.

Status

This report relates to or impacts upon the following Community Plan Objectives 2016-2027.

Our Leadership - A leading & transformational Local Government organisation

- Be bold and innovative in our practices, leadership and decision making.
- Practise transparent and accountable governance.

Background

Council Policies are reviewed on a two yearly basis. The Council policies listed below are currently due for committee review;

- Building Inspection Policy in **Appendix A**
- Plant, Equipment & Fleet Management Policy in **Appendix B**
- Telecommunications and Electricity Infrastructure on Council Land Policy in **Appendix C**
- Unreasonable requests for Service, Information and Complaints Policy in **Appendix D.**

POLICIES FOR REVIEW - MINOR CHANGES ONLY Item 3.32

Continued

Report

During the recent review of policies, it was identified that the;

- Building Inspection Policy in **Appendix A** (refer CoS 5/06/2017, Item 3.29)
- Plant Equipment & Fleet Management Policy in **Appendix B** (refer CoS 5/06/2017, Item 3.29)
- Telecommunications and Electricity Infrastructure on Council Land Policy in **Appendix C** (refer CoS 3/07/2017, Item 3.31)
- Unreasonable Requests for Service, Information and Complaints Policy in **Appendix D** (refer CoS 3/09/2018, Item 3.41)

required no or minimal changes following consideration by the relevant Manager.

The Unreasonable Complainant Procedure (as attached to the Unreasonable Requests for Service, Information and Complaints Policy), has had some minor changes for reading clarity purposes. In particular, the numbering of the sections has been added to illustrate the different options available to Council in dealing with unreasonable behaviour.

The "Warning to the Complainant" section has been deleted as this step is included where appropriate under the different sections in the procedure.

There has also been some clarification of the relationship between the Freedom of Information Act (FOI) and this procedure. Nothing in the Policy or Procedure takes away from a person's rights under the FOI Act, however. Section 18 2A of the FOI Act reads:

(2a) An agency may refuse to deal with an application if, in the opinion of the agency, the application is part of a pattern of conduct that amounts to an abuse of the right of access or is made for a purpose other than to obtain access to information.

Therefore, documented unreasonable behaviour under this Policy and Procedure, may be a grounds for denying a FOI request.

Financial and Resource Implications

There are no financial or resource implications.

Customer Service and Community Implications

There are no customer service or community implications.

Environmental Implications

There are no environmental implications.

Community Engagement/Consultation

(including with community, Council members and staff)

POLICIES FOR REVIEW - MINOR CHANGES ONLY Item 3.32

Continued

There are no risk management or legislative implications.

Risk Management/Legislative Implications

There are no risk management or legislative implications.

Conclusion

The attached policies as included in **Appendix A to D** have been reviewed and no or minimal changes are required.

POLICIES FOR REVIEW - MINOR CHANGES ONLY Item 3.32

Continued

Appendices

| Appendix | Title of Document | No. of Pages | TRIM Ref |
|----------|---|--------------|-----------|
| A | Building Inspection Policy | 5 | 12/270464 |
| B | Plant, Equipment & Fleet Management Policy | 2 | 12/269999 |
| C | Telecommunications & Electricity Infrastructure on Council Land Policy | 2 | 12/270469 |
| D | Unreasonable Requests for Service, Information and Complaints Policy | 14 | 19/165759 |

POLICIES FOR REVIEW - MINOR CHANGES ONLY Item 3.32

APPENDIX A

Building Inspection Policy
Appendix A consists of 5 pages.
Ref: 12/270464

POLICIES FOR REVIEW - MINOR CHANGES ONLY Item 3.32

APPENDIX B

Plant, Equipment & Fleet Management Policy
Appendix B consists of 2 pages.
Ref: 12/269999

POLICIES FOR REVIEW - MINOR CHANGES ONLY Item 3.32

APPENDIX C

Telecommunications and Electricity Infrastructure on Council Land Policy
Appendix C consists of 2 pages.
Ref: 12/270469

POLICIES FOR REVIEW - MINOR CHANGES ONLY Item 3.32

APPENDIX D

Unreasonable Requests for Service, Information and Complaints Policy
Appendix D consists of 14 pages.
Ref: 19/165759

TO: Corporate Services Committee

FROM: Team Leader Community Care

DATE: 1 July 2019

3.33 AMENDMENT TO FEES AND CHARGES REGISTER - COMMONWEALTH HOME SUPPORT PROGRAMME (B890, B238, B576, B6700)

Brief

The report is to request a change to the recently approved Fees and Charges Register in relation to the Commonwealth Home Support Programme. Residents aged 65 years and over contribute a small fee to have services delivered to them in their homes to assist them to remain independent. The remainder cost of the service delivery is supported through the Commonwealth Funding that Charles Sturt receives.

Recommendation

- 1. That the report be received and noted.**
 - 2. That the half hourly cost for General Maintenance Safety and Security and Volunteer Gardening Assistance be approved to be amended to \$6 ensuring equity across programs fees delivered by the Commonwealth Home Support Programme.**
-

Status

This report relates to or impacts upon the following Community Plan Objectives 2016-2027.

Our Community - A strong and connected community

- Provide accessible social infrastructure and services that engage our diverse community.
- Capitalise on partnerships, build community resilience and sense of belonging.
- Create opportunities for community leadership and civic participation.
- Educate and regulate to enable a safe and healthy environment.

Our Leadership - A leading & transformational Local Government organisation

- Be bold and innovative in our practices, leadership and decision making.
- Adaptive and sustainable management of the City's finances.
- A collaborative, agile and high performing work place.
- Practise transparent and accountable governance.

AMENDMENT TO FEES AND CHARGES REGISTER – COMMONWEALTH HOME SUPPORT PROGRAMME Item 3.33 Continued

Relevant Council policies are:

- Ageing in Charles Sturt Policy
- Social Inclusion Policy
- Commonwealth Home Support and State Home and Community Care Program Fees Policy
- Community Care Consumer Rights Policy
- Privacy Policy

Relevant statutory provisions are:

- Aged Care Act 1997
- Home and Community Care Act 1995
- Australian Aged Care Quality Agency Act 2013
- Age Discrimination Act 2004

Background

Presently Council receives over \$1.4 million annually from the Commonwealth Government and supports 7000 clients to remain living in their own home. These services include Domestic Assistance, Respite, Home Maintenance and Home Modifications, Social Support Groups and Social Support (Individual) and Transport. The current funding grant is in place until 30 June 2020. On 3 April 2019 the Department of Health released an announcement stating the Commonwealth Home Support Programme (CHSP) funding will be extended from 1 July 2020 to 30 June 2022.

The funding supports a substantially reduced cost to the client and these fees are included in the Fees and Charges Register so that they are transparent and available to the community. There is also a fee waiving or reduction opportunity for any person who is in financial hardship and cannot afford the full contribution.

Report

Recently the Fees and Charges Register was amended and approved by Council, but it has now become apparent that there has been an error on page 39 Home Maintenance/ Home Modification and Gardening Assistance that has meant that the half hour fee does not reflect the full one-hour cost correctly.

This report seeks to amend the half hour fee for General Maintenance and Gardening to \$6 which represents half of the one-hour fee.

This charge will ensure that the General Maintenance fee is consistent with the other charges that Council applies for its full range of CHSP services.

AMENDMENT TO FEES AND CHARGES REGISTER – COMMONWEALTH HOME SUPPORT PROGRAMME Item 3.33

Continued

| | |
|---|---|
| General Maintenance Safety and Security * | 12.00 per hour per worker or 6.00 per worker per half hour or part thereof plus any material or waste removal costs |
| Volunteer Gardening Assistance | 12.00 per hour per worker or 6.00 per worker per half hour or part thereof plus any waste removal costs |
| Home Modification Installation Fee | 12.00 per hour |
| Gutter Cleaning | 35.00 flat rate |
| Lawn Mowing | 25.00 flat rate 30.00 flat rate if clippings removed |
| * All services are subject to eligibility criteria. Service Fees can be negotiated if the recipient is assessed as being financially disadvantaged. | |
| Officer Responsible: Manager Community Connections | |

Financial and Resource Implications

This will support an equitable fee structure to all services provided and will also support the appropriate income level for services through client contribution that are then absorbed back into the budget and supports further service delivery.

Customer Service and Community Implications

This small change will support a fee structure that is easier for the community to understand.

Environmental Implications

There are no environmental implications.

Community Engagement/Consultation

(including with community, Council members and staff)

There is no requirement for Community engagement or consultation.

Risk Management/Legislative Implications

There are no risk management or legislative implications.

AMENDMENT TO FEES AND CHARGES REGISTER – COMMONWEALTH HOME SUPPORT PROGRAMME Item 3.33

Continued

Conclusion

Amending the Fees and Charges Register will ensure that services delivered via the Commonwealth Home Support Programme across all programs, will have consistent \$6 per half hour charge in place.

