NOTICE OF COUNCIL MEETING

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

The Ordinary Meeting of the

Adelaide Plains Council

will be held in

Council Chamber
Redbanks Road
Mallala

on

Monday 25 October 2021 at 6.00pm

James Miller
CHIEF EXECUTIVE OFFICER

In light of the ongoing COVID-19 public health emergency, and pursuant to section 302B of the Local Government Act 1999 and the Electronic Participation in Council Meetings Notice (No 1) 2020, **public access to all Council and Committee meetings will be facilitated via live stream on Council's YouTube channel**.
On the day of the meeting, a direct link to the live stream will be displayed on the homepage of Council's website www.apc.sa.gov.au

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Nil

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Nil

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20 URGENT BUSINESS

21 CONFIDENTIAL ITEMS

Nil

22 CLOSURE

Adelaide Plains Council	**2. Confirmation of Minutes**
Monday 25 October 2021	

2.1 Confirmation of Council Minutes – Ordinary Council Meeting held 27 September 2021

"that the minutes of the Ordinary Council Meeting held on 27 September 2021 (MB Folios 17450 to 17462 inclusive), be accepted as read and confirmed."

2.2 Confirmation of Council Minutes – Special Council Meeting held 30 September 2021

"that the minutes of the Special Council Meeting held on 30 September 2021 (MB Folios 17463 to 17465 inclusive), be accepted as read and confirmed."

2.3 Confirmation of Council Minutes – Adjourned Special Council Meeting held 5 October 2021

"that the minutes of the Adjourned Special Council Meeting held on 5 October 2021 (MB Folios 17466 to 17469 inclusive), be accepted as read and confirmed."

MINUTES

of

Ordinary Council Meeting

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

HELD IN

Council Chamber
Redbanks Road
Mallala

on

Monday 27 September 2021 at 6.00pm

Subject to

The Mayor formally declared the meeting open at 6.01pm.

1. ATTENDANCE RECORD

1.1 **Present:**

Mayor Mark Wasley	
Councillor John Lush	Mallala/Dublin Ward
Councillor Marcus Strudwicke	Mallala/Dublin Ward
Councillor Kay Boon	Two Wells Ward
Councillor Joe Daniele	Two Wells Ward
Councillor Carmine Di Troia	Lewiston Ward
Councillor Brian Parker	Lewiston Ward

Also in Attendance:

Chief Executive Officer	Mr James Miller
Acting General Manager – Governance and Executive Office	Ms Alyssa Denicola
General Manager – Development and Community	Mr Darren Starr
General Manager – Finance and Business	Mr Rajith Udugampola
General Manager – Infrastructure and Environment	Mr Thomas Jones
Administration and Executive Support Officer/Minute Taker	Ms Stacie Shrubsole
Information Technology Support Officer (by audio-visual link)	Mr Sean Murphy
Chair of the Board, Norman Waterhouse Lawyers *(by audio-visual link from 7.49pm)*	Mr Sean Keenihan

1.2 **Apologies:**

Councillor Terry-Anne Keen	Mallala/Dublin Ward
Councillor Frank Maiolo	Two Wells Ward

1.3 **Leave of Absence:**

Councillor Margherita Panella	Lewiston Ward

Subject to confirmation

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Council Minutes – Ordinary Council Meeting held on 23 August 2021

Moved Councillor Di Troia Seconded Councillor Parker **2021/ 338**

"that the minutes of the Ordinary Council Meeting held on 23 August 2021 (MB Folios 17436 to 17444 inclusive), be accepted as read and confirmed."

CARRIED

2.2 Confirmation of Council Minutes – Special Council Meeting held 1 September 2021

Moved Councillor Daniele Seconded Councillor Boon **2021/ 339**

"that the minutes of the Special Council Meeting held on 1 September 2021 (MB Folios 17445 to 17449 inclusive), be accepted as read and confirmed."

CARRIED

3. BUSINESS ARISING

Nil

4. PUBLIC OPEN FORUM

Pursuant to Council's *Code of Practice – Meeting Procedures*, Council did not facilitate the holding of Public Open Forum due to the COVID-19 public health emergency.

5. DECLARATION OF MEMBERS' INTEREST

Nil

6. ADJOURNED BUSINESS

Nil

7. MAYOR'S REPORT

7.1 Mayor's Report

Reporting Period – Thursday 19 August 2021 to Wednesday 22 September 2021

Friday 20 August 2021

Meeting – Mayor/Chief Executive Officer – Various Matters

Monday 23 August 2021

Pre-Council Meeting – Mayor/Chief Executive Officer/Executive Management Team

Ordinary Council Meeting

Wednesday 25 August 2021

Meeting – Mayor/Chief Executive Officer – Various Matters

Subject to confirmation

Thursday 26 August 2021

Meeting – Chief Executive Officer, Acting General Manager – Governance and Executive Office and Two Wells Regional Action Group – Two Wells Twinkling

Two Wells Village Green Walk-Over

Meeting – Mayor/Chief Executive Officer – Various Matters

Monday 30 August 2021

Meeting – Legatus Group – Waste and Resource Recovery Strategy and Action Plan Workshop, Clare

Tuesday 31 August 2021

Meeting – Mayor/Chief Executive Officer – Various Matters

Local Government Association of SA – COVID-19 Vaccination Roll Out Briefing

Wednesday 1 September 2021

Pre-Council Meeting – Mayor/Chief Executive Officer/Executive Management Team

Special Council Meeting

Friday 3 September 2021

Legatus Group – Annual General Meeting, Orroroo

Legatus Group – Ordinary Meeting, Orroroo

Tuesday 7 September 2021

RAAF – Graveside Acknowledgement at Mallala War Cemetery

RAAF Base Mallala Commemorative Ceremony

Monday 13 September 2021

Meeting – Mayor/Chief Executive Officer – Various Matters

Tuesday 14 September 2021

Adelaide Plains Council Library – Author Event – Allen Tiller, Two Wells Bowling Club

Port Parham Action Group Annual General Meeting

Thursday 16 September 2021

Photography Session – The Plains Producer, Two Wells Village Green

Meeting – Chief Executive Officer and Ms Penny Pratt, Liberal Candidate for Frome

Meeting – Chief Executive Officer and Adelaide Plains Kennel & Obedience Club

Meeting – Mayor/Chief Executive Officer – Various Matters

Friday 17 September 2021

Citizenship Ceremony, Two Wells

Subject to confirmation

8. REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

Nil

9. DEPUTATIONS

9.1 Mr Alvin Jenkin, spokesperson for Parham and District Action Group, gave an eight minute deputation in relation to the management of the Port Parham Camp Ground.

MOTION WITHOUT NOTICE

9.1 Moved Councillor Strudwicke Seconded Councillor Lush **2021/ 340**

"that Council give in principle support to the direction that Parham and District Action Group and the Mallala and District Lions Club are taking with regard to the Parham Campground negotiations and the management thereof."

CARRIED UNANIMOUSLY

9.2 Ms Maxine Symes, spokesperson for Port Parham Sports and Social Club Incorporated, gave a three minute deputation seeking assistance from Council for the upgrade of the Port Parham Sports and Social Club car park.

9.3 Ms Anna White, Ms Rachael Squires and Mr Jack Harris, spokespersons for Two Wells Regional Action Team, gave a 10 minute deputation in relation to the Two Wells Twinkling initiative.

9.4 Mrs Debbie Heinze, spokesperson for Adelaide Plains Kennel and Obedience Club, gave a 14 minute deputation in relation to the Adelaide Plains Kennel and Obedience Club relocation project.

10. PRESENTATIONS/BRIEFINGS

Nil

11. PETITIONS

Nil

12. COMMITTEE MEETINGS

12.1 Adelaide Plains Council Historical Committee Meeting – 1 September 2021

Moved Councillor Strudwicke Seconded Councillor Boon **2021/ 341**

"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee meeting held 1 September 2021."

CARRIED

Subject to confirmation

13. SUBSIDIARY MEETINGS

13.1 Gawler River Floodplain Management Authority Meeting – 19 August 2021

Moved Councillor Lush Seconded Councillor Parker **2021/ 342**

"that Council receives and notes the minutes of Gawler River Floodplain Management Authority Meeting held on 19 August 2021."

CARRIED UNANIMOUSLY

13.2 Legatus Group – Annual General Meeting and Ordinary Meeting – 3 September 2021

Moved Councillor Boon Seconded Councillor Daniele **2021/ 343**

"that Council receives and notes the minutes of the Legatus Group Annual General Meeting and Ordinary Meeting held on 3 September 2021."

CARRIED UNANIMOUSLY

14. REPORTS FOR DECISION

14.1 Hours of Operation – Christmas 2021

Moved Councillor Parker Seconded Councillor Boon **2021/ 344**

"that Council, having considered Item 14.1 – *Hours of Operation – Christmas 2021*, dated 27 September 2021, receives and notes the report and in doing so resolves the following hours of operation for the Christmas 2021 period:

1. **Mallala Principal Office, Two Wells Service Centre and Mallala Depot Administration to close at 12pm on Thursday 23 December 2021 and re-open at 9am on Tuesday 4 January 2022.**
2. **Two Wells Library to close at 7pm on Wednesday 22 December 2021 and re-open at 9am on Tuesday 4 January 2022.**
3. **Mallala Library to close at 12pm on Wednesday 22 December 2021 and re-open at 10am on Wednesday 5 January 2022.**
4. **Two Wells Transfer Station to close at 3.30pm on Wednesday 22 December 2021 and re-open at 9am on Sunday 2 January 2022."**

CARRIED UNANIMOUSLY

14.2 Proposed Variation to Legatus Group Charter

Moved Councillor Strudwicke Seconded Councillor Di Troia **2021/ 345**

"that Council, having considered Item 14.2 – *Proposed Variation to Legatus Group Charter*, dated 27 September 2021, receives and notes the report and in doing so instructs the Chief Executive Officer to notify the Legatus Group that it endorses the proposed changes to the Legatus Group Charter Clause 7.2.2 as set out within Attachment 2 to this Report."

CARRIED UNANIMOUSLY

Subject to confirmation

14.3 Local Government Reform Update and Implementation – September 2021

Moved Councillor Parker Seconded Councillor Daniele **2021/ 346**

"that Council, having considered Item 14.3 – *Local Government Reform Update and Implementation – September 2021*, dated 27 September 2021, receives and notes the report and in doing so acknowledges that the *Statutes Amendment (Local Government Review) Act (Commencement) Proclamation 2021* was made on Thursday 16 September 2021, with various changes taking effect on Monday 20 September 2021."

CARRIED UNANIMOUSLY

14.3 Moved Councillor Lush Seconded Councillor Boon **2021/ 347**

"that Council, having considered Item 14.3 – *Local Government Reform Update and Implementation – September 2021*, dated 27 September 2021 and, in consideration of the repeal of references to informal gatherings in sections 90(8) to (8e) of, and insertion of the new Section 90A to, the *Local Government Act 1999*, revokes Council's *Informal Gatherings Policy*."

CARRIED UNANIMOUSLY

14.3 Moved Councillor Daniele Seconded Councillor Parker **2021/ 348**

"that Council, having considered Item 14.3 – *Local Government Reform Update and Implementation – September 2021*, dated 27 September 2021 and, in consideration of the repeal of references to informal gatherings in sections 90(8) to (8e) of, and insertion of the new Section 90A to, the *Local Government Act 1999*, and the new Section 90(3)(o) which allows a council or council committee to order that the public be excluded from attendance at a meeting to receive, discuss or consider information relating to a proposed reward recipient before the presentation of the award, adopts the revised version of *Council's Code of Practice – Access to Council Meetings and Documents* as presented as Attachment 1 to this Report."

CARRIED UNANIMOUSLY

14.4 Outcome of Public Consultation – Draft Hart Reserve Master Plan

Moved Councillor Lush Seconded Councillor Daniele **2021/ 349**

"that Council, having considered Item 14.4 – *Outcome of Public Consultation – Draft Hart Reserve Master Plan* dated 27 September 2021, receives and notes the report and acknowledges that public consultation in relation to the Draft Hart Reserve Master Plan was undertaken and that three submissions, presented as Attachments 1-3 to this report, were received."

CARRIED UNANIMOUSLY

14.4 Moved Councillor Strudwicke Seconded Councillor Parker **2021/ 350**

"that Council, having considered Item 14.4 – *Outcome of Public Consultation – Draft Hart Reserve Master Plan* dated 27 September 2021:

1. **Instructs the Chief Executive Officer to prepare an updated Draft Hart Reserve Master Plan that incorporates a skate park/ramp in a suitable location and bring back a further report to Council and**
2. **Acknowledges that a further round of public consultation, in accordance with Council's *Public Consultation Policy*, will be required in relation to the Draft Hart Reserve Master Plan once a skate park/ramp is incorporated."**

CARRIED

Subject to confirmation

14.5 Two Wells Community Fund Committee – Member Appointment

Moved Councillor Strudwicke Seconded Councillor Boon **2021/ 351**

"that Council, having considered Item 14.5 – *Two Wells Community Fund Committee – Membership Appointment*, dated 27 September 2021, receives and notes the report and in doing so:

1. **Appoints:**
   - **1.1 the Hon John Dawkins MLC as the Committee's Independent Chairperson until 30 September 2022 (as per Terms of Reference clause 3.3);**
   - **1.2 Council's General Manager Development and Community as Council's representative to the Two Wells Community Fund Committee and the General Manager Infrastructure and Environment as the 'Alternate Member' until 30 September 2022 (as per Terms of Reference clauses 3.1 and 3.4); and**
2. **Acknowledges the appointment of Ruth Vagnarelli as Hickinbotham's representative to the Two Wells Community Fund Committee and Gillies Wilson as Hickinbotham's 'Alternate Member' until 30 September 2022 (as per Terms of Reference clauses 3.2 and 3.4).**
3. **And in exercise of the power contained in Section 44 of the Local Government Act 1999, the Council hereby delegates this 27th day of September 2021 to the person occupying the office of General Manager Development and Community and in their absence the General Manager Infrastructure and Environment as the 'Alternate Member' of the Council:**
   - **3.1 The power pursuant to Section 137 of the Local Government Act 1999 to expend the funds of the Council that have been paid into the Community Fund pursuant to the Development Deed between the Council and Hickinbotham Developments (Two Wells No.1) Pty Ltd, Hickinbotham Agricultural Projects Pty Ltd and Hickinbotham Developments (Two Wells No.4) Pty Ltd (collectively referred as "the Developer") dated 7 November 2012 (the Deed) up to a maximum amount of $10,000 in any one transaction;**
   - **3.2 The power pursuant to Section 36(1)(c) of the Local Government Act 1999 to approve expenditure from the Community Fund or actually make such expenditure for the purpose of funding the provision of community facilities or community programs up to a maximum of $25,000 per particular facility, program or project.**
4. **The powers delegated in paragraph 2 are subject to the following conditions:**
   - **4.1 The delegate/s must, in exercising all of the delegated powers, have regard to the decisions of the Community Fund Committee established pursuant to the Deed;**
   - **4.2 The delegate/s must before exercising the delegated power in paragraph 2.2, obtain the approval of the Developer."**

CARRIED UNANIMOUSLY

Subject to confirmation

14.6 Outcome of Public Consultation – Draft Lease Portion of Mallala Oval to Mallala and Districts Lions Club

Moved Councillor Strudwicke Seconded Councillor Lush **2021/ 352**

"that Council, having considered 14.6 – *Outcome of Public Consultation – Draft Lease Portion of Mallala Oval to Mallala and Districts Lions Club*, dated 27 September 2021, receives and notes the report and in doing so:

1. **Authorises the Chief Executive to negotiate and finalise the Lease Agreement between Council and the Mallala and District Lions Club for the lease of a portion of land Allotment 20 DP 95617, Mallala (known as the Mallala Oval) and comprised in Certificate of Title Volume 6163 Folio 218, to the Mallala and District Lions Club. and**
2. **Authorises, pursuant to section 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Mallala and District Lions Club upon the necessary approvals being granted."**

CARRIED

15. REPORTS FOR INFORMATION

15.1 Council Resolutions – Status Report

Moved Councillor Parker Seconded Councillor Di Troia **2021/ 353**

"that Council, having considered Item 15.1 – *Council Resolutions – Status Report*, dated 27 September 2021, receives and notes the report."

CARRIED UNANIMOUSLY

15.2 Infrastructure and Environment Department – Monthly Report – September 2021

Moved Councillor Parker Seconded Councillor Di Troia **2021/ 354**

"that Council, having considered Item 15.2 – *Infrastructure and Environment Department – Monthly Report – September 2021*, dated 27 September 2021 receives and notes the report."

CARRIED UNANIMOUSLY

15.3 Adelaide Plains Council Representation Review Update – September 2021

Moved Councillor Lush Seconded Councillor Parker **2021/ 355**

"that Council, having considered Item 15.3 – *Adelaide Plains Council Representation Review Update – September 2021*, dated 27 September 2021, receives and notes the report."

CARRIED

Subject to confirmation

15.4 Potential for Caravan Park in Dublin – September 2021

Councillor Di Troia left the meeting at 7.23pm.

Moved Councillor Boon Seconded Councillor Parker **2021/ 356**

"that Council, having considered Item 15.4 – *Potential for Caravan Park in Dublin – September 2021*, dated 27 September 2021, receives and notes the report."

Councillor Di Troia returned to the meeting at 7.25pm.

CARRIED UNANIMOUSLY

15.5 Friendship City Agreement

Moved Councillor Parker Seconded Councillor Daniele **2021/ 357**

"that Council, having considered Item 15.5 – *Friendship City Agreement*, dated 27 September 2021, receives and notes the report."

CARRIED

15.6 Horse Float Parking Parham Update – September 2021

Moved Councillor Parker Seconded Councillor Lush **2021/ 358**

"that Council, having considered Item 15.6 – *Horse Float Parking Parham Update – September 2021*, dated 27 September 2021 receives and notes the report."

CARRED UNANIMOUSLY

16. QUESTIONS ON NOTICE

Nil

17. QUESTIONS WITHOUT NOTICE

Not recorded in Minutes in accordance with Regulation 9(5) of the *Local Government (Procedures at Meetings) Regulations 2013*.

18. MOTIONS ON NOTICE

18.1 Motion on Notice – Mallala Cricket Club – Water Costs for the Cricket Pitch on the Mallala Oval

Moved Councillor Lush Seconded Councillor Strudwicke **2021/ 359**

"that Council instructs the Chief Executive Officer to bring back a report setting out the necessary considerations in order for Council to determine whether to fund the water costs for the cricket pitch on the Mallala Oval that are currently funded by the Mallala Cricket Club."

CARRIED UNANIMOUSLY

Subject to confirmation

19. MOTIONS WITHOUT NOTICE

Nil

20. URGENT BUSINESS

Nil

21. CONFIDENTIAL ITEMS

21.1 Crown Land, Two Wells – September 2021

Moved Councillor Daniele Seconded Councillor Strudwicke **2021/ 360**

"that:

1. **Pursuant to section 90(2) of the *Local Government Act 1999*, Council orders that all members of the public, except Chief Executive Officer, Acting General Manager – Governance and Executive Office, General Manager – Finance and Business, General Manager – Infrastructure and Environment, General Manager – Development and Community and Executive Support Officer/Minute Taker, Information Technology Support Officer, Mr Sean Keenihan, Chair, Norman Waterhouse Lawyers be excluded from attendance at the meeting of Council for Agenda Item 21.1 – *Crown Land, Two Wells – September 2021*;**
2. **Council is satisfied that pursuant to section 90(3)(b) and 90(3)(h) of the *Local Government Act 1999*, Item 21.1 – *Crown Land, Two Wells – September 2021* concerns:**
   a. **commercial information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting business, or to prejudice the commercial position of Council, being information relating to ongoing negotiations and would on balance be contrary to the public interest; and**
   b. **legal advice, being a verbal briefing by Mr Sean Keenihan, Chair of the Board, Norman Waterhouse Lawyers in relation to the matter of Crown Land at Two Wells;**
3. **Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."**

CARRIED

Mr Sean Keenihan, Chair of the Board, Norman Waterhouse Lawyers connected to the meeting, by audio-visual link, at 7.49pm and gave a verbal briefing in relation to the matter of Crown Land, Two Wells.

21.1 Moved Councillor Lush Seconded Councillor Boon **2021/ 361**

"that Council, having considered Item 21.1 – *Crown Land, Two Wells – September 2021* dated 27 September 2021, receives and notes the report."

CARRIED UNANIMOUSLY

Mr Sean Keenihan, Chair of the Board, Norman Waterhouse Lawyers disconnected from the meeting at 8.06pm and did not return.

Subject to confirmation

21.1 Moved Councillor Daniele Seconded Councillor Parker **2021/ 362**

"that Council, having considered the matter of Item 21.1 – *Crown Land, Two Wells – September 2021* in confidence under sections 90(2) and 90(3)(b) of the *Local Government Act 1999*, resolves that:

1. **The report, Attachment 1, Attachment 2 and Attachment 3 of the meeting pertaining to Item 21.1 – *Crown Land, Two Wells – September 2021* confidential and not available for public inspection until further order of the Council;**
2. **Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every 12 months; and**
3. **Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Committee delegates the power to revoke this confidentiality order to the Chief Executive Officer."**

CARRIED

21.2 Sale of Land for Non-Payment of Rates

Moved Councillor Boon Seconded Councillor Lush **2021/ 363**

"that:-

1. **Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public, except Chief Executive Officer, Acting General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Infrastructure and Environment, General Manager – Finance and Business, Administration and Executive Support Officer/Minute Taker and Information Technology Support Officer be excluded from attendance at the meeting of the Council for Agenda Item 21.2 – *Sale of Land for Non-Payment of Rates*;**
2. **Council is satisfied that pursuant to section 90(3)(a) of the Local Government Act 1999, Item 21.2 – *Sale of Land for Non-Payment of Rates* concerns information of a confidential nature the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), constituting information relevant to the sale of land for non-payment of rates; and**
3. **Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."**

CARRIED

Subject to confirmation

21.2 Moved Councillor Strudwicke Seconded Councillor Boon **2021/ 364**

"that Council, having considered Item 21.2 – *Sale of Land for Non-Payment of Rates*, dated 27 September 2021, receives and notes the report and in doing so:

1. **Authorises the Chief Executive Officer to take action pursuant to Section 184 of the Local Government Act 1999 to recover outstanding rates in accordance with Rates Arrears and Debtor Management Policy from properties listed in Attachment 1 to this Report**
2. **Pursuant to Section 38 and 44 of the Local Government Act 1999 authorises the Chief Executive Officer and the Mayor to execute the necessary documents in relation to the sale of the respective properties (if any) under common seal and**
3. **Authorises the Chief Executive Officer or his delegate to call for Expressions of Interest from Licensed Real Estate Agents/Auctioneers to undertake the Auction of those properties that proceed to Public Auction (if any) to recover outstanding rates pursuant to Section 184 of the Local Government Act 1999."**

CARRIED UNANIMOUSLY

21.2 Moved Councillor Parker Seconded Councillor Strudwicke **2021/ 365**

"that Council, having considered the matter of Agenda Item 21.2 – *Sale of land for Non-Payment of Rates* in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999, resolves that:

1. **Attachment 1 to Agenda Item 21.2 – *Sale of Properties for Non-Payment of Rates* remains confidential and not available for public inspection until further order of Council;**
2. **Pursuant to section 91(9)(a) of the Local Government Act 1999, the confidentiality of the matter will be reviewed every 12 months; and**
3. **Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke this confidentiality order to the Chief Executive Officer."**

CARRIED UNANIMOUSLY

There being no further business, the Mayor declared the meeting closed at 8.19pm.

Confirmed as a true record.

Mayor: .....

Date: ____/____/___

Subject to confirmation

MINUTES

of

Special Council Meeting

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

HELD

by electronic means

on

Thursday 30 September 2021 at 7.30pm

The Mayor formally declared the meeting open at 7.37pm.

1. ATTENDANCE RECORD

1.1 **Present:**

Mayor Mark Wasley		*By audio-visual link*
Councillor John Lush	Mallala/Dublin Ward	*By audio-visual link*
Councillor Marcus Strudwicke	Mallala/Dublin Ward	*By audio-visual link*
Councillor Terry-Anne Keen	Mallala/Dublin Ward	*By audio-visual link*
Councillor Kay Boon	Two Wells Ward	*By audio-visual link*
Councillor Joe Daniele	Two Wells Ward	*By audio-visual link*

Also in Attendance by audio-visual link:

Chief Executive Officer	Mr James Miller
Acting General Manager – Governance and Executive Office	Ms Alyssa Denicola
General Manager – Development and Community	Mr Darren Starr
General Manager – Infrastructure and Environment	Mr Thomas Jones
Administration and Executive Support Officer/Minute Taker	Ms Stacie Shrubsole
Information Technology Support Officer	Mr Sean Murphy

1.2 **Apologies**

Councillor Frank Maiolo	Two Wells Ward
Councillor Brian Parker	Lewiston Ward

1.3 **Leave of Absence:**

Councillor Margherita Panella	Lewiston Ward

1.4 **Not Present:**

Councillor Carmine Di Troia	Lewiston Ward

2. ADJOURNED BUSINESS

Nil

3. DECLARATION OF MEMBERS' INTEREST

Nil

Due to connectivity issues, Councillor Keen disconnected from the meeting at 7.38pm. The meeting lost quorum.

4. CLOSURE

At 8.02pm, the meeting was adjourned due to want of a quorum to 6.00pm on Tuesday 5 October 2021. The Chief Executive Officer will give notice of the date, time and place of the adjourned meeting to Council Members, and the public, in accordance with Clause 7(5) of Council's Code of Practice – Meeting Procedures.

Confirmed as a true record.

Mayor: .....

Date: ____/____/___

MINUTES

of

Adjourned Special Council Meeting

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

HELD IN

Council Chamber
Redbanks Road
Mallala

Tuesday 5 October 2021 at 6.00pm

Subject to Confirmation

The Mayor formally declared the meeting open at 6.00pm.

1. ATTENDANCE RECORD

1.1 **Present:**

Mayor Mark Wasley	
Councillor John Lush	Mallala/Dublin Ward
Councillor Marcus Strudwicke	Mallala/Dublin Ward
Councillor Terry-Anne Keen	Mallala/Dublin Ward
Councillor Kay Boon	Two Wells Ward
Councillor Joe Daniele	Two Wells Ward
Councillor Brian Parker	Lewiston Ward
Councillor Carmine Di Troia	Lewiston Ward

Also in Attendance:

Chief Executive Officer – *by electronic means*	Mr James Miller
Acting General Manager – Governance and Executive Office	Ms Alyssa Denicola
Administration and Executive Support Officer/Minute Taker	Ms Stacie Shrubsole
Information Technology Support Officer – *by electronic means*	Mr Sean Murphy

1.2 **Apologies**

Councillor Frank Maiolo	Two Wells Ward
Councillor Margherita Panella	Lewiston Ward

Subject to confirmation

Minutes of the Adjourned Meeting of the Adelaide Plains Council
Continuation of Special Council Meeting of Thursday 30 September 2021

2. ADJOURNED BUSINESS

Nil

3. DECLARATION OF MEMBERS' INTEREST

Nil

4. REPORT FOR DECISION

4.1 Public Consultation – Revocation of Community Land Classification – Two Wells

The Chief Executive Officer gave a 10 minute presentation in relation to Item 4.1 – *Public Consultation – Revocation of Community Land Classification – Two Wells*.

Moved Councillor Parker Seconded Councillor Boon **2021/ 366**

"that Council, having considered Item 4.1 – *Public Consultation – Revocation of Community Land Classification – Two Wells*, dated 30 September 2021, receives and notes the report and in doing so:

1. **Instructs the Chief Executive Officer to undertake public consultation in relation to the proposed revocation of the Community Land classification of Section 180 Hundred of Port Gawler in the area named Two Wells, Crown Record Volume 5984 Folio 730 and Section 716 Hundred of Port Gawler in the area named Two Wells, Crown Record Volume 5755 Folio 739 in accordance with Council's Public Consultation Policy and**
2. **Acknowledges that upon completion of the public consultation period, a report detailing all submissions received, be returned to Council for consideration."**

Councillor Strudwicke raised a Point of Order on the basis that Councillor Daniele had already spoken to the motion and, in doing so, moved a formal motion.

FORMAL MOTION

Moved Councillor Strudwicke Seconded Councillor Keen **2021/ 367**

"that motion 2021/366 be put."

CARRIED

Councillor Daniele called for a division.

The Mayor declared the vote set aside.

Members voting in the Affirmative: Councillors Strudwicke, Boon, Di Troia, Parker, Lush and Keen.

Members voting in the Negative: Councillor Daniele.

The Mayor declared the motion **CARRIED**.

Subject to confirmation

4.1 Public Consultation – Revocation of Community Land Classification – Two Wells

Moved Councillor Parker Seconded Councillor Boon **2021/ 366**

"that Council, having considered Item 4.1 – *Public Consultation – Revocation of Community Land Classification – Two Wells*, dated 30 September 2021, receives and notes the report and in doing so:

1. **Instructs the Chief Executive Officer to undertake public consultation in relation to the proposed revocation of the Community Land classification of Section 180 Hundred of Port Gawler in the area named Two Wells, Crown Record Volume 5984 Folio 730 and Section 716 Hundred of Port Gawler in the area named Two Wells, Crown Record Volume 5755 Folio 739 in accordance with Council's Public Consultation Policy and**
2. **Acknowledges that upon completion of the public consultation period, a report detailing all submissions received, be returned to Council for consideration."**

CARRIED

5. CLOSURE

There being no further business, the Mayor declared the meeting closed at 6.19pm.

Confirmed as a true record.

Mayor: .....

Date: ____/____/___

Subject to confirmation

Adelaide Plains Council		7.1	Mayor's Report
		Document No:	D21/45602
Report Date:	25 October 2021	Prepared for:	Mayor Mark Wasley

Reporting Period – Thursday 23 September 2021 to Wednesday 20 October 2021

Thursday 23 September 2021

Meeting – Mayor/Chief Executive Officer – Various Matters

Sunday 26 September 2021

Mallala Lions Club – 40th Anniversary Handover Dinner

Monday 27 September 2021

Pre-Council Meeting – Mayor/Chief Executive Officer/Executive Management Team

Training Session – Local Government Reform

Ordinary Council Meeting

Wednesday 29 September 2021

Elected Member Tour of Xavier College, Two Wells Campus

Thursday 30 September 2021

Meeting – South Australia Coastal Councils Alliance

Special Council Meeting

Tuesday 5 October 2021

Reconvened Special Council Meeting

Thursday 7 October 2021

Meeting – Mayor/Chief Executive Officer/Acting General Manager – Governance and Executive Office – Various Matters

Wednesday 13 October 2021

Meeting – Mayor/Chief Executive Officer – Various Matters

Meeting – Mayor/Acting General Manager – Governance and Executive Office – Two Wells Village Green Opening Event Planning

Elected Member Region Bus Tour

Elected Member Briefing/Information Session – Tourism and Economic Development Strategy and Office Accommodation Review

Friday 15 October 2021

Meeting – Mayor/Chief Executive Officer/Acting General Manager – Governance and Executive Office – Two Wells Village Green Official Opening Planning

Saturday 16 October 2021

Two Wells Village Green Official Opening

Tuesday 19 October 2021

Regional Development Australia Barossa Gawler Light Adelaide Plains – Transforming Business 2021 Event

Adelaide Plains Council	**9. Deputations**
Monday 25 October 2021	

9.1 Mr Trevor Applebee, Spokesperson for Parham and District Action Group

Request to commence formal planning of proposals for the communities of Parham, Webb Beach and Dublin

DEPUTATION REQUEST FORM

Please complete this request and return to the principal office of Adelaide Plains Council ***five (5) clear days**** before the date of the Council meeting at which you wish to appear.

Please note that the calculation of 'clear days' does not take into account the day on which the request is received or the day of the meeting. For example, in relation to a meeting scheduled on a Monday, the deputation request form must be submitted **by 5pm on the Tuesday prior**

To: **Chief Executive Officer**

DETAILS

I/We hereby request to be heard at the next meeting of Council on 25 / 10 /20 21

Surname:	Applebee		
Given Name(s):	Trevor		
Address:	[redacted]		
	Suburb Parham	P/Code 5501	
Postal Address: (if different from above)	Suburb	P/Code	
Contact Number:	Home	Work	
	Mobile [redacted]		
Email Address:	[redacted]		

I will be speaking on my own behalf ☐ Yes

or

As the spokesperson of a group of persons ☒ Yes

Name/Details of Person or Group Representing: (if applicable)	Parham and District Action Group

If you have a set of Rules by which the group is governed, please provide a copy of these.

TOPIC OR ISSUE

The topic or issue I wish to speak about is: *(please give sufficient details of the matter to enable consideration of your request for a deputation)*

Parham and District Action Group's request to commence formal planning of proposals for the communities of Parham, Webb's Beach and Dublin.(PADAG)

Please see attached notes containing update of PADAG direction and thinking, leading into proposals for communities that we represent.

Part of my presentation is some photo's while speaking to assist with our request.

I would like to ask the Presiding Member, if possible some extra minutes be allowed, this could assist with a more complete presentation.

It is strongly encouraged that Council's administration receives a copy of any notes or other relevant information regarding your Deputation Request.

GUIDELINES

Please note the following guidelines:

a. You will be allocated up to 10 minutes to speak. You do not need to use the whole 10 minutes.
b. Your presentation will be limited to the topic or issue which you have nominated above.
c. If you wish to use digital media for your presentation you have the following options to ensure a smooth meeting:

Option 1: Leave your PowerPoint presentation at the Council Office to be scanned before loading to Council's network ready for presentation ☐Yes ☐No

Option 2: Email *(*please note - files are not to exceed 10mb*)* ☐Yes ☐No

Option 3: Connect straight from your tablet/laptop to the projector ☐Yes ☐No

d. After your presentation, be prepared to respond to any questions the Council Members may have of you.
e. You should be aware that Council meetings are open to the public. There is unlikely to be any legal protection or other privilege in relation to any statements that you may make in this forum. This means that anything you say would be subject to the normal laws of defamation. Consequently, you should take care in how you make your address.
f. **If you are seeking funding from Council, please be aware that this needs to occur through Council's budget and forward planning processes and can only be achieved through a resolution of Council at a formal meeting.**

DECLARATION

I have read and understood the Deputation Guidelines and Information Sheet, and agree to abide by them.

Name: Trevor Applebee

(In full – Please Print)

Signature: _____ Date: 8/10/2021

Once completed, please return to the Adelaide Plains Council, either in person, by post, facsimile or email (info@apc.sa.gov.au)

DEPUTATION INFORMATION SHEET

1. Speaking to Council

There is the ability, in many cases for an individual (or group) to appear before a Council in order to address the Council on a particular matter of concern to either themselves or a group of people whom they represent. This is called a Deputation. You can apply to do so by following the procedures set out below and completing the Deputation Request Form.

This Form can be obtained from:-

Principal Office: Adelaide Plains Council, 2a Wasleys Road, Mallala

Sub Office: Two Wells Service Centre, Old Port Wakefield Road, Two Wells

Telephone: (08) 8527 0200

Facsimile: (08) 8527 2242

Email: info@apc.sa.gov.au or

Website: www.apc.sa.gov.au

Further information on the process can be found in Council's document 'Code of Practice for Meeting Procedures'.

2. Making a Request

You can make a request for a deputation by filling in all details on the Deputation Request Form and lodging that Form with Council's Chief Executive Officer via the principal office at least five (5) clear days before the meeting at which you nominate to speak.

Please note that the calculation of 'clear days' does not take into account the day on which the request is received or the day of the meeting. For example, in relation to a meeting scheduled on a Monday, the deputation request form must be submitted* ***by 5pm on the Tuesday prior**

You are required to provide sufficient information on the Deputation Request Form regarding the issue, keeping details clear in stating the topic and how this is relevant to matters to which Council has responsibility.

3. What will happen to your request once you give it to the Council?

Once the completed Deputation Request Form has been received, it is entered into Council's records system and provided to the Chief Executive Officer and the Presiding Member.

4. How will I know when my request is going to be heard by Council?

The Presiding Member will confer with the Chief Executive Officer and advise him/her whether or not the deputation is allowed. You will be contacted by a member of staff to advise if the request to address Council has been approved and to confirm the date, day, time and location of the relevant meeting.

The decision whether to allow a deputation is made by the Presiding Member in accordance with the *Local Government (Procedures at Meetings) Regulations 2013* and Council's *Code of Practice – Meeting Procedures.*

If a deputation request is refused, the Presiding Member will report that decision at the next Council meeting. The Council (or Council Committee) may allow a deputation despite a contrary ruling by the Presiding Member.

Clause 11 of Council's *Code of Practice – Meeting Procedures* is provided for below. The full document is available on Council's website.

Clause 11 – Deputations

(1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the Council) a written request to the council ***five (5) clear days before the date of the meeting at which the person(s) wishes to appear.***

(a) If the matter relates to an item of business on the Agenda, the written request may be received at the principal office of the Council up until 5.00pm on the day of the meeting.

(2) The CEO must transmit a request received under sub-clause (1) to the Presiding Member.

(3) The Presiding Member may refuse to allow the deputation to appear at a meeting ***or may offer those requesting a deputation the opportunity to appear at a relevant Committee (as per sub-clause (7)).***

(4) The CEO must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.

(5) If the Presiding Member refuses to allow a deputation to appear at a meeting, the Presiding Member must report the decision to the next meeting of the Council or Council committee (as the case may be).

(6) The Council or Council committee may resolve to allow a deputation to appear despite a contrary ruling by the Presiding Member.

(7) A council may refer the hearing of a deputation to a council committee.

(8) ***A person or persons appearing as a deputation will be allowed to speak on an issue for a maximum of ten (10) minutes. The Presiding Member may allow for additional time or speakers.***

5. At the Meeting

Once you have received confirmation of the time and date of the deputation you are ready to attend the Council/Committee meeting.

At the appropriate time during the meeting you will be invited by the Presiding Member to come forward and make your deputation on the topic or issues which you have nominated.

You will be asked to state your name and topic(s) to discuss, which will be recorded in the minutes, and you will be given 10 minutes speaking time. At the completion of your address, the Presiding Member may invite members of Council to ask you questions in relation to your deputation.

You will be expected to conduct yourself in an orderly and respectful manner and to be mindful of the level of formality appropriate to the meeting. During the meeting you will be expected to address Council Members by the titles of the offices that they hold (i.e. the Presiding Member is to be addressed as "Mayor" and the Elected Members as "Councillor").

Please refrain from making defamatory or derogatory comments. Council meetings are open to the general public and there are no privileges protecting you in relation to defamation.

You may find it helpful to prepare brief notes of the matters upon which you wish to speak to the Council and use those notes when you address the meeting. It is often helpful if you can supply a copy of those notes to Council following your deputation.

Parham and District Action Group's request to commence formal planning of proposals for the communities of Parham, Webb's Beach and Dublin

Hello Mr Mayor, the Elected Members, the CEO, your Staff and the observers from the gallery, I am Trevor Applebee, and I am here as a representative of the Parham and District Action Group, (PADAG). Thank you for the opportunity to present to your meeting our updated groups proposals and ideas. I would also like to mention the Mayor Mark, councillor John Lush, and council staff, your guidance to get this far, has been invaluable. I also acknowledge, the PADAG members that have passed on, other active members who have ongoing health challenges, they are some of the reasons why new people and members are stepping up and contributing.

Wendy, and our 43-year-old special needs daughter Toni, and I are new permanent residents, building and making our commitment to Port Parham in August 2017. More and more families are choosing like us to make their commitment to live, work and enjoy our unique environments and lifestyles of Parham, Webb's Beach and Dublin. Our towns have been the destination to live and visit for generations, being renowned for our great crabbing and fishing, we are also full of S.A. history and other interesting places. PADAG is aware that our Adelaide Plains Council area is one of the fastest growing communities in South Australia. With major internal development, and other near council major developments rapidly impacting our communities in a positive way. The significant realisation by all levels of governance in our communities, due mainly to the covid situation, is that the well-being of our citizens is paramount, and closer to home needs to be focused on at every opportunity. A reality check really, for many some well-being challenges already existed, the well-being of our communities' citizens and visitors is PADAG's main focus as well. We at PADAG know our greatest relationship and partnership is with our own Adelaide Plains Council. In a recent article in the winter addition of the communicator headed, "Strategic Plan" of Enviable Lifestyle, Emerging Economy, Remarkable Landscapes and Proactive Leadership, PADAG's thinking, and objectives are in line with all of these. Our group knows we need to be well organised; we are also exploring new and enhancing current relationships with other volunteer organisations. Our communities have some very surprising people in its midst. While we know there will be some challenges, we are a solution orientated, flexible group, while tapping into our own resources we know that collaboration with others, at every opportunity is the best way forward.

We know that a terrific way to assist and grow our communities is by developing tourism, it is at the forefront everywhere we look and go. Good managed tourism can strengthen our communities, with relevant localised promotion, improved facilities and well managed beautification of our unique environments, a significant immediate and long-term economic benefit for local businesses and residents, can be realised. We are only around an hour or so from the CBD, Gawler and the wine regions, we are an excellent entry and/or exit point to the Mid North, Flinders Ranges, West Coast, York Peninsula, Copper Coast, being ideal for half, full day trips and longer stays. The Coalition of Coastal Communities has identified Dublin as a significant central town, Parham and Webb's Beach can also capture anticipated increased tourist opportunities now and into the future. The Parham campground upgrade/redevelopment that is happening, is an example of tourism's importance, it has had an immediate positive impact on our community. The probable partnership to manage and run the campground, by PADAG and Mallala and Districts Lions Club is well under way. A subcommittee was formed to help refocus the group and assist in moving forward by incorporating, past ideas, innovative ideas, new information and opportunities, a full report was presented to current PADAG members. A public presentation was held in September, keeping our communities up to date with all that is happening and to gain feedback on PADAG's direction, it was well-received by all accounts.

The representatives, including myself at PADAG are making our selves available at every opportunity to commence crystalizing a plan at the earliest possible time. We at PADAG are certain we can create an enviable environment to visit and live, something that we can jointly be proud of into the future. One of our councillors often says, "once things get started and the first domino falls the rest will follow." If possible PADAG would like some smaller projects to be started in the near future, so we can capture and maintain our enthusiasm and momentum. We are very aware that most of our proposals will need greater inputs of time and expertise.

The following proposals are drawn from our committee's and community, from the beginning up until now. Hopefully some photos shown as we go, can and will help you see and join our vision. We need to tell our stories at every opportunity about our own unique environments, capturing and promoting what people can see, hear and experience. We have world unique tides, much history, beautiful sun sets, and sun rises, calm peaceful atmospheres and much, much, more. PADAG recognises that all proposals and improvements, must, when being planned, not compromise what existing residents and visitors already experience, love, and wish to share. To enhance and beautify is our priority. **O.k. here we go.**

- **As we enter Dublin from the north, south and east we could have welcoming features, like the excellent example near a parking area just north of Dublin, we should include our first nation stories as well.**
- **Signage promoting services in Dublin on one billboard or in a format that is similar for each service could enhance the entrances.**
- **Good signs that spark tourists' curiosity and gets people's attention that will take them from the highway and bring them in to explore. As they enter our communities, we can promote our attractions with info pictures that start building our stories. Webb sites and social media now is so adaptive and flexible, they are affective at very low cost.**
- **Create and build, well thought out greeting walls that announce to visitors, that they have arrived. For residents it's a warm welcome home, as they would enhance our towns features.**
  At Parham from the boat ramp to the current shelter BBQ area, PADAG has identified this as a significant part of tonight's proposals.
- **Create lawned areas with seating and table's, maybe more BBQs, include shaded areas and /or modernised flat roofed shelters that do not impose on views that we all enjoy.**
- **Make features of rare more unique plants, finding locations for relocating plants that may get affected, this can ensure we achieve this important part of our proposal.**
- **Create features, like medium size rocks and small walls with paintings, mosaics, sculptures and information points. They can be subtle guides and direct everyone to where we want them to go and experience freely, Adelaide Botanic gardens do this well.**
- **Have an adult playground, basketball half court, and a quality pump track, all can be incorporated.**
- **Combined Unisex/disability toilets are now a wonderful way to cater to all, easily.**
- **Create a mixture of shared Boardwalks and paths, that blend into our environments, initially from Parham campgrounds to Webbs beach, then from Proof range boundary to Bakers Creek. Build paths for all seasons and mobility requirements every time, it is inclusive and avoids the feeling of being segregated. We could include expanded landings periodically, with seating so groups can meet to experience our extraordinary sun sets and sometimes even moon sets.**
- **Board walks and paths to include photo and info points, suggestions include, native sights, plants, bush tucker plants, fish, birds/ bird sanctuary, history, even the proof range and so on. Positioning them at heights for children and wheelchairs, using technology with sensors, QR codes with sound for visually impaired or full script for deaf, sensory q's for autistic and ADHD etc. Children and known local people who have experienced our environments for years, can all be recorded to share the info and stories.**
- **Be mindful by using recycled products, be carbon neutral or even better carbon negative, rubbish bin and recycle hides, these are simple opportunities to incorporate and include in our decisions. We could even be the creators of new unthought of ideas.**
- **Beach access, the ongoing excess of seaweed is for tourists, residents and visitors, a major sensitive issue. Information provided by the Coastal Protection Board acknowledge that large amounts of wrack (the official name of seaweed) can create a hazard and have a negative impact on all beach users. Local councils can move or remove wrack by working with the Department of Environment Water and Natural Resources. While management of seaweed at boat ramps is being addressed, for other beach users wrack remains an issue and is a significant deterrent for tourists and is an impediment to the well-being of many in our community. Access is a challenge for all, for the less able, small children and disabled there is no current safe beach access. PADAG see this issue as a priority, with the assistance of our council, designated thought-out suitable beach access areas can be created. It will also contribute to the well-being of our communities.**

This brings us to the main essence of this deputation. PADAG is tonight making a formal request to commence formal discussions and planning, with our Adelaide Plains Council on our proposals. With the guidance of the council's department leaders and experts, our desired outcomes for our communities can be realised. We know our following proposals, concepts, improvements and ideas will need well thought out infrastructure, funding budgets, also grants will need to be sourced to achieve them. PADAG's suggested timeline for significant development is commencement in financial year 2022/23 with completion of 3 to 5 years. Thank you again from myself and PADAG, we are ready.

Adelaide Plains Council	**10. Presentations/Briefings**
Monday 25 October 2021	

10.1 Simon Millcock, Chief Executive Officer, Legatus Group – Annual Business Plan 2021/2022 Update

Adelaide Plains Council	12.1	Adelaide Plains Council Historical Committee Meeting – 6 October 2021
	Department:	Development and Community
	Report Author:	Manager Library and Community
Date: 25 October 2021	Document Ref:	D21/45054

OVERVIEW

The purpose of this report is to facilitate the receiving and noting of the minutes from the 6 October 2021 Adelaide Plains Council Historical Committee (APCHC) meeting.

Eight members were present at the meeting, held at the Mallala Museum's school room.

Some of the matters discussed at the meeting are summarised below:

- Thirteen mini-buses visited the Mallala Museum on various dates during the month of September 2021, as part of the Blue Wattle Mystery Tours. Approximately $500 was collected from the guests, which has generated much needed income. The Museum was closed for nearly a year in 2020/2021 – partly in response to Government COVID-19 restrictions, as well as undertaking long overdue maintenance work in the Upstairs Gallery.
- Eight Mallala Primary classes' excursion dates have now been confirmed for the final school term of 2021. The Gawler Tractor Club has expressed interest in viewing the Museum's collections on Sunday 17 October 2021 – volunteers will be hosting 20 people on the day.
- At the September 2021 APCHC meeting, Members agreed to purchase a honour board listing the names of current and future Committee members who have given at least 10 years of service on the Committee. A Committee Members' Honour Board Procedure was endorsed by Members at the October 2021 meeting to ensure consistent protocol is kept.
- Although the majority of the Transport Gallery's structural work has been completed, research on nine pictorial panels is now finalised and Members have agreed to engage a suitably qualified signwriter company to fabricate these boards.

RECOMMENDATION

"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee meeting held 6 October 2021."

Attachment

1. Minutes of Adelaide Plains Council Historical Committee meeting held 6 October 2021

MINUTES

of

Adelaide Plains Council Historical Committee Meeting of the

Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

HELD

Mallala Museum
1 Dublin Road
Mallala

on

Wednesday 6 October 2021

The Presiding Member formally declared the meeting open at 7.00pm.

1. ATTENDANCE

1.1 **Present**

Mr S M Strudwicke (Presiding Member)

Mr P Angus (from 7.07pm)

Mr R Bevan

Mr V Chenoweth

Mr J Franks

Ms L Parsons

Mr G Tucker

Mrs C Young

Also in attendance for the meeting:

Manager Library and Community *by mobile link* Ms Anne Sawtell

1.2 **Apologies**

Mr A Tiller

1.3 **Not Present / Leave of Absence**

Nil

2. CONFIRMATION OF MINUTES

2.1

Committee Resolution	**2021/ 063**
Moved Mr Franks	Seconded Mr Bevan
"**that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 1 September 2021 *(MB Folio 135 to 140 inclusive),* be accepted as read and confirmed**."	
	CARRIED

3. BUSINESS ARISING

Nil

4. DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)

Nil

5. ADJOURNED BUSINESS

Nil

6. REPORTS FOR INFORMATION

6.1 Resolutions Actions Report – September 2021

Committee Resolution	**2021/ 064**
Moved Mrs Young	Seconded Mr Bevan
"that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – September 2021* dated 6 October 2021, receives and notes the report."	
	CARRIED

Mr Angus arrived at the meeting at 7.07pm.

6.2 Monthly Financial Report – September 2021

Committee Resolution	**2021/ 065**
Moved Mrs Young	Seconded Mr Bevan
"that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – September 2021* dated 6 October 2021, receives and notes the report."	
	CARRIED

6.3 Monthly Correspondence, School & Group Visits Report – September 2021

Committee Resolution	**2021/ 066**
Moved Mrs Young	Seconded Mr Franks
"that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – September 2021* dated 6 October 2021, receives and notes the report."	
	CARRIED

7. REPORTS FOR DECISION

7.1 APCHC (Mallala Museum) – Honour Board – Committee Members

Committee Resolution	**2021/ 067**
Moved Mrs Young	Seconded Mr Tucker
"that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – APCHC (Mallala Museum) – Committee Members' Honour Board Procedure, dated 6 October 2021, receives and notes the report and in doing so endorses the Committee Members' Honour Board Procedure presented as Attachment 1 to this Report ."	
	CARRIED

8. QUESTIONS ON NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. MOTIONS ON NOTICE

Nil

11. MOTIONS WITHOUT NOTICE

11.1 Fire Engine Truck – maintenance report

Committee Resolution	**2021/ 068**
Moved Mr Franks	Seconded Mr Bevan
"that the Adelaide Plains Council Historical Committee asks Mr Keith Earl to conduct a preliminary inspection on the Fire Engine Truck and to provide a recommended maintenance report to the Committee for their consideration."	
	CARRIED

11.2 Transport Gallery Panels – obtaining quotes

Committee Resolution	**2021/ 069**
Moved Mr Franks	Seconded Mr Bevan
"that the Adelaide Plains Council Historical Committee authorises Presiding Member Strudwicke to obtain quotes for printing pictorial panels and to liaise with the Manager Library and Community regarding proceeding with preferred supplier, if the quote is acceptable."	
	CARRIED

12. URGENT BUSINESS

Nil

13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

14.1 Wednesday 3 November 2021

15. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.18pm.

Confirmed as a true record.

Presiding Member: .....

Date: ____/____/___

Adelaide Plains Council	13.1	Gawler River Floodplain Management Authority Board Special Meeting – 27 September 2021
	Department: Report Author:	Governance and Executive Office Chief Executive Officer
Date: 25 October 2021	Document Ref:	D21/45574

OVERVIEW

The purpose of this report is for Council to receive and note the minutes of the Gawler River Floodplain Management Authority Board Special Meeting held on Monday 27 September 2021.

RECOMMENDATION

"that Council receives and notes the minutes of Gawler River Floodplain Management Authority Board Special Meeting held on 27 September 2021."

Attachments

1. Copy of Minutes of the Gawler River Floodplain Management Authority Board Special Meeting held on 27 September 2021
2. Key Outcomes Summary – Gawler River Floodplain Management Authority Board Special Meeting – 27 September 2021
3. Gawler River Floodplain Management Authority – Annual Report 2020/2021

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

SPECIAL MEETING

12pm Monday 27 September 2021

City of Playford, Playford Boulevard, Elizabeth

1. Meeting of the Board

1.1 Welcome by the GRFMA Chairperson

Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 128th meeting of the Board.

1.2 Present

- Mr Ian Baldwin, Independent Board Member, Chair
- Mr James Miller, Adelaide Plains Council, Board Member
- Mr John Lush, Adelaide Plains Council, Deputy Board Member
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
- Mr Ashley Curtis, Adelaide Hills Council, Board Member
- Mr Gary Mavrinac, The Barossa Council, Board Member
- Cr Russell Johnstone, The Barossa Council, Deputy Board Member
- Cr Paul Koch, Town of Gawler, Board Member
- Mr Sam Dilena, Town of Gawler, Board Member
- Mr Andrew Philpott, Light Regional Council, Deputy Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Cr Peter Rentoulis, City of Playford, Board Member
- Mayor Bim Lange, The Barossa Council, Board Member

1.4 Appointment of Observers

Nil

1.5 Declarations of Interest

Nil

2. Confidential Items

2.1 Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam

GRB 21/74 **Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam**
Moved: **Mr A Philpott**
Seconded: **Cr R Johnstone**

That:

1. *Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public be excluded from attendance at the meeting, with the exception of:*
   - *Executive Officer; and*
   - *Observers*

   in order to consider in confidence agenda item 2.1 Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam pursuant to Section 90(3)(k) of the Local Government Act 1999 on the basis of : tenders for the supply of goods, the provision of services or the carrying out of works.

2. *This matter is confidential because the information herein provides commercial terms and conditions for Tenders received for Bruce Eastick North Para Flood Mitigation Dam (BENPFM Dam) repairs and would provide advantage to a third party for negotiations regarding the service.*

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

CARRIED UNANIMOUSLY

12:14pm confidential session commenced.

GRB 21/75 **Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam**
Kept in Confidence

GRB 21/76 **Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam**
Kept in Confidence

GRB 21/77 **Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam**
Moved: **Mr J Miller**
Seconded: **Mr G Mavrinac**

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 2.1 Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (k) of the Local Government Act 1999:*
   - *Minutes relating to the item*
   - *Report for Item 2.1*
   - *Attachments relating to deliberations of report 2.1*

2. *This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.*

CARRIED UNANIMOUSLY

1:02pm confidential session concluded.

3. Finance

3.1 Establishment of Finance (Loan Funds) to Facilitate Dam Repairs

GRB 21/78 Establishment of Finance (Loan Funds) to Facilitate Dam Repairs
Moved: Cr J Lush
Seconded: Mr A Philpott

That:

1. *Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public be excluded from attendance at the meeting, with the exception of:*
   - *Executive Officer; and*
   - *Observers*

   in order to consider in confidence agenda item 3.1 Establishment of Finance (Loan Funds) to Facilitate Dam Repairs pursuant to Section 90(3)(b) of the Local Government Act 1999 on the basis of information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council
2. *This matter is confidential because the information herein provides commercial terms for obtaining finance and disclosure of which would prejudice the commercial position of the Authority.*
3. *On the basis of this information, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed in this instance: the Board consider it necessary to consider this matter in confidence.*

CARRIED UNANIMOUSLY

1:03pm confidential session commenced.

GRB 21/79 Establishment of Finance (Loan Funds) to Facilitate Dam Repairs
Kept in Confidence

GRB 21/80 Establishment of Finance (Loan Funds) to Facilitate Dam Repairs
Moved: Mr G Pattinson
Seconded: Mr A Curtis

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 3.1 Establishment of Finance (Loan Funds) to Facilitate Dam Repairs be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (b) of the Local Government Act 1999:*
   - *Minutes relating to the item*
   - *Report for Item 3.1*
   - *Attachments relating to deliberations of report 3.1*

2. *The Executive officer be authorised to release GRB 21/79 to the LGFA in order to progress the application for finance.*

3. *This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.*

CARRIED UNANIMOUSLY

1:12pm confidential session concluded.

3. Closure

The Chairperson noted appreciation to members of the TAP for their time in providing considered advice regarding tender evaluations .

In closing the meeting, the Chairman thanked members for their considered discussion and also thanked the City of Playford for hosting the meeting.

The meeting closed at 1.15pm.

Chair _____ Date _____

Gawler River Floodplain Management Authority

Adelaide Hills Council, Adelaide Plains Council, The Barossa Council, Town of Gawler, Light Regional Council, City of Playford

KEY OUTCOMES SUMMARY

GRFMA Board Special Meeting – 27 September 2021

Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam

The meeting considered Preferred Tender for Repairs to the Bruce Eastick North Para Flood Mitigation Dam in confidence pursuant to Section 90(3)(k) of the Local Government Act 1999.

This matter was determined confidential because the information therein provides commercial terms and conditions for tenders received and would provide advantage to a third party for negotiations regarding the service.

Establishment of Finance (Loan Funds) to Facilitate Dam Repairs

The meeting considered Establishment of Finance (Loan Funds) to Facilitate Dam Repairs in confidence pursuant to Section 90(3)(b) of the Local Government Act 1999.

This matter was determined confidential because the information therein provides commercial terms for obtaining finance and disclosure of which would prejudice the commercial position of the Authority.

Next Ordinary Board Meeting

The next Ordinary Board Meeting will be held at 9:45am on Thursday 21 October 2021 at the Adelaide Plains Council.

Contact: davidehitchcock@bigpond.com / 0407 717 368

ANNUAL REPORT 2020-21

Gawler River Floodplain Management Authority

Constituent Councils:

Adelaide Hills Council
Adelaide Plains Council
The Barossa Council
Town of Gawler
Light Regional Council
City of Playford

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Chair Report

The past year of the Gawler River Floodplain Management Authority's (GRFMA) operation has been challenging across many fronts, the impact of COVID-19 primarily presenting difficulties with communications for the 13-member Board representing the six constituent councils forming the GRFMA (i.e., Adelaide Hills, Adelaide Plains, Barossa, Gawler, Light and Playford), Federal and State governments and other stakeholders having interest in the protection of the Gawler River floodplain.

The GRFMA Board conducted six (6) Ordinary meetings and convened two (2) Special meetings during the report period. Further, the GRMA's Audit Committee met on four (4) occasions.

The GRFMA Audit Committee provides an important role between the Authority, its management and constituent councils. The Committee provides suggestions and recommendations to the GRFMA Board about actions to be taken to enhance financial and operational governance, considered to be in the best interests of the subsidiary and constituent councils.

Numerous Committee and Working Group meetings were also undertaken enabling the progression of activities identified necessary by the GRFMA Board.

Sincere thanks are extended to all who have been available for e-meetings and alternate means of communication allowing the business of the GRFMA to progress effectively. Special mention is also made of the assistance provided by the Town of Gawler Council and Playford Council allocating staff and IT resources assisting with the scheduling and conduct of e-meetings as required.

Notwithstanding the above, there have been a number of significant achievements throughout the report period which are briefly outlined below.

Charter and Governance – Two Stage Review Implementation

As reported in 2019, a periodic review of the Charter and associated governance (First Stage) was completed with adoption by the GRFMA's Board on the 28 January 2020. A more comprehensive review "Charter Review 2" commenced in April 2020 with Jeff Tate Consulting being engaged to undertake the required work. This review was to explore further governance and operational processes including options for alternative management (i.e., other than the Authority) for the Gawler River and supporting financial arrangements.

A further report completed in September 2020 included a number of recommendations for consideration by the Board:

1. The Authority's legal structure continue as a Regional Subsidiary under s43 of the Local Government Act 1999.
2. At this stage the GRFMA continue to have a representative Board of an Elected Member and staff member from each Council (and an Independent Chair).
3. Consideration be given to an arrangement between the Chief Executive Officers of the constituent councils to ensure that the combined staff appointments to the Board include all relevant skills.
4. Consideration be given to amending clause 4.3.2 of the GRFMA Charter so that Deputy Members attending Board meetings in their own right and not in place of the Member may be permitted to speak with approval of the meeting, rather than having the same right to speak as Members.
5. The GRFMA proactively build relationships with relevant South Australian Government Departments and agencies, separately and together, to build understanding of the issues relating to the Gawler River and to assist with strategies, plans, and advice including about external funding.
6. The GRFMA and constituent councils consider the four funding model options set out in the report, starting from a consideration of funding principles and then potential scenarios for modelling (possibly through Finance and Engineering staff of the constituent councils).
7. The GRFMA develop and implement a clear, resourced strategy for achieving external funding, including consideration of a 'broker' to identify and pursue funding opportunities.

The GRFMA Board is currently progressing recommendation 6 and directing the Charter Review 2 Working Group to engage resources to compile and evaluate required data to further understand possible funding principles and formula to be applied in any proposed funding model. Noting any final consideration would be subject to support or otherwise of the GRFMA and constituent councils. The GRFMA Board will be considering all recommendations and is looking to finalise the review early in the 2021/2022 financial year.

Strategic Plan

As a requirement of Charter Review 1 the GRFMA is now working to establish a Strategic Plan . The plan will consist of a 5 year Strategic Plan (2026) and have regard to any longer term strategic issues (2026-2036) that might be identified during preparation of the plan.

Consultation on the plan with constituent councils and other stakeholders commenced in May 2021 and it is anticipated the document will be completed by the end of September 2021.

Gawler River UNHaRMED Management Tool (GRUMP)

In 2019 the GRFMA entered into partnership with the Bushfire and Natural Hazards CRC and the University of Adelaide to develop a decision support tool (UNHaRMED) to explore how to manage flood risk into the future. The model tool has now been completed and will be made available to other local government authorities and floodplain managers responsible for flood-associated social, environmental and economic risk modelling and subsequent management.

Gawler River Stormwater Management Plan

The GRFMA in partnership with the Stormwater Management Authority of South Australia, the Green Adelaide Board and the Northern and Yorke Landscape Boards and the Department for Environment and Water have commenced a project to develop a Stormwater Management Plan (SMP) for the Gawler River.

The plan will provide background and strategic direction for managing stormwater in the Gawler River. The SMP catchment is defined as the 'Gawler River proper', being the main channel below the confluence of the North Para and South Para Rivers, down through Buckland Lake to the coastal outlet.

In consideration of the strategic nature of any SMP recommendations that may result, the current flood mitigation considerations including increasing the height of the Bruce Eastick North Para Flood Mitigation Dam and the construction of the Northern Floodway Proposal have been placed on hold.

Assistance from the City of Playford in providing in-kind support of a Project Manager to manage the SMP process is recognised and appreciated.

Bruce Eastick North Para Flood Mitigation Dam

The Bruce Eastick North Para Flood Mitigation Dam (BENPFMD) Operation and Safety Plan has now been completed. The Plan was facilitated by the GRFMA in partnership with the Local Government Association of South Australia Council Ready Program.

The completed plan provides direction in two parts specifically for the operational response to a critical flood event and secondly, where signs of imminent dam failure BENPFFMD are observed.

Periodic maintenance has also been undertaken at the Dam replacing security screens on the high level outlet pipes and repairing welds to the crest handrails.

Tenders submitted for works requiring repair of the lower level outlet pipes and reinstatement of dislodged baffle blocks in the stilling basin are currently under consideration. It is envisaged the agreed services for works will be undertaken post winter 2021.

Gawler River Flood Mitigation

The 2020-21 State Government Budget allocated $9 Million for Gawler River flood mitigation works. This initiative provides works to be completed over the three years 2021-23 for a range of Gawler River projects aimed at reducing flood risks across the Northern Adelaide Plains.

Budgeted works include:

1. Removal of trees and debris following the Hillier bushfire ($350 -$370K).
2. Construction of a drainage system on Carmelo and Park Road, Virginia ($3.8M).
3. Installation of new flood warning infrastructure and improvement of flood forecasting and warning service ($1M).
4. River survey, silt and weed removal, revegetation and levee repair ($3.8M).

The GRFMA has engaged with the South Australian Department of Environment and Water to assist delivery of the four projects and further development of the longer term solutions for flood mitigation in the Gawler River.

Australian Rail Track Corporation (ARTC) Bridge

The ARTC commenced work in September 2020 to replace the existing rail bridge across the Gawler River.

The GRFMA engaged with ARTC during the Bridge design and construction phase to ensure that the resultant bridge structure and embankment did not compromise water flows in the Gawler River channel.

Retiring and New GRFMA Board Members

Acknowledgement is made of long-serving Board Member Mr Mark Salver (Adelaide Hills Council) who retired from representation during the report period. Mr Ashley Curtis was welcomed as his successor.

Finally, I wish to thank the six constituent councils, Board, Audit Committee, Working Group representatives and Executive Officer for their ongoing involvement and direction provided.

There have been many achievements attained throughout the report period which ultimately will lead to the provision of better flood mitigation and warning systems for the Gawler River and associated floodplain.

The GRFMA will continue to work with the Federal and State governments and stakeholders to achieve this end.

Ian J. Baldwin
Chair and Independent Member
Gawler River Floodplain Management Authority

Gawler River Floodplain Management Authority (GRFMA)

The Gawler River

The Gawler River is formed by the confluence of the North Para and South Para in the town of Gawler and is located in the Adelaide Plains district of South Australia. The district surrounding the river produces cereal crops and sheep for both meat and wool, as well as market gardens, almond orchards and vineyards. The farm gate output of the Gawler River Floodplain horticultural areas is estimated to be at least $225 million.

Purpose of the GRFMA

The GRFMA was formed as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999 on 22 August 2002. The Constituent Councils are the Adelaide Hills Council, The Adelaide Plains Council, The Barossa Council, The Town of Gawler, Light Regional Council, and the City of Playford.

The Charter provides for one independent person, who is not an officer, employee, or elected member of a Constituent Council, to be appointed as the Chairperson of the Board of Management of the GRFMA for a term of two years.

The Charter sets down the powers, functions, safeguards, accountabilities, and an operational framework.

The Authority has been established for the purpose of coordinating the planning, construction, operation, and maintenance of flood mitigation infrastructure for the Gawler River, and for the following functions:

- to raise finance for the purpose of developing, managing, and operating and maintaining works approved by the Board;
- to provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flooding of the Gawler River;
- to advocate on behalf of the Constituent Councils and their communities where required to State and Federal Governments for legislative policy changes on matters related to flood mitigation and management and associated land use planning with Gawler River flood mitigation;
- to facilitate sustainable outcomes to ensure a proper balance between economic, social, environmental, and cultural consideration; and
- to provide advice as appropriate to the Constituent Councils in relation to development applications relevant to the Authority's roles and functions.

Governance

The Board

The Authority is governed by the Board of management. The Board comprises of

- one independent person, who is not an officer, employee, or elected member of a constituent council, to be appointed as the Chairperson of the Board of Management of the GRFMA for a term of three years.
- Two persons appointed from each of the six constituent councils (12 members in total). Council appointees comprise of the Council CEO, or delegate and one Elected Member.
- Deputy Board members as appointed by each constituent council

The Members of the Board are:

Council	Board Members	Deputy Board Members
Chairperson & Independent Member	Mr Ian Baldwin	
Adelaide Hills Council	Cr Malcolm Herrmann Mr Ashley Curtis	Cr Pauline Gill
Adelaide Plains Council	Cr Terry-Anne Keen Mr James Miller	Cr John Lush Ms Alyssa Denicola
The Barossa Council	Mayor Bim Lange Mr Gary Mavrinac	Cr Russell Johnstone
Town of Gawler	Cr Paul Koch Mr Sam Dilena	Cr Nathan Shanks Mr Ben DeGilio
Light Regional Council	Cr William Close Mr Brian Carr	Mr Andrew Philpott
City of Playford	Cr Agapios (Peter) Rentoulis Mr Greg Pattinson	Cr Clinton Marsh

Meetings of the Board are held at such time and such place as the Board decides subject only to the requirement that there will be at least one meeting in every two calendar months. A special meeting of the Board may be held at any time and may be called at the request of the Chairperson or at the written request of six members of the Board representing all the Constituent Councils.

Ordinary meetings of the Board are generally held bi-monthly on the third Thursday of the even months commencing at 9.45am: excepting December which is held on the second Thursday. Meetings are hosted by the Constituent Councils on a rotational roster with six Board meetings and two Special Board Meetings held during the year as follows:

Ordinary Board Meetings:

- Thursday 13 August 2020 – Town of Gawler
- Thursday 15 October 2020 – Adelaide Plains Council
- Thursday 10 December 2020 – City of Playford
- Thursday 11 February 2021 – Light Regional Council
- Thursday 15 April 2021 – Adelaide Hills Council
- Thursday 17 June 2021 – The Barossa Council

Two Special Board Meetings:

- Friday 17 July 2020 – City of Playford
- Wednesday 17 March 2021 – City of Playford

Technical Assessment Panel

A Technical Assessment Panel has been appointed to support the decision-making processes of the Board with delegated powers to provide advice and manage the technical aspects of the design, assessment, and construction of the various parts of the Scheme.

The Members of the Panel are:

- Mr Ian Baldwin, Independent Chair
- Ms Ingrid Franssen, Manager Flood Management, DEWNR
- Dr Moji Kan, Principal Engineer Dams, SA Water
- Mr Matt Elding, Barossa Council
- Mr Braden Austin, Playford Council
- Mr David Hitchcock Executive Officer

No meetings of the Panel were held during the year, however, email out of session consideration was undertaken to consider proposed repairs to the Lower Level Outlet Pipe and Baffle Block replacement at the Bruce Eastick North Para Flood Mitigation Dam.

Audit Committee

An Audit Committee has been appointed to review:

- the annual financial statements to ensure that they present fairly the situation of the Board, and
- the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the Board on a regular basis.

The Committee held four (4) meetings during the year:

- 04 August 2020
- 25 November 2020
- 10 March 2021
- 09 June 2021

The members of the Committee are:

- Mr Peter Brass, Independent Member
- Mr Greg Pattinson, City of Playford
- Cr Malcolm Herrmann, Adelaide Hills Council

Membership of the GRFMA Audit Committee is for two years (I July 2020 until 30 June 2022).

Executive Officer

Mr David Hitchcock has been appointed Executive Officer on a contract basis (part time) to 31 December 2021.

External Auditor

Dean Newbery and Partners have been appointed as the external auditor for 2020-2024.

GRFMA Policies

The following Policies have been adopted to provide management guidelines for the day-to-day business of the GRFMA:

- Procurement and Operations Policy
- Grant Policy
- Internal Review of Decisions Policy
- Public Consultation Policy
- Access to Meetings and Documents Policy
- Dam Valuation Policy
- Treasury Management Policy

The purpose of policies is to provide prudent management guidelines for the day-to-day management of the affairs of the Authority.

Meetings

All meetings of the GRFMA and its committees are open to the public, except for those matters to be considered under Section 90 of the Local Government Act 1999.

No Freedom of Information requests were received during the year.

Forum	Total Resolutions for the year	Resolutions to exclude the Public – S90(3)	Purpose	Order for docs to remain confidential - S91(7)	%
Board	152	4	Possible commercial advantage of a person	4	3
Technical Assessment Panel	0	0	N/A	0	0
Audit Committee	24	0		0	0

Evaluation of Performance Against the Business Plan

This Statement of Achievements against the Business Plan will form part of the Key Outcomes Summary to Councils following the meetings at which it is tabled. The June report will form part of the GRFMA Annual Report 2020-2021.

Part A: Funding

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Grant Claims	At all times	Lodge claims monthly for the payment of Commonwealth and State Government Grants.	☑ **Claims lodged according to grant conditions**
Maintain positive Cash Flow	At all times	Positive bank account balances at all times.	☑ **Positive cash flow maintained**

Part B: Proposed Flood Mitigation Scheme Works

Gawler River Flood Mitigation Scheme	
One	What will the Mark Two Scheme Include? (Note these steps may occur concurrently and not necessarily in the following order).

Gawler River Flood Mitigation Scheme	
Two	Reconfirm with the Constituent Councils that a 1 in 100-year level of protection is the protection standard that is to be pursued in the development of the Gawler River Flood Mitigation Scheme – Mark Two Strategy. N.B. The protection standard does not guarantee full protection for all flood events. ***The Findings Report 2016 advises the 1 in 100 ARI event is considered to be the minimum desirable level of flood protection for new development as well as for much of the existing floodplain development.*** Determine if a second dam on the North Para River or modification to the Bruce Eastick North Para Flood Mitigation Dam is an option. The GRFMA Board has recently accepted a tender for a Findings Report to undertake an assessment to determine if a second dam is required and feasible. ***The Findings Report 2016 advised enlarging the existing Bruce Eastick North Para Flood Mitigation Dam on the North Para offers the greatest level of protection with least impacts and is rated as the most favoured structural mitigation option. This option deferred pending completion of the Northern Floodway Project proposal. Noting feasibility of raising the height of the Bruce Eastick Dam is still a strategic consideration.***
Three	The Gawler River Floodplain Mapping Model should be maintained as the reference tool to demonstrate the level of flood protection and validity of design of land proposed for development as part of the approval process. To achieve this, the model should be upgraded to include recent works such as the Northern Expressway works and the additional floodplain mapping completed as part of the Light River Templers Creek Salt Creek Mapping Study by the Adelaide Plains Council. ***Completed.***
Four	To further develop the preliminary assessment of possible local area levees prepared in the 2008 Gawler River Floodplain Mapping Study at Gawler, Angle Vale and Two Wells and develop a levee strategy for Virginia to a robust design standard with a staging plan. Undertake a cost benefit study for each stage of the plan. ***Will be a consideration of the Gawler River Stormwater Management Plan 2021/2022.***
Five	Establish a protocol with the Floodplain Councils that where development of land in areas identified as 'at risk of flooding' is planned to proceed by the implementation of a local area levee that mapping of the proposed levees on the Gawler River Floodplain Mapping Study Model will be required. ***It is anticipated the Gawler River Unharmed Mitigation Project, will contribute to understanding of this issue and relevant strategies.***
Six	Maintain a working relationship with the Australian Rail Track Corporation to ensure that any changes to Railtrack infrastructure of culverts and rail heights are mapped on the Gawler River Floodplain Mapping Study Model to identify any changes to flooding impacts. ***Ongoing – new replacement of the rail bridge completed April 2021.***

Gawler River Flood Mitigation Scheme	
Seven	Develop a funding strategy for flood protection that is delivered by local area levees on the questions of who should own and maintain the levees and whether local area levees are regional works that the GRFMA should fund or are they local works that are the responsibility of the local Council. ***Will be a consideration of the Gawler River Stormwater Management Plan 2021/2022.***
Eight	Investigate opportunities for funding partners and grants to undertake the necessary assessments and designs. ***Ongoing. GRFMA currently working with the Department of Environment and Water on the $9M Gawler River Flood Mitigation projects.***
Nine	The Scheme will also seek to clarify, through the Local Government Association, the policy and legal framework around maintenance of rivers and creeks where those rivers and creeks are part of the regional flood management plan. Under current legislation a landowner is responsible for the condition of a creek or waterway on private land**. *Pending finalisation of the review by the Department of Environment and Water. GRFMA submission provided.***

Part B: Maintenance of the Scheme

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Six monthly inspection	June and December	Completion of Inspection Report	☑ **Routine inspection completed 8/9/2020. As per O&M manual.** ☑ **Replacement signage. Repairs to handrails and replacement of HLOP screen completed January 2021.**

Part C: Operation of the Regional Subsidiary

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Reports to Stakeholders	Bi-Monthly	Key Outcomes Summary to be published following each Board Meeting	☑ **Key Outcomes Summary prepared following GRFMA meetings.**
Charter Review 1 and Charter Review 2	December	The performance of the Executive Officer be reviewed annually Charter Review	☑ **Review conducted in December 2020.** ☑ **GRFMA Charter Review (2nd stage) commenced April 2020 – materially completed pending finalisation of cost share funding model.**
	August	The appointment of Auditor, Bank Operators, levels of insurance, appropriate registrations, delegations, and policies be reviewed annually.	☑ **New External Auditor 2020-2024.** ☑ **Appropriate levels of insurance reviewed in July 2020.**
Review of the Business Plan	By 31st March	Review the Business Plan prior to preparing the Budget Forward to the Councils	☑ **June 2020 – Business Plan 2020-2021 adopted.** ☑ **June 2020 – Achievements against the Business Plan 2019-20 presented.**
Budget 20/21	By 31st March, June, October, December	Adopt for consultation forward to Councils – Adopt Budget – copy to Councils in 5 days – Conduct Budget Reviews	☑ **2021-22 draft Budget forwarded in March 2021 to constituent councils for consultation.** ☑ **Budget Reviews 1 & 2 adopted by GRFMA Audit Committee and GRFMA Board.**
Subscriptions	June December	Send half year subscriptions to Council	☑ **All first half subscriptions paid,** ☑ **Five (5) Second half subscriptions paid.**

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Report to Constituent Councils	Following each Board meeting By 30th September	The receipt of the following reports by Councils, Board Meeting Key Outcomes Summary Annual Report including Annual Financial Statements	☑ **Key Outcomes Summary prepared following meetings.** ☑ **Annual Report forwarded electronically to Councils.**
Governance	Ongoing	Policies and new management framework documents developed and reviewed	☑ **New Fraud and Corruption Policy** ☑ **Delivery of Strategic Plan initiated consultation underway – delivery September 2021.** *** Public Interest Disclosure Policies drafted and on hold pending consideration of requirement for public officer – review October 2021.** *** Asset Management Plan and Long Term Financial Plan to be developed.**
Annual Operations		Advocacy for construction of Northern Floodway project GRFMA currently working with DEW on the $9M Gawler River Flood Mitigation projects Dewatering and repair of the low-level inlet pipe and stilling basin Scheduled inspection Establishment of the Dam Safety Emergency Plan Environmental management of land associated with the Dams location GRUMP decision support tool to manage flood risk Revegetate land zone around the Bruce Eastick North Para Flood Mitigation Dam.	*** Hiatus. Pending completion of the Gawler River Stormwater Management Plan.** ☑ *** Tenders for works considered at the 17/6/2021 GRFMA Board meeting.** ☑ **Completed September 2020.** ☑ **Completed January 2021.** ☑ **Annual land management lease in place.** ☑ **Completed 30 June 2021 – project was delayed due to COVID-19.** ☑ **Commenced June 2020**

Financial Statements 2020-21

1. Certification of Financial Statements
2. Financial Statements and Notes
3. Related Parties Disclosures
4. Statement of Auditors Independence
5. Certification of Auditor Independence

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2021
CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Gawler River Floodplain Management Authority Council to certify the financial statements in their final form.

In our opinion:

- the accompanying financial statements comply with the Local Government Act 1999, Local Government (Financial Management) Regulations 2011 and Australian Accounting Standards.
- the financial statements present a true and fair view of the Authority's financial position at 30 June 2021and the results of its operations and cash flows for the financial year.
- internal controls implemented by the Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.
- the financial statements accurately reflect the Authority's accounting and other records.

.....	.....
David Hitchcock	Ian Baldwin
EXECUTIVE OFFICER	CHAIRMAN
19/8/2021	19/8/21
Date	Date

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

SCHEDULE OF PROFIT AND LOSS AND COMPREHENSIVE INCOME
for the year ended 30 June 2021

	Notes	2021 $	2020 $
INCOME			
Subscriptions	4	**196,235**	230,300
Investment income	1(d)	**1,009**	1,042
State Government Grants	3	**20,000**	98,980
Other Income		**100**	100
Total Income		**217,344**	330,422
EXPENSES			
Contractual Services	5	**156,177**	235,881
Depreciation	1(h), 11	**321,163**	321,163
Other		**21,359**	21,155
Total Expenses		**498,698**	578,198
OPERATING SURPLUS / (DEFICIT)		**(281,354)**	(247,776)
NET SURPLUS / (DEFICIT) transferred to Equity Statement		**(281,354)**	(247,776)
Other Comprehensive Income			
Amounts which will not be reclassified subsequently to operating result			
Changes in revaluation surplus - infrastructure, property, plant & equipment		**-**	-
Total Other Comprehensive Income		**-**	-
TOTAL COMPREHENSIVE INCOME		**(281,354)**	(247,776)

This Statement is to be read in conjunction with the attached Notes.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

STATEMENT OF FINANCIAL POSITION
as at 30 June 2021

	Notes	2021 $	2020 $
ASSETS			
Current Assets			
Cash and cash equivalents	1(d)	**169,344**	151,764
Trade and Other Receivables		**49,278**	32,152
Total Current Assets		**218,622**	183,916
Non-current Assets			
Infrastructure	10	**25,329,000**	25,329,000
Accumulated Depreciation Infrastructure	1(h), 10	**(4,116,325)**	(3,795,163)
Land	10	**477,000**	477,000
Total Non-current Assets		**21,689,675**	22,010,838
Total Assets		**21,908,297**	22,194,753
LIABILITIES			
Current Liabilities			
Trade & other payables		**36,567**	41,669
Borrowings		**-**	-
Total Liabilities		**36,567**	41,669
NET ASSETS		**21,871,730**	22,153,084
EQUITY			
Accumulated Surplus		**13,189,757**	13,471,111
Asset Revaluation Reserves	1(g)	**8,681,973**	8,681,973
TOTAL EQUITY		**21,871,730**	22,153,084

This Statement is to be read in conjunction with the attached Notes.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

STATEMENT OF CHANGES IN EQUITY
for the year ended 30 June 2021

2021	Notes	Accumulated Surplus $	Asset Revaluation Reserve $	TOTAL EQUITY $
Balance at end of previous reporting period		**13,471,111**	**8,681,973**	**22,153,084**
Restated opening balance		**13,471,111**	**8,681,973**	**22,153,084**
Net Surplus / (Deficit) for Year		**(281,354)**	**-**	**(281,354)**
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment		**-**	**-**	**-**
Balance at end of period		**13,189,757**	**8,681,973**	**21,871,730**

2020			
Balance at end of previous reporting period	13,718,887	8,681,973	22,400,860
Restated opening balance	13,718,887	8,681,973	22,400,860
Net Surplus / (Deficit) for Year	(247,776)	-	(247,776)
Other Comprehensive Income			
Gain on revaluation of infrastructure, property, plant & equipment	-	-	-
Balance at end of period	13,471,111	8,681,973	22,153,084

This Statement is to be read in conjunction with the attached Notes

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

STATEMENT OF CASHFLOWS
for the year ended 30 June 2021

	Notes	2021 $	2020 $
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		199,195	299,175
Interest Receipts		1,023	1,055
Payments		**(182,638)**	(215,367)
Net Cash provided by (or used in) Operating Activities		**17,580**	84,863
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Expenditure on new/upgraded assets		**-**	-
Net Cash provided by (or used in) Investing Activities		**-**	-
Net Increase (Decrease) in cash held	8	**17,580**	84,863
Cash & cash equivalents at beginning of period		**151,764**	66,902
Cash & cash equivalents at end of period	8	**169,344**	151,764

This Statement is to be read in conjunction with the attached Notes

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 1 - Statement of Significant Accounting Policies

a) The Local Government Reporting Entity

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The Gawler River Floodplain Management Authority is a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999. The Constituent Councils are the Adelaide Hills Council, The Barossa Council, Town of Gawler, Light Regional Council, Adelaide Plains Council and The City of Playford.

All funds received and expended by the Authority have been included in the financial statements forming part of this financial report.

b) Basis of Accounting

This financial report has been prepared on an accrual basis and is based on historical costs and does not take into account changing money values, or except where specifically stated, current valuation of non-current assets.

c) Employees

The Authority has no employees.

d) Cash

For purposes of the statement of cash flows, cash includes cash deposits which are readily convertible to cash on hand and which are used in the cash management function on a day to day basis, net of outstanding bank overdraft.

e) Infrastructure

The Bruce Eastick North Para Flood Mitigation Dam was constructed in 2007. The valuation includes all materials, contractor's costs plus costs incidental to the acquisition, including engineering design and supervision fees and all other costs incurred.

f) Land

The dam land includes the land on which the dam is constructed, rights of way access to the land and 'right to flood' easements over the land upstream from the dam that will be inundated by dam waters for short periods of time during a flood event. The Board valuation was undertaken at 30th June 2011. Additional Land surrounding the dam was purchased in 2017/18 and was revalued by Asset Valuation and Consulting Pty Ltd in May 2017 for part lot 750 Kemp Road Kingsford.

g) Revaluation

The Board sought an independent valuation to be applied as at 30th June 2019, of the Bruce Eastick North Para Flood Mitigation Dam. The Board recognises that the dam is a unique infrastructure. The Board sought the advice of Entura (Hydro Tasmania), who provided a replacement cost valuation based on the actual construction contract costs, including some 'owner's costs' which would be incurred in the event of a replacement being necessary. The estimate of the replacement cost was $25.245 million at June 2019. In accordance with Accounting Standard (AASB)13 Fair Value Measurement, it is to be noted that valuation has been under level 3 valuation. The next Valuation is expected to undertaken as at 30 June 2024.

Fair value level 3 valuations of buildings, infrastructure and other assets – There is no known market for these assets and they are valued at depreciated current replacement cost. The method involves:

The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.

The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

The method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

h) Depreciation

The depreciation period for the Bruce Eastick North Para Flood Mitigation Dam is based straight line depreciation with an expected life of 80 years.

The depreciation period for the Access Road is based on straight line depreciation with an expected life of 15 years.

i) Revenue

The Authority recognises revenue under AASB 1058 Income of Not-for-Profit Entities (AASB 1058) or AASB 15 Revenue from Contracts with Customers (AASB 15) when appropriate.

In cases where there is an 'enforceable' contract with a customer with 'sufficiently specific' performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied (i.e. when it transfers control of a product or service to a customer). Revenue is measured based on the consideration to which the Authority expects to be entitled in a contract with a customer.

In other cases, AASB 1058 applies when a not-for-profit (NFP) entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. The excess of the asset recognised (at fair value) over any 'related amounts' is recognised as income immediately, except in the case where a financial asset has been received to enable the authority to acquire or construct a recognisable non-financial asset that is to be controlled by the authority. In this case, the authority recognises the excess as a liability that is recognised over time in profit and loss when (or as) the entity satisfies its obligations under the transfer.

Revenue from the Subscriptions is recognised upon the delivery of the service to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue is stated net of the amount of goods and services tax (GST).

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 2 - Schedule of Constituent Council's Interest in Net Assets as at 30th June 2021

Prepared to meet the requirements of Clause 15.5 of the Charter

"The 'Schedule of Constituent Councils' Interests in Net Assets' will reflect the proportionate contribution each Constituent Council has made to the growth of the net assets of the Authority having regard to the proportionate contribution to subscriptions. The Schedule when updated by the Board at the end of each financial year will reflect the proportionate contribution of each Constituent Council since the commencement of the Authority and once accepted by each Constituent Council will be evidence of the agreed proportion of a Constituent Council's interests in the net assets as at 30 June in that year."

For the purposes of this Clause all subscriptions by Constituent Councils have been included.

This Schedule has been prepared on the basis that the Authority was 'wound up' on 30 June 2021. The value of infrastructure and land as stated in the Financial Statements at reporting date have been included. Grants and contributions from the Commonwealth Government, State Government and Northern Adelaide Barossa Catchment Water Management Board that have contributed to these costs have not been deducted.

Calculation of Net Equity

Assets	
Investments / Debtors	$ 218,622
Infrastructure	$ 21,212,675
Land	$ 477,000
	$ 21,908,297
Less Liabilities	
Accounts Payable / Creditors	$ 36,567
NET EQUITY	**$ 21,871,730**

Allocation of Councils Interest in Net Assets

Constituent Councils	Accumulated Subscriptions for Operations to 30 June 2021	Accumulated Subscriptions for Maintenance to 30 June 2021	Accumulated Subscriptions for Scheme Works to 30 June 2021	All Subscriptions to 30 June 2021	Percentage of Contributions to the Total	**Council's Interests in Net Assets**
Adelaide Hills Council	$172,082	$6,352	$70,988	$249,422	4.54%	**$992,977**
The Barossa Council	$172,082	$31,813	$354,951	$558,846	10.17%	**$2,224,355**
Town of Gawler	$172,082	$63,586	$709,892	$945,560	17.21%	**$3,764,125**
Light Regional Council	$172,082	$31,813	$354,951	$558,846	10.17%	**$2,224,355**
Adelaide Plains Council	$172,082	$106,079	$1,183,146	$1,461,307	26.60%	**$5,817,880**
City of Playford	$172,089	$127,254	$1,419,763	$1,719,106	31.31%	**$6,848,038**
	$1,032,499	**$366,897**	**$4,093,691**	**$5,493,087**	**100%**	**$21,871,730**

Schedule of Constituent Councils' Interests in Net Assets' as at the 30th June 2021 adopted by the Board in accordance with Clause 15.5 of the Charter on 19 August 2021.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 3 - Functions / Activities of the Authority

a) Revenues and expenses have been attributed to the following functions / activities, descriptions of which are set out in Note b.

b) The activities of the Authority are categorised into the following function / activities:

Administration: The operations of the Authority and its Board

Other Environment: Flood Mitigation

c) Functions of the Gawler River Floodplain Management Authority (excluding depreciation)

		Revenue			Expenses	
	Year	Grants	Other	Total Revenue	Expenses Total	Surplus (deficit)
Administration	2021	-	$147,044	$147,044	$85,115	**$61,929**
	2020	-	$146,042	$146,042	$90,152	**$55,890**
Other Environment: Flood Mitigation	2021	$20,000	$ 50,300	$ 70,300	$92,421	**($22,121)**
	2020	$98,980	$ 85,400	$184,380	$166,883	**$17,497**
Total	2021	$20,000	$197,344	$217,344	$177,536	**$39,808**
	2020	$98,980	$231,442	$330,422	$257,035	**$73,387**

Note 4 - Subscriptions

The following subscriptions were levied on the Constituent Councils in accordance with Clause 10.2 of the Charter for the year:

	Maintenance		Operations		TOTALS	
Constituent Council	**2021**	2020	**2021**	2020	**2021**	2020
Adelaide Hills Council	**$ 871**	$ 1,476	**$24,322**	$24,166	**$25,193**	$25,642
The Barossa Council	**$ 4,361**	$ 7,396	**$24,322**	$24,166	**$28,683**	$31,562
Town of Gawler	**$ 8,722**	$14,791	**$24,322**	$24,166	**$33,044**	$38,957
Light Regional Council	**$ 4,361**	$ 7,396	**$24,322**	$24,166	**$28,683**	$31,562
Adelaide Plains Council	**$14,541**	$24,660	**$24,322**	$24,166	**$38,863**	$48,826
City of Playford	**$17,444**	$29,581	**$24,325**	$24,170	**$41,769**	$53,751
TOTAL	**$50,300**	$85,300	**$145,935**	$145,000	**$196,235**	$230,300

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 5- Contractual Services

	2021	2020
Executive Officer	**$56,280**	$57,330
Audit Committee *(Independent & Presiding Member)*	**$2,600**	$2,600
Audit Fees	**$5,000**	$7,057
Legal Fees	**$0**	$2,133
Gawler River Scheme Consultancies	**$84,737**	$139,025
Maintenance Contractors	**$7,560**	$27,736
TOTALS	**$156,177**	$235,881

Note 6 - Comparison of Budget and Actual Results (excluding depreciation)

	2021		2020	
	Budget	**Actual**	Budget	Actual
Revenue				
Administration	**$147,050**	**$147,044**	$146,400	$146,042
Other Environment: Flood Mitigation	**$0**	**$0**	$0	$100
State Grant	**$20,000**	**$20,000**	$110,980	$98,980
Maintenance	**$50,300**	**$50,300**	$85,300	$85,300
Other Environment: Flood Mitigation Capital	**$0**	**$0**	$0	$0
Total Revenue	**$217,350**	**$217,344**	$342,680	$330,422
Expenditure				
Administration	**$88,050**	**$85,115**	$89,095	$90,152
Other Environment: Flood Mitigation	**$97,950**	**$7,684**	$25,150	$27,858
Maintenance	**$100,736**	**$84,736**	$158,475	$139,025
Other Environment: Flood Mitigation Capital				
Total Expenditure	**$286,736**	**$177,535**	$272,720	$257,035
Surplus (deficit)	**($69,386)**	**$39,809**	$69,960	$73,387

Note 7 - Expenditure Commitment

An agreement has been entered into with David Hitchcock to provide Executive Officer and Supervision of Consultants services to 31 December 2021.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 8 - Reconciliation Statement of Cash Flows

(a) Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

	2021	2020
	$	$
Total cash & equivalent assets	**169,344**	151,764
Balances per Cash Flow Statement	**169,344**	151,764

(b) Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus (Deficit)	**(281,354)**	(247,776)
Non-cash items in Income Statement		
Depreciation, amortisation & impairment	**321,163**	321,163
	39,809	73,387
Add (Less): Changes in Net Current Assets		
Net (increase) decrease in receivables	**(17,127)**	(30,194)
Net increase (decrease) in trade & other payables	**(5,102)**	41,669
Net Cash provided by (or used in) operations	**17,580**	84,862

Note 9 -Economic Dependence

The Gawler River Floodplain Management Authority (GRFMA) was formed as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999 in August 2002, by a Charter that was amended and published in The South Australian Government Gazette on 27th February 2020 at page 474.

The Gawler River Floodplain Management Authority (GRFMA) is dependent upon subscriptions levied on the Constituent Councils in accordance with Clause 10.2 of the Charter to fund the construction, operation and maintenance of flood mitigation infrastructure of the Authority which it owns and manages.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 10 - Non-Current Assets Summary

		2021				2020			
	Fair Value Level	**At Fair Value**	**At Cost**	**Accum Dep'n**	**Carrying Amount**	At Fair Value	At Cost	Accum Dep'n	Carrying Amount
Land and easements	-	**$477,000**	**-**	**-**	**$477,000**	$477,000	-	-	$477,000
North Para Dam Access Roads	3	**$84,000**	**-**	**($14,200)**	**$69,800**	$84,000	-	($8,600)	$75,400
North Para Dam	3	**$25,245,000**	**-**	**($4,102,125)**	**$21,142,875**	$25,245,000	-	($3,786,563)	$21,458,437
Total Infrastructure and Land		**$25,806,000**	**-**	**($4,116,325)**	**$21,689,675**	$25,806,000	-	($3,795,163)	$22,010,837
Comparatives		**$25,806,000**	**-**	**($3,795,163)**	**$22,010,937**	**$25,806,000**	**-**	**($3,474,000)**	**$22,332,000**

	2020	Carrying Amount Movements During the Year							**2021**
	Carrying Amount	Additions		Disposals	Depreciation	Impairment	Transfers	Net Valuation	**Carrying Amount**
		New Upgrade	Renewals						
Land and easements	$477,000	-	-	-	-	-	-	-	**$477,000**
Access Roads	$75,400	-	-	-	($5,600)	-	-	-	**$69,800**
Infrastructure - North Para Dam	$21,458,437	-	-	-	($315,563)	-	-	-	**$21,142,875**
Total Infrastructure, Property, Plant & Equipment	**$22,010,837**	**-**	**-**	**-**	**($321,163)**	**-**	**-**	**-**	**$21,689,675**
Comparatives	$22,332,000	-	-	-	($321,163)	-	-	-	**$22,010,837**

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 11 - Financial Instruments

All financial instruments are categorised as *loans and receivables.*

Accounting Policies - Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	**Accounting Policy:** initially recognised atfair value and subsequently measured atamortised cost, interest is recognised when earned **Terms & conditions:** Deposits are returning fixed interest rates between 0.25% and 0.30% (2020: 0.25% and 1.25%). **Carrying amount:** approximates fair value due to the short term to maturity.
Receivables - Fees & other charges	**Accounting Policy:** initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method **Terms & conditions:** Unsecured, and do not bear interest. Although the authority is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Authorities boundaries. **Carrying amount:** approximates fair value (after deduction of any allowance).
Liabilities - Creditors and Accruals	**Accounting Policy:** Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority. **Terms & conditions:** Liabilities are normally settled on 30 day terms. **Carrying amount:** approximates fair value.

Liquidity Analysis

2021	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	$	$	$	$	$
Cash & Equivalents	**169,344**	-	-	-	**169,344**
Receivables	**49,278**	-	-	-	**49,278**
Total	**218,622**	-	-	-	**218,622**
Financial Liabilities					
Payables	**36,567**	-	-	-	**36,567**
Total	**36,567**	-	-	-	**36,567**

2020	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	$	$	$	$	$
Cash & Equivalents	**151,764**	-	-	-	**151,764**
Receivables	**32,152**	-	-	-	**32,152**
Total	**183,916**	-	-	-	**183,916**
Financial Liabilities					
Payables	**41,669**	-	-	-	**41,669**
Total	**41,669**	-	-	-	**41,669**

Net Fair Value
All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

Risk Exposures:

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Authority is the carrying amount, net of any impairment. All Authority investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Authorities boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of the Authorities financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Authority will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. The Authority has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 12 Uniform Presentation of Financial Statements

The following is a high level summary of both operating and capital investment activities of the Authority prepared on a simplified Uniform Presentation Framework basis.

All Local Government Councils and Authorities have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Authorities finances.

		2021		2020
		$		$
Income		**217,344**		330,422
Expenses		**(498,698)**		(578,198)
Operating Surplus / (Deficit)		**(281,354)**		(247,776)
Less Net Outlays in Existing Assets				
Capital Expenditure on renewal and replacement of Exising Assets	**-**		-	
Add back Depreciation Amortisation and Impairment	**321,163**		**321,163**	
Proceeds from Sale of Replaced Assets	**-**		**-**	
		321,163		**321,163**
Less Net Outlays on New and Upgraded Assets				
Capital Expenditure on New and Upgraded Assets	**-**		-	
Amounts received specifically for New and Upgraded Assets	**-**		-	
Proceeds from Sale of Surplus Assets	**-**		-	
		-		**-**
Net Lending / (Borrowing) for Financial Year		**39,808**		73,386

Note 13 – Contingencies & Assets & Liabilities not recognised in the Balance Sheet

There are no contingencies, asset or liabilities not recognised in the financial statements for the year ended 30 June 2021.

Note 14 - Events Occurring After Reporting Date

There were no events subsequent to 30 June 2021 that need to be disclosed in the financial statements.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 15 - Related Parties Disclosures

Key Management Personnel

The Key Management Personnel of the Gawler River Floodplain Management Authority (GRFMA) include the Chairman, Board Members, Deputy Board Members and Executive Officer. In all Key Management Personnel were paid the following total compensation:

	2021 $	2020 $
Salaries, allowances & Other Short Term Benefits	$65,530	$66,930
TOTAL	**$65,530**	**$66,930**

	Amounts received from Related Party during the financial year	Amounts outstanding from Related Party at the end of the financial year
	2021 $	2021 $
Adelaide Hills Council	$12,597	$12,597
The Barossa Council	$28,683	$0
Town of Gawler	$33,044	$0
Light Regional Council	$28,683	$0
Adelaide Plains Council	$38,863	$0
City of Playford	$41,769	$0
TOTAL	**$183,639**	**$12,597**

The Authority has been established for the following purposes:

1. To co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. This purpose is the core business of the Authority;
2. To raise finance for the purpose of developing, managing and operating and maintaining works approved by the board;
3. To provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flood mitigation for the Gawler River;
4. Upon application of one or more Constituent Councils pursuant to clause 12.4:
    1. to coordinate the construction, maintenance and promotion and enhancement of the Gawler River and areas adjacent to the Gawler River as recreational open space for the adjacent communities: and
    2. to enter into agreements with one or more of the Constituent Councils for the purpose of managing and developing the Gawler River.

DeanNewbery

Chartered Accountants

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INDEPENDENT AUDITOR'S REPORT

To the members of the Gawler River Floodplain Management Authority

Opinion

We have audited the accompanying financial report of the Gawler River Floodplain Management Authority (the Authority), which comprises the Statement of Financial Position as at 30 June 2021, the Statement of Comprehensive Income, the Statements of Changes in Equity, the Statement of Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and other explanatory information and the Certification of the Financial Statements.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Authority as at 30 June 2021, and its financial performance and its cash flows for the year then ended in accordance with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and the Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Authority in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the Authority's financial report in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011,* and for such controls as Management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that the audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DEAN NEWBERY

JIM KEOGH
Partner

Signed on the 21st day of September 2021,
at 214 Melbourne Street, North Adelaide, South Australia 5006

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2021

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of the Gawler River Floodplain Management Authority for the year ended 30 June 2021 the Authority's Auditor Dean Newbery and Partners has maintained its independence in accordance with the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) Local Government (Financial Management) Regulations 2011.

.....

David Hitchcock 19/8/21

EXECUTIVE OFFICER

.....

Peter Brass 12/8/21

PRESIDING MEMBER AUDIT COMMITTEE

.....

Ian Baldwin 19/8/21

CHAIR GRFMA

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2021

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of the Gawler River Floodplain Management Authority for the year ended 30 June 2021 the Authority's Auditor Dean Newbery and Partners has maintained its independence in accordance with the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) Local Government (Financial Management) Regulations 2011.

Andrew Aitken (Sep 7, 2021 17:25 GMT+9.5)

Andrew Aitken
Chief Executive Officer
Adelaide Hills Council

James Miller
Chief Executive Officer
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Henry Inat (Sep 14, 2021 21:12 GMT+9.5)

Henry Inat
Chief Executive Officer
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Martin McCarthy
Chief Executive Officer
The Barossa Council

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Brian Carr
Chief Executive Officer
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Auditor's Independence Declaration under Section 22 of the Local Government (Financial Management) Regulations 2011 to the Gawler River Floodplain Management Authority

I confirm that, for the audit of the financial statements of the Gawler River Floodplain Management Authority for the year ended 30 June 2021, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011.*

JIM KEOGH
PARTNER

Signed on the 13th day of August 2021,
at 214 Melbourne Street, North Adelaide, South Australia 5006

Adelaide Plains Council	14.1	Outcome of Public Consultation – Draft Infrastructure and Asset Management Strategy and Plans
	Department:	Infrastructure and Environment
	Report Author:	General Manger Infrastructure and Environment
Date: 25 October 2021	Document Ref:	D21/46147

EXECUTIVE SUMMARY

- The purpose of this report to update Council Members in relation to the outcome of the public consultation carried out for the draft Infrastructure and Asset Management Strategy and Plans.
- The Infrastructure and Asset Management Plan Categories are;
  - Transport
  - Buildings
  - Open Space
  - Stormwater
  - Community Wastewater Management System (CWMS)
- Following the resolution of Council 2021/315 on 23 August 2021 public notices were placed in the Bunyip and Plains Producer newspapers on 1 September 2021, and on Council's website, inviting written submissions up until 24 September 2021 regarding the draft Infrastructure and Asset Management Strategy and Plans.
- At the conclusion of public consultation, Council had received zero (0) submissions.
- It is, therefore, recommended that Council endorse the draft Infrastructure and Asset Management Strategy and Plans presented as **Attachment 1** to this report.

RECOMMENDATION 1

"that Council, having considered Item 14.1 – *Outcome of Public Consultation – Draft Infrastructure Asset Management Strategy, and Plans,* dated 25 October 2021, receives and notes the report and in doing so, acknowledges that public consultation was undertaken from 1 September 2021 to 24 September 2021 in accordance with Council's *Public Consultation Policy* and no submissions were received."

RECOMMENDATION 2

"that Council, having considered Item 14.1 – *Outcome of Public Consultation – Draft Infrastructure Asset Management Strategy, and Plans,* dated 25 October 2021, and in doing so, adopts the Infrastructure Asset Management Strategy and Plans presented as Attachment 1 to this report."

BUDGET IMPACT

Estimated Cost:	Nil
Future ongoing operating costs:	Nil
Is this Budgeted?	Not Applicable

RISK ASSESSMENT

Adelaide Plains Council is responsible for the operation, maintenance, renewal of an extensive range of physical assets with a replacement value of $158 million**,** without regular reviews of Councils Infrastructure Asset Management Strategy, Policy and Plans Council is at risk of not being aware of the long term or future expenditure to maintain its suite of assets and thus heightening the risk of the premature degrading of those assets.

Attachments

1. Draft Infrastructure Asset Management Strategy and Infrastructure Asset Management Plans

DETAILED REPORT

Purpose

The purpose of this report to update Council Members in relation to the outcome of the public consultation carried out for the draft Infrastructure and Asset Management Strategy and Plans.

Background/History

Council, at its Ordinary Meeting on 23 August 2021, resolved as follows:-

12.1 Committee Meeting – Infrastructure and Asset Management Plans

Moved Councillor Strudwicke Seconded Councillor Boon ***2021 / 315***

"that Council endorses resolution 2021/022 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to release the draft Infrastructure Asset Management Strategy and Plans as presented in Attachment 2 to this report for public consultation in accordance with Council's Public Consultation Policy."

CARRIED

Councils are required to develop and adopt Infrastructure Asset Management Plans relating to the management and development of infrastructure and major assets covering a period of at least ten (10) years. Council have the following asset management plan:

- Transport
- Buildings
- Open Space
- Stormwater
- Community Wastewater Management System (CWMS)

The plans for Transport, Buildings, Open Space, Stormwater and Community Wastewater Management System (CWMS) were adopted in 2017. The plans have been developed to satisfy the following key objectives:

- To communicate funding required to support current levels of service and future demand across the asset portfolios.
- To develop linkages with other Council strategic plans.
- To endorse an improvement plan that includes a more definitive link with Councils long term financial plan.

Discussion

In accordance with resolution 2021/315, Public Notices were placed in the Bunyip and Plains Producer newspapers on 1 September 2021 and on Council's website, inviting written submissions up until 24 September 2021 regarding the draft Infrastructure and Asset Management Strategy and Plans.

At the conclusion of the Public Consultation period, Council had received zero (0) submissions.

Conclusion

The Council has a significant portfolio of assets under its care and control. These assets form an integral part of providing services to the community and sound asset management is a key to the financial sustainability of the Council. Council has an obligation to ensure that current assets are managed efficiently and effectively. The management of assets cannot be done in isolation and needs to consider financial, social and environmental factors in decision making. It is recommended that Council endorse the draft Infrastructure and Asset Management Strategy and Plans presented as **Attachment 1** to this report.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

Long Term Financial Plan

STRATEGIC ASSET MANAGEMENT PLAN

Document Control	Strategic Asset Management Plan				
Document ID :					
Rev No	**Date**	**Revision Details**	**Author**	**Reviewer**	**Approver**
V1	July 2021	For Review	IAC	GMIE	
V1	July 2021	For Review	IAC	EMT	
V1	August 2021	For Review	IAC	I&E Committee	

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DRAFT

EXECUTIVE SUMMARY

Context

Adelaide Plains Council is responsible for the acquisition, operation, maintenance, renewal and disposal of an extensive range of physical assets with a replacement value of **$158,612,221.38 million.**

These assets include land, buildings, parks, recreation areas, roads, footpaths, stormwater drainage system, community wastewater management system and associated operating assets and provide service essential to our community's quality of life.

This Strategic Asset Management Plan (SAMP) takes the organisational objectives in our Strategic Plan, develops the asset management objectives, principles, framework and strategies required to achieve our organisational objectives. The plan summarises activities and expenditure projections from individual asset management plans to achieve the asset management objectives.

What does it Cost?

Operating Outlays (excluding depreciation)

The projected operating outlays necessary to provide the services covered by this SAMP includes operation and maintenance of existing assets over the 10 year planning period is **$2,686,862 million** on average per year.

Capital Outlays

The projected required capital outlays including renewal/replacement and new/upgrade of existing assets and acquisition of new assets over the 10 year planning period is **$4,452,335 million** on average per year.

We have balanced the projected expenditures in the SAMP with financial outlays in the Long-Term Financial Plan (LTFP), this will involve.

- community consultation on desirable and affordable levels of service
- balancing service performance, risk and cost in a trade-off of projects and initiatives
- considering the impact of trade-offs and accepting the service and risk consequences

What we will do

Our aim is to provide the services needed by the community in a financial sustainable manner. Achieving financial sustainability requires balancing service levels and performance with cost and risk.

It may not be possible to meet all expectations for services within current financial resources. We will continue to engage with our community to ensure that needed services are provided at appropriate levels of service at an affordable cost while managing risks.

What we have deferred

We endeavour to provide all services at the desired service levels or provide new services. Major initiatives and projects that are deferred for the next 10 years under long-term financial plan funding levels are:

- None Identified

Managing the Risks

There are risks associated with providing the service and not being able to complete all identified initiatives and projects. We have identified major risks as:

- None Known

We will endeavour to manage these risks within available funding by:

- Undertaking necessary asset repairs and maintenance to councils assets

Confidence Levels

This SAMP is based on high level of confidence information.

The Next Steps

The actions resulting from this asset management plan are:

- implement the improvement plan in Section 4.1
- improve consultation methods to increase awareness of service performance, risk and cost pressures we are facing
- investigate actions to extend the life of assets without affecting performance and risk
- review asset renewal and replacement options to reduce service delivery lifecycle costs.

2. ASSET MANAGEMENT STRATEGY

2.1 Asset Management System

Asset management enables an organisation to realise value from assets in the achievement of organisational objectives, while balancing financial, environmental and social costs, risk, quality of service and performance related to assets.

An asset management system is a set of interrelated and interacting elements of an organisation to establish the asset management policy and asset management objectives, and the processes, needed to achieve those objectives. An asset management system is more than 'management information system' software. The asset management system provides a means for:

- coordinating contributions from and interactions between functional units within an organisation; and
- consistent application of the asset management processes to achieve uniform outcomes and objectives.

The asset management system includes:

- The asset management policy
- The asset management objectives
- The strategic asset management plan
- The asset management plans, which are implemented in
    - operational planning and control
    - supporting activities
    - control activities
    - other relevant processes.

The asset management system fits within the organisation's strategic planning and delivery process as shown in Figure 1.

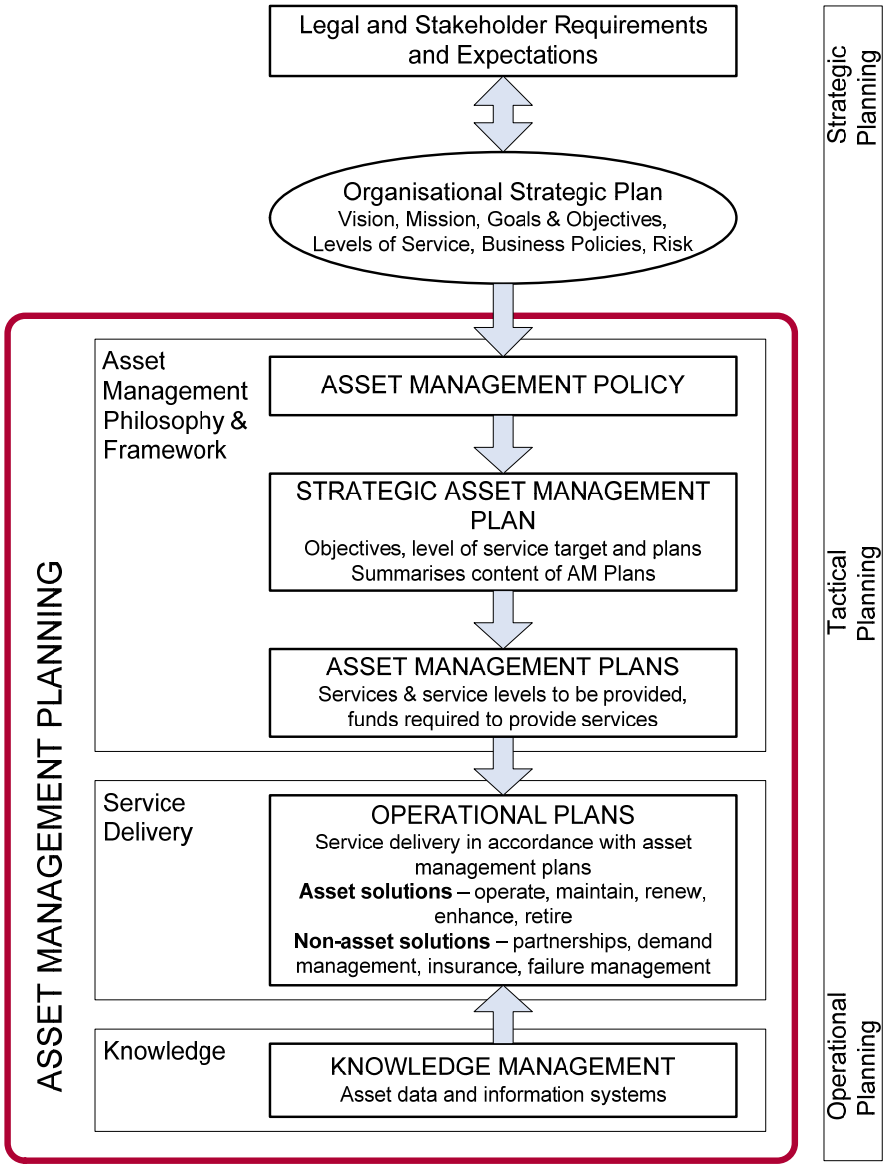

Figure 1: Strategic Asset Management Plan fit in Planning Process

2.1.1 Asset Management Policy

The asset management policy sets out the principles by which the organisation intends applying asset management to achieve its organisational objectives. Organisational objectives are the results the organisation plans to achieve, as documented in its Strategic Plan. Our adopted asset management policy is available from Adelaide Plains Council website.

2.1.2 Strategic Asset Management Plan

This strategic asset management plan is to document the relationship between the organisational objectives set out in the Strategic Plan 2020-2024 and the asset management (or service) objectives and define the strategic framework required to achieve the asset management objectives.

The asset management objectives must be aligned with the organisation's strategic objectives set out in its strategic plan. This strategic asset management plan encompasses the following key themes:

- Enviable Lifestyle
- Emerging Economy
- Remarkable Landscapes
- Proactive Leadership

2.1.3 Asset Management Plans

Supporting the strategic asset management plan and asset management plans for major service/asset categories. The asset management plans document the activities to be implemented and resources to be applied to meet the asset management objectives. The strategic asset management plan summarises the key issues from following asset management plans:

- Transport
- Buildings and Land
- Stormwater
- Community Wastewater Management System (CWMS)
- Open Space

The Strategic Asset Management Plan is part of the organisation's strategic and annual planning and reporting cycle as shown in Table 2.1.

Table 2.1: Strategic Asset Management Plan within the Planning and Reporting Cycle

	Plan	Planning Cycle	Performance Reporting	Reporting Method
Community Planning	Strategic Plan	4 years	Community Objectives Indicators	Annual Report
Strategic Planning	10 year Long-Term Financial Plan	4 years	Financial Indicators	Annual Report
	Strategic Asset Management Plan Asset Management Plans		Asset Management Objectives	
Operational Planning	4 year Operational Plan	4 years	Operational Objectives incorporated into Annual Plan	Annual Report
Annual Planning & Budget	Annual Plan & Budget	Annual	Annual Objectives Budget Objectives	Reports to Council
	Departmental Work Plans		Work Plan Objectives	Reports to Council, Environment & Infrastructure Committee, Finance Audit Committee
	Individual Work Plans		Work Plan Objectives	Performance Reviews

2.2 What Assets do we have?

We manage a lot of assets to provide services to our community. The assets provide the foundation for the community to carry out its everyday activities, while contributing to overall quality of life.

Table 2.2: Assets covered by this Plan

Asset Class/Category	Details
Transport	Sealed Roads 181,728 Length (m) Sheeted Roads 541,218 Length (m) Bridges No. 4 Footpaths Sealed 19,186 Length (m) Footpaths Unsealed 61 Length (m) Pram Ramps No. 184 Kerb & Watertable 63,778 Length (m)
Stormwater	Pipes Box Culverts Headwalls Junction Boxes Pump Stations Gross Pollutant Traps
Open Space	Landscaping Sites No. 12 Site Improvements No. 226 Structures No. 45
Buildings and Land	Buildings No. 45 Buildings Components No. 19 Land Parcels No. 162 Easements No. 16
Community Wastewater Management System	Pump Stations No. 9 Air Valve No. 15 Tanks No. 10 Domestic Pumps/Sumps No. 20 Gravity Pipes No. 74 Irrigation No. 31

2.3 Our Assets and their management

2.3.1 Asset Values

The infrastructure assets covered by this strategic asset management plan are shown in Table 2.3.1. These assets are used to provide services to the community.

Table 2.3.1: Assets covered by this Plan

Asset Class/Category	Gross Replacement Cost
Transport	$105,618,397.00
Stormwater	$11,517,680.00
Open Space	$6,421,682.44
Buildings & Land	$28,478,471.94
Community Wastewater Community System	$6,575,990.00
TOTAL	**$158,612,221.38**

2.3.2 Asset Management Indicators

An asset management objective is to provide the services that the community needs at the optimum lifecycle cost in a financially sustainable manner. Figure 2 shows the projected operation, maintenance, new, renewal expenditure balanced with financial outlays in the 10 year long-term financial plan. Also figure 3 shows the projected total expenditure – Life of Plan 10 Years.

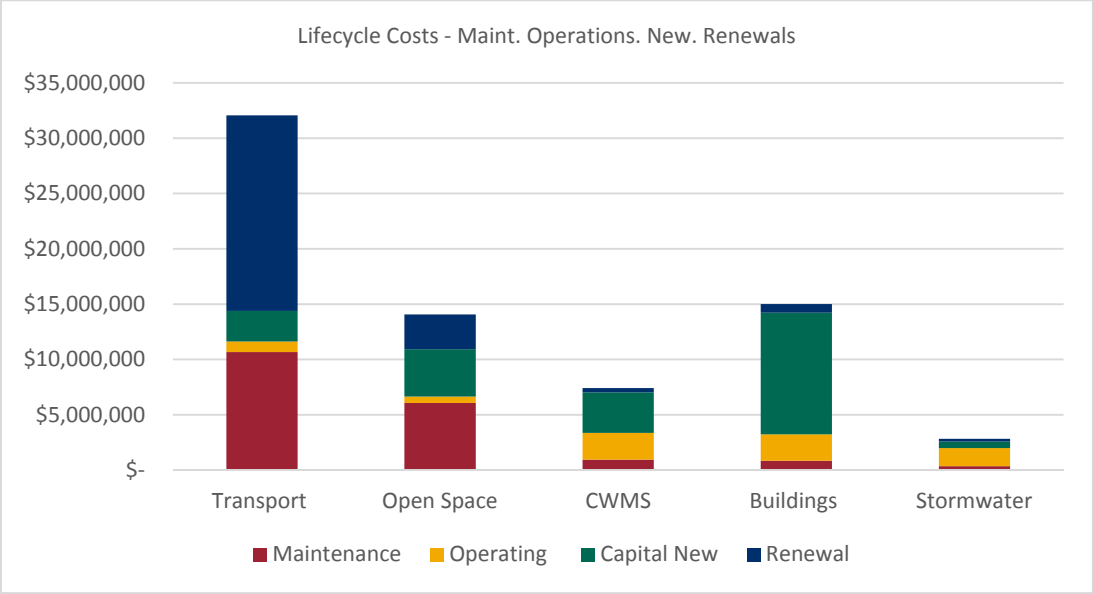

Figure 2: Projected Maintenance, Operations and Capital Expenditure

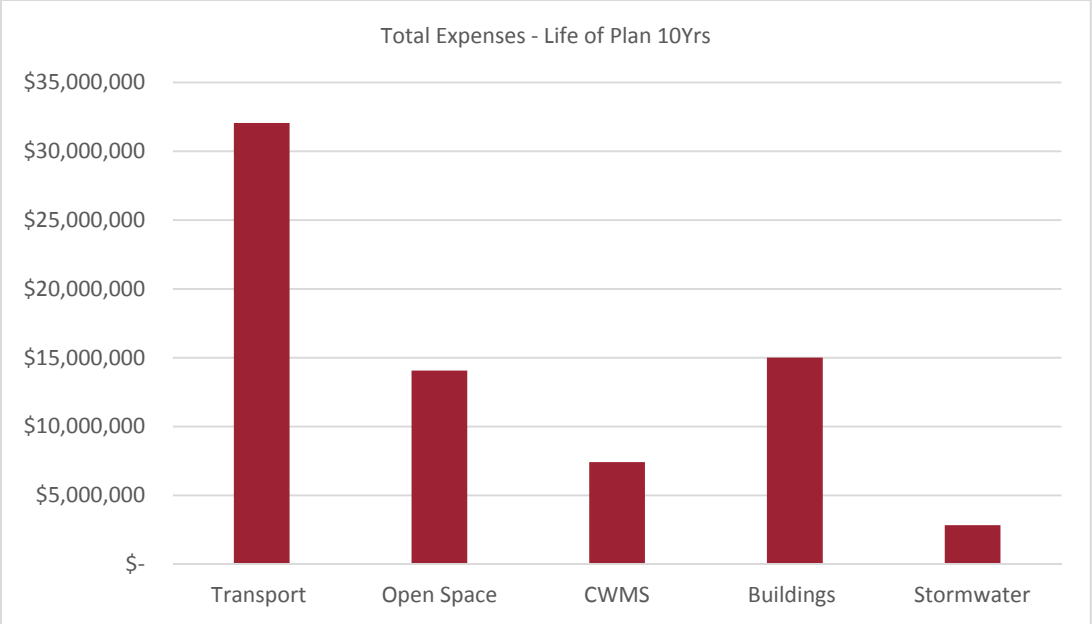

Figure 3: Projected Total Expenditures - Life of Plan, 10 Years

The purpose of this strategic asset management plan is to develop the strategies to achieve the asset management objectives through balancing of asset service performance, cost and risk.

2.3.3 Opportunities and Risks

We have identified opportunities relevant to the services included in this strategic asset management plan including:

- Strategic Overview & Management of Infrastructure Assets
- Service Standards and Levels

Relevant risks to the strategic asset management plan in the future are:

- Decline in Service Levels
- Decline Operational Service Standards
- Influx of Gifted Assets

Infrastructure risk management plans for these and other relevant risks are summarised with risk management activities and resource requirements incorporated in the relevant asset management plans.

2.4 Where do we want to be?

2.4.1 Community Expectations

We have identified community expectations for service levels to be generally consistent with current levels of service. We engage with the community through community engagement processes to ensure that informed decisions are made on future levels of service and costs and that service and risk consequences are known and accepted by stakeholders.

2.4.2 Organisational Objectives

The organisation objectives are developed in the Strategic Plan 2020-2024 under Vision, shown below.

Vision

Productive: A leading supplier of primary produce to local, national and international markets.
Proximity to markets and natural growing conditions provide competitive advantages for primary producers on the Adelaide Plains that has seen our economy emerge as a key contributor to the region's prosperity.

- **Diverse**: A more diverse community with access to a greater mix of local opportunities.
  Increased employment, services and education attracts and retains a diverse community that chooses to live, learn and work in the region.

- **Location**: A lifestyle location connected to the Barossa, Coast and Adelaide.
  Adelaide Plains is a quiet community that offers residents time and space with convenient access to the benefits of Greater Adelaide, the coast and the Barossa region.

- **Welcoming**: A proud, spirited and generous community.
  This is a place that everyone belongs, where community connection and care is strong and someone is always available to help when a neighbour is in need.

- **Ambition**: Advancing infrastructure and technology to foster a competitive local economy.
  Modern practice, research and innovation, and efficient access to export centres and local markets builds an economic environment and reputation that rivals the State's major primary productions regions. With employment opportunities diversifying and new housing products in abundance, Adelaide Plains will become the place of choice for the Northern Adelaide Plains.

- **Leadership**: A decisive and proactive Council.
  Our Elected Members share a vision of prosperity founded on courage, robust deliberation, transparency and forward thinking and investing.

- **Attractive**: A Place of choice for businesses, residents and visitors.
  Our townships are inviting, well cared for, filled with character and provide a range of services, facilities and accommodation that caters for all people and our landscapes, events and infrastructure provide memorable experiences.

Strategies

ENVIABLE LIFESTYLE

Strategic Response

Arrest the departure of younger population through affordable housing, access to diverse employment opportunities, regional university pathways and retail/recreation. Support retention of older community members through compact living with ease of access to improved retail and services in townships. Add to the vibrancy of towns through events, volunteering opportunities and community initiative funds or service support.

Strategies

1. Manage growth to sustain and activate our townships;
2. Provide, support and acquire facilities, assets, services and programs that build community capacity, health and connection; and
3. Advocate for increased health, education, aged care and youth services, welfare and emergency facilities and services.

EMERGING LANDSCAPES

Strategic Response

Facilitate growth of the business sector through strategic advocacy, partnerships and service improvements that generate local procurement and employment opportunities, provide certainty for investment and enhance the appeal and visitor experience delivered by Council's key tourism strengths and opportunities.

Strategies

1. Support the growth of primary industries and the introduction of value-add employment generators;
2. Facilitate greater access to local opportunities from public and private investment; and
3. Reinforce Adelaide Plains Council as a place of choice for business, residents and visitors.

REMARKABLE LANDSCAPES

Strategic Response

Advocate for Government investment in the Gawler River Catchment, liaise with and support agencies responsible for adverse event mitigation and response, maintain a mix of waste management services and increase community education and lever volunteering opportunities and multiple State agency agendas to target the enhancement of coastal visitor experiences.

Strategies

1. Protect and enhance our coastal and riverine landscapes, native vegetation and heritage;
2. Mitigate the impacts of adverse natural events on the community;
3. Improve resource recovery and carbon and waste management.

PROACTIVE LEADERSHIP

Strategic Response

Proactive engagement in new and existing regional partnerships, pursuit of funding and exploration of new revenue opportunities will create value for the region and rate payers. Early engagement in reform will support opportunities for continuous improvement. Setting a strategic financial agenda with regard to sustainability ratios will open up investment opportunities for the delivery of Council's strategic plan, and a continued emphasis on engagement and consultation will raise awareness, understanding and participation by an increasingly active community regarding Council's intent and progress.

Strategies

1. Actively seek funding and partnerships to deliver Council initiatives;
2. Actively engage with and inform our communities;
3. Strategic and sustainable financial management; and
4. Proactively engage in Local Government Reform and continuous improvement.

2.5 Asset Management Vision

To ensure the long-term financial sustainability of the organisation, it is essential to balance the community's expectations for services with their ability to pay for the infrastructure assets used to provide the services. Maintenance of service levels for infrastructure services requires appropriate investment over the whole of the asset life cycle. To assist in achieving this balance, we aspire to:

Develop and maintain asset management governance, skills, process, systems and data in order to provide the level of service the community need at present and in the future, in the most cost-effective and fit for purpose manner.

In line with the vision, the objectives of the strategic asset management plan are to:

- ensure that our infrastructure services are provided in an economically optimal way, with the appropriate level of service to residents, visitors and the environment determined by reference to our financial sustainability;
- safeguard our assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets;
- adopt the long term financial plan as the basis for all service and budget funding decisions;
- meet legislative requirements for all our operations;
- ensure resources and operational capabilities are identified and responsibility for asset management is allocated;
- ensure operational and service delivery risks are adequately managed;
- continually improve our asset, risk and financial management and service delivery performance;
- provide high level oversight of financial and asset management responsibilities through Audit Committee reporting to Council on development and implementation of the Strategic Asset Management Plan, Asset Management Plans and Long Term Financial Plan.

2.6. How will we get there?

The strategic asset management plan proposes strategies to enable the organisational objectives and asset management policies to be achieved.

Table 2.6: Asset Management Strategies

No	Strategy	Desired Outcome
1	Incorporate Year 1 of long term financial plan revenue and expenditure projections into annual budgets.	Long term financial planning drives budget deliberations and the long term implications of all services are considered in annual budget deliberations.
2	Report our financial position at fair value in accordance with Australian Accounting Standards, financial sustainability and performance against organisational objectives in Annual Reports.	Financial sustainability information is available for Council and the community.
3	Develop and maintain a long term financial plan covering 10 years incorporating asset management plan expenditure projections with a sustainable funding position outcome.	Sustainable funding model to provide our services.
4	Develop and annually review asset management plans and strategic asset management plan covering at least 10 years for all major asset classes.	Identification of level of services needed by the community and required funding to optimise 'whole of life' costs.
5	Review and update asset management plans, strategic asset management plan and long term financial plans after adoption of annual budgets. Communicate any consequence of funding decisions on service levels and service risks.	We and the community are aware of changes to service levels and costs arising from budget decisions.
6	Develop and maintain a risk register of operational and service delivery risks showing current risk levels, risk management treatments and report regularly to Council on current high level risks.	Risk management of operational and service delivery risks is an integral part of governance.
7	Ensure Council decisions are made from accurate and current information in asset registers, on service level performance and costs and 'whole of life' costs.	Improved decision making and greater value for money.
8	Report on our resources and operational capability to deliver the services needed by the community in the annual report.	Services delivery is matched to available resources and operational capabilities.
9	Ensure responsibilities for asset management are identified and incorporated into staff position descriptions.	Responsibility for asset management is defined.
10	Implement an improvement plan to realise 'core' maturity for the financial and asset management competencies within 2 years.	Improved financial and asset management capacity within the organisation.

2.7 Asset Management Improvement Plan

The tasks required achieving a 'core' financial and asset management maturity are shown in priority order in the asset management improvement plan in Section 4.1.

2.8 Consequences if actions are not completed

There are consequences for the Council if the improvement actions are not completed. These include:

- Inability to achieve strategic and organisational objectives;
- Inability to achieve financial sustainability for the organisation's operations;
- Current risks to infrastructure service delivery are likely to eventuate and response actions may not be appropriately managed;
- We may not be able to accommodate and/or manage changes in demand for infrastructure services.

3. OPERATIONS AND MAINTENANCE

3.1 Routine Operation and Maintenance Plan

Operation include regular activities to provide services such as public health, safety and amenity, i.e. cleaning, utility services, street sweeping, grass mowing and street lighting.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

3.1.1 Operation and Maintenance Plan

Operation activities affect service levels including quality and function, such as cleanliness, appearance, etc., through street sweeping and grass mowing frequency, intensity and spacing of street lights and cleaning frequency and opening hours of building and other facilities.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating, e.g. road patching but excluding rehabilitation or renewal.

Maintenance expenditure levels are considered to be adequate to meet projected service levels. Where maintenance expenditure levels are such that will result in a lesser level of service, the service consequences and service risks have been identified and service consequences highlighted in the respective AM Plan and service risks considered in the Infrastructure Risk Management Plan.

3.1.2 Operation and Maintenance Strategies

We will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. The operation and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner;
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50-70% planned desirable as measured by cost);
- Maintain a current infrastructure risk register for assets and present service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council;
- Review current and required skills base and implement workforce training and development to meet required operation and maintenance needs;
- Review asset utilisation to identify underutilised assets and appropriate remedies, and over utilised assets and customer demand management options;
- Maintain a current hierarchy of critical assets and required operation and maintenance activities;
- Develop and regularly review appropriate emergency response capability;
- Review management of operation and maintenance activities to ensure we are obtaining best value for resources used.

4. PLAN IMPROVEMENT AND MONITORING

4.1 Improvement Plan

The asset management improvement tasks identified from an asset management maturity assessment and preparation of this strategic asset management plan are shown in Table 4.1.

Table 4.1: Improvement Plans

Transport

Task	Tasks	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Review service levels	Council Administration	As required
3	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
4	Level 2 Bridge Assessment	Council Administration	2020/21FY 2021/22FY
5	Develop footpath/pram ramps strategic plan	Council Administration	2021/22FY 2022/23FY
6	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

Stormwater

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue the development of stormwater implementation plans for each town as a follow-on from the stormwater management plans	Council Administration	As per revaluation requirements
3	Review service levels	Council Administration	As required
4	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
5	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

Open Space

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue the development of open space implementation plans	Council Administration	As per asset condition assessment
3	Review service levels	Council Administration	As required

4	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
5	Develop Open Space & Recreation Strategy	Council Administration	FY2022/23
6	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

Community Wastewater Management System (CWMS)

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue CWMS scheduled and programmed maintenance requirements	Council Administration/ CWMS Officer	Ongoing
3	Review service levels	Council Administration	As required
4	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
5	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

Buildings & Land

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue the development of buildings implementation plans	Council Administration/ Buildings Officer	As per asset condition assessment
3	Review service levels	Council Administration	As required
4	Review parcels of land for need and requirement	Council Administration	As required
5	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
6	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

5. REFERENCES

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Strategic Plan 2020-2024

Asset Management Policy

Annual Plan and Budget

Long Term Financial Plan

Asset Management Plans

- Transport
- Open Space
- Buildings and Land
- Stormwater
- Community Wastewater System (CWMS)

ASSET MANAGEMENT PLAN
Transport

Document Control	Asset Management Plan				
Document ID :					
Rev No	**Date**	**Revision Details**	**Author**	**Reviewer**	**Approver**
V1.11	June/July 2021	Develop Transport Infrastructure Asset Management Plan	IAC		
V1.11	July 2021	For Review	IAC	GMEI EMT	GMEI EMT

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1.0 Introduction

1.1 Background

The Adelaide Plains Council has worked on the development of this Asset Plan based on the asset register as at June 2020.

The transport network comprises:

- Sealed Roads
- Unsealed Roads
- Kerbs and Watertables
- Pram Ramps
- Footpaths
- Bridges
- Car Parks
- Traffic Control

The infrastructure assets included in this plan have a total replacement value of $105,618,397 at 2020 valuation.

This plan outlines the requirements for the Council to continue to plan and deliver on the demands to maintain its road infrastructure to prescribed service levels and the expenditure demand and proposed budget is presented below.

The renewal expenditure presented has been established through on-site inspections to verify asset information, delivering a significant 4 year rolling works program with targeted expenditure provided over a 10 year period.

Some adjustments to the works program generated from the asset register have been made to even out the annual expenditure requirements by deferring or bringing forward certain road segments for treatment to assist works expediency.

Council plans to provide transport asset services for the following:

Operation, maintenance and renewal of sealed roads, unsealed roads, kerbs and watertables, footpaths, bridges and pram ramps, car parks and traffic controls to meet service levels set by Council in annual budgets.

Council is committed to maintaining and renewing the existing transport assets to required service level standards. Additionally, Council will continue planning to upgrade transport assets, however commitment to internal funding and external funding is yet to be determined and accordingly is not included in the expenditure profile and will form part of the annual budgeting process.

Adelaide Plains Council own and manage an extensive rural sheeted road network and a smaller rural sealed network throughout the council area. Council also own and manage a township road network across numerous towns with mainly sealed and some sheeted road surfaces.

Council's rural and township unsealed road surfaces Categories 1, 2, 3-A, 3-B and 3-C sheeted surfaces are treated as capital expenditure. Category 4-A formed natural roads are funded entirely under maintenance.

Asset groups included within the transport infrastructure group include sealed road, unsealed roads, kerbing, channel & spoon drains, footpaths, pram ramps, bridges, car parks and traffic control.

This Asset Management Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period.

The Asset Management Plan is to be read with Asset Management Policy and Asset Management Strategy, where developed, along with other key planning documents:

- Strategic Plan
- Annual Business Plan
- Long Term Financial Plan

The Adelaide Plains Council contains approximately 142km of rural sealed roads, 39km of township sealed roads, 541km of sheeted roads and 235km natural formed roads. Also within the IAMP, four Bridges, 19.2km of footpaths, 184 Pram Ramps and 63.7km of kerb, channel and spoon drains. Only sealed and sheeted roads are treated as capital expenditure, natural formed roads are funded under maintenance.

This Transport Infrastructure Asset Management Plan provides for Councils road network and has been developed using an asset register which was digitised using historical plans and field collection during 2020. The register was valued as at 30 June 2020 and has been updated with 2021/2022 capital works to the value of $2,357,850.

Asset	Quantity	Renewal Value	Total Value
Sealed Roads	181,728 Length (m) 1,407,552 m2	$71,466,451	$71,466,451
Sheeted Roads	541,218 Length (m) 3,839,977 m2	$18,489,371	$18,489,371
Bridges	4 No.	$4,935,627	$4,935,627
Sealed Footpaths Block Paving, Concrete, Hotmix, Spray Seal Unsealed Footpaths Rubble Walkway/Shared Path	19,186 Length (m) 61 Length (m)	$3,182,193	$3,182,193
Pram Ramps	184 No.	$270,480	$270,480
Kerb and Watertable	63,778 Length (m)	$7,274,275	$7,274,275
Total			**$105,618,397**

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 1.1.1

Table 1.1.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Residents and Ratepayers	▪ Ultimate beneficiaries of the AMP process ▪ Feedback collected throughout the year ▪ Annual satisfaction survey undertaken
Insurers	▪ Local Government Mutual Liability Scheme
Lessees	▪ Leases operating who provide feedback on services, and have a range of maintenance responsibilities.

Key Stakeholder	Role in Asset Management Plan
State & Federal Government	▪ Responsible for awarding grants to Council
Department for Infrastructure and Transport (DiT)	▪ Liaison with DiT, discuss future Works Programs
Visitor / Tourists	▪ Regular satisfaction surveys undertaken, and feedback collected
Council	▪ To act as custodians of community assets ▪ To set Asset Management Policy and vision ▪ Allocate resources to meet Council objectives in providing services while managing risks
Executive Management Team	▪ Responsible for the development, management and review of an Asset Management Strategy, associated plans, practices and reporting on the status and effectiveness of Council's asset management ▪ To monitor and review the performance of employees in achieving the asset management strategy, plans and practices ▪ To ensure sufficient resources are applied to manage the assets to legislative requirements; and ▪ Accountable for the management of assets within their areas of responsibility
Asset Manager and Staff	▪ To lead the development of the Asset Management Plans ▪ To develop and implement maintenance, renewal and capital works programs in accordance with the Asset Management Policy, Strategy, Plans, as well as budget allocations ▪ Develop Specific Management Plans (upgrade, renewal, maintenance, operations, disposal) ▪ To deliver levels of service to agreed risk and cost standards and expectations ▪ To report asset related risk and damage ▪ To establish and monitor asset compliance and risk inspection regimes ▪ To manage asset condition assessments ▪ To provide technical expertise to the Executive Management Team

1.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,

- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 [1]
- ISO 55000[2]

A road map for preparing an AM Plan is shown below.

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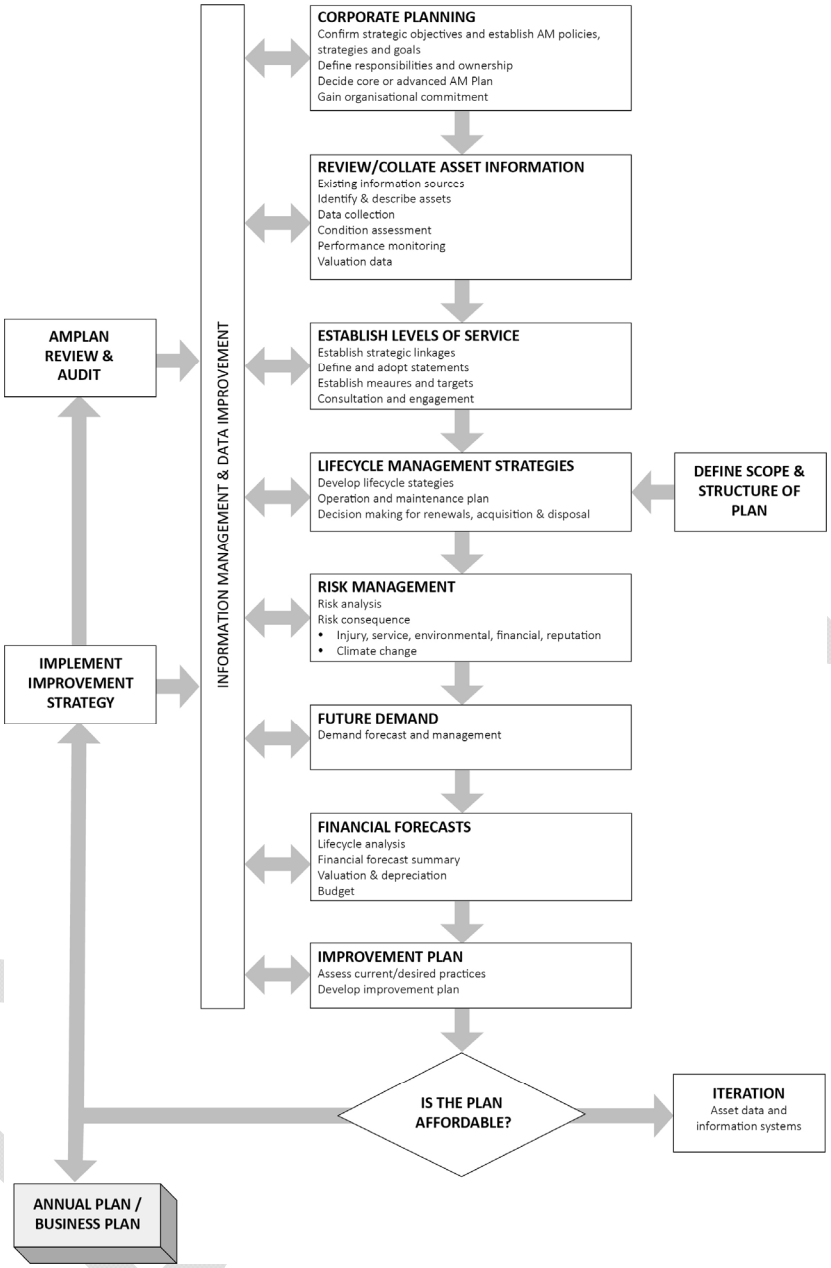
[1] Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2| 13
[2] ISO 55000 Overview, principles and terminology

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



2.0 LEVELS OF SERVICE

Current and Desired Levels of Service

Levels of Service define the asset performance targets, in relation to reliability, quantity, quality, responsiveness, safety, capacity, environmental impacts, comfort, cost/affordability and legislative compliance. One of the key objectives in developing IAMP has been to match the level of service provided by Adelaide Plains Council to the expectations of the users (i.e. the community) within available resources.

This requires a clear understanding of the user needs, expectations and preferences. To achieve and sustain acceptable standards of service for Council's asset network requires an annual commitment of funds. These funds provide for regular and responsive maintenance and for timely renewal or replacement of the asset. The provision of adequate financial resources ensures that the Infrastructure Assets network are appropriately managed and preserved. Funding below requirement impacts directly on community development and if prolonged will result in the need for "catch up" expenditure imposed on ratepayers in the future. Additionally, deferred renewal results in increased and escalating reactive maintenance as aged assets deteriorate at increasing rates. No authority can deliver everything all the time. In fact, in line with good practice and affordable service delivery, it may not be practical or cost effective to deliver the same level of service across the entire asset portfolio.

Some of Councils IAMP provides different maintenance interventions, inspection frequencies and response times for each asset classification. In accordance with the International Infrastructure Management Manual, Council acknowledges that the primary purpose of an asset hierarchy is to ensure that appropriate management, engineering standards and planning practices are applied to the asset based on its function. It also enables more efficient use of limited resources by allocating funding to those assets that are in greater need and the costs are better justified. The community generally expect that Council will provide an effective method for its asset management which meets the required Australian and State legislative regulations.

Council has defined service levels in two terms and provides the level of key performance measure, level of service objective, performance measure process, current level of service and desired level of service.

Community Levels of Service

Community Levels of Service relate to the service outcomes that the community wants in terms of reliability, responsiveness, amenity, safety and cost.

Community levels of service measures used in the asset management plan are:

- Quality: How good is the service?
- Function: Does the service meet users' needs?
- Responsiveness: How quickly are problems attended to and resolved?
- Capacity/Utilisation: Is the service over or under used?
- Safety: Does the service achieve appropriate levels of public and environmental safety?

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Table 2.1.1 Community Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Desired Level of Service
CUSTOMER (COMMUNITY) LEVEL OF SERVICE				
Quality	All weather access for all sealed and gravel resheeted roads	Council maintains a conditions-based road register and rolling 4 year renewal plan to manage reseals and resheeting	Plan and budgets match to deliver required levels of service	Plan and budgets match to deliver required levels of service
	Footpaths provide safe access for higher pedestrian areas	Number customer complaints	Establish annual reporting and number of complaint's trending down	Establish annual reporting and number of complaint's trending down
	Smooth and safe transition from road across the bridge structure	Develop a plan and budget allocation	Undertake when resheeting unsealed roads	Meet planned targets
	Roads will be progressively upgraded from unsealed to sealed where justified and in-line with Councils road matrix and budget.	Developed roads matrix	Need and budget allocation for approval	Meets targets – require budget allocation for approval
Function/Capacity /Utilisation	Roads suitable for road user needs	Road use are categorised based on utilisation and are fit for purpose	Road categories are defined and reviewed	Road categories are defined and reviewed
Safety	Provide safe and suitable roads free from hazards	Number of accidents reported and customer service requests	Reduce accidents and request caused by road conditions	Reduce accidents and request caused by road conditions

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Technical Levels of Service

Technical Levels of Service support the community service levels and are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the Council undertakes to best achieve the desired community outcomes

Table 2.1.2 Technical Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Desired Level of Service
TECHNICAL LEVEL OF SERVICE				
Operations	Efficiently utilise assets which will consume resources such as human resources, energy and materials	Resource/Expertise/Capacity System/Process	Tonkin Consulting – software conquest	Information is reliable for decision making i.e. roads based software
Maintenance	Retain assets in a suitable condition to meet it original service potential in line expected life	Routine Maintenance performed as set out in road categories Perform reactive maintenance as required	Based on categories Demand is met when required	Based on categories Demand is met when required
Renewal	Replace existing assets with assets of equivalent capacity or performance capability	Asset Renewal is planned and occurs in line with established standards and timeframes	Annual works program is delivered	Annual works program is delivered
New/Upgrade	Upgrades are cost effective, meet end user's needs, are affordable and are in line with council policies and road matrix	Developed roads matrix. Roads will be progressively upgraded from unsealed to sealed where justified and in-line with councils road matrix and budget	Need and budget allocation for approval	Meets targets – require budget allocation for approval

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Table 2.1.3 Sheeted Road Design Elements

Street Type	Unsealed **Category 1** Collector Rd	Unsealed **Category 2** Collector Rd	Unsealed **Category 3-A** Local Rd	Unsealed **Category 3-B** Local Rd	Unsealed **Category 3-C** Local Rd	Unsealed **Category 4-A** Natural Formed Rd
Road Width	9m	8m	7m	6m	6m	Variable
Road Usage	High Use	Medium to High Use	Medium Use	Medium to Low Use	Low Use	Very Low Use
Sheeting Thickness (Compacted)	150mm	100mm	100mm	100mm	100mm	NA
Cross fall	6%	6%	6%	6%	6%	Minimum
Material	40mm crushed rock	40mm crushed rock	40mm crushed rock	40mm crushed rock	40mm crushed rock	NA
Maintenance Patrol Grading	Graded when required. Minimum of 3 grades per year	Graded when required. Minimum of 3 grades per year	Graded when required. Minimum of 2 grades per year	Graded when required. Minimum of 2 grades per year	Graded when required. Minimum of 2 grades per year	0 or 1 grade per year
Patching	Patching when required to maintain safety	Patching when required to maintain safety	Patching when required to maintain safety	Patching when required to maintain safety	Patching when required to maintain safety	Regulatory and warning signs replaced as required
Stormwater	Side drains and culverts cleaned as required	Side drains and culverts cleaned as required	Side drains and culverts cleaned as required	Side drains and culverts cleaned as required	Side drains and culverts cleaned as required	Side drains and culverts cleaned as required
Signage	Regulatory and warning signs replaced as required	Regulatory and warning signs replaced as required	Regulatory and warning signs replaced as required	Regulatory and warning signs replaced as required	Regulatory and warning signs replaced as required	Regulatory and warning signs replaced as required

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Table 2.1.4 Sealed Road Residential & Rural Road Design Elements

Street Type	Access Road (Residential)	Local Road (Residential)	Collector Road (Residential)	Rural Road
Reference Document	Drawing No. 18-1983-001 June 2019 DWG No. D1	Drawing No. 18-1983-002 June 2019 DWG No. D2	Drawing No. 18-1983-003 June 2019 DWG No. D3	Drawing No. 18-1983-004 July 2021 DWG No. D0
Reserve Width	13.5m	15m	Min 20m	Min 20m
Road Clear Zone	1.5m	1.5m	1.5m	1.5m
Traffic Catchment (max)	10 lots	200 lots	N/A	N/A
Traffic volume	15-40 vpd	40-800 vpd	800 + vpd	500 + vpd
Design speed	30 km/h	50 km/h (max)	50 km/h (max)	100 km/h (max)
Carriageway Width (minimum) Lanes – moving Parking	6m Two Lane 1	7.6m Two Lane 2 or 1	11.0m-13.4m (with cycle lanes) Two Lane 2 (indented bays accepted)	9.2m (bitumen seal width 7.2m min) Two Lane
Constructed footpaths (with a one side path – preference is to be located on low side and above common services trench)	One side – width 1.5m	One side - width 1.5m	Both sides – width 1.8m to 2.5m at bus stops, seating and sheltered areas to be provided.	NA
Cycle provision	On carriageway	On carriageway	Shared path on verge or cycle lane on carriageway.	NA
Grade Desirable	2.5%-3%	2.5%-3%	2.5%-3%	3%
Public Transport	NA	NA	Indented bus stops, seating and sheltered area.	NA
Individual Lot access	Yes	Yes	Yes	Yes
Sight distance (general) Reference Standards and Codes	As per AUSTROADS, AS2890, AS1428 Aust Model Code & Services in Streets Code	As per AUSTROADS, AS2890, AS1428 Aust Model Code & Services in Streets Code	As per AUSTROADS, AS2890, AS1428 Aust Model Code & Services in Streets Code	As per AUSTROADS, AS2890, AS1428 Aust Model Code & Services in Streets Code
Drainage	Underground drainage network where practical	Underground drainage network where practical	Underground drainage network where practical	Underground drainage network where practical

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Potholes Maintenance	Pothole repair as required to maintain safety	Pothole repair as required to maintain safety	Pothole repair as required to maintain safety	Pothole repair as required to maintain safety
Heavy Patch Maintenance	Heavy patch as required to maintain safety	Heavy patch as required to maintain safety	Heavy patch as required to maintain safety	Heavy patch as required to maintain safety
Linemarking Maintenance	Linemarking in accordance with Australian Standards	Linemarking in accordance with Australian Standards	Linemarking in accordance with Australian Standards	Linemarking in accordance with Australian Standards
Kerb & Watertables Maintenance	Kerb watertables cleaned twice per year minimum	Kerb watertables cleaned twice per year minimum	Kerb watertables cleaned twice per year minimum	Kerb watertables cleaned twice per year minimum
Kerb & Watertables Maintenance	Kerb watertables and kerbs repaired as required	Kerb watertables and kerbs repaired as required	Kerb watertables and kerbs repaired as required	Kerb watertables and kerbs repaired as required
Weed Spraying Maintenance	Weed spraying and slashing as required (property owners encouraged to maintain road verges adjacent to their properties). Any landscaping, paving or tree planting requires Council approval.	Weed spraying and slashing as required (property owners encouraged to maintain road verges adjacent to their properties). Any landscaping, paving or tree planting requires Council approval.	Weed spraying and slashing as required (property owners encouraged to maintain road verges adjacent to their properties). Any landscaping, paving or tree planting requires Council approval.	Weed spraying and slashing as required (property owners encouraged to maintain road verges adjacent to their properties). Any landscaping, paving or tree planting requires Council approval.
Regulatory	Regulatory, warning and advisory signs maintained to Australian Standards. Street name signage.	Regulatory, warning and advisory signs maintained to Australian Standards. Street name signage.	Regulatory, warning and advisory signs maintained to Australian Standards. Street name signage.	Regulatory, warning and advisory signs maintained to Australian Standards. Street name signage.

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Construction, Renewal and Maintenance Standards for Roads

SEALED ROADS

This plan has been developed based on assumptions related to the construction and renewal standards set out in the following sections for the seal and unsealed road network. Council owns and maintains a sealed road network totalling approximately 181.7km in length, this made up of rural roads 142.4km and townships 39.3km.

The Sealed road network is classified as follows:

- High Use – Rural & Township
- Standard Use – Rural & Township
- Intersections – Rural & Township
- Land Divisions - Township
- On-Road Car Parks - Township

For sealed surfaces the type of seal, whether it be Hotmix or spray seal, the speed environment (high use, standard use, intersection, land division or on-road car parks), performance (standard or nonstandard) and underlying pavement (<300mm pre 2004 or >300mm post 2004) are the predominate factors affecting useful life. Performance (standard or non-standard) has been determined by two factors, the history of last date of sealing stored within Conquest and condition scores (including photographs) collected during field inspections. Standard surfaces are expected to have limited preparation work when resurfaced, while non-standard show higher levels of cracking and deformation requirements and other preparation works. The area of sealed road surface is determined from road segment lengths and measured seal width.

Rural spray seal surfaces have been further classified based on their construction date, namely pre 2004 and post 2004. The spray seal surfaces applied pre 2004 have proven to last longer than those applied post 2004 and as such the pre 2004 surfaces have a longer useful life.

Table 2.1.5 provides a breakdown of the various sealed surface types in the network.

Table 2.1.5 Sealed Surfaces Network

Surface Type	Length (m)	Surface Area (m2)	Approximate % of Sealed Road Network (Area)
TOWNSHIP SEALED			
Hotmix Bitumen (Standard Use)	1,758	14,662	1%
Hotmix Bitumen (Land Division)	9,010	69,736	5%
Hotmix Bitumen (Intersection)	29	286	<1%
Hotmix Bitumen (On-Road Car Park)	1,490	6,301	<1%
Spray Seal (High Use)	5,068	60,326	4%
Spray Seal (Standard Use)	21,510	171,392	12%
Spray Seal (Land Division)	430	3,869	<1%
Sub Total	*39,293*	*326,572*	*23%*
RURAL SEALED			
Hotmix Bitumen (Standard Use)	841	7,220	1%
Hotmix Bitumen (Intersection)	1,024	8,187	1%
Spray Seal (High Use pre 2004)	21,535	159,068	11%

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Spray Seal (High Use post 2004)	79,335	613,843	44%
Spray Seal (Standard Use pre 2004)	10,544	75,128	5%
Spray Seal (Standard Use post 2004)	29,156	217,535	15%
Sub Total	*142,435*	*1,080,980*	*77%*
TOTAL Sealed Surfaces	**181,728**	**1,407,552**	**100%**

Township Sealed Roads - Service Level Standards

Construction Method	
Seal Width:	**Standard Access Road**: 6.0m width, however, dependant on location & available road reserve width, consideration to incorporate on-street parking, lighting, nature strips/verges and footpaths. Consideration also given to incorporate bike lanes. **Local Street**: 7.6m width, however, dependant on location & available road reserve width, consideration to incorporate on-street parking, lighting, nature strips/verges and footpaths. Consideration also given to incorporate bike lanes. **Standard Collector Road**: 11.0 – 13.4m width, however, dependant on location & available road reserve width, consideration to incorporate on-street parking, lighting, nature strips/verges and footpaths. Consideration also given to incorporate bike lanes.
Seal Types:	Spray seal 2 coat seal or hotmix bitumen seal.
Pavement Width:	Same as seal width.
Pavement Depth:	Details subject to geotechnical investigations report, traffic volumes and class.
Renewal Method	
Reseal:	Single coat spray seal (spray seal 7 or 10mm) with an ongoing reseal plan of 2 coat/1 coat/2 coat. Two coat is 10/5 or 14/7mm aggregate size. Roads with high deformation and cracking have been identified as non-standard based on the condition assessment at inspection.
Pavement:	Township roads, rework existing pavement, may need to import 150mm QG, moisture at OMC, compact and prime surface (AMCO) prior to placing bitumen. Note: Details subject to geotechnical investigations report, traffic volumes and class of vehicles.
Formation:	Details subject to geotechnical investigations report, traffic volumes and class of vehicles.
Seal Life:	20 to 25 years for the upper seal layer depending on usage and 60 to 75 years for the longer life seal layer.

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Pavement Life:	60 to 80 years for the pavement depending on usage.
Maintenance Method	
Maintenance:	Preventative edge patching, pothole repairs, crack sealing and pavement repairs. Side drains cleaned and in good working order. Ensure that no surface water lays or ponds on the sealed surface.

Rural Sealed Roads - Service Level Standard

Figure 1 shows a typical construction cross section to illustrate standard for new construction. It is noted that this is not always achievable due to native vegetation clearance restrictions and undulating terrain.

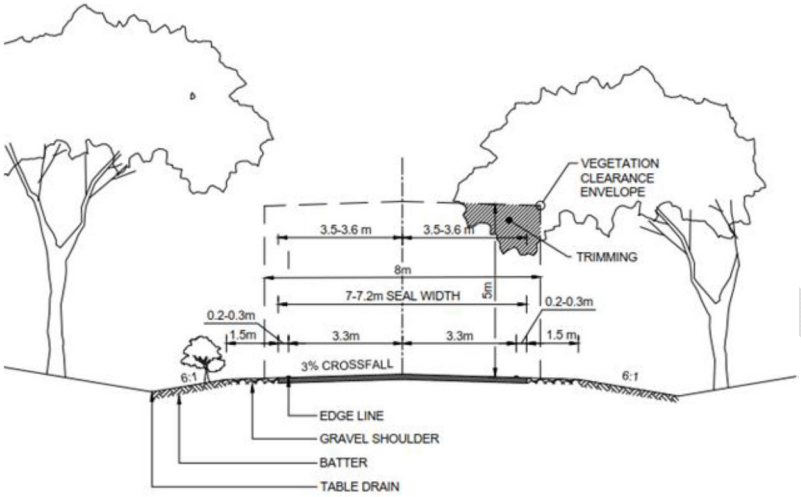

Figure 1 Rural Sealed Road Construction Cross Section

Construction Method	
Seal Width:	9.2m Refer to Figure 1
Seal Types:	14 / 7 mm Double Bitumen Seal
Pavement Width:	10.2m Refer to Figure 1
Pavement Depth:	Details subject to geotechnical investigations report, traffic volumes and class.
Renewal Method	
Reseal:	Single coat spray seal (spray seal 7 or 10mm) with an ongoing reseal plan of 2 coat/1 coat/2 coat. Two coat 10/5 or 14/7mm aggregate size. Roads with high deformation and cracking have been identified as non-standard based on the condition assessment at inspection.
Pavement:	Rework existing pavement if material is suitable, may need to import PM2/20 QG for sub base, base course 175mm PM1/20 QG, moisture at OMC, compact and prime surface (AMCO)

	prior to placing bitumen. Note: Details subject to geotechnical investigations report, traffic volumes and class of vehicles.
Formation:	Details subject to geotechnical investigations report, traffic volumes and class of vehicles.
Seal Life:	Varies on category
Maintenance Method	
Maintenance:	Road maintenance for seal roads is managed to maintain service levels within the network. Maintenance works are undertaken as per planned maintenance schedules and in reaction to justified public complaints and any defects identified by staff. Works consist of filling potholes, edge repairs, dig outs and crack sealing. A budget has been set based on historical spending and on the assumption the seal program will be funded to ensure roads do not deteriorate beyond a reasonable intervention level. Budgets will be set to maintain vegetation clearance envelope.

UNSEALED ROADS

Council owns and maintains an unsealed sheeted road network totalling approximately 541.2km in length, this made up of rural roads 530.1km and townships 11.1km. The unsealed road network has been segmented and digitised in the Council's GIS system. Unsealed Roads within the Adelaide Plains Council serve the community in a wide range of ways from farm gate access, single and multiple residential dwelling access to tourism and freight access and routes for transportation goods like grain, fruit, vegetables, stock and hay. They play a critical role in supporting the local economy and rural communities.

The development on the road categorises has been undertaken in an initial attempt to allow Council to apply different renewal and construction standards across the road network in an affordable way, rather than having one standard for all unsealed roads. Unsealed sheeted roads have been categorised as follows:

Sheeted Surface

The sheeted road network is classified according to its usage and are grouped as follows:

- Category 1
- Category 2
- Category 3-A
- Category 3-B
- Category 3-C
- Category 4-B

Surface Type	Length (m)
Township Sheeted	
Category 1	338
Category 3-A	6,712
Category 3-B	4,056
Sub Total	*11,106*
Rural Sheeted	
Category 1	105,497
Category 2	104,627
Category 3-A	59,197
Category 3-B	229,697

Category 3-C (Long Haul)	31,094
Sub Total	*530,112*
TOTAL Sheeted Surfaces	**541,218**

In addition to the above categories sheeted roads been further classified based on their distance from Councils quarry site located on Carslake Road. Roads were separated into two groups <15km and >=15km, the average distance from the first group was 9km and classified as Short Haul with the second group 19km and classified Long Haul. The haulage classification is reflected in the current replacement costs for sheeted surfaces, it does not have any impact on useful life. The useful life has been defined based on the response traffic loading for the defined road category. Table 2.1.6 provides a breakdown of the various categories in the network.

Table 2.1.6 Sheeted Surfaces Network

Surface Type	Length (m)	Surface Area (m2)	Approximate % of Sheeted Road Network (Area)
TOWNSHIP SHEETED			
Category 1 (Short Haul)	338	3,041	<1%
Category 3-A (Long Haul)	926	6,483	<1%
Category 3-A (Short Haul)	5,786	40,504	1%
Category 3-B (Long Haul	2,377	14,261	<1%
Category 3-B (Short Haul)	1,679	10,075	<1%
Sub Total	*11,106*	*74,364*	*2%*
RURAL SHEETED			
Category 1 (Long Haul)	27,133	244,193	6%
Category 1 (Short Haul)	78,364	705,280	18%
Category 2 (Long Haul)	30,879	247,031	6%
Category 2 (Short Haul)	73,748	589,985	15%
Category 3-A (Long Haul)	28,389	198,726	5%
Category 3-A (Short Haul)	30,808	215,656	6%
Category 3-B (Long Haul)	78,607	471,640	12%
Category 3-B (Short Haul)	151,090	906,541	24%
Category 3-C (Long Haul)	11,308	67,847	2%
Category 3-C (Short Haul)	19,786	118,714	3%
Sub Total	*530,112*	*3,765,612*	*98%*
TOTAL Sheeted Surfaces	**541,218**	**3,839,977**	**100%**

Natural Formed Roads

Natural formed roads require no road base material to provide a surface. Hence there are no recurring capital works costs, there is however regular maintenance costs.

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Township & Rural Sheeted Roads - Service Level Standards

Construction Method	
Sheeted Width:	Category 1: 9m Category 2: 8m Category 3-A: 7m Category 3-B: 6m Category 3-C: 6m Category 4-B: Form existing natural surface
Sheeted Depth:	Category 1: 150 PM2/40QG Category 2: 100mm PM2/40QG Category 3-A: 100mm PM2/40QG Category 3-B: 100mm PM2/40QG Category 3-C: 100mm PM2/40QG Category 4-A: NA
Formation Width:	Varies to suit road reserve width
Renewal Method	
Resheet:	Supply, place and compact quarry gravel to restore the sheeted wearing surface including minor reshaping of existing formation and reinstatement of cut-out drains.
Formation:	6% cross fall
Maintenance, Patrol Grading: Heavy Patching – As Required Potholing – As Required Regulatory and warning signs replaced – As Required	**Category 1** Graded when required. Minimum of 3 grades per year. **Category 2** Graded when required. Minimum of 3 grades per year. **Category 3-A** Graded when required. Minimum of 2 grades per year. **Category 3-B** Graded when required. Minimum of 2 grades per year. **Category 3-C** Graded when required. Minimum of 2 grades per year. **Category 4-A** 0 or 1 grade per year Category 1 Category 2 Category 3-A Category 3-B Category 3-C as required

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KERB AND WATERTABLE

Adelaide Plains Council is responsible for maintaining the kerb, channel and spoon drains on Council roads as well as Department for Infrastructure and Transport roads, this contains approximately 64km of kerb and watertable assets contained within the townships.

Kerb and Watertable Type	Length (m)	Approximate % of Network (length)
Kerb and Watertable	25,917	41%
Mountable Kerb and Watertable	32,382	51%
Barrier/Plinth Kerb	742	1%
Median Kerb	1,016	2%
Spoon Drain	3,722	6%
TOTAL Kerb and Watertable	**63,778**	**100%**

BRIDGES

The condition data shown in Section 4.3 Asset Condition, Figure 6 Summary Bridges Condition Profile Condition 1-5 indicates the condition of the bridges. Council is currently undertaking a Level 2 Assessment of the bridges within the register.

Bridge – Location	Bridge No.	Replacement Value
Wasleys Bridge (State Heritage) Light River	BRG1	$2,542,130
Old Port Wakefield Road Salt Creek	BRG2	$451,023
Old Port Wakefield Road Gawler River	BRG3	$1,153,184
Bakers Road Ford Gawler River	BRG4	$789,290.30
TOTAL Bridges	**4**	**$4,935,627.30**

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3.0 FUTURE DEMAND

3.1 Demand Forecasts

The demand on Council that would result in change to the way the road assets are maintained, renewed or upgraded in the future is more generally related to ongoing growing expectations from the community to have some roads changed to a higher category.

Factors affecting demand include changes in demographics, customer preferences & expectations and economic factors, etc. Demand factor trends and impacts on service delivery are summarised in Table 3.1.1.

Table 3.1.1 Demand Factors, Projections and Impact on Services

Demand Driver	Present Position	Projection	Impact of Services
Sealing some higher use unsealed roads and town roads	105km length, category 1 roads	Develop priority approach to seal high use roads in accordance with the Legatus 2030 Regional Transport Plan for regionally significant roads which attracts 50% funding. Develop priority approach for any potential township seal upgrades where justified.	Potential increase in sealed network.
Consider the extent of all-weather rural roads	00km of rural formed graded roads that are not all weather.	Develop priority approach to provide all weather access roads.	Potential increase in the rural sheeted network.
Multiple all weather access roads to rural residential properties	Single all weather access to residential properties.	Increase in requests for providing alternative all weather access to some residential properties.	Potential increase in sheeted road network.

3.2 Demand Impact and Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Council will determine the ability of the existing assets to manage increased usage for new and housing developments as well as demand for wider agricultural vehicular movements. Developers may be required to provide additional infrastructure for the existing network and upgrade where necessary to ensure adequate transportation. Further opportunities will be developed in future revisions of this asset management plan. Opportunities identified to date for demand management are shown in Table 3.1.2.

Table 3.1.2 Demand Management Plan

Service Activity	Demand Management Plan
Change in services	Further analysis of providing the service at current and target service levels.
	Managing existing assets through planned maintenance, renewal and upgrade.
	Providing new assets to meet demand.
	Communicate service levels to the community measured against current funding capacity.
	Disposal of assets determined surplus to requirements.
	Council growth to meet existing and new legislative demands.
Rural and township sealed roads	Review higher use roads and town unsealed roads. Establish traffic counts and establish criteria for assessing the merit of sealing any more unsealed roads. Review Roads Matrix

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4.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Council plans to manage and operate the assets at the agreed levels of service (Refer to Section 2) while managing life cycle costs.

4.1 Background Data

Adelaide Plains Council Transport assets are in both rural areas and townships within the Council and the assets covered by this asset management plan. The transport assets consumption is measured by condition at time of inspection. The condition at time of inspection is used to calculate the estimated condition at time of valuation for each asset.

The renewal of surface assets is determined through use of a modelling program called the Road Surface Manager (RSM). The renewal of surface assets is determined by age, condition rating, visual inspections, risks and ongoing maintenance. The treatment selected for a road surface is determined by the condition at inspection, the treatments include preventative resealing (sealed roads) and resheeting (unsealed sheeted roads), if roads fall into poor condition then rehabilitation is considered and then reconstruction, the cost of the treatments increases as it they include pavement (sealed roads) or lower base (unsealed sheeted roads) works.

4.2 Asset Capacity and Performance

Council's services are generally provided to meet design standards where these are available. Locations where deficiencies in service performance are known are detailed in Table 4.2.1

Table 4.2.1: Known Service Performance Deficiencies

Assets	Service Deficiency
All Weather Access	Farming community unable to access paddocks during period of wet weather.
Rural Freight Routes	Known rural freight routes which are unsealed roads and do not perform well under heavy freight traffic.
Rural Road Drainage	Insufficient or in effective cut out and cut off drainage in certain locations in the network.
Change in Services	Further analysis of providing the service at current and target service levels.
Rural and Town Sealed Roads	Review higher use roads and town unsealed roads. Establish traffic counts and establish criteria for assessing the merit of sealing any more unsealed roads. Review of Roads Matrix
Bridges	Level 2 assessments and ongoing inspections.

The above service deficiencies were identified and are being considered and prioritised. Refer to above Demand Management Plan.

4.3 Asset Condition

Condition is currently monitored via field collection of roads, bridges, footpaths, pram ramps, kerbs and watertables at the time of asset revaluation.

Condition is measured using a 1 – 5 grading system[3] as detailed in Table 4.3.1. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication. Illustration showing the overall asset condition Figure 7.

[3] IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

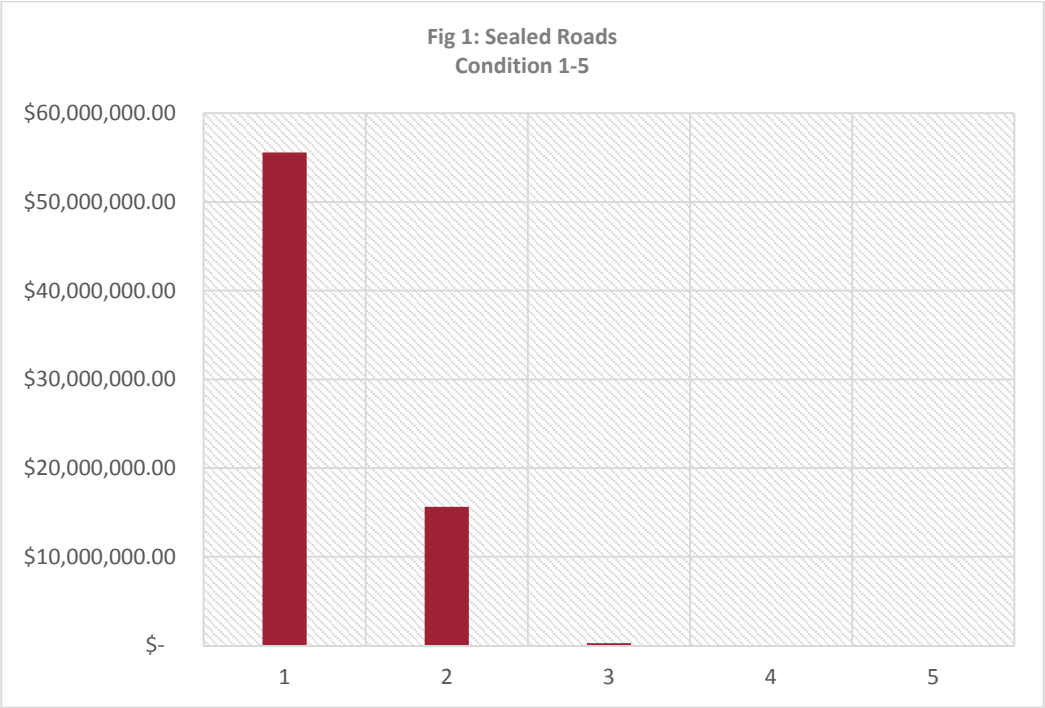


Figure 1 Summary of Sealed Roads Condition Profile 1-5

As shown in Figure 1, approximately 99% of the rural and township road seal and pavement assets have a condition less than 2 with the remaining 1% at condition 3.

The sealed road network is being generally funded maintained through preventative treatments however, in some cases additional funds are required for the rehabilitation of pavement related defects identified in the conditions assessment. The plan is aimed to prevent pavement reconstruction through appropriate sealed road surface management.

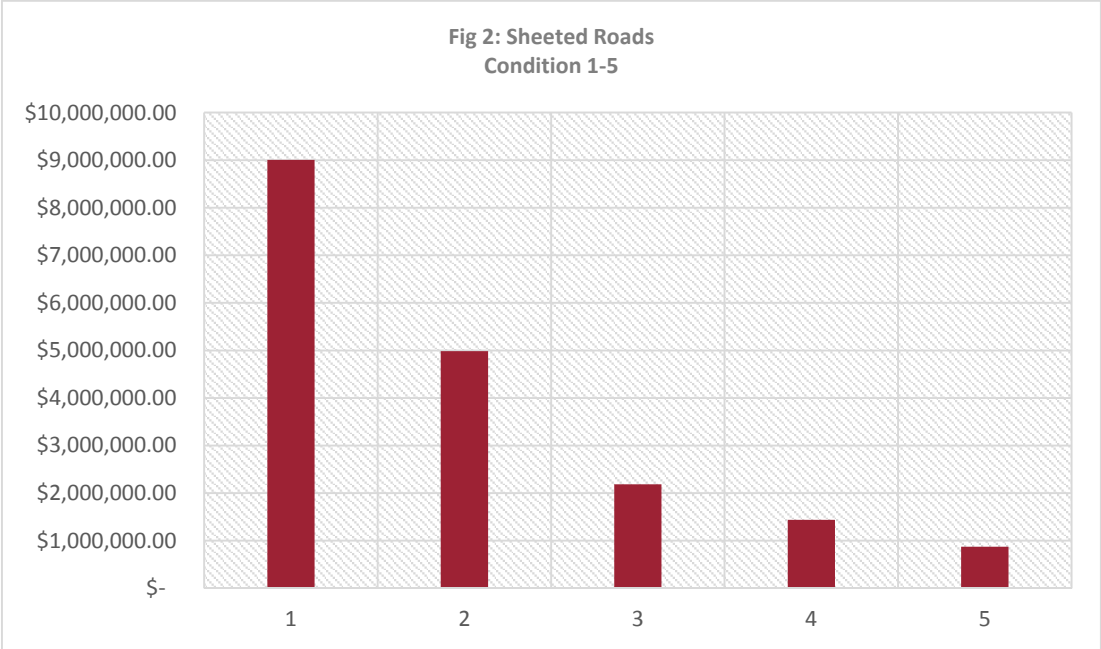


Figure 2 Summary Unsealed Sheeted Roads Condition Profile 1-5

As shown in Figure 2, approximately 75.6% of the rural and township road unsealed sheeted assets have a condition less than 2 with 11.8% at condition 3 the remaining 12.6% at condition 4 & 5.

Unsealed sheeted road network is being generally maintained through preventive treatments. The plan aims to prevent lower base reconstruction through appropriate sheeted road surface management.

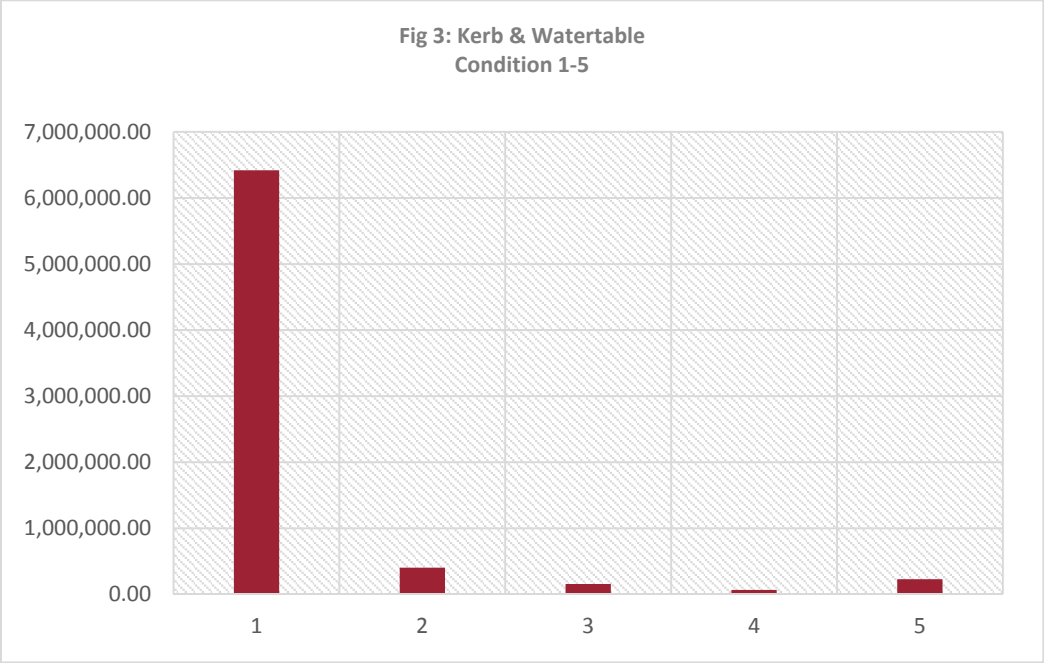


Figure 3 Summary Kerb and Watertable Condition Profile 1-5

As shown in Figure 3, approximately 93.7% of the kerb and watertable have a condition between 1 and 2, 2.1% at condition 3, remaining 4.2% at condition 4 & 5.

As part of the condition assessment lengths of kerb to be replaced through proactive treatments have also been included in the plan to correct issues affecting kerb performance and ensure kerb and watertable can reach their prescribed end of life and still maintain appropriate level of service.

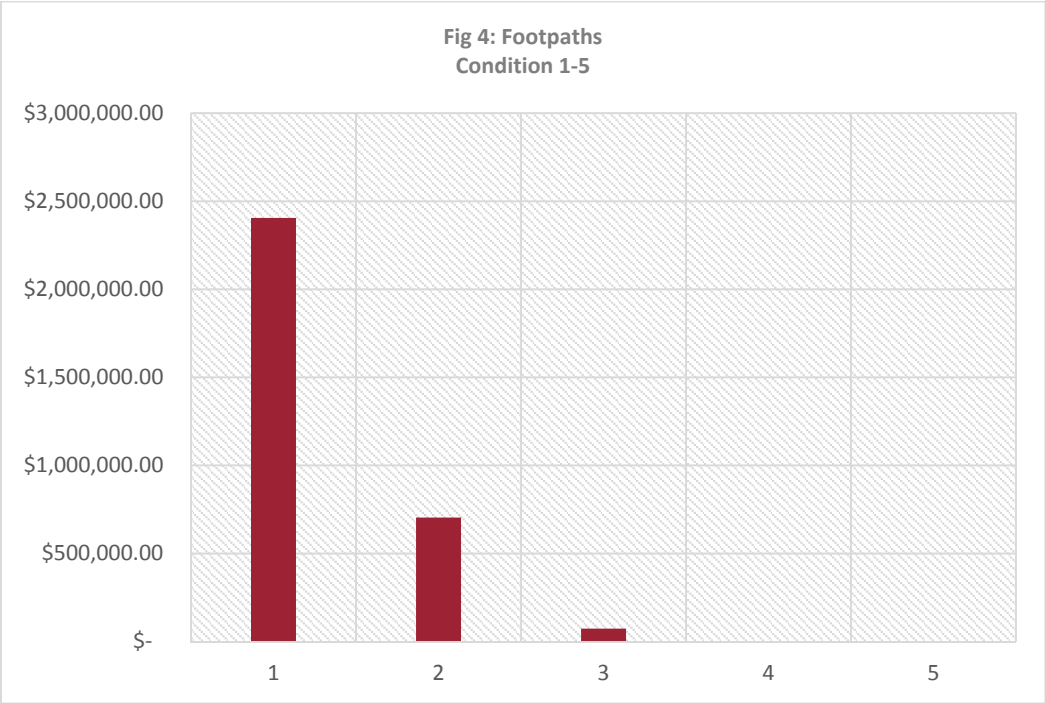


Figure 4 Summary Footpaths Profile Condition 1-5

As shown in Figure 4, approximately 97.7% of the footpath assets have a condition less than 2 with the remaining 2.3% at condition 3.

Review the full footpath network to develop a long term upgrade and renewal strategy to improve connectivity and identify high use footpaths for each town. The remaining asphalt and spray sealed footpaths will be replaced with concrete or block paving type footpath, this represents 3.3% value of the total footpath network.

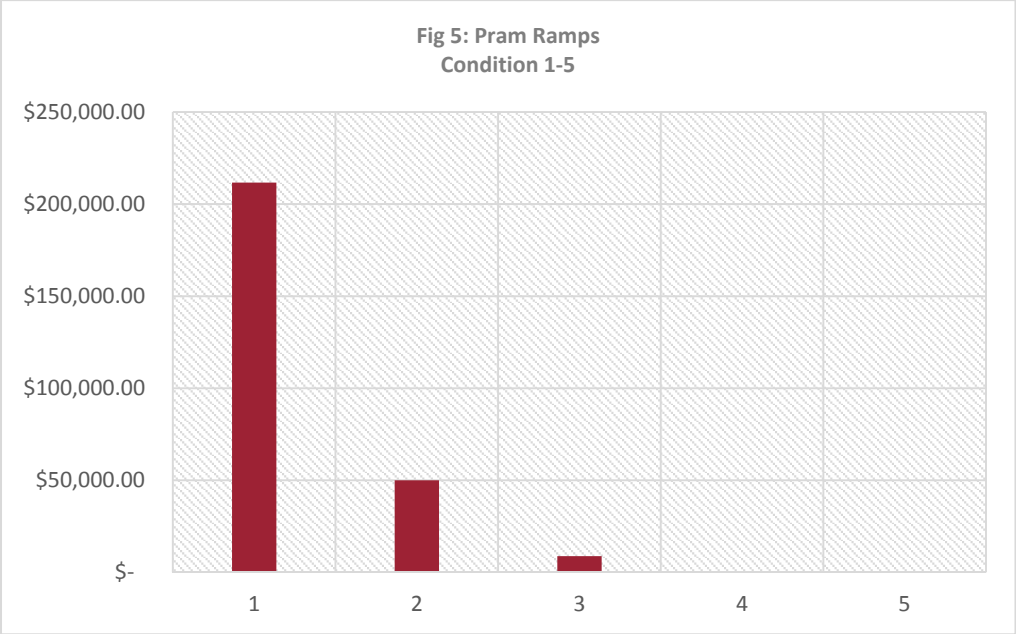


Figure 5 Summary Pram Ramps Profile Condition 1-5

As shown in Figure 5, approximately 96.9% of the pram ramp assets have a condition less than 2 with the remaining 3.1% at condition 3.

Review the pram ramp locations in conjunction with the footpath network, develop a long term upgrade and renewal strategy to improve connectivity and identify high use footpaths, pram ramps for each town.

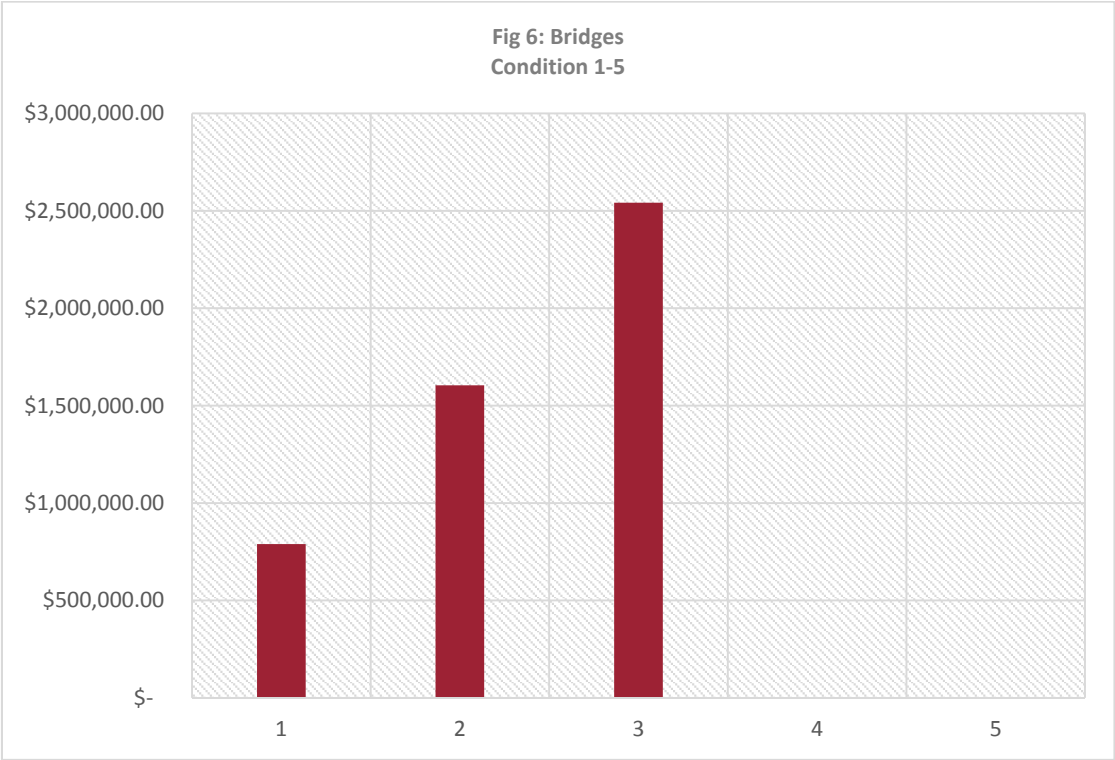


Figure 6 Summary Bridges Condition Profile Condition 1-5

The condition of bridges represents the consumption of asset life as a whole asset when last inspected. The condition data shown in Figure 6 indicates that approximately 48.5% of the bridges have a condition of 1 and 2, the remaining 51.5% at condition 3.

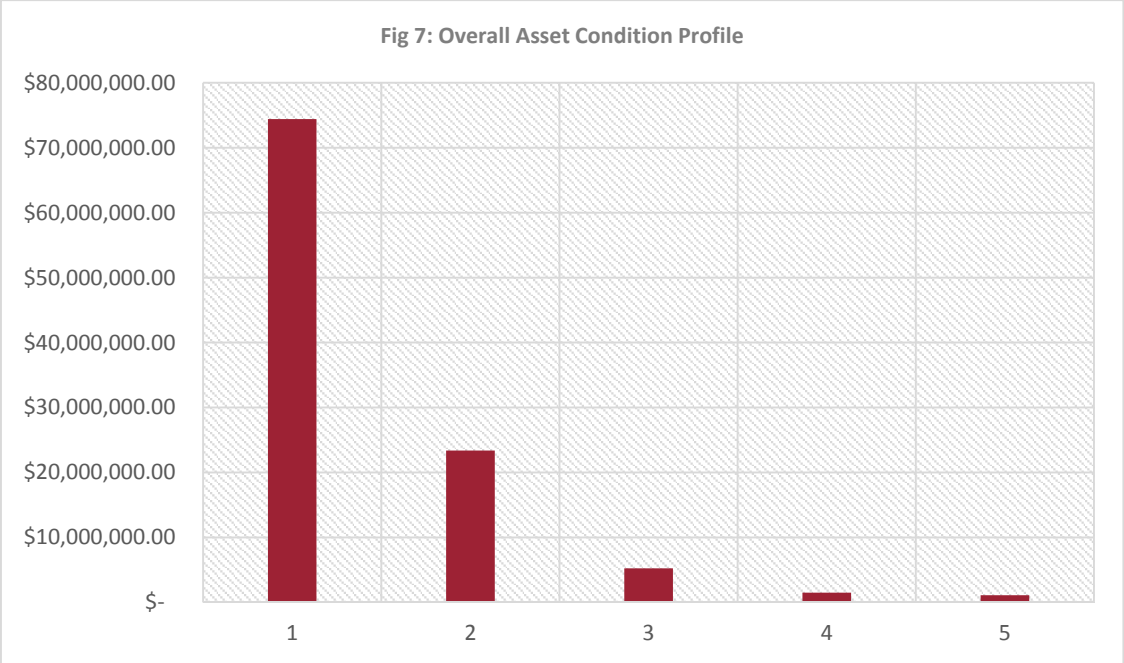


Figure 7 Overall Asset Condition Profile

Table 4.3.1: Condition Grading System

Condition Grading	Description of Condition
1	**Very Good**: free of defects, only planned and/or routine maintenance required
2	**Good**: minor defects, increasing maintenance required plus planned maintenance
3	**Fair**: defects requiring regular and/or significant maintenance to reinstate service
4	**Poor**: significant defects, higher order cost intervention likely
5	**Very Poor**: physically unsound and/or beyond rehabilitation, immediate action required

The overall condition score and subsequent consumption of the building assets has been estimated based on a combination of available data such as age and the standard useful life of the asset.

Table 4.3.2: Asset Standard Useful Lives

Roads Surface Type – Sealed	Standard Useful Life
Township Sealed Upper/Short Life/Single Layer	
Hotmix Bitumen Standard Use Single Layer (Standard Performance)	64 years
Hotmix Bitumen Land Division Single Layer (Standard Performance)	64 years
Hotmix Bitumen Land Division Single Layer 75mm (Standard Performance)	64 years
Hotmix Intersection Single Layer (Standard Performance)	25 years
Hotmix Bitumen On-Road Car Park Single Layer	25 years
Spray Seal High Use Upper (Standard Performance)	20 years
Spray Seal Standard Use Upper (Standard Performance)	25 years
Spray Seal Standard Use Upper (Non-Standard Performance)	25 years
Spray Seal Land Division Upper	25 years
Township Sealed Lower/Long Life Layer	
Spray Seal High Use Lower (Standard Performance)	40 years
Spray Seal Standard Use Lower (<300mm Pavement Standard Performance)	80 years
Spray Seal Standard Use Lower (>300mm Pavement Standard Performance)	64 years
Spray Seal Land Division Surface	64 years
Rural Sealed Upper/Short Life/Single Layer	
Hotmix Bitumen Standard Use Short Life (Standard Performance)	25 years
Hotmix Bitumen Intersection Single Layer (Standard Performance)	25 years
Spray Seal High Use Upper (pre 2004 Standard	20 years

Performance)	
Spray Seal High Use Upper (post 2004 Standard Performance)	15 years
Spray Seal High Use Upper (post 2004 Non-Standard Performance)	15 years
Spray Seal Standard Use Upper (pre 2004 Standard Performance)	20 years
Spray Seal Standard Use Upper (post 2004 Standard Performance)	15 years
Spray Seal Standard Use Upper (post 2004 Non-Standard Performance)	15 years
Rural Sealed Lower/Long Life	
Hotmix Bitumen Standard Use Long Life (Standard Performance)	75 years
Spray Seal High Use Lower (pre 2004 Standard Performance)	40 years
Spray Seal High Use Lower (post 2004 Standard Performance)	30 years
Spray Seal Standard Use Lower (pre 2004 Standard Performance)	40 years
Spray Seal Standard Use Lower (post 2004 Standard Performance)	30 years

Roads Surface Type – Unsealed	Standard Useful Life
Township Sheeted Surface	
Township (Cat 1) Sheeted (Long Haul)	20 years
Township (Cat 1) Sheeted (Short Haul)	20 years
Township (Cat 2) Sheeted (Long Haul)	24 years
Township (Cat 2) Sheeted (Short Haul)	24 years
Township (Cat 3-A) Sheeted (Long Haul)	28 years
Township (Cat 3-A) Sheeted (Short Haul)	28 years
Township (Cat 3-B) Sheeted (Long Haul)	28 years
Township (Cat 3-B) Sheeted (Short Haul)	28 years
Rural Sheeted Surface	
Rural (Cat 1) Sheeted (Long Haul)	15 years
Rural (Cat 1) Sheeted (Short Haul)	15 years
Rural (Cat 2) Sheeted (Long Haul)	20 years
Rural (Cat 2) Sheeted (Short Haul)	20 years
Rural (Cat 3-A) Sheeted (Long Haul)	28 years
Rural (Cat 3-A) Sheeted (Short Haul)	28 years
Rural (Cat 3-B) Sheeted (Long Haul)	28 years
Rural (Cat 3-B) Sheeted (Short Haul)	28 years
Rural (Cat 3-C) Sheeted (Long Haul)	35 years
Rural (Cat 3-C) Sheeted (Short Haul)	35 years

Footpath Type	Standard Useful Life
Block Paved Footpath	50 years
Concrete Aggregate Footpath	50 years
Rubble Walkway/Shared Path	15 years
Pram Ramps	80 years

Kerb, Channel, Spoon Drains	Standard Useful Life
Spoon Drains	70 years
Kerb & Channel <300mm Pavement	160 years
Kerb & Channel >300mm Pavement	128 years

Sealed Roads

Township Spray Seal
Township spray sealed roads are identified as either standard use, high use or land division roads and performance (standard or non-standard). Township spray sealed surfaces have been separated into two components for upper and lower surface layers.

Township Hotmix Bitumen
Township hotmix bitumen surfaces are identified as standard use, intersection, land division or on-road carpark surfaces and performance (standard or non-standard).

Rural Spray Seal
Rural spray seal road surfaces have been identified as standard or high use, pre 2004 or post 2004 and performance (standard or non-standard). Rural spray seal surfaces have been separated into two components for upper and lower surface layers.

Rural Hotmix Bitumen
Rural hotmix bitumen intersection surface has been valued as a single component.

Unsealed Roads

Supply, haulage of material from pit (short haul 9km & long hall 15km) and placement of new sheeting material (150mm depth for Category 1 Roads, 100mm depth for Category 2 and 3 Roads.

4.4 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs and cleaning.

The trend in operations and maintenance budgets are shown in Tables 4.4.1 and 4.4.2

Table 4.4.1: Maintenance Budget Trends

Year	Maintenance Budget $
2019 - 2020	$1,023,000 (Actual)
2020 - 2021	$1,050,000 (Budget)
2021 - 2022	$1,050,00 (Budget)

Table 4.4.2: Operations Budget Trends

Year	Operations Budget $
2019 - 2020	$000 (Actual)
2020 - 2021	$000 (Budget)
2021 - 2022	$000 (Budget)

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

4.5 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 4.5.1. Asset useful lives were last reviewed on 30 June 2020.

Table 4.5.1: Useful Lives of Assets

Roads Surface Type – Sealed	Standard Useful Life
Township Sealed Upper/Short Life/Single Layer	
Hotmix Bitumen Standard Use Single Layer (Standard Performance)	64 years
Hotmix Bitumen Land Division Single Layer (Standard Performance)	64 years
Hotmix Bitumen Land Division Single Layer 75mm (Standard Performance)	64 years
Hotmix Intersection Single Layer (Standard Performance)	25 years
Hotmix Bitumen On-Road Car Park Single Layer	25 years
Spray Seal High Use Upper (Standard Performance)	20 years
Spray Seal Standard Use Upper (Standard Performance)	25 years

Spray Seal Standard Use Upper (Non-Standard Performance)	25 years
Spray Seal Land Division Upper	25 years
Township Sealed Lower/Long Life Layer	
Spray Seal High Use Lower (Standard Performance)	40 years
Spray Seal Standard Use Lower (<300mm Pavement Standard Performance)	80 years
Spray Seal Standard Use Lower (>300mm Pavement Standard Performance)	64 years
Spray Seal Land Division Surface	64 years
Rural Sealed Upper/Short Life/Single Layer	
Hotmix Bitumen Standard Use Short Life (Standard Performance)	25 years
Hotmix Bitumen Intersection Single Layer (Standard Performance)	25 years
Spray Seal High Use Upper (pre 2004 Standard Performance)	20 years
Spray Seal High Use Upper (post 2004 Standard Performance)	15 years
Spray Seal High Use Upper (post 2004 Non-Standard Performance)	15 years
Spray Seal Standard Use Upper (pre 2004 Standard Performance)	20 years
Spray Seal Standard Use Upper (post 2004 Standard Performance)	15 years
Spray Seal Standard Use Upper (post 2004 Non-Standard Performance)	15 years
Rural Sealed Lower/Long Life	
Hotmix Bitumen Standard Use Long Life (Standard Performance)	75 years
Spray Seal High Use Lower (pre 2004 Standard Performance)	40 years
Spray Seal High Use Lower (post 2004 Standard Performance)	30 years
Spray Seal Standard Use Lower (pre 2004 Standard Performance)	40 years
Spray Seal Standard Use Lower (post 2004 Standard Performance)	30 years

Roads Surface Type – Unsealed	Standard Useful Life
Township Sheeted Surface	
Township (Cat 1) Sheeted (Long Haul)	20 years
Township (Cat 1) Sheeted (Short Haul)	20 years
Township (Cat 2) Sheeted (Long Haul)	24 years
Township (Cat 2) Sheeted (Short Haul)	24 years
Township (Cat 3-A) Sheeted (Long Haul)	28 years

Township (Cat 3-A) Sheeted (Short Haul)	28 years
Township (Cat 3-B) Sheeted (Long Haul)	28 years
Township (Cat 3-B) Sheeted (Short Haul)	28 years
Rural Sheeted Surface	
Rural (Cat 1) Sheeted (Long Haul)	15 years
Rural (Cat 1) Sheeted (Short Haul)	15 years
Rural (Cat 2) Sheeted (Long Haul)	20 years
Rural (Cat 2) Sheeted (Short Haul)	20 years
Rural (Cat 3-A) Sheeted (Long Haul)	28 years
Rural (Cat 3-A) Sheeted (Short Haul)	28 years
Rural (Cat 3-B) Sheeted (Long Haul)	28 years
Rural (Cat 3-B) Sheeted (Short Haul)	28 years
Rural (Cat 3-C) Sheeted (Long Haul)	35 years
Rural (Cat 3-C) Sheeted (Short Haul)	35 years

Footpath Type	Standard Useful Life
Block Paved Footpath	50 years
Concrete Aggregate Footpath	50 years
Rubble Walkway/Shared Path	15 years
Pram Ramps	80 years

Kerb, Channel, Spoon Drains	Standard Useful Life
Spoon Drains	70 years
Kerb & Channel <300mm Pavement	160 years
Kerb & Channel >300mm Pavement	128 years

The estimates for renewals in this AM Plan were based on Method 2.

4.4.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).[4]

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.[5]

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 4.5.2

Table 4.5.2: Renewal Priority Ranking Criteria

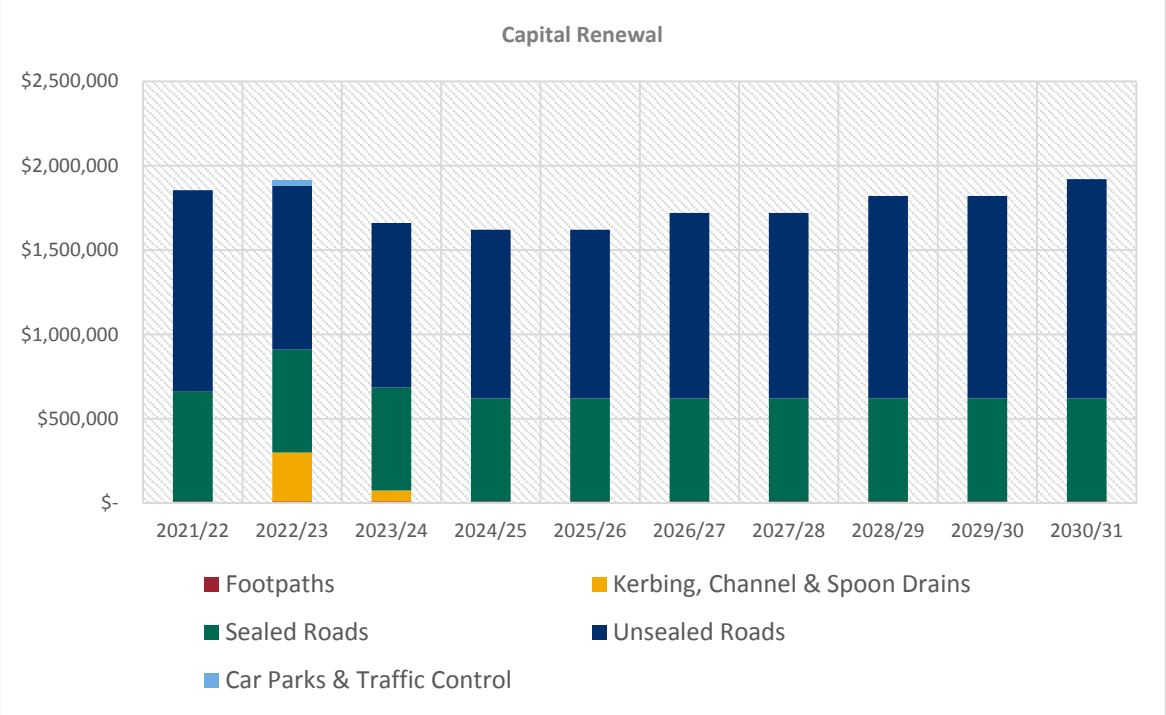
[4] IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.
[5] Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

Criteria	Weighting
Asset Condition Rating 4 or 5	20
Risks – Residual risk high or extreme	20
Safety and Compliance	60
Total	**100%**

4.5 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 4.5.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 4.5.1 Forecast Renewal Costs



All figure values are shown in current day dollars.

4.6 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated, gifted to Council.

4.6.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 4.6.1.1

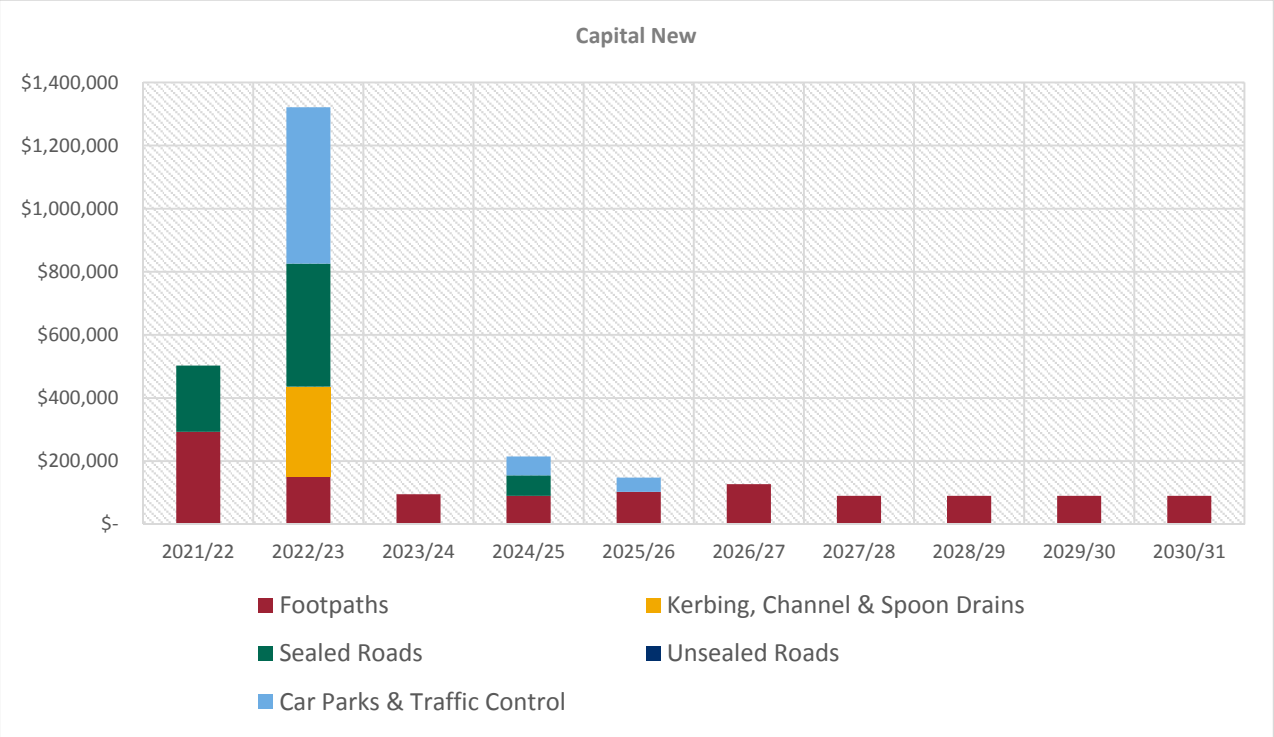
Table 4.6.1.1: Acquired Assets Priority Ranking Criteria

Criteria	Weighting
Safety and Compliance	20
Risks – Residual risk high or extreme	20
Demand	60
Total	**100%**

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 4.6.1.2 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

Figure 4.6.1.2: Acquisition New (Constructed) Summary



All figure values are shown in current day dollars.

4.7 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 4.7.1. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 4.7.1. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

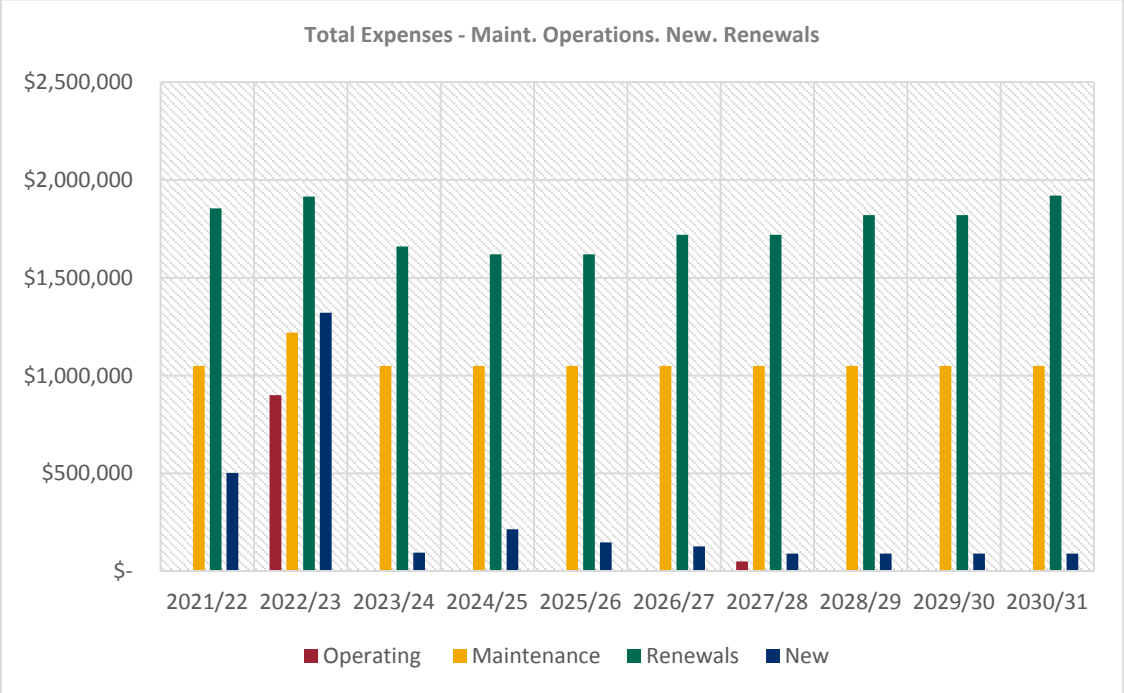
Table 4.7.1: Assets Identified for Disposal

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
None Known	NA	NA	NA	NA
None Known	NA	NA	NA	NA

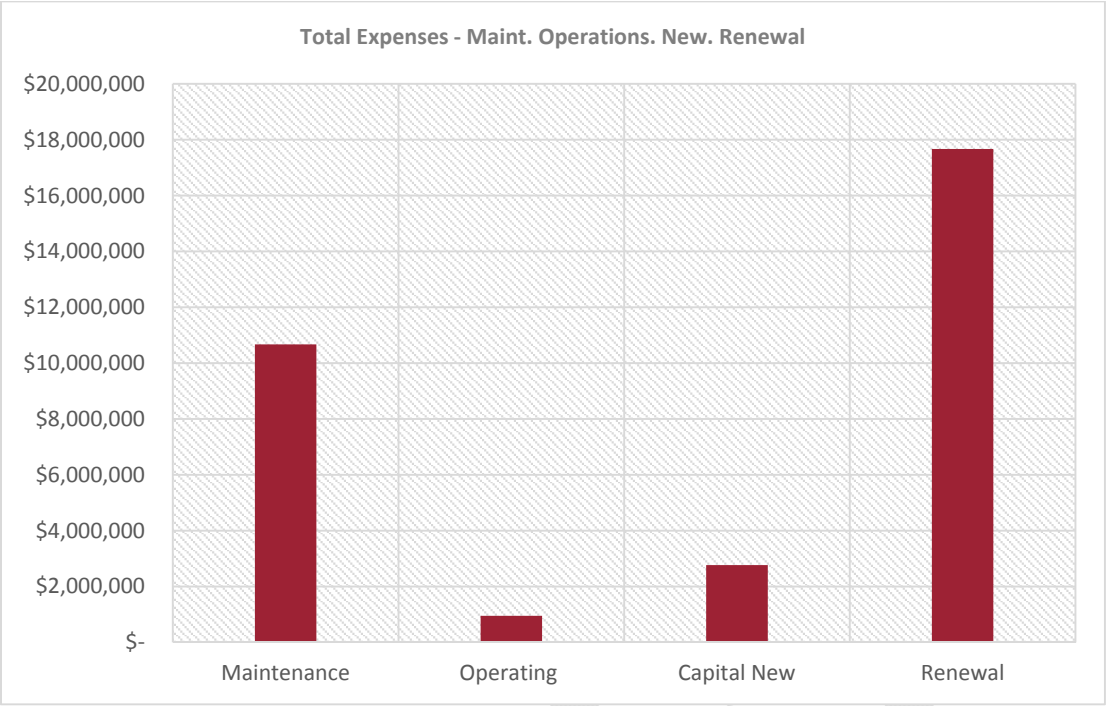
4.8 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 4.8.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

Figure 4.8.1: Lifecycle Summary



All figure values are shown in current day dollars.



All figure values are shown in current day dollars.

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5.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: 'coordinated activities to direct and control with regard to risk'[6].

An assessment of risks[7] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

5.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 5.1.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 5.1.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Bridges	Deterioration/Degradation, Load Carrying Capacity Exceeded by Vehicles	Causing High Consequence - Bridge damage, collapse & closure.
Sealed & Sheeted Roads	Stormwater Flooding	Damage to road surface, traffic not being able to use.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

5.2 Risk Assessment

The risk management process used is shown in Figure 5.2.1 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

[6] ISO 31000:2009, p 2

[7] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

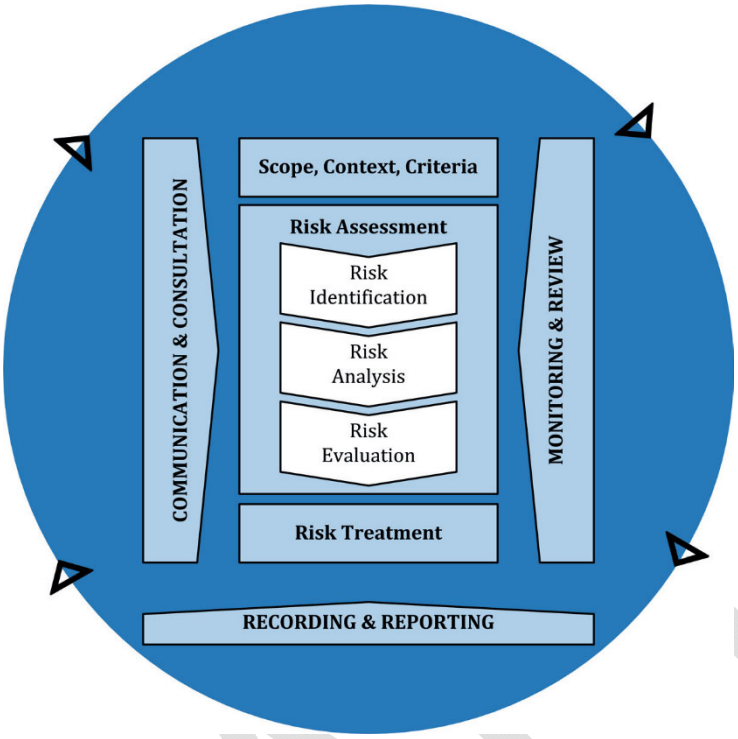

Fig 5.2.1 Risk Management Process – Abridged
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks[8] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 5.2.2. It is essential that these critical risks and costs are reported to the Executive Management Team.

[8] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

Table 5.2.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Sealed & Sheeted Roads	Flooding Damage	High	Early identification of damage, lodge claim to disaster fund, seek state and/or federal funds for improvements	Medium	Recurrent budget requirements for maintenance
Bridges	Bridge Collapse	Very High	Undertake Level 2 Assessments & conduct regular inspections. Carry out identified repairs and maintenance with urgency, report findings immediately to supervisor	High	Unknown costs, require financial year budget for approved works
Footpaths and Pram Ramps	Pedestrian Falls and Trips	High	Upgrade footpaths and provide for pram ramps at strategic sites	Medium	Unknown costs, require financial year budget for approved works
Footpaths	Pedestrian Trips and Falls	High	Upgrade existing hotmix and sealed footpaths with block paving or concrete type. Undertake regular inspections	Low	Unknown costs, require financial year budget for approved works

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

5.3 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale[9] in accordance with Table 5.3.1.

Table 5.3.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate ± 2%

[9] IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Confidence Grade	Description
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10%
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated ± 25%
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy ± 40%
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 5.3.2.

Table 5.3.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	Very High	Council trends available, Refer to Council Strategic Plan 2020-2024
Growth projections	Very High	Council trends available, refer to Council Strategic Plan 2020-2024
Acquisition forecast	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
Operation forecast	High	Extrapolated from previous years
Maintenance forecast	High	Extrapolated from previous years
Renewal forecast - Asset values	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
- Asset useful lives	Very High	Reviewed in accordance via revaluation schedule
- Condition modelling	Very High	Reviewed in accordance via revaluation schedule and condition ratings
Disposal forecast	N/A	N/A

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Very High.

6.0 PLAN IMPROVEMENT AND MONITORING

6.1 Status of Asset Management Practices[10]

6.1.1 Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is Authority.

6.1.2 Asset management data sources

This AM Plan also utilises asset management data. The source of the data is Conquest.

6.2 Improvement Plan

It is important that council recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 6.2.1.

Table 6.2.1: Improvement Plan

Task	Tasks	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Review service levels	Council Administration	As required
3	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
4	Level 2 Bridge Assessment	Council Administration	2020/21FY 2021/22FY
5	Develop footpath/pram ramps strategic plan	Council Administration	2021/22FY 2022/23FY
6	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

6.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each council election.

6.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,

[10] ISO 55000 Refers to this as the Asset Management System

- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 110%).

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7.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
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- IPWEA, 2020 'International Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2018, Practice Note 12.1, 'Climate Change Impacts on the Useful Life of Assets', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2012, Practice Note 6 Long-Term Financial Planning, Institute of Public Works Engineering Australasia, Sydney, https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn6
- IPWEA, 2014, Practice Note 8 – Levels of Service & Community Engagement, Institute of Public Works Engineering Australasia, Sydney, https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn8
- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Adelaide Plains Council Strategic Plan 2020 - 2024
- Adelaide Plains Council Annual Plan and Budget
- Adelaide Plains Council Roads Priority Matrix
- Adelaide Plains Council Asset Valuation & Methodology Report
- Adelaide Plains Council Layout Drawings – D0 to D21

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8.0 APPENDICES

Appendix A Acquisition Forecast (New)

FOOTPATHS

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Footpath Capital New											
Joseph Street - Chivell Street to Elizabeth Street (101m)	22,350	0	0	0	0	0	0	0	0	0	22,350
Butler Street - Irish Street to End of Seal	88,500	0	0	0	0	0	0	0	0	0	88,500
Elizabeth Street (Mallala) - Joseph St to Mary St	41,200	0	0	0	0	0	0	0	0	0	41,200
Mary Street - Chivell St to Elizabeth St	24,000	0	0	0	0	0	0	0	0	0	24,000
Second Street (Dublin) - Sixth St to Seventh St	28,200	0	0	0	0	0	0	0	0	0	28,200
Donaldson Street - Elizabeth St to Wilson Rd	58,000	0	0	0	0	0	0	0	0	0	58,000
Elizabeth Street - William St to Donaldson Rd	30,600	0	0	0	0	0	0	0	0	0	30,600
Cameron Terrace - Dublin Rd to Feltwell Rd	0	37,000	0	0	0	0	0	0	0	0	37,000

Railway Avenue - Balaklave Rd to Lindsay St	**0**	**17,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,000**
South Terrace (Dublin) - Old Port Wakefield Rd to Seventh St	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**
Carmel St - Balaklave Rd to End of Seal	**0**	**25,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**25,000**
Calagora St - Lisieux Street to Carmel St	**0**	**32,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**32,000**
Jenkin Crt - Butler Rd to End	**0**	**0**	**25,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**25,000**
Irish Street - Butler Stret to Redbanks Rd	**0**	**0**	**23,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**23,000**
Calala Crt - Old Port Wakefield Rd to End	**0**	**0**	**47,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**47,000**
Seventh Street - Third Street to Second Street (156m)	**0**	**0**	**0**	**0**	**13,000**	**0**	**0**	**0**	**0**	**0**	**13,000**
Seventh Street - Fourth Street to Third Street (142m)	**0**	**0**	**0**	**0**	**0**	**12,000**	**0**	**0**	**0**	**0**	**12,000**
Seventh Street - Fifth Street to Fourth Street (145m)	**0**	**0**	**0**	**0**	**0**	**12,000**	**0**	**0**	**0**	**0**	**12,000**
Third Street (Dublin) - Sixth Street to Seventh Street (151m)	**0**	**0**	**0**	**0**	**0**	**13,000**	**0**	**0**	**0**	**0**	**13,000**
Future Program Allocation	**0**	**0**	**0**	**90,000**	**90,000**	**90,000**	**90,000**	**90,000**	**90,000**	**90,000**	**630,000**
	292,850	**151,000**	**95,000**	**90,000**	**103,000**	**127,000**	**90,000**	**90,000**	**90,000**	**90,000**	**1,218,850**
TOTAL FOOTPATH NEW	**292,850**	**151,000**	**95,000**	**90,000**	**103,000**	**127,000**	**90,000**	**90,000**	**90,000**	**90,000**	**1,218,850**

KERBING, CHANNEL & WATERTABLES

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Kerbing Capital New											
South Terrace (Dublin) - Old Port Wakefield Road to Sixth Street (468m)	0	165,000	0	0	0	0	0	0	0	0	165,000
South Terrace (Dublin) - Sixth Street to Seventh Street (332m)	0	120,000	0	0	0	0	0	0	0	0	120,000
	0	285,000	0	0	0	0	0	0	0	0	285,000
TOTAL KERBING NEW	0	285,000	0	0	0	0	0	0	0	0	285,000

SEALED ROADS PROGRAM

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Intersection Upgrade - Hill Street (Dublin Road and Balaklava Road)	100,000	0	0	0	0	0	0	0	0	0	100,000
Intersection Upgrade - Dawkins Road and Williams Road	0	100,000	0	0	0	0	0	0	0	0	100,000
Hickinbotham Subdivision Infrastructure - Cycle/Walking Path	0	125,000	0	0	0	0	0	0	0	0	125,000
Redbanks Road - Mallala - Two Wells Road to Irish Street	0	165,000	0	0	0	0	0	0	0	0	165,000
Germantown Road - Gawler Road to Temby Road	110,000	0	0	0	0	0	0	0	0	0	110,000

Balaklava Rd - Mallala - Lisieux St, Town Centre - Shoulder Hotmix	0	0	0	65,000	0	0	0	0	0	0	65,000
List of New Roads for Construction and Sealing - From updated Road Matrix	0	0	0	0	0	0	0	0	0	0	0
	210,000	390,000	0	65,000	0	0	0	0	0	0	665,000
TOTAL SEAL NEW	210,000	390,000	0	65,000	0	0	0	0	0	0	665,000

UNSEALED ROADS PROGRAM

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
TOTAL UNSEALED NEW	0	0	0	0	0	0	0	0	0	0	0

CAR PARKS & TRAFFIC CONROL

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Two Wells Mainstreet - Pedestrian Refuges/Crossing	0	195,000	0	0	0	0	0	0	0	0	195,000
Two Wells Mainstreet - Eastern End Car Parking and WSUD	0	300,000	0	0	0	0	0	0	0	0	300,000

Ruskin Road, Thompson Beach Car Parking	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**
Coastal Carpark Formalise, Adelaide International Bird Sanctuary (AIBS)	**0**	**0**	**0**	**0**	**45,000**	**0**	**0**	**0**	**0**	**0**	**45,000**
	0	**495,000**	**0**	**60,000**	**45,000**	**0**	**0**	**0**	**0**	**0**	**600,000**
TOTAL CAR PARKS & TRAFFIC CONTROL NEW	**0**	**495,000**	**0**	**60,000**	**45,000**	**0**	**0**	**0**	**0**	**0**	**600,000**

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Appendix B Operation Forecast

CAR PARKS & TRAFFIC CONROL

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Car Parks & Traffic Control Operating											
Two Wells, Mainstreet - Underground Powerlines (Seek PLEC Funding, 66% of Total Cost Contribution)	0	900,000	0	0	0	0	0	0	0	0	**900,000**
	0	**900,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**900,000**
TOTAL CAR PARKS & TRAFFIC CONTROL OPERATING	**0**	**900,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**900,000**

BRIDGES

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Bridges Operating											
Level 2 Assessments	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**	**0**	**0**	**0**	**50,000**
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	0	**0**	**0**	**0**	**0**	**0**	**50,000**	**0**	**0**	**0**	**50,000**
TOTAL BRIDGES OPERATING	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**	**0**	**0**	**0**	**50,000**

Appendix C Maintenance Forecast

All Transport Asset Categories, Excluding Bridges – Bridges See Below and Operations Section

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Total Maintenance - Transport											
Maintenance - Unsealed & Sealed Rds, Footpaths, Kerb & Channel, Spoon Drains, Car Parks, Traffic Control	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**10,500,000**
	1,050,000	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**10,500,000**
TOTAL MAINTENANCE	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**1,050,000**	**10,500,000**

BRIDGES

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Bridges Maintenance											
Repairs/Maintenance Assessment Report Includes Salt Creek Culvert – Report April 2012, Mace Engineering Services	0	170,000	0	0	0	0	0	0	0	0	**170,000**
	0	0	0	0	0	0	0	0	0	0	**0**
	0	**170,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**170,000**
TOTAL BRIDGES MAINTENANCE	**0**	**170,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**170,000**

Appendix D Renewal Forecast Summary

FOOTPATHS

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Pram Ramp Renewal, Meet DDA Compliant Requirements	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
TOTAL FOOTPATH RENEWAL	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000

KERBING, CHANNEL & WATERTABLES

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Southern Side - Kerb and Watertable - Redbanks Road (005) from Mallala - Two Wells Road to Irish Street	0	115,000	0	0	0	0	0	0	0	0	115,000
Northern Side - Kerb and Watertable - Balaklava Road (010) from Lisieux Street to Carmel Street	0	75,000	0	0	0	0	0	0	0	0	75,000
Northern Side - Kerb and Watertable - Balaklava Road (015) from Carmel Street to Aerodrome Road	0	100,000	0	0	0	0	0	0	0	0	100,000
Kerb and Watertable - Windmill Road (005) from Gawler Road to End	0	0	65,000	0	0	0	0	0	0	0	65,000
	0	290,000	65,000	0	0	0	0	0	0	0	355,000
TOTAL KERBING, CHANNEL & DRAINS RENEWAL	0	290,000	65,000	0	0	0	0	0	0	0	355,000

SEALED ROADS PROGRAM

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Dawkins Road (Judd Road to Boundary Road) and Hayman Road (Williams to Boundary)	650,000	0	0	0	0	0	0	0	0	0	650,000
Future program	0	610,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	5,490,000
	650,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	6,140,000
TOTAL SEALED ROADS RENEWAL	650,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	610,000	6,140,000

UNSEALED ROADS PROGRAM

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Reheeting 2021-2022	1,195,000	0	0	0	0	0	0	0	0	0	1,195,000
Future Resheeting Program	0	975,000	975,000	1,000,000	1,000,000	1,100,000	1,100,000	1,200,000	1,200,000	1,300,000	9,850,000
	1,195,000	975,000	975,000	1,000,000	1,000,000	1,100,000	1,100,000	1,200,000	1,200,000	1,300,000	11,045,000
TOTAL UNSEALED ROADS RENEWAL	1,195,000	975,000	975,000	1,000,000	1,000,000	1,100,000	1,100,000	1,200,000	1,200,000	1,300,000	11,045,000

CAR PARKS & TRAFFIC CONTROL

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Longview Road	0	30,000	0	0	0	0	0	0	0	0	30,000
	0	30,000	0	0	0	0	0	0	0	0	30,000
TOTAL CAR PARKS & TRAFFIC CONTROL	0	30,000	0	0	0	0	0	0	0	0	30,000

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Appendix E DRG D0 to D21

D0 – Rural Road Construction, Bitumen Sealing

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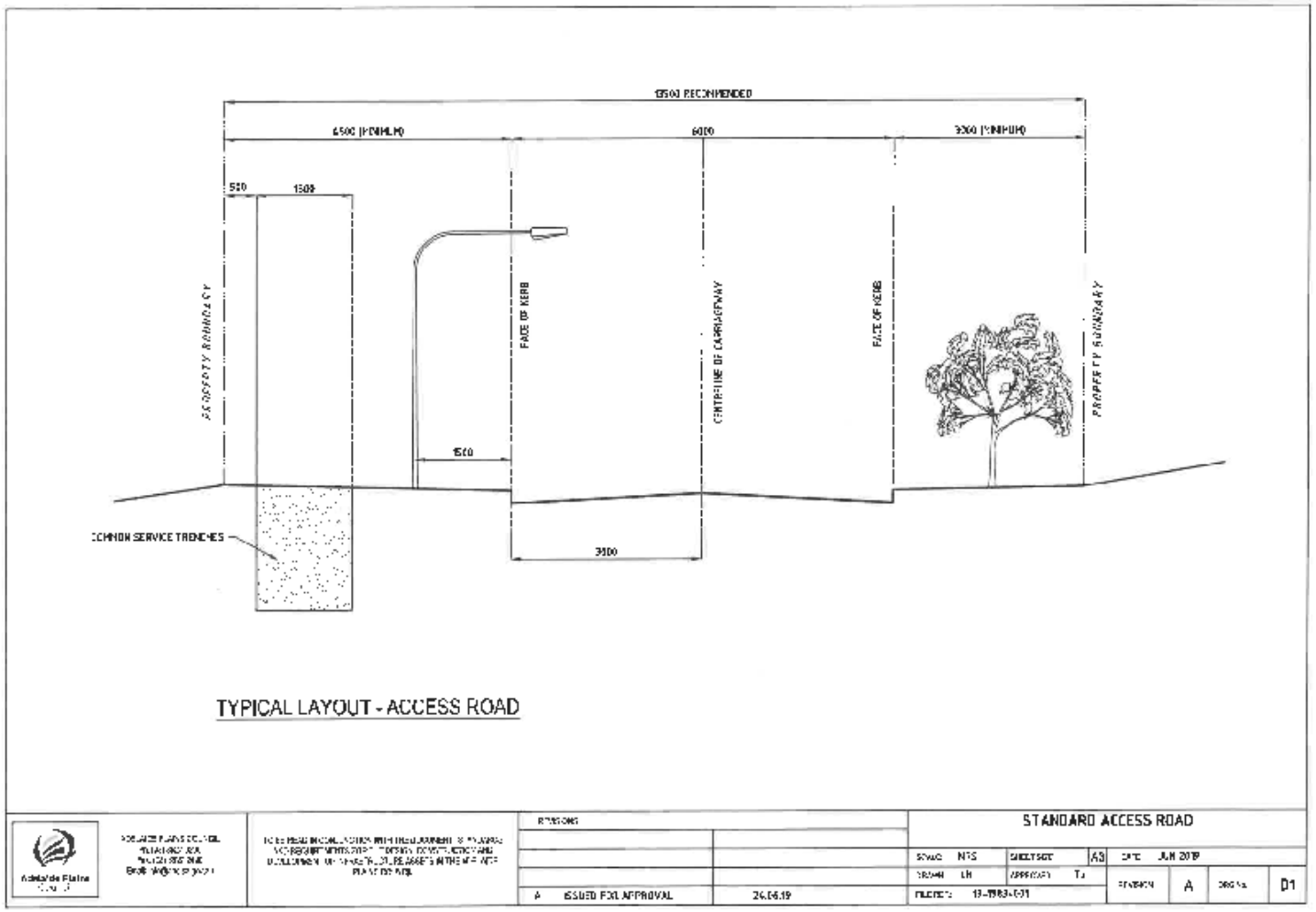
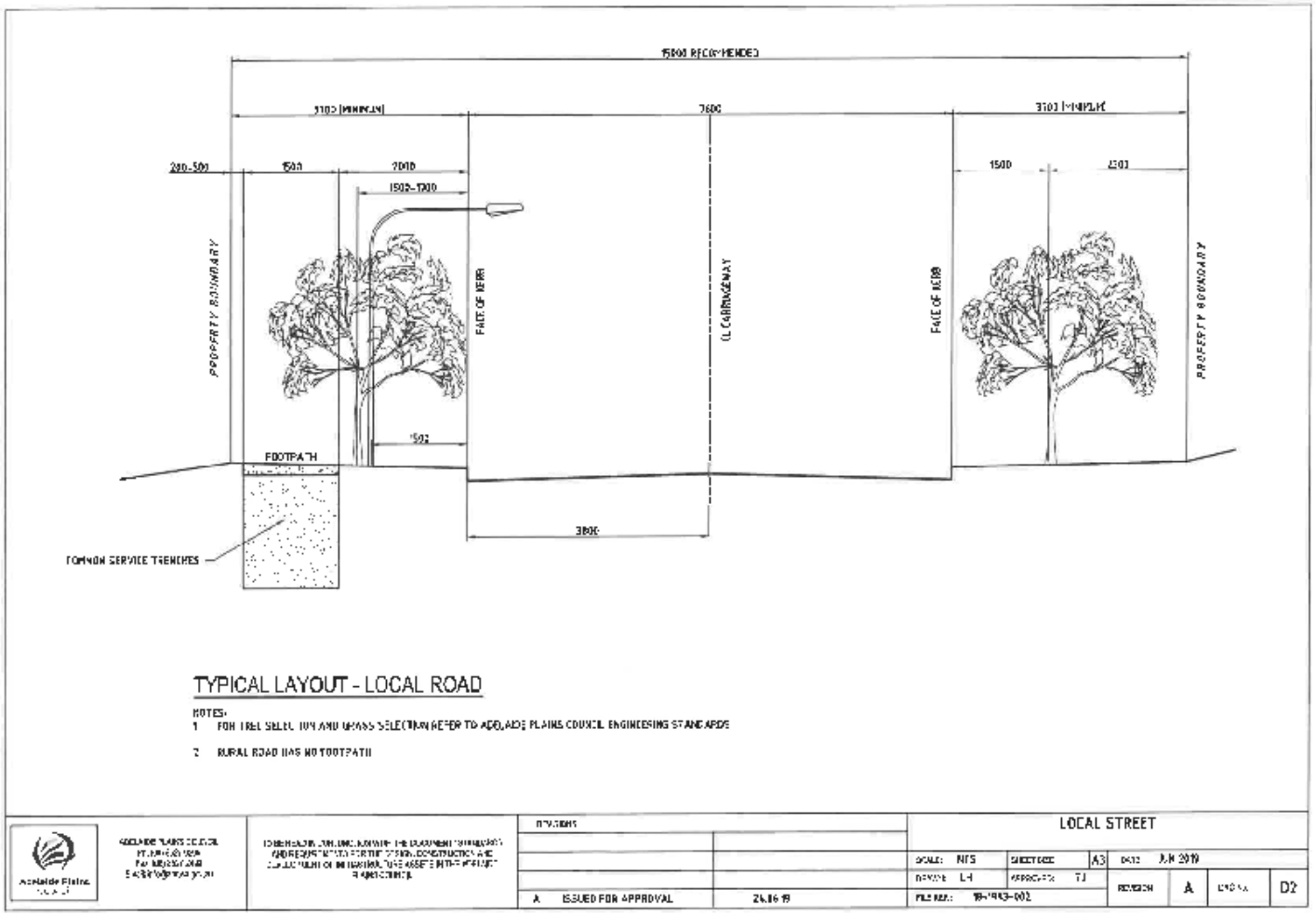
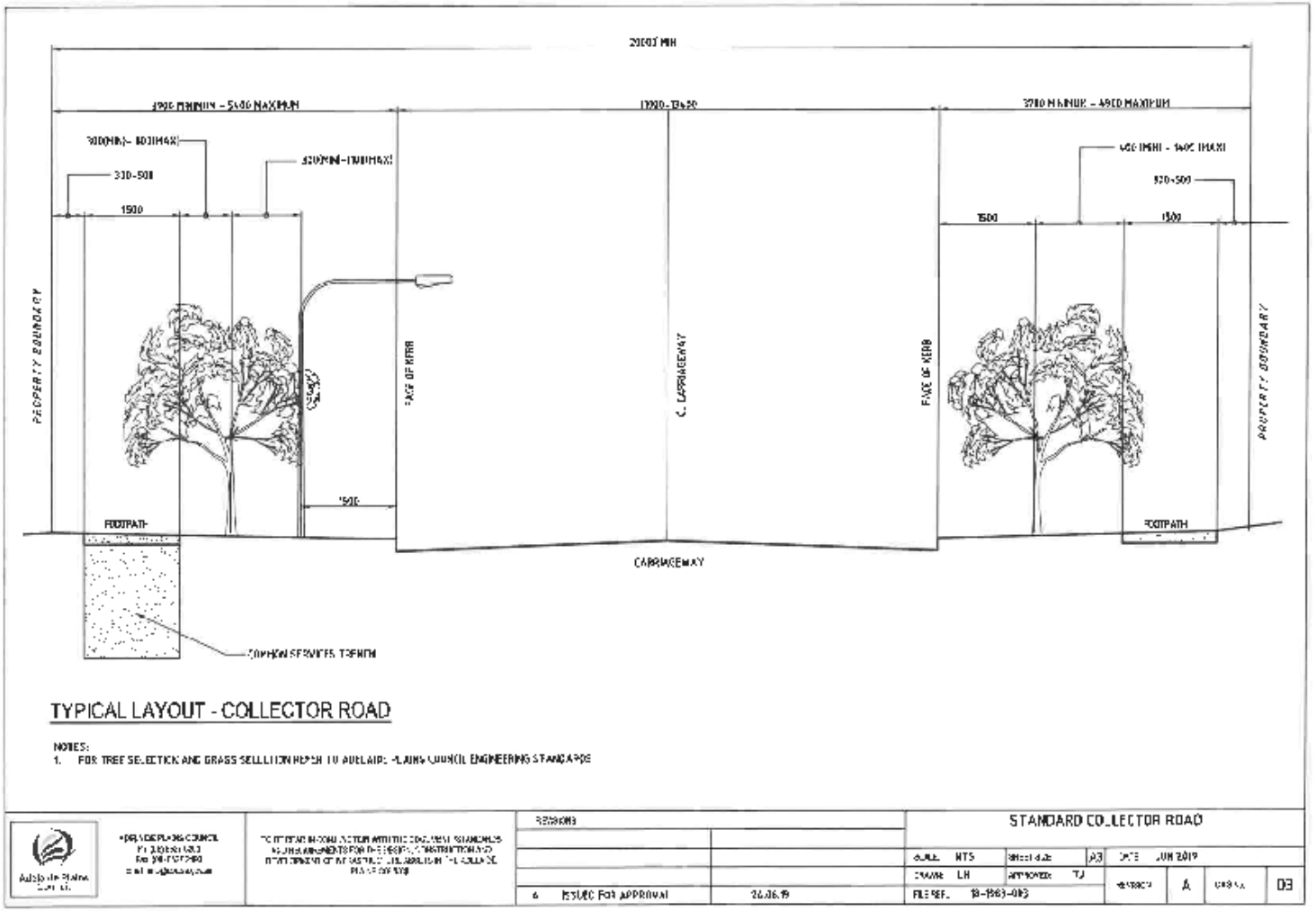
D1 – Residential Access Sealed Road, Carriageway Width 6m



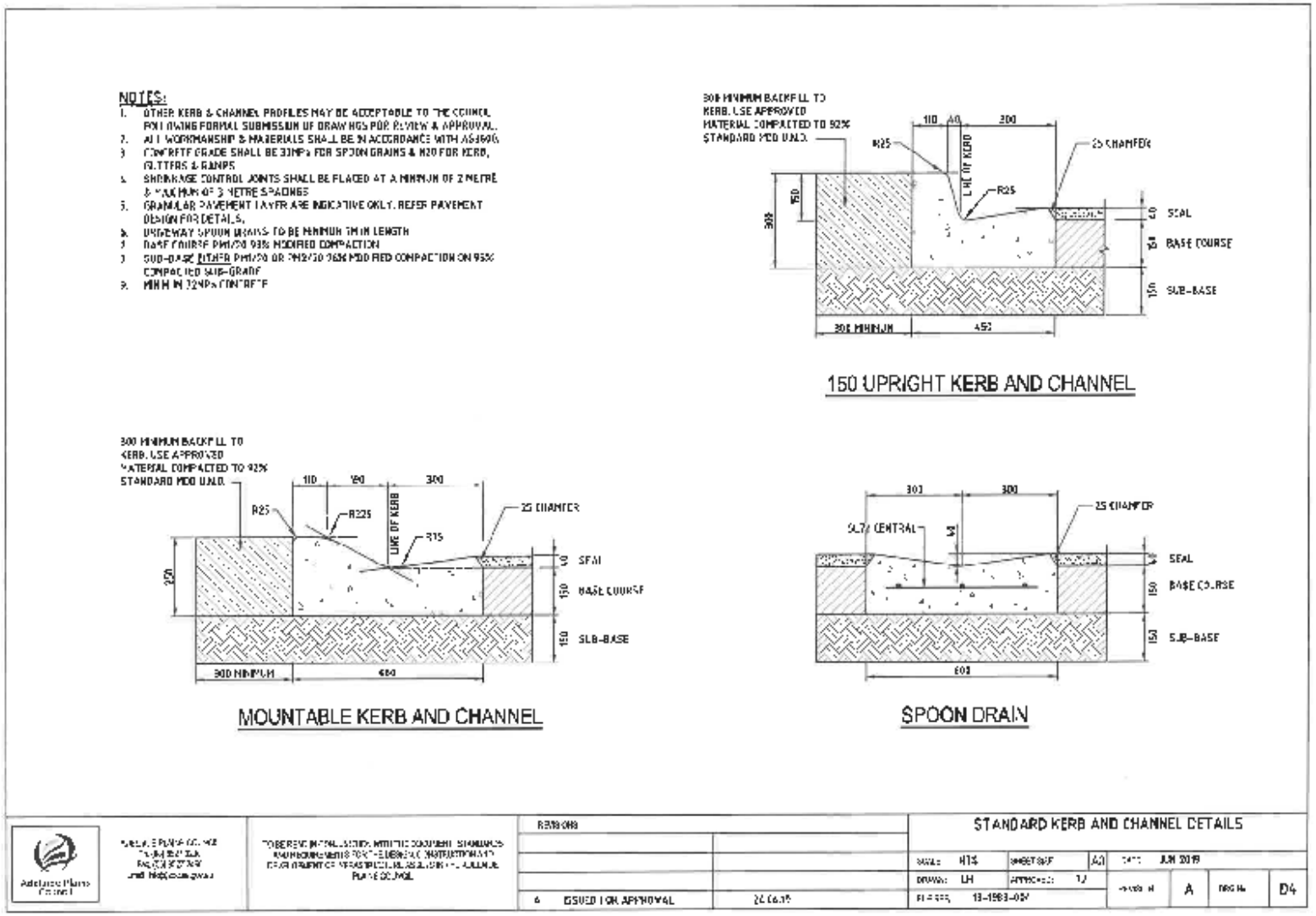
D2 – Residential Local Sealed Road, Carriageway Width 7.6m



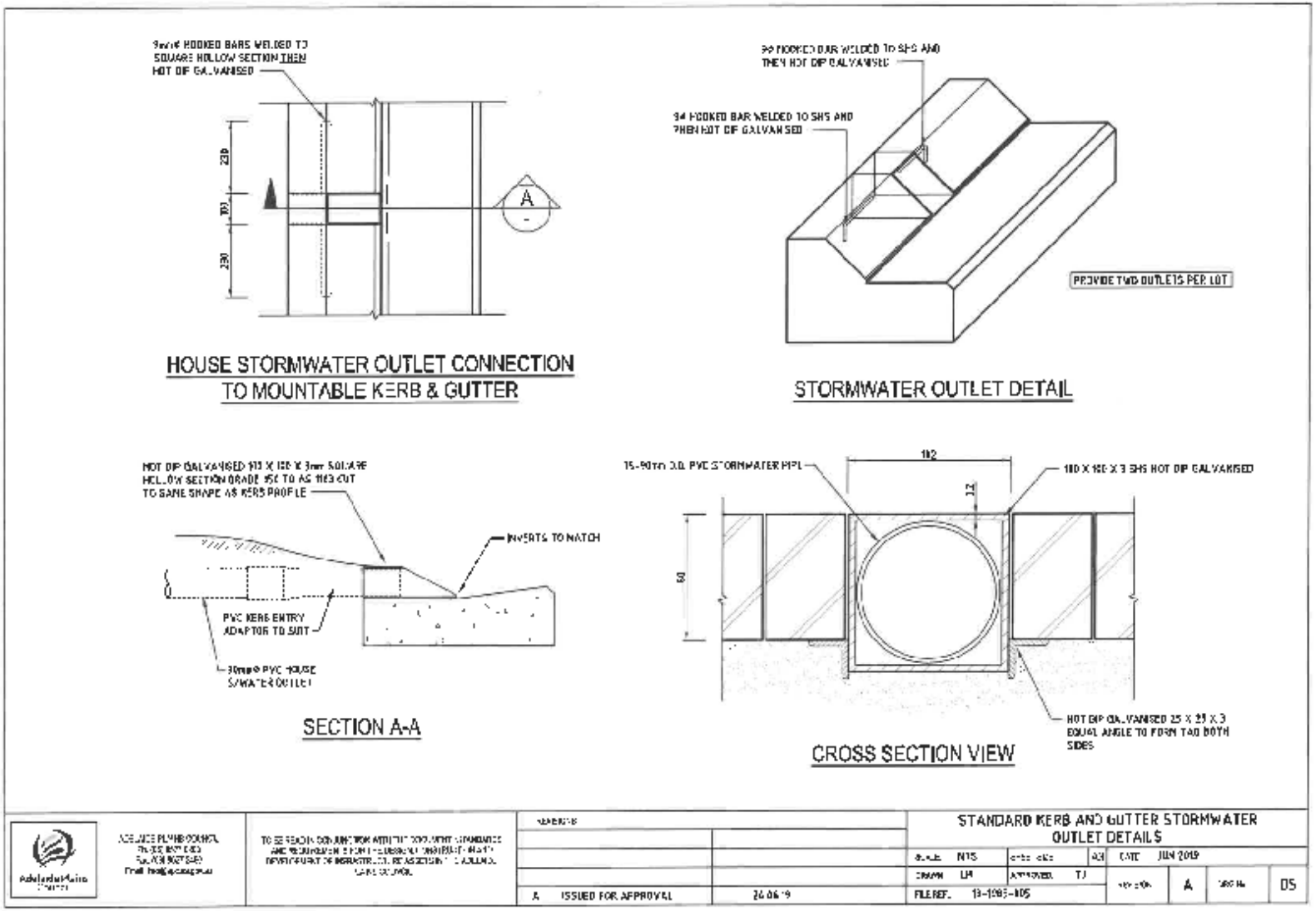
D3 – Residential Collector Sealed Road, Carriageway Width 11.0 - 13.4m



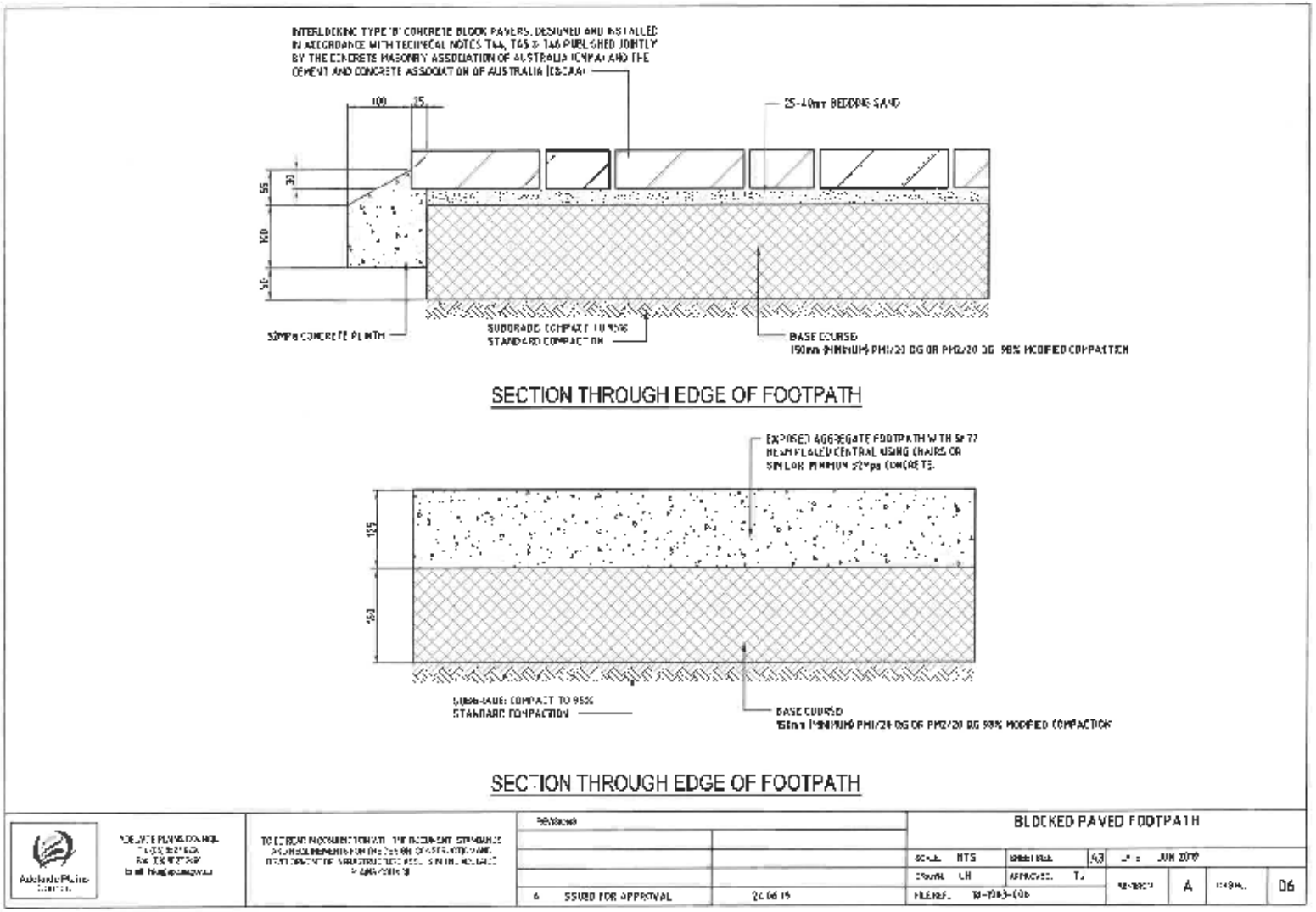
D4 – Mountable Kerb & Channel, 150mm Upright Kerb & Channel, Spoon Drain Details



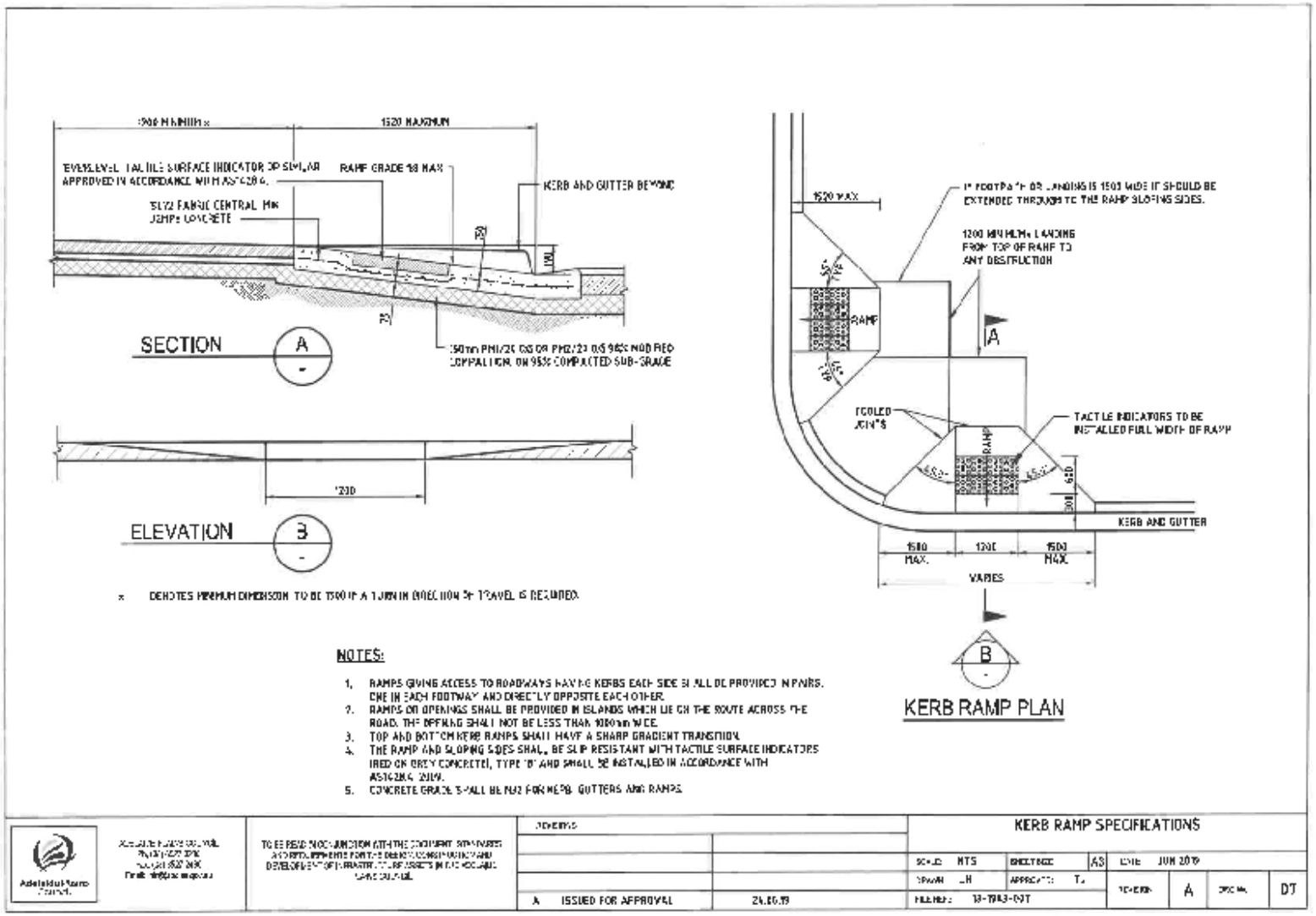
D5 – Kerb & Channel Stormwater Outlet Details



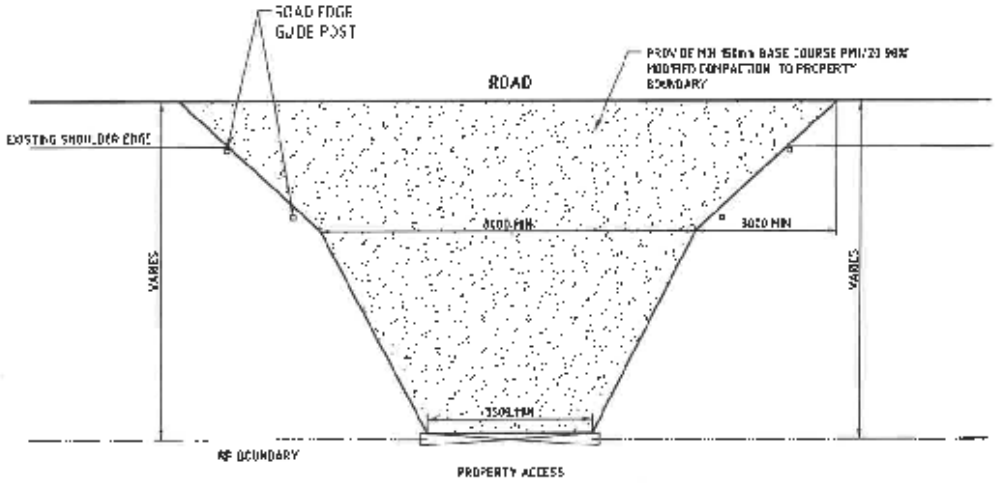
D6 – Blocked Paved Footpath



D7 – Kerb Ramp Specifications



D8 – Rural Vehicle Crossover – 150mm PM1/20QG

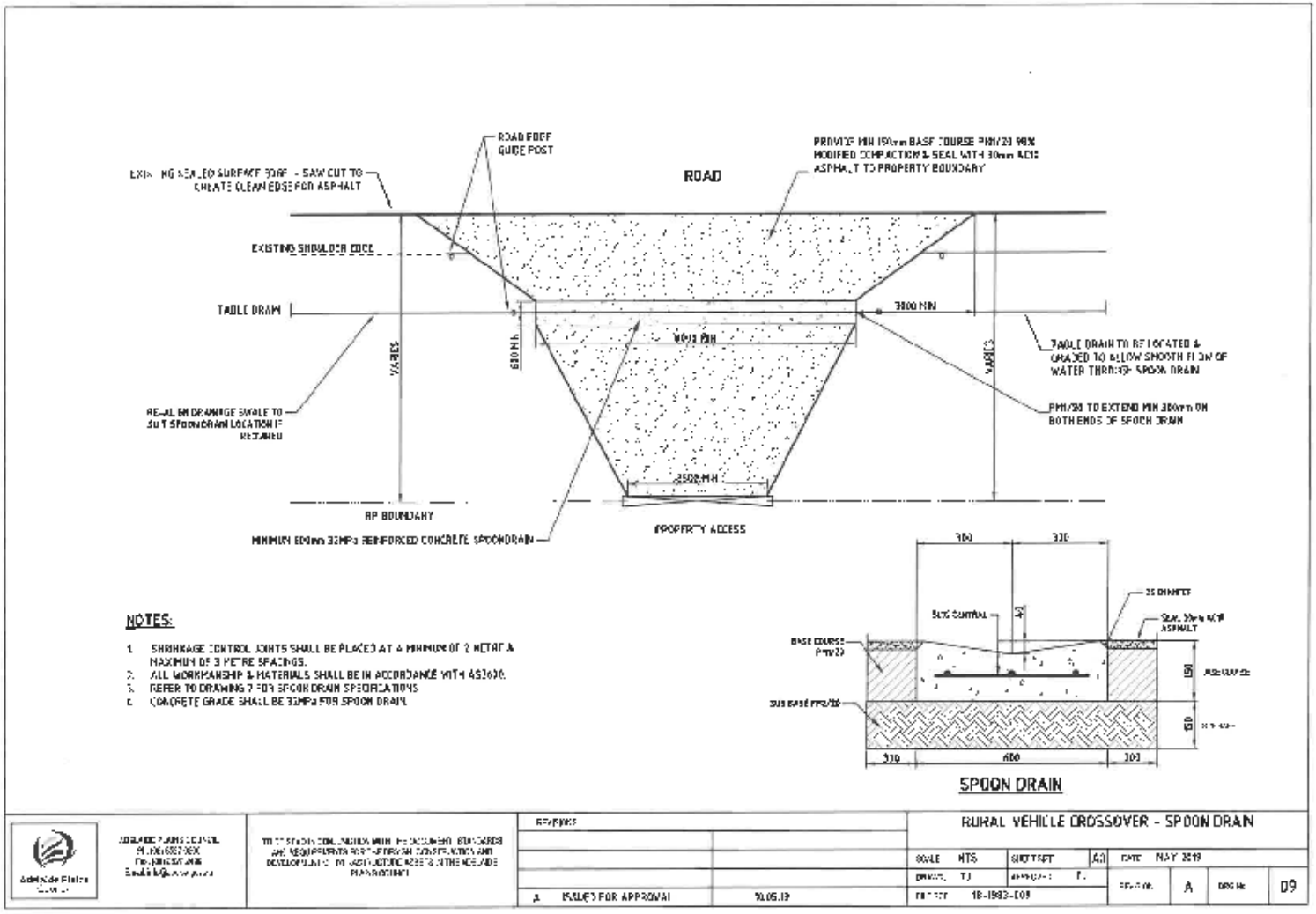


NOTES:

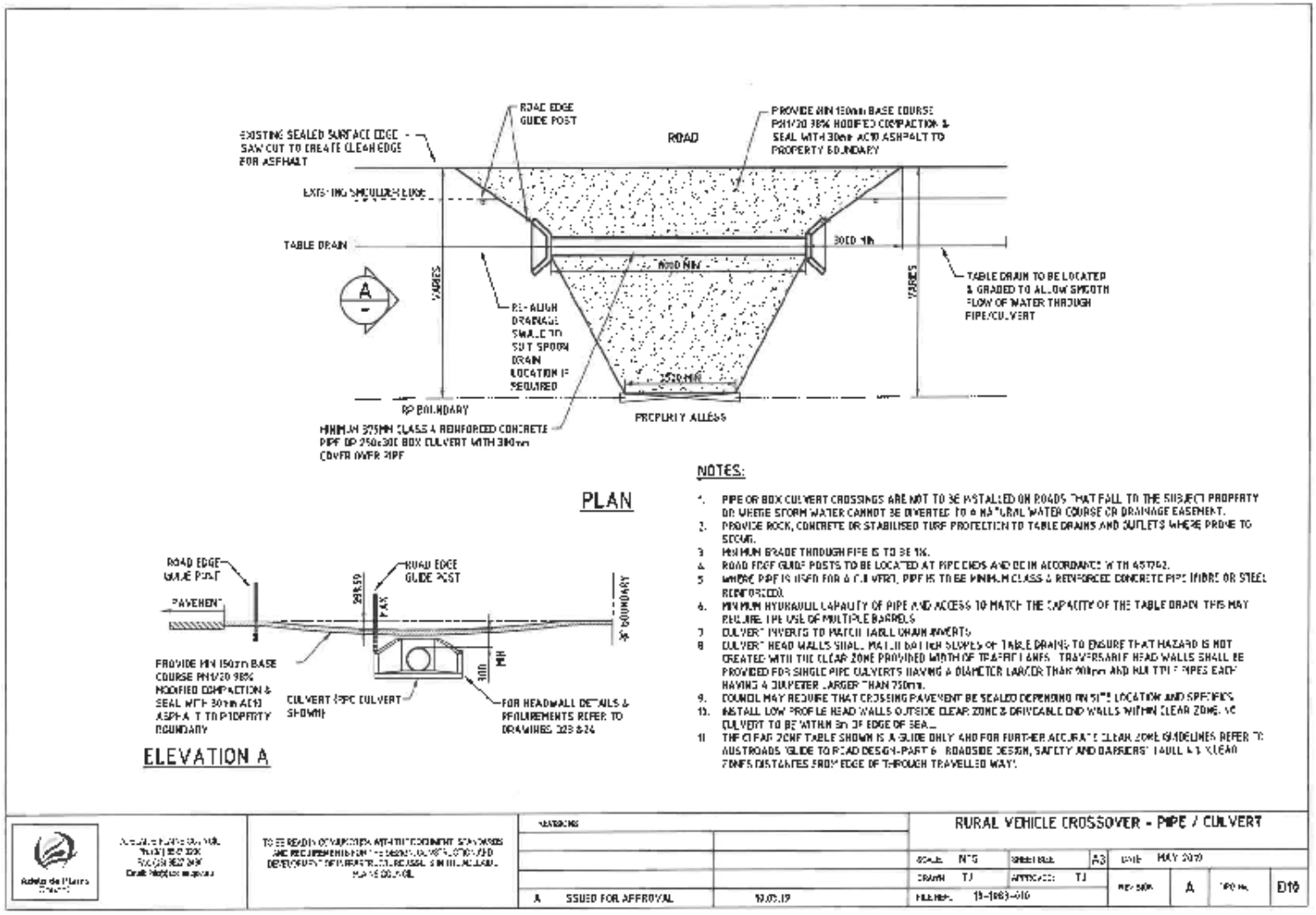
1. ALL WORKMANSHIP & MATERIALS SHALL BE IN ACCORDANCE WITH AS3600.
2. COUNCIL MAY REQUIRE PIPES/HEADWALLS OR SPOON DRAIN OPENING ON SITE LOCATION AND SPECIFICS. REFER TO D9 & D10.
3. COUNCIL REQUIRE ALTERNATIVE SPECIFICATION FOR CROSSOVERS INTENDED FOR COMMERCIAL VEHICLES - 200mm BASE COURSE PM1/20 98% MODIFIED COMPACTION TO PROPERTY BOUNDARY. REFER TO D10 FOR SEMI/A DOUBLE ACCESS PRESCRIBED RADIUSES

Adelaide Plains Council	REVISIONS	RURAL VEHICLE CROSSOVER – 150MM PM1 / 20	
	A ISSUED FOR APPROVAL 10.05.19	SCALE: 1:50 SHEET SIZE: A2 DATE: MAY 2019	
		DRAWN: TJ APPROVED: TJ	REVISION A DRAWING D8

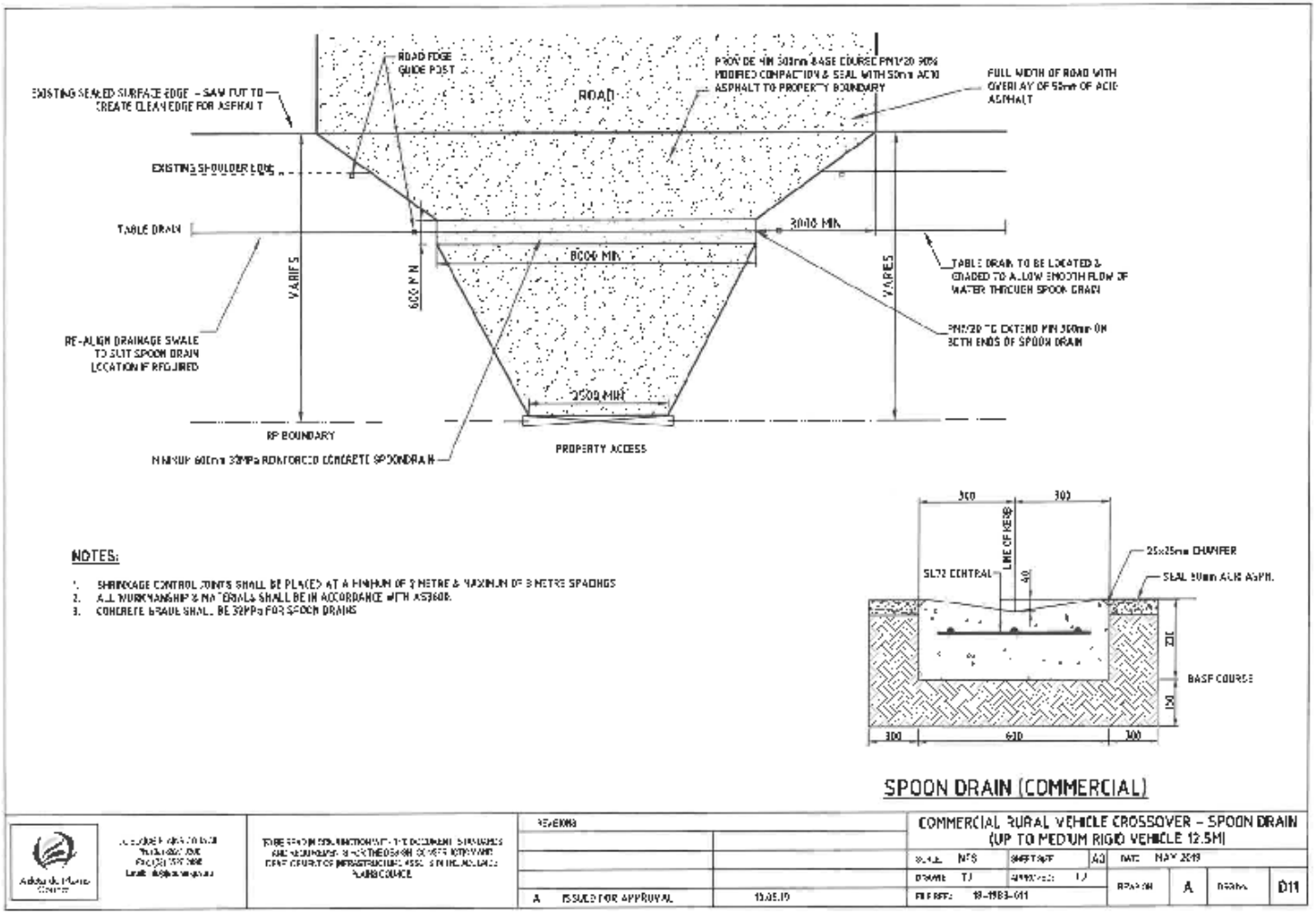
D9 – Rural Vehicle Crossover – Spoon Drain



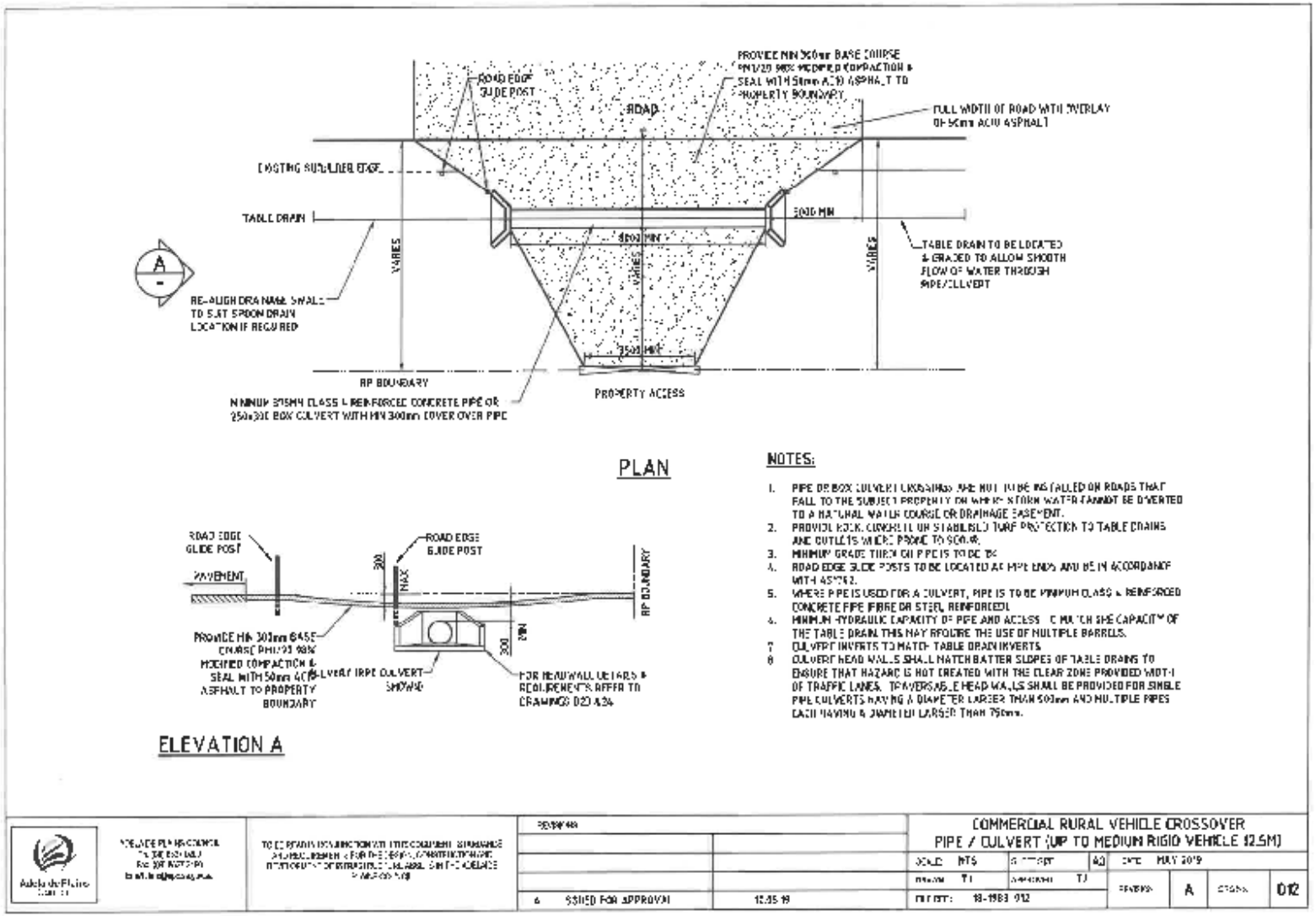
D10 – Rural Vehicle Crossover – Pipe / Culvert



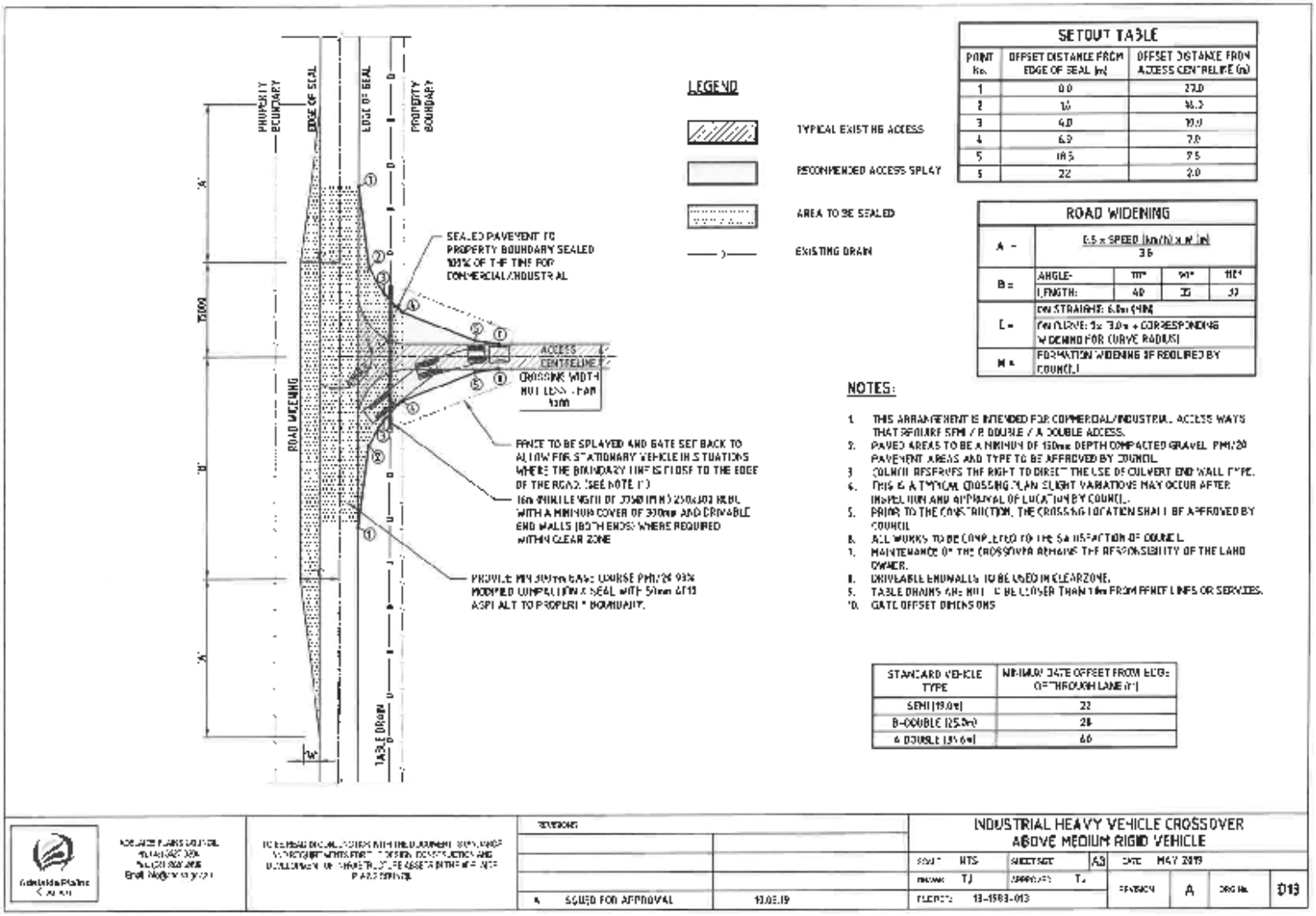
D11 – Commercial Rural Vehicle Crossover – Spoon Drain (Up To Medium Rigid Vehicle 12.5M)



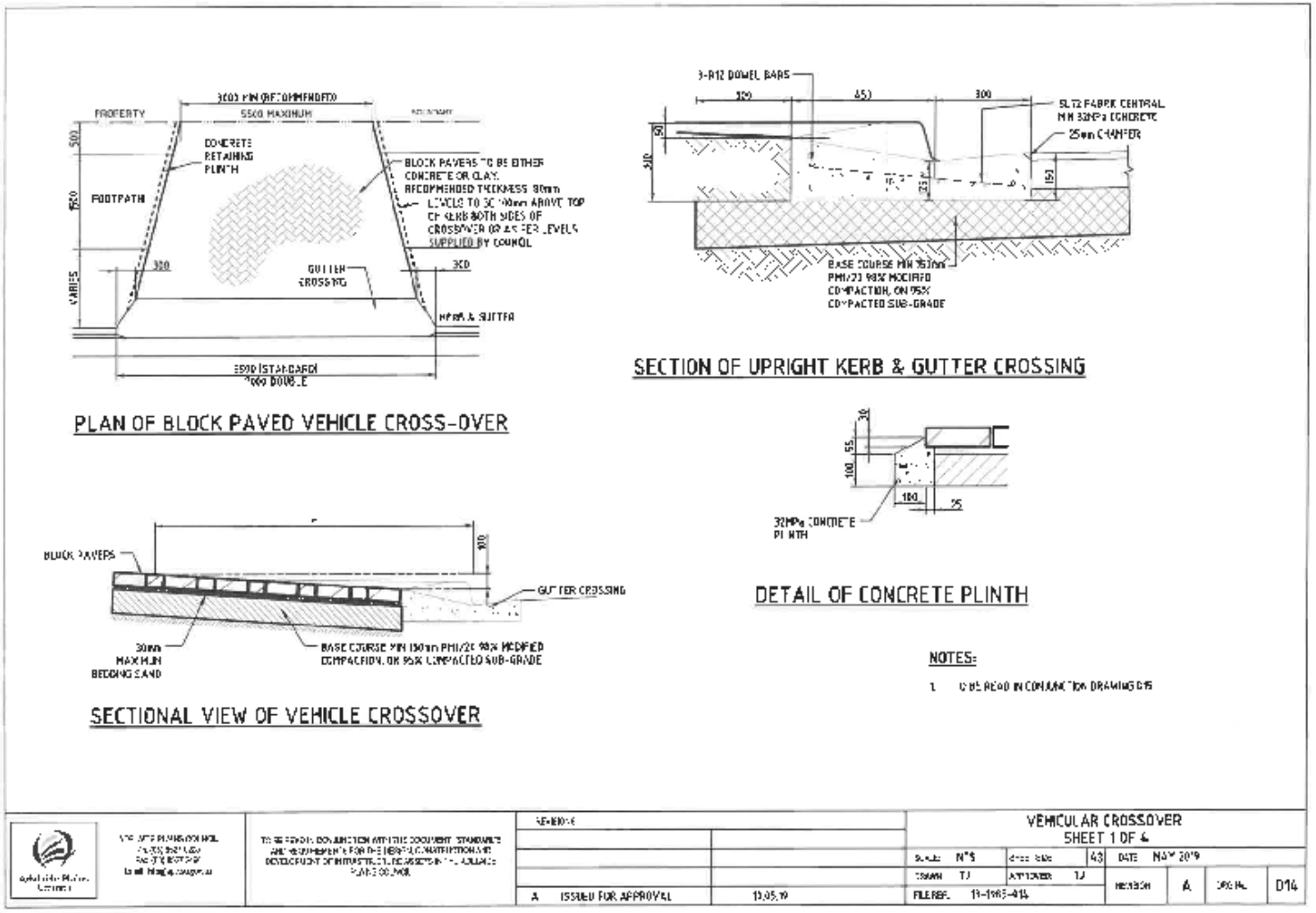
D12 – Commercial Rural Vehicle Crossover – Pipe / Culvert (Up To Medium Rigid Vehicle 12.5M)



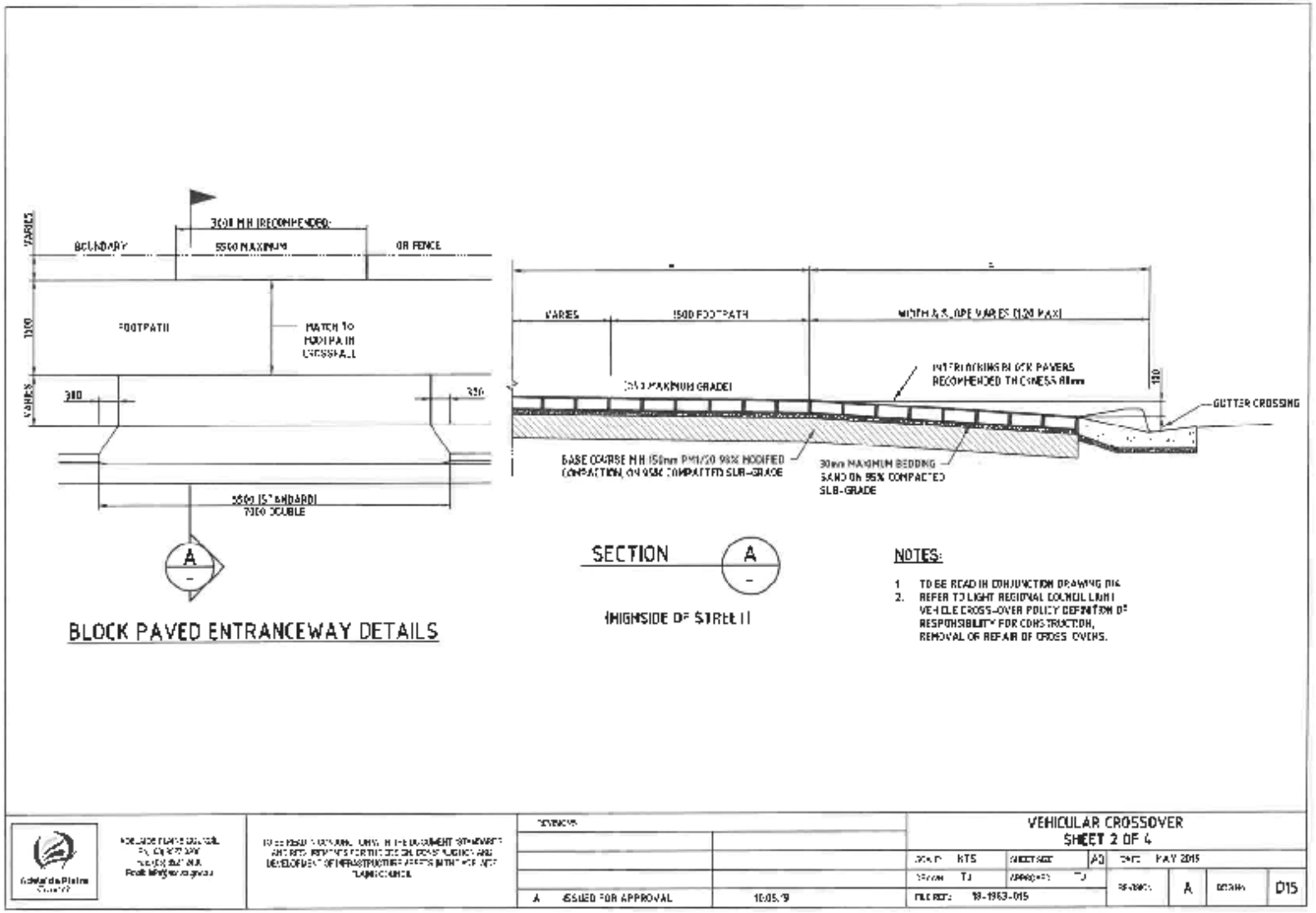
D13 – Industrial Heavy Vehicle Crossover Above Medium Rigid Vehicle



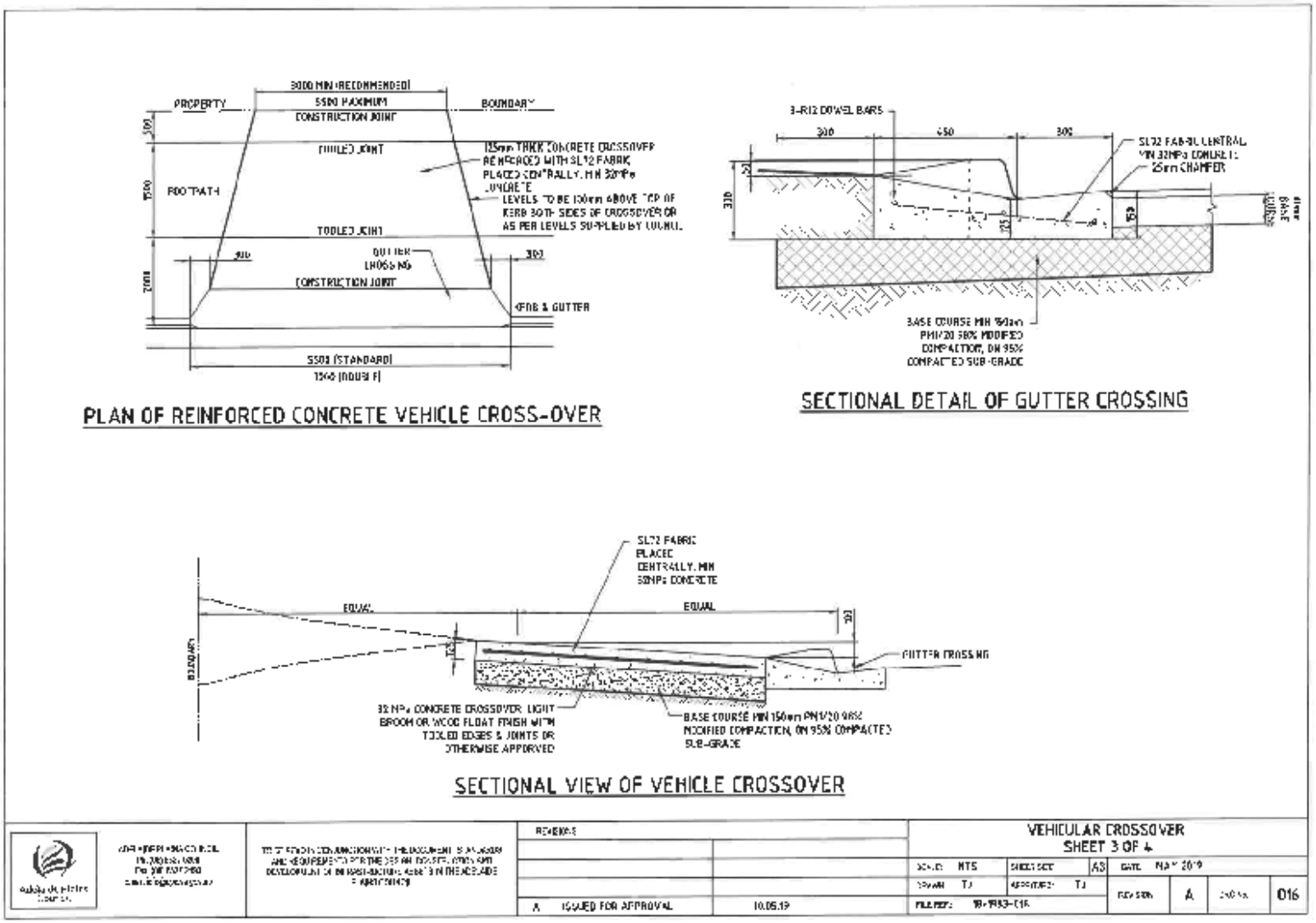
D14 – Vehicular Crossover, Sheet 1 of 4



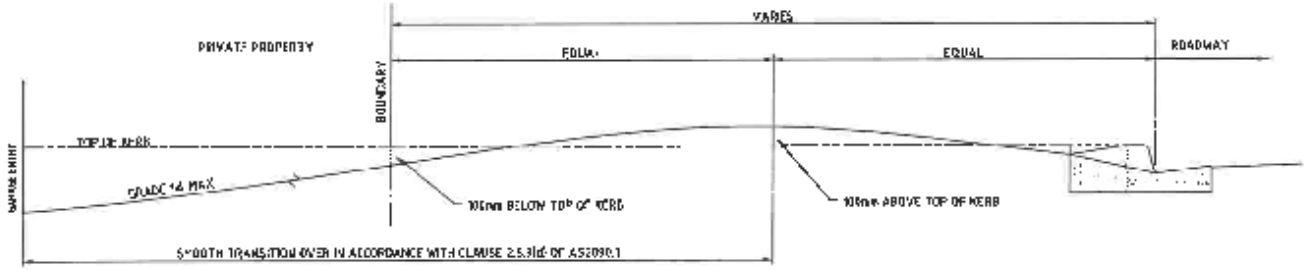
D15 – Vehicular Crossover, Sheet 2 of 4



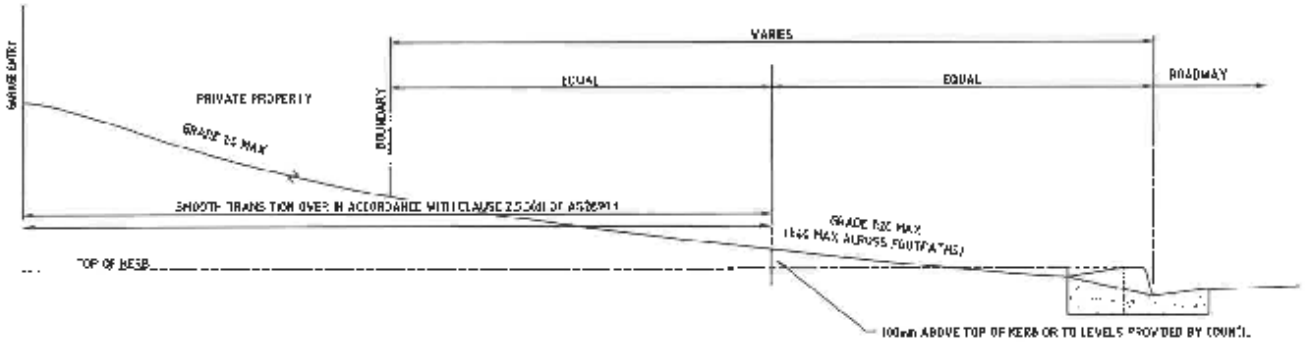
D16 – Vehicular Crossover, Sheet 3 of 4



D17 – Vehicular Crossover, Sheet 4 of 4



LONGITUDINAL DRIVEWAY SECTION – LOWER SIDE OF STREET



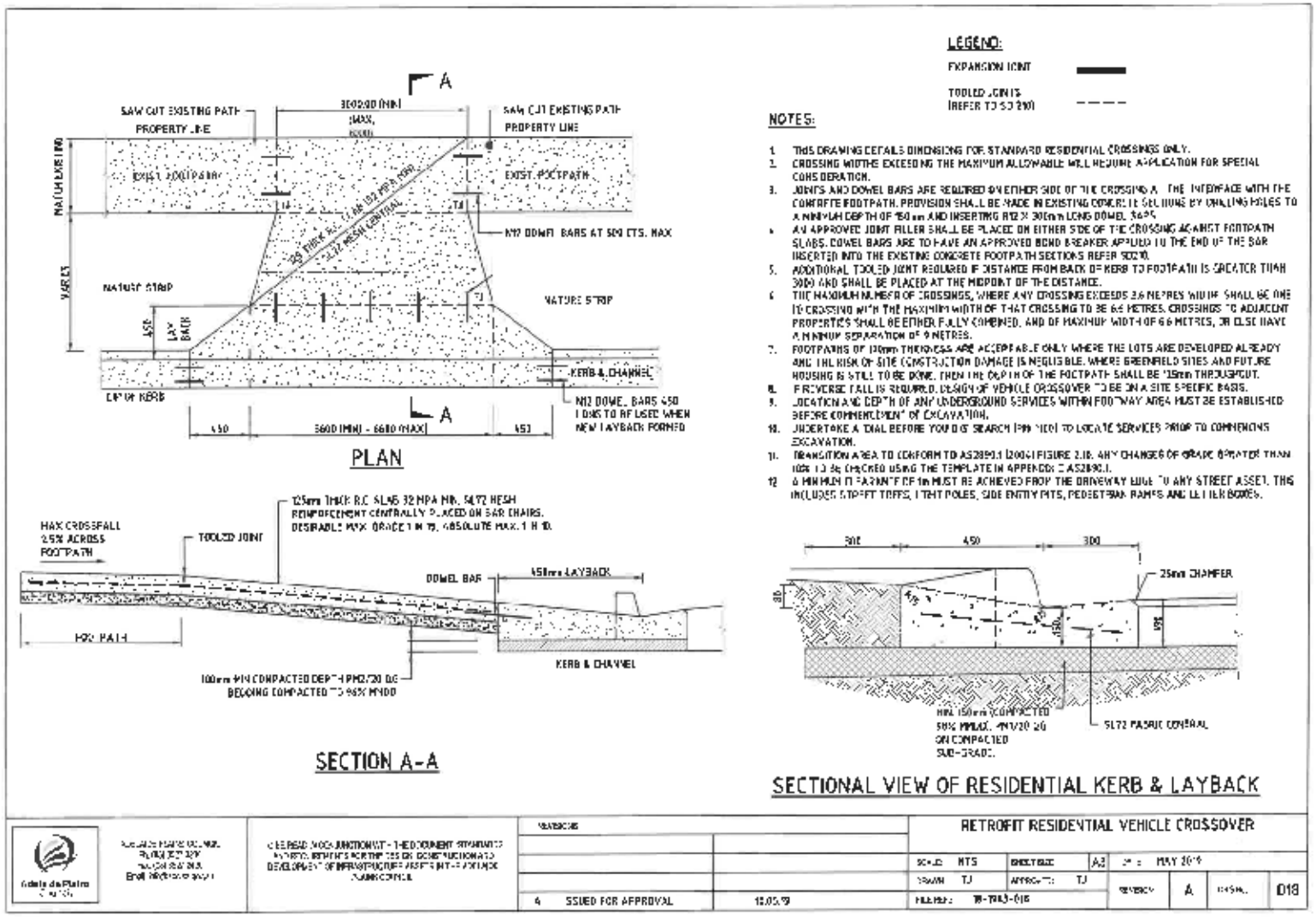
LONGITUDINAL DRIVEWAY SECTION - HIGHER SIDE OF STREET

NOTES:

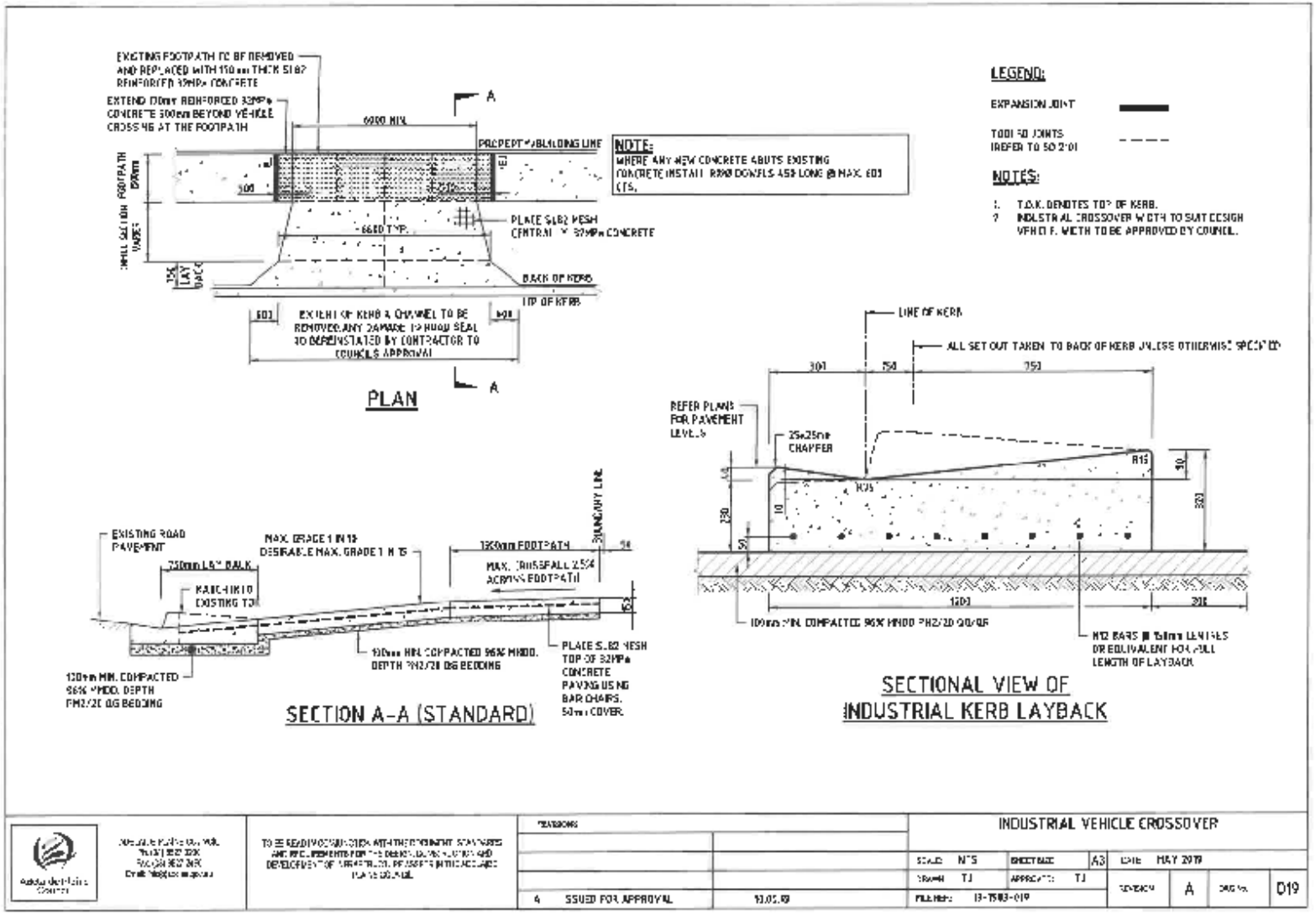
1. LOCATION AND DEPTH OF ANY UNDERGROUND SERVICES WITHIN FOOTWAY AREA MUST BE ESTABLISHED BEFORE COMMENCEMENT OF EXCAVATION.
2. UNDERTAKE A 'DIAL BEFORE YOU DIG' SEARCH (PH 1100) TO LOCATE SERVICES PRIOR TO COMMENCING EXCAVATION.
3. TRANSITION AREA TO CONFORM TO AS2890.1(2004) FIGURE 2.10. ANY CHANGES OF GRADE GREATER THAN 1:16 (6.25%) TO BE CHECKED USING THE TEMPLATE IN APPENDIX C AS2890.1

Adelaide Plains Council	ADELAIDE PLAINS COUNCIL	REVISIONS		VEHICULAR CROSSOVER SHEET 4 OF 4				
				SCALE: NTS	SHEET SIZE: A3	DATE: MAY 2019		
				DRAWN: TJ	CHECKED: TJ	REVISION: A	DRAWING: D17	
		A ISSUED FOR APPROVAL	13.05.19	FILE REF: 13-1983-017				

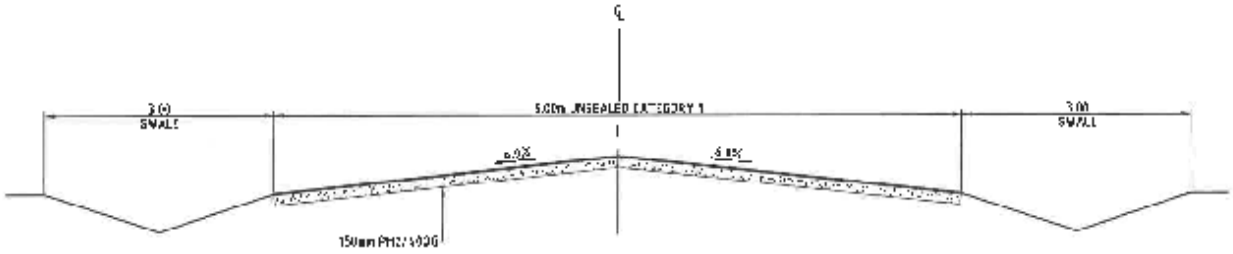
D18 – Retrofit Residential Vehicle Crossover



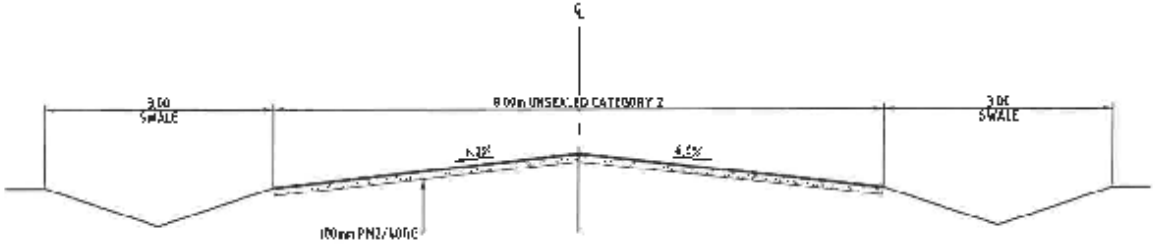
D19 – Industrial Vehicle Crossover



D20 – Rural Road, Unsealed Category 1 & 2



UNSEALED CATEGORY 1



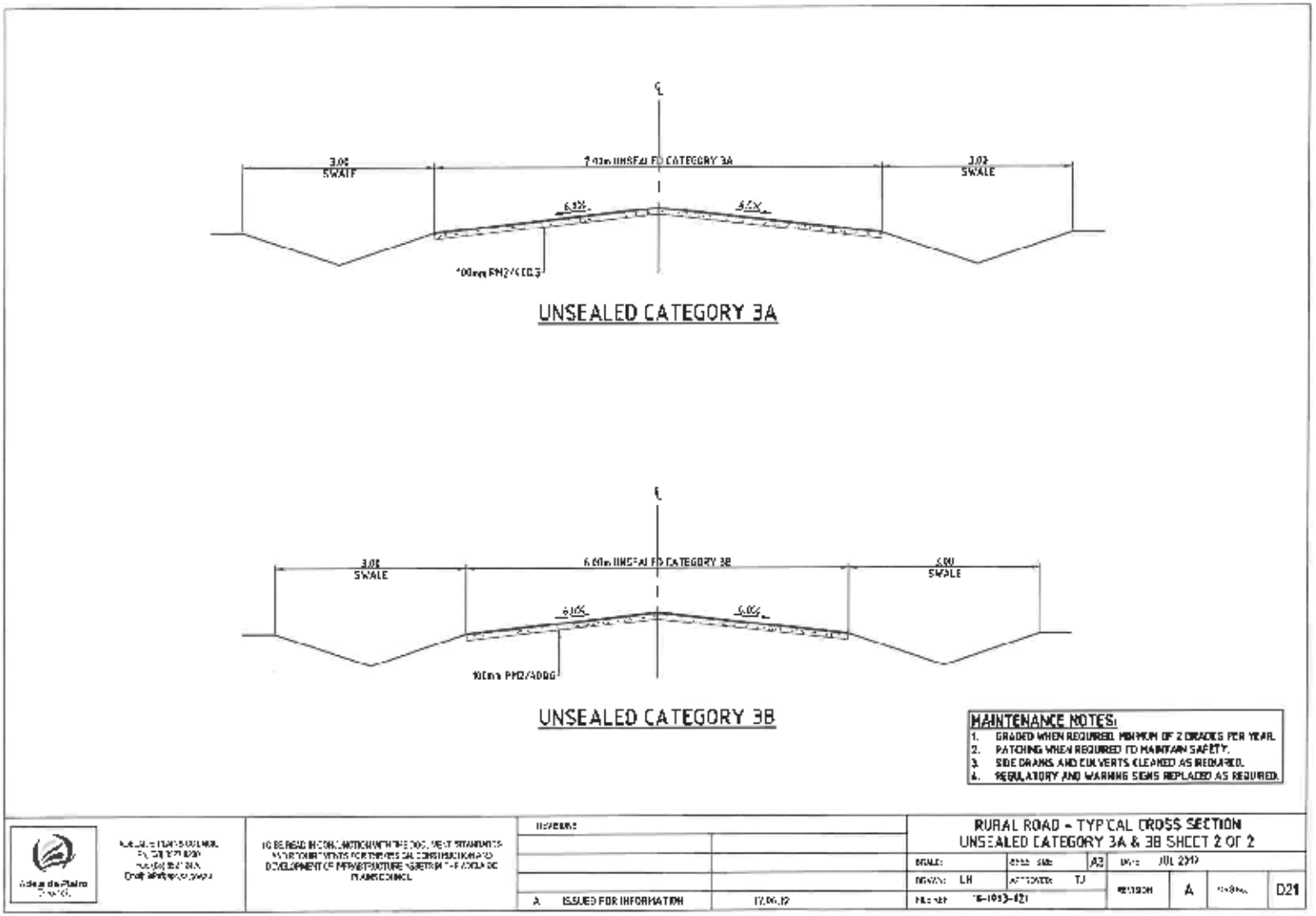
UNSEALED CATEGORY 2

MAINTENANCE NOTES:

1. GRADED WHEN REQUIRED, MINIMUM OF 3 GRADES PER YEAR.
2. PATCHING WHEN REQUIRED TO MAINTAIN SAFETY.
3. SIDE DRAINS AND CULVERTS CLEANED AS REQUIRED.
4. REGULATORY AND WARNING SIGNS REPLACED AS REQUIRED

Adelaide Plains Council	REVISIONS	RURAL ROAD - TYPICAL CROSS SECTION UNSEALED CATEGORY 1 & 2 SHEET 1 OF 2	
	4 ISSUED FOR INFORMATION 17.06.19	SCALE: / SHEET SIZE: A3 / DATE: JUL 2019	
		DRAWN: LH / APPROVED: TJ	REVISION: A / DRAWING: C20
		FILE REF: 19-1983-020	

D21 – Rural Road, Unsealed Category 3A & 3B



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Appendix F Descriptions - Sealed Road Designs & Unsealed Road Categories

D0		**Newly Constructed Rural Sealed Road Carriageway 9.2m – (Bitumen Seal 7.2m min)**

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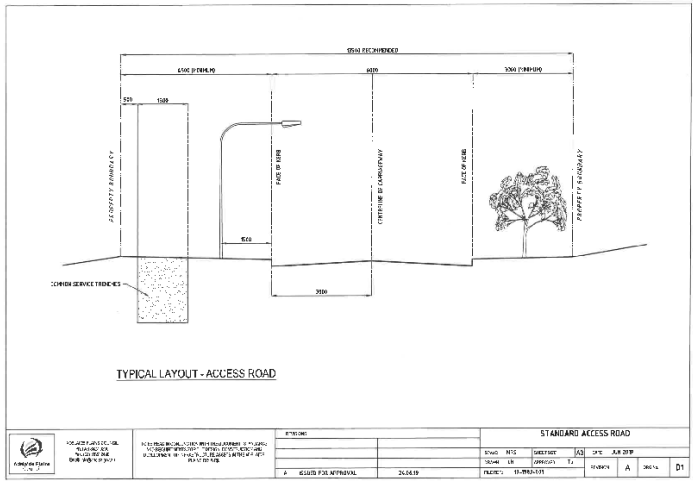
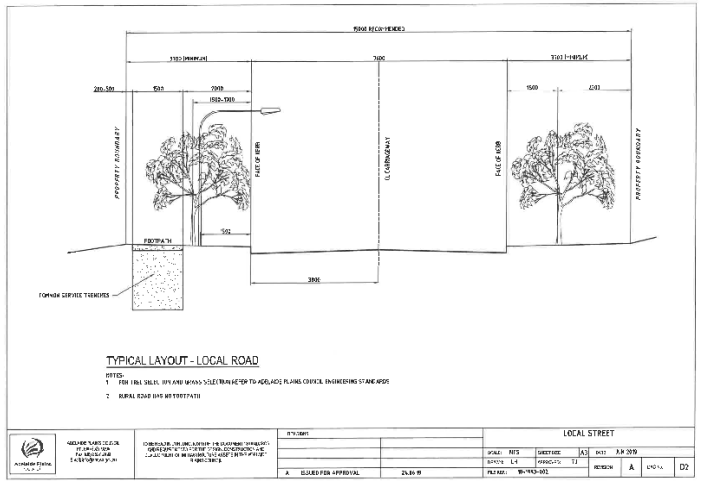
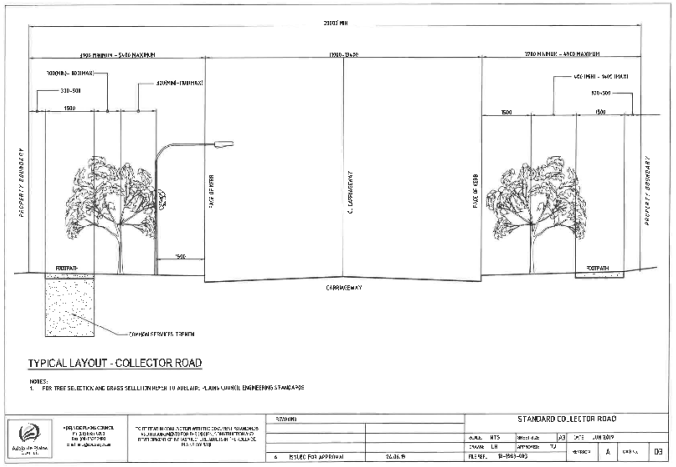
D1 **6m wide**		
D2 **7.6m wide**		

D3 **11.0 - 13.4m wide**		
D20 **Cat 1 9m wide** **Cat 2**		**Typical Category 1 Road** **Rural Sheeted Road – Good Condition**

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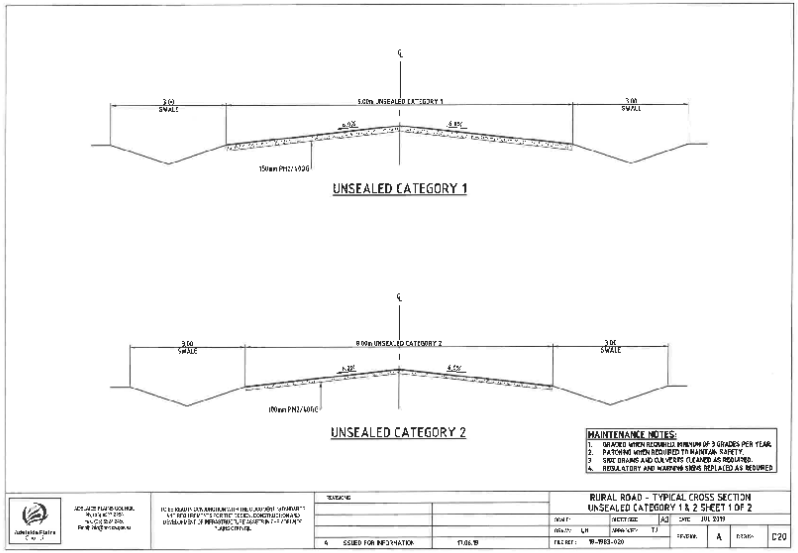
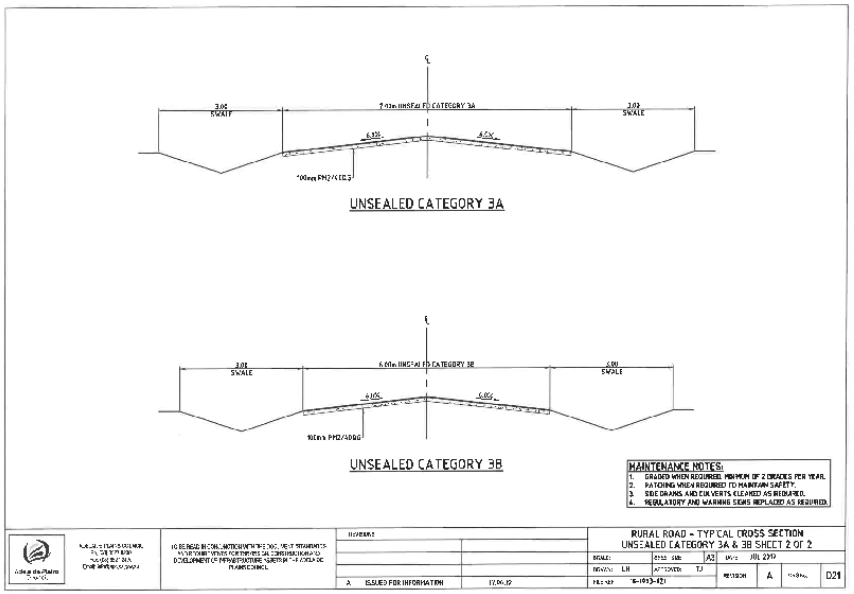
8m wide		**Typical Category 2 Road** **Rural Sheeted Road**

DRAFT

D21 **Cat 3-A 7m wide** **Cat 3-B 6m wide** **Cat 3-C 6m wide**		**Typical Category 3-A Road** **Rural Sheeted Road Showing Signs of Wear and Developing of Patches**

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Cat 4-A **various widths**	No Design Required	**Natural Formed Road**

DRAFT

ASSET MANAGEMENT PLAN
Buildings & Land

Document Control	Asset Management Plan				
Document ID :					
Rev No	**Date**	**Revision Details**	**Author**	**Reviewer**	**Approver**
V1.11	June 2021	Develop Buildings & Land Infrastructure Asset Management Plan	IAC		
V1.11	July 2021	For Review	IAC	GMEI EMT	EMT

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1.0 Introduction

1.1 Background

This Asset Management Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period.

The Asset Management Plan is to be read with Asset Management Policy and Asset Management Strategy, where developed, along with other key planning documents:

- Strategic Plan
- Annual Business Plan
- Long Term Financial Plan

Council own and manage 45 different buildings, 16 easements and 162 parcels of land. The building assets were split into complex and non-complex with the complex buildings collected at a detailed component level consisting of:

- Buildings
- Fit-outs
- Buildings Componentry (electrical, plumbing, roofing)
- Site Improvements
- Sub and Super Structures
- Land

Councils land, building assets are valued at either Level 2 (market value) or Level 3 (current replacement costs).

This Building Infrastructure Asset Management Plan provides for Councils building and land network and has been developed using an asset register which was digitised using historical plans and field collection during 2020. The register was valued as at 30 June 2020 and has been updated with 2021/2022 capital works to the value of $80,000.

The infrastructure assets included in this plan have a total replacement value of $28,478,471.94

Asset	Quantity	Renewal Value	Total Value
Buildings	45	$2,771,072.00	$2,771,072.00
Buildings Componentry, Electrical	19	$1,163,552.60	$1,163,552.60
Buildings Componentry, Plumbing	19	$1,057,797.44	$1,057,797.44
Buildings Componentry, Roof	19	$692,990.76	$692,990.76
Fit-Outs Buildings	19	$3,421,705.48	$3,421,705.48
Sub Structures	19	$841,383.09	$841,383.09
Super Structures	19	$5,004,570.57	$5,004,570.57
Land	162	$13,285,000	$13,285,000
Easements	16	$240,400.00	$240,400.00
Total			**$28,478,471.94**

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 1.1.1

Table 1.1.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Residents and Ratepayers	▪ Ultimate beneficiaries of the AMP process ▪ Feedback collected throughout the year ▪ Annual satisfaction survey undertaken
Insurers	▪ Local Government Mutual Liability Scheme
Lessees	▪ Leases operating who provide feedback on services, and have a range of maintenance responsibilities
State & Federal Government	▪ Responsible for awarding grants to Council and sporting groups
Visitor / Tourists	▪ Regular satisfaction surveys undertaken, and feedback collected
Council	▪ To act as custodians of community assets ▪ To set Asset Management Policy and vision ▪ Allocate resources to meet Council objectives in providing services while managing risks
Executive Management Team	▪ Responsible for the development, management and review of an Asset Management Strategy, associated plans, practices and reporting on the status and effectiveness of Council's asset management ▪ To monitor and review the performance of employees in achieving the asset management strategy, plans and practices ▪ To ensure sufficient resources are applied to manage the assets to legislative requirements; and ▪ Accountable for the management of assets within their areas of responsibility
Asset Manager and Staff	▪ To lead the development of the Asset Management Plans ▪ To develop and implement maintenance, renewal and capital works programs in accordance with the Asset Management Policy, Strategy, Plans, as well as budget allocations ▪ Develop Specific Management Plans (upgrade, renewal, maintenance, operations, disposal) ▪ To deliver levels of service to agreed risk and cost standards and expectations ▪ To report asset related risk and damage ▪ To establish and monitor asset compliance and risk inspection regimes ▪ To manage asset condition assessments ▪ To provide technical expertise to the Executive Management Team

1.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

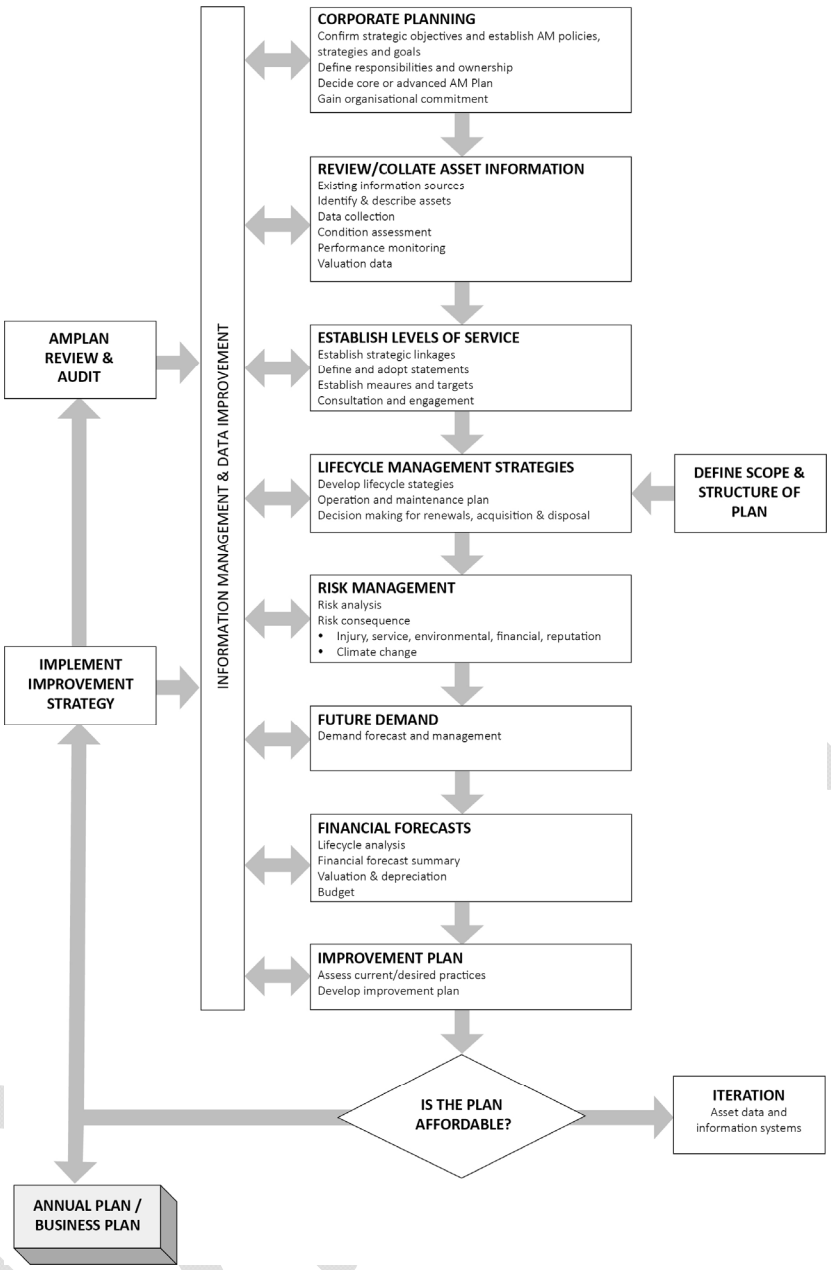
- International Infrastructure Management Manual 2015 [1]
- ISO 55000[2]

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11

[1] Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2| 13
[2] ISO 55000 Overview, principles and terminology


CORPORATE PLANNING
Confirm strategic objectives and establish AM policies, strategies and goals
Define responsibilities and ownership
Decide core or advanced AM Plan
Gain organisational commitment
REVIEW/COLLATE ASSET INFORMATION
Existing information sources
Identify & describe assets
Data collection
Condition assessment
Performance monitoring
Valuation data
ESTABLISH LEVELS OF SERVICE
Establish strategic linkages
Define and adopt statements
Establish meaures and targets
Consultation and engagement
LIFECYCLE MANAGEMENT STRATEGIES
Develop lifecycle stategies
Operation and maintenance plan
Decision making for renewals, acquisition & disposal
DEFINE SCOPE & STRUCTURE OF PLAN
RISK MANAGEMENT
Risk analysis
Risk consequence
• Injury, service, environmental, financial, reputation
• Climate change
FUTURE DEMAND
Demand forecast and management
FINANCIAL FORECASTS
Lifecycle analysis
Financial forecast summary
Valuation & depreciation
Budget
IMPROVEMENT PLAN
Assess current/desired practices
Develop improvement plan
INFORMATION MANAGEMENT & DATA IMPROVEMENT
AMPLAN REVIEW & AUDIT
IMPLEMENT IMPROVEMENT STRATEGY
IS THE PLAN AFFORDABLE?
ITERATION
Asset data and information systems
ANNUAL PLAN / BUSINESS PLAN

2.0 LEVELS OF SERVICE

The community generally expect that Council will have the necessary infrastructure and operation and maintenance practices in place to manage Councils Buildings and Land.

Levels of service relate to outcomes the customer receives in terms of quality, quantity, responsiveness and performance as provided by the asset, they area developed in line with Councils strategic and corporate goals and legislative requirements.

Community Levels of Service relates to the service outcomes that the community wants in terms of quality, quantity, responsiveness, amenity, safety and financing.

Table 2.1.1 Community Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Desired Level of Service
CUSTOMER (COMMUNITY) LEVEL OF SERVICE				
Quality	Fit for purpose and suitable for public use in today's legislative environment considering local community demands while being mindful of heritage aspects	Engagement with community associations Customer feedback and customer service requests Management/consultant reports Building inspection	Report from user group and management committees 70% of buildings and improvements meet quality service level Ongoing Ongoing	Continuing to meet community expectations 100% of buildings and improvements meet quality service level Compliance/growth requirements Compliance/growth requirements
Function	Ensure buildings are functional for their current use	Engagement with community associations Management/consultant reports	Report from user group and management committees Ongoing	Continuing to meet community expectations Compliance/growth requirements
Capacity / Utilisation)	Ensure buildings capacity is tailored to meet current and future trends in utilisation	Engagement with community associations Management/consultant reports	Buildings and structure are currently utilised in accordance with community expectation. Potential for greater utilisation exist Ongoing	Buildings and structure are utilised in accordance with community expectation and buildings are fully utilised. 100% utilisation Compliance/growth requirements

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Safety	Ensure buildings are compliant and minimise risk to the community	Customer requests Incident reports and near misses Building inspection	Current managing requests in a timely manner Incident reports managed in a timely way Proactive building inspections on a prescribed frequency i.e. fire control inspections	Managing requests in a timely manner Continue to manage incident reports in a timely way and encourage reporting by users Proactive building inspections on a prescribed frequency

Technical Levels of Service support the community service levels and are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the Council undertakes to best achieve the desired community outcomes.

Table 2.1.2 Technical Levels of Service

TECHNICAL LEVEL OF SERVICE				
Operations	Building interiors are clean and hygienic consistent with their use	Ensuring clean and hygienic facilities meeting community expectations	All contracts in place Customer requests received are minimal	All contracts in place Customer requests are minimal
Maintenance	Proactive maintenance carried out to ensure buildings continue to fulfil function	Method of maintenance Number of customer requests	Some proactive maintenance but the majority is reactive 50 recorded customer requests per year	Minimise reactive maintenance and plan for proactive maintenance 10 recorded customer requests per year
Compliance	Buildings are compliant with all legislated safety requirements and risk to employee and community safety is mitigated to an acceptable level	Buildings inspection process	Compliance contracts and checks in place Buildings inspection process underway	Improved compliance contracts and checks in place Annual building inspections coordinated and actioned

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Renewal	Assets are renewed at an optimal time in their life-cycle	Meet Councils requirements of the Strategic Plan 2020-2024 10 year renewal plan defined and approved by Council, covered off in the IAMP and incorporated into the LTFP and annual budgeting	Developed through the Buildings Infrastructure Asset Management Plan	Meet requirements Improved 10 year plan based on detail condition inspection
Upgrade	All required upgrades for compliance, safety and functionality are planned and implemented	Meet Councils requirements of the Strategic Plan 2020-2024 10 year renewal plan defined and approved by Council, covered off in the IAMP and incorporated into the LTFP and annual budgeting	Developed through the Buildings Infrastructure Asset Management Plan.	Meet requirements Improved 10 year plan based on detail condition inspection

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3.0 FUTURE DEMAND

3.1 Demand Forecasts

Council's building and infrastructure supports its role as a service provider, together with the provision of spaces for community activities and recreation. During the life of this plan Council will conduct a review of the buildings and land assets in consultation with the community to determine the appropriate asset distribution and classification to meet current and future demands.

Factors affecting demand include changes in demographics, customer preferences & expectations and economic factors, etc. Demand factor trends and impacts on service delivery are summarised in Table 3.1.1.

Table 3.1.1 Demand Factors, Projections and Impact on Services

Demand Driver	Present Position	Projection	Impact of Services
Demographics	Planned to accommodate for 19,358 by 2050. Since 2001, Council has had a greater proportion of the mature family demographic) people aged 5-17 years and 35 to 59 years) than Greater Adelaide. Between 2001 and 2016 the proportion of people aged between 60 and 84 years increased from 23.0% to 35.3%, and increase of 843 persons. (source, APC Strategic Plan 2020-2024)	Reliable forecasts suggest Adelaide Plans Council will have a high proportion of families and a growing proportion of population aged over 60 years at 2041. (source, APC Strategic Plan 2020-2024)	Changing nature of services delivered from facilities. Mobility considerations. Need to maintain facilities utilised by the younger population and families to support growth e.g. playgrounds and sports clubs.
DDA compliance	Accessibility to buildings is important for all users.	When upgrading of buildings to ensure Council meets DDA requirements and Council continues to monitor any changes to legislation.	Additional upgrade, renewal and maintenance costs to be allocated.
Community Programmes and Hall Hire	Building Facilities have several regular hirers.	Regular Hirer numbers to be maintained.	No impact better asset utilisation.
Environmental impacts	Buildings are constructed to withstand today's known environmental conditions and to meet today's environmental standards.	Greater requirements related to constructing buildings that are environmentally sustainable.	Higher costs associated with constructing buildings that are environmentally sustainable i.e. water retention/recycling, solar energy etc.
Request for Sporting clubroom upgrades	Annual assessment by Council staff using a matrix which determines the recreation/community	Clubs over time will approach Council requesting facilities.	Insufficient funds to improve every clubroom immediately.

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	benefits & building requirements of each Clubroom.	Council to develop an Open Space and Recreation Strategy 2022-23.	
Community facilities	Ancillary facilities such as public toilets and shelters are located at regional and district open space.	Increased public expectation for additional ancillary facilities at local and neighbourhood reserves. Council to develop an Open Space and Recreation Strategy 2022-23.	Requiring whole of Life cost assessment.

3.2 Demand Impact and Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Council will determine the ability of the existing systems to manage increased requirements. Opportunities identified to date for demand management are shown in Table 3.1.2.

Further opportunities will be developed in future revisions of this asset management plan.

Table 3.1.2 Demand Management Plan

Service Activity	Demand Management Plan
Change in services	Further analysis of providing the service at current and target service levels.
	Managing existing assets through planned maintenance, renewal and upgrade.
	Providing new assets to meet demand.
	Communicate service levels to the community measured against current funding capacity.
	Disposal of assets determined surplus to requirements.
	Council growth to meet existing and new legislative demands.

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4.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Council plans to manage and operate the assets at the agreed levels of service (Refer to Section 2) while managing life cycle costs.

4.1 Background Data

Adelaide Plains Council's Buildings and Land assets are located throughout several towns in the Council area.

- Buildings
- Fit-outs
- Buildings Componentry (electrical, plumbing, roofing)
- Sub and Super Structures
- Land

4.2 Asset Capacity and Performance

Council's services are generally provided to meet design standards where these are available. Locations where deficiencies in service performance are known are detailed in Table 4.2.1

Table 4.2.1: Known Service Performance Deficiencies

Assets	Service Deficiency
Future Demand	Providing new assets to meet demand.
Review of Asset Base	Disposal of assets determined surplus to requirements.
Office Space Requirements	Council growth to meet existing and new legislative demands.

The above service deficiencies were identified and are being considered and prioritised. Refer to above Demand Management Plan.

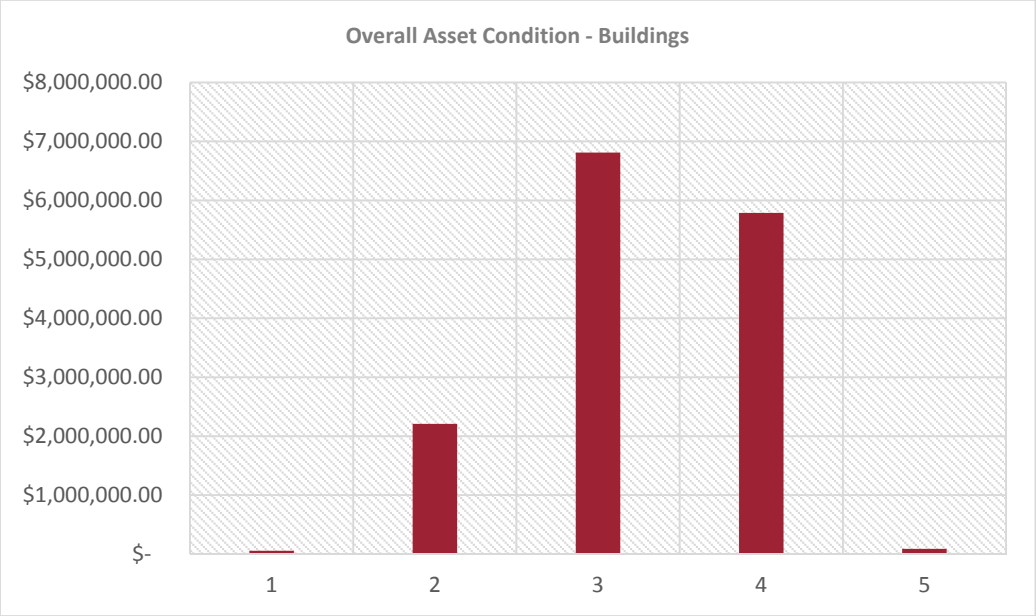
4.3 Asset Condition

Condition is currently monitored via field collection of buildings and land at the time of asset revaluation.

Condition is measured using a 1 – 5 grading system[3] as detailed in Table 4.3.1. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication. Illustration showing the overall asset condition Figure 1.

[3] IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

Fig 1: Overall Asset Condition – Buildings



As shown in Figure 1, approximately 15.2% of the building assets have a condition less than 2 with 45.5% at condition 3 the remaining 39.3% at condition 4 & 5.

Councils building network is being maintained through preventive treatments.

Table 4.3.1: Condition Grading System

Condition Grading	Description of Condition
1	**Very Good**: free of defects, only planned and/or routine maintenance required
2	**Good**: minor defects, increasing maintenance required plus planned maintenance
3	**Fair**: defects requiring regular and/or significant maintenance to reinstate service
4	**Poor**: significant defects, higher order cost intervention likely
5	**Very Poor**: physically unsound and/or beyond rehabilitation, immediate action required

The overall condition score and subsequent consumption of the building assets has been estimated based on a combination of available data such as age and the standard useful life of the asset.

Table 4.3.2: Asset Standard Useful Lives

Asset	Standard Useful Life
Building Various Types and Locations	50 – 100 years
Building - No Components	15 – 50 years
Building Electrical Component	32 - 80 years
Building Fit Out Component	20 – 50 years
Building Plumbing Component	32 – 80 years
Building Roof Component	32 – 80 years

Building Sub Structure Component	40 - 100 years
Building Super Structure Component	40 – 100 years

4.4 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs and cleaning.

The trend in operations and maintenance budgets are shown in Tables 4.4.1 and 4.4.2

Table 4.4.1: Maintenance Budget Trends

Year	Maintenance Budget $
2019 - 2020	$66,150 (Actual)
2020 - 2021	$70,000 (Budget)
2021 - 2022	$85,000 (Budget)

Table 4.4.2: Operations Budget Trends

Year	Operations Budget $
2019 - 2020	$221,500 (Actual)
2020 - 2021	$231,228 (Budget)
2021 - 2022	$238,489 (Budget)

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

4.5 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 4.5.1. Asset useful lives were last reviewed on 30 June 2020.

Table 4.5.1: Useful Lives of Assets

Asset	Standard Useful Life
Building Various Types and Locations	50 – 100 years
Building - No Components	15 – 50 years
Building Electrical Component	32 - 80 years
Building Fit Out Component	20 – 50 years
Building Plumbing Component	32 – 80 years
Building Roof Component	32 – 80 years
Building Sub Structure Component	40 - 100 years
Building Super Structure Component	40 – 100 years

The estimates for renewals in this AM Plan were based on Method 2.

4.4.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).[4]

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.[5]

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 4.5.2

Table 4.5.2: Renewal Priority Ranking Criteria

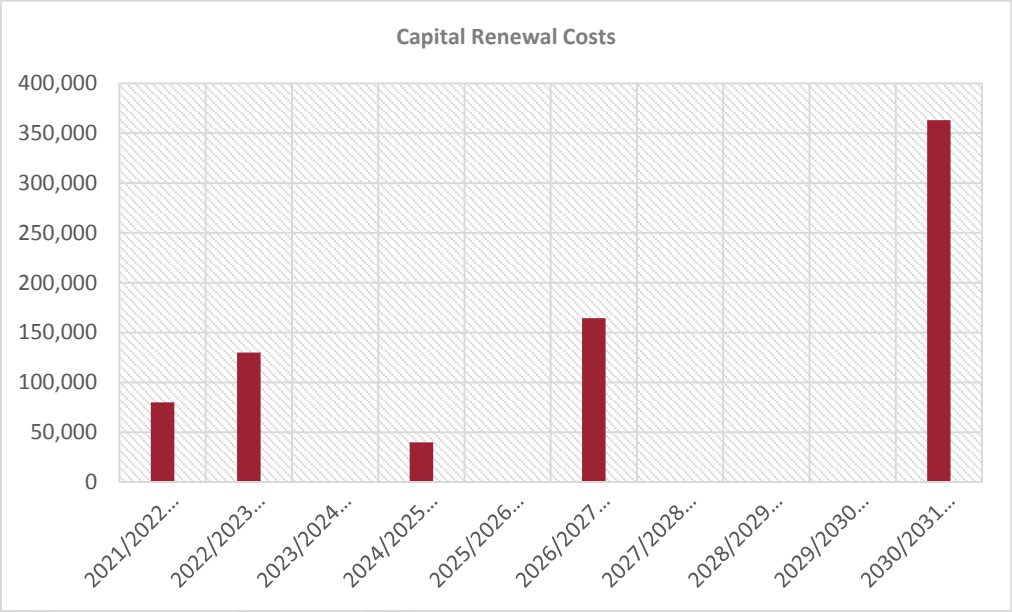
[4] IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.
[5] Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

Criteria	Weighting
Asset Condition Rating 4 or 5	60
Risks – Residual risk high or extreme	20
Safety and Compliance	20
Total	**100%**

4.5 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 4.5.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 4.5.1 Forecast Renewal Costs



All figure values are shown in current day dollars.

4.6 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated, gifted to Council.

4.6.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 4.6.1.1

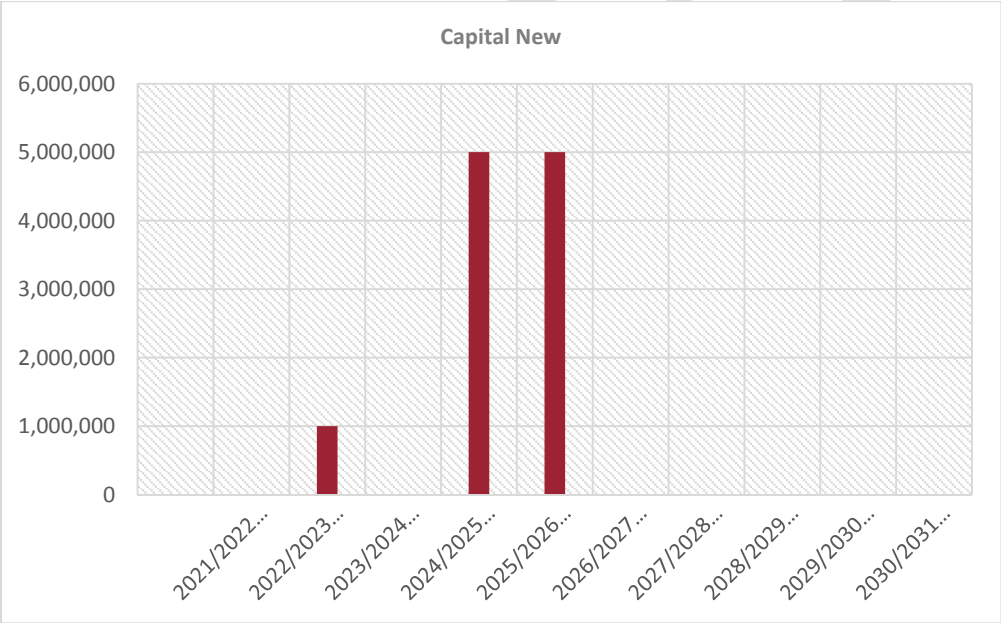
Table 4.6.1.1: Acquired Assets Priority Ranking Criteria

Criteria	Weighting
Safety and Compliance	30
Risks – Residual risk high or extreme	30
Demand	40
Total	**100%**

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 4.6.1.2 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

Figure 4.6.1.2: Acquisition New (Constructed) Summary



All figure values are shown in current day dollars.

4.7 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 4.7.1. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 4.7.1. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

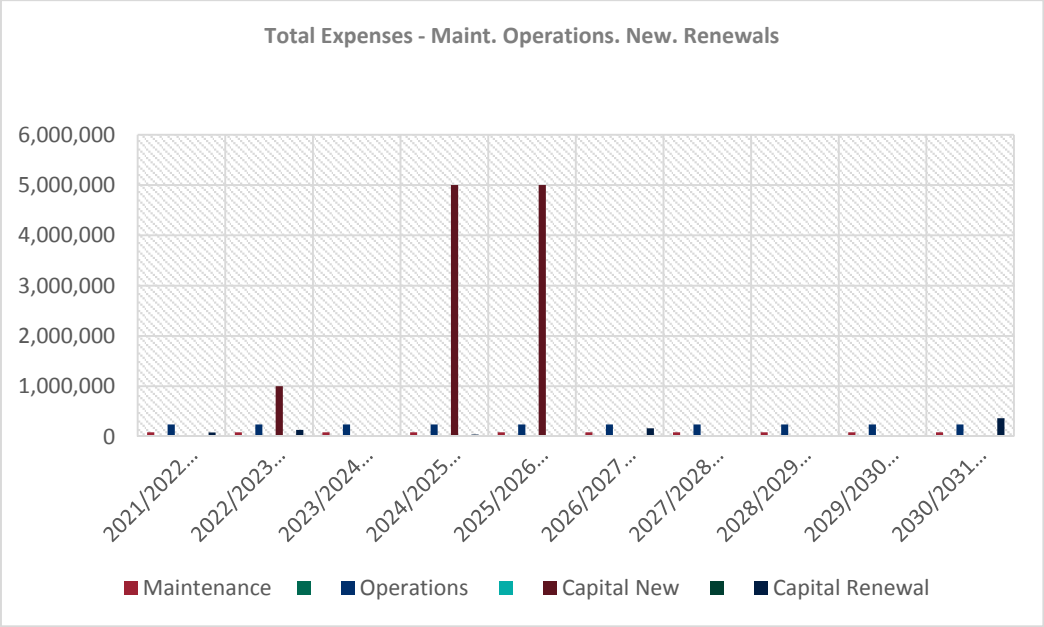
Table 4.7.1: Assets Identified for Disposal

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
None Known	NA	NA	NA	NA
None Known	NA	NA	NA	NA

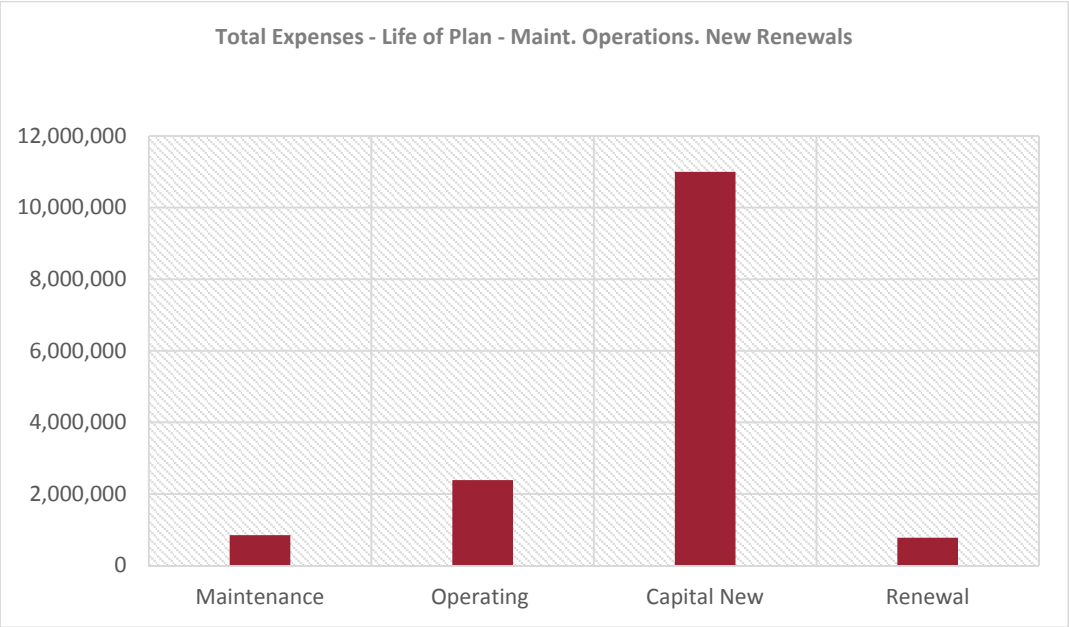
4.8 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 4.8.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

Figure 4.8.1: Lifecycle Summary



All figure values are shown in current day dollars.



All figure values are shown in current day dollars.

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5.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: 'coordinated activities to direct and control with regard to risk'[6].

An assessment of risks[7] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

5.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 5.1.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 5.1.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Buildings	Termite Damage	Significant repair or replacement of asset.
Buildings	Lack of General Up Keep and Maintenance (Property Deterioration)	Poor structural condition. Impact, not fit for purpose.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

5.2 Risk Assessment

The risk management process used is shown in Figure 5.2.1 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

[6] ISO 31000:2009, p 2

[7] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

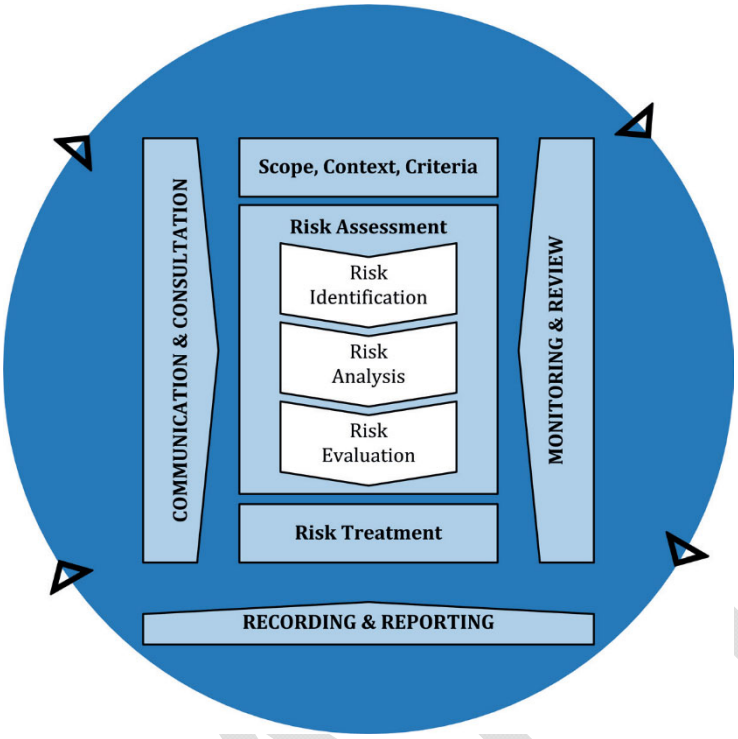

Fig 5.2.1 Risk Management Process – Abridged
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks[8] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 5.2.2. It is essential that these critical risks and costs are reported to the Executive Management Team.

[8] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

Table 5.2.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Compliance	Future inspections to be carried out to ensure building compliance i.e. fire safety, disabled access, and roof access along with smoke detection and emergency lighting.	High	Undertake regular building inspections.	High	Recurrent budget requirements for maintenance inspections.
Building damage/destruction	Natural disaster. Vandalism. Pest and vermin. Lack of security. Inappropriate use.	Medium	Insurances. Pest control in place. Safety and fire inspections. Liaison with emergency services.	Medium	Recurrent budget for risk management controls.
Buildings structural failure	Insufficient maintenance and inspections. Aged structure.	High	Some maintenance checks and inspections.	High	Ongoing budget requirements.

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

5.3 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale[9] in accordance with Table 5.3.1.

Table 5.3.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate ± 2%
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10%
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or

[9] IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Confidence Grade	Description
	B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated ± 25%
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy ± 40%
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 5.3.2.

Table 5.3.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	Very High	Council trends available, Refer to Council Strategic Plan 2020-2024
Growth projections	Very High	Council trends available, refer to Council Strategic Plan 2020-2024
Acquisition forecast	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
Operation forecast	High	Extrapolated from previous years
Maintenance forecast	High	Extrapolated from previous years
Renewal forecast - Asset values	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
- Asset useful lives	Very High	Reviewed in accordance via revaluation schedule
- Condition modelling	Very High	Reviewed in accordance via revaluation schedule and condition ratings
Disposal forecast	N/A	N/A

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Very High.

6.0 PLAN IMPROVEMENT AND MONITORING

6.1 Status of Asset Management Practices[10]

6.1.1 Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is Authority.

6.1.2 Asset management data sources

This AM Plan also utilises asset management data. The source of the data is Conquest.

6.2 Improvement Plan

It is important that council recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 6.2.1.

Table 6.2.1: Improvement Plan

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue the development of buildings implementation plans	Council Administration/ Buildings Officer	As per asset condition assessment
3	Review service levels	Council Administration	As required
4	Review parcels of land for need and requirement	Council Administration	As required
5	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
6	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

6.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each council election.

6.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,

[10] ISO 55000 Refers to this as the Asset Management System

- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 110%).

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7.0 REFERENCES

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- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Adelaide Plains Council Strategic Plan 2020 - 2024
- Adelaide Plains Council Annual Plan and Budget

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8.0 APPENDICES

Appendix A Acquisition Forecast (New)

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Building Capital New											
Temp Accommodation allocation only	0	300,000	0	0	0	0	0	0	0	0	300,000
Office Accommodation Review Outcome - Preliminaries, Design, Consultation, Prudential Report	0	700,000	0	0	0	0	0	0	0	0	700,000
Office Accommodation Review Outcome (not sure of FY & cost, approval subject to Council resolution) allocation only	0	0	0	5,000,000	5,000,000	0	0	0	0	0	10,000,000
	0	1,000,000	0	5,000,000	5,000,000	0	0	0	0	0	11,000,000
TOTAL BUILDING NEW	**0**	**1,000,000**	**0**	**5,000,000**	**5,000,000**	**0**	**0**	**0**	**0**	**0**	**11,000,000**

Appendix B Operation Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Building Operating											
Water, Security, Power, Cleaning, Insurance	238,489	238,489	238,489	238,489	238,489	238,489	238,489	238,489	238,489	238,489	2,384,890
	238,489	238,489	238,489	238,489	238,489	238,489	238,489	238,489	238,489	238,489	2,384,890
TOTAL BUILDING OPERATING	**238,489**	**238,489**	**238,489**	**238,489**	**238,489**	**238,489**	**238,489**	**238,489**	**238,489**	**238,489**	**2,384,890**

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Appendix C Maintenance Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Building Maintenance											
General Maintenance Requirements - Recurrent Cost	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	850,000
	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	850,000
TOTAL BUILDING MAINTENANCE	**85,000**	**85,000**	**85,000**	**85,000**	**85,000**	**85,000**	**85,000**	**85,000**	**85,000**	**85,000**	**850,000**

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Appendix D Renewal Forecast Summary

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Buildings Capital Renewal											
Mallala Oval - RSL – Fit out	0	0	0	0	0	160,000	0	0	0	0	160,000
Dublin Institute/Hall - Toilets	80,000	0	0	0	0	0	0	0	0	0	80,000
Two Wells Library - Electrical	0	0	0	0	0	0	0	0	0	93,000	93,000
Mallala Institute/ CWA - Fit out	0	0	0	0	0	0	0	0	0	270,000	270,000
Lewiston Wetlands Playground - Toilet Block	0	130,000	0	0	0	0	0	0	0	0	130,000
Mallala Office - Security System Upgrade (pending office accommodation outcome)	0	0	0	20,000	0	0	0	0	0	0	20,000
Two Wells Office - Security System Upgrade (pending office accommodation outcome)	0	0	0	20,000	0	0	0	0	0	0	20,000
Mallala Institute/CWA - Storage Shed	0	0	0	0	0	4,500	0	0	0	0	4,500
	80,000	130,000	0	40,000	0	164,500	0	0	0	363,000	777,500
TOTAL BUILDINGS RENEWAL	80,000	130,000	0	40,000	0	164,500	0	0	0	363,000	777,500

ASSET MANAGEMENT PLAN
Open Space

Document Control	Asset Management Plan				
Document ID :					
Rev No	**Date**	**Revision Details**	**Author**	**Reviewer**	**Approver**
V1.11	July 2021	Develop Open Space Infrastructure Asset Management Plan	IAC		
V1.11	July 2021	For Review	IAC	GMEI EMT	EMT

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1.0 Introduction

1.1 Background

This Asset Management Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period.

The Asset Management Plan is to be read with Asset Management Policy and Asset Management Strategy, where developed, along with other key planning documents:

- Strategic Plan
- Annual Business Plan
- Long Term Financial Plan

The Adelaide Plains Council has about 283 open space assets, incorporating parks and reserves, play equipment, sports lighting, shade sails, seating, retaining walls, drinking fountains, barbeques, shelters and cemeteries. The total value of Adelaide Plains Council Open Space portfolio is $6,421,682.44 million. These range in condition and quality based on several factors including age and quality, its suitability to the physical environment (e.g. coastal or inland), usage, and asset maintenance program.

This Open Space Infrastructure Asset Management Plan provides for Councils Open Space network and has been developed using an asset register which was digitised using historical plans and field collection. The register was valued as at 30 June 2020 and has been updated with 2021/2022 capital works to the value of $405,000.

The infrastructure assets included in this plan have a total replacement value of $6,421,682.44 million.

Asset	Quantity	Renewal Value	Total Value
Landscaping Componentry i.e. Irrigation, Wetlands	12	$702,889.57	$702,889.57
Site Improvements, Componentry i.e. Netball/Tennis Courts, Seating, Lighting, BBQs, Play Equipment, Fencing etc..	226	$4,828,598.60	$4,828,598.60
Structures Componentry i.e. Shade Shelters, Shade Sails, Pergolas	45	$890,194.27	$890,194.27
Total			**$6,421,682.44**

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 1.1.1

Table 1.1.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Residents and Ratepayers	▪ Ultimate beneficiaries of the AMP process ▪ Feedback collected throughout the year ▪ Annual satisfaction survey undertaken
Insurers	▪ Local Government Mutual Liability Scheme

Key Stakeholder	Role in Asset Management Plan
Lessees	▪ Leases operating who provide feedback on services, and have a range of maintenance responsibilities
State & Federal Government	▪ Responsible for awarding grants to Council and sporting groups
Visitor / Tourists	▪ Regular satisfaction surveys undertaken, and feedback collected
Council	▪ To act as custodians of community assets ▪ To set Asset Management Policy and vision ▪ Allocate resources to meet Council objectives in providing services while managing risks
Executive Management Team	▪ Responsible for the development, management and review of an Asset Management Strategy, associated plans, practices and reporting on the status and effectiveness of Council's asset management ▪ To monitor and review the performance of employees in achieving the asset management strategy, plans and practices ▪ To ensure sufficient resources are applied to manage the assets to legislative requirements; and ▪ Accountable for the management of assets within their areas of responsibility
Asset Manager and Staff	▪ To lead the development of the Asset Management Plans ▪ To develop and implement maintenance, renewal and capital works programs in accordance with the Asset Management Policy, Strategy, Plans, as well as budget allocations ▪ Develop Specific Management Plans (upgrade, renewal, maintenance, operations, disposal) ▪ To deliver levels of service to agreed risk and cost standards and expectations ▪ To report asset related risk and damage ▪ To establish and monitor asset compliance and risk inspection regimes ▪ To manage asset condition assessments ▪ To provide technical expertise to the Executive Management Team

1.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,

- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

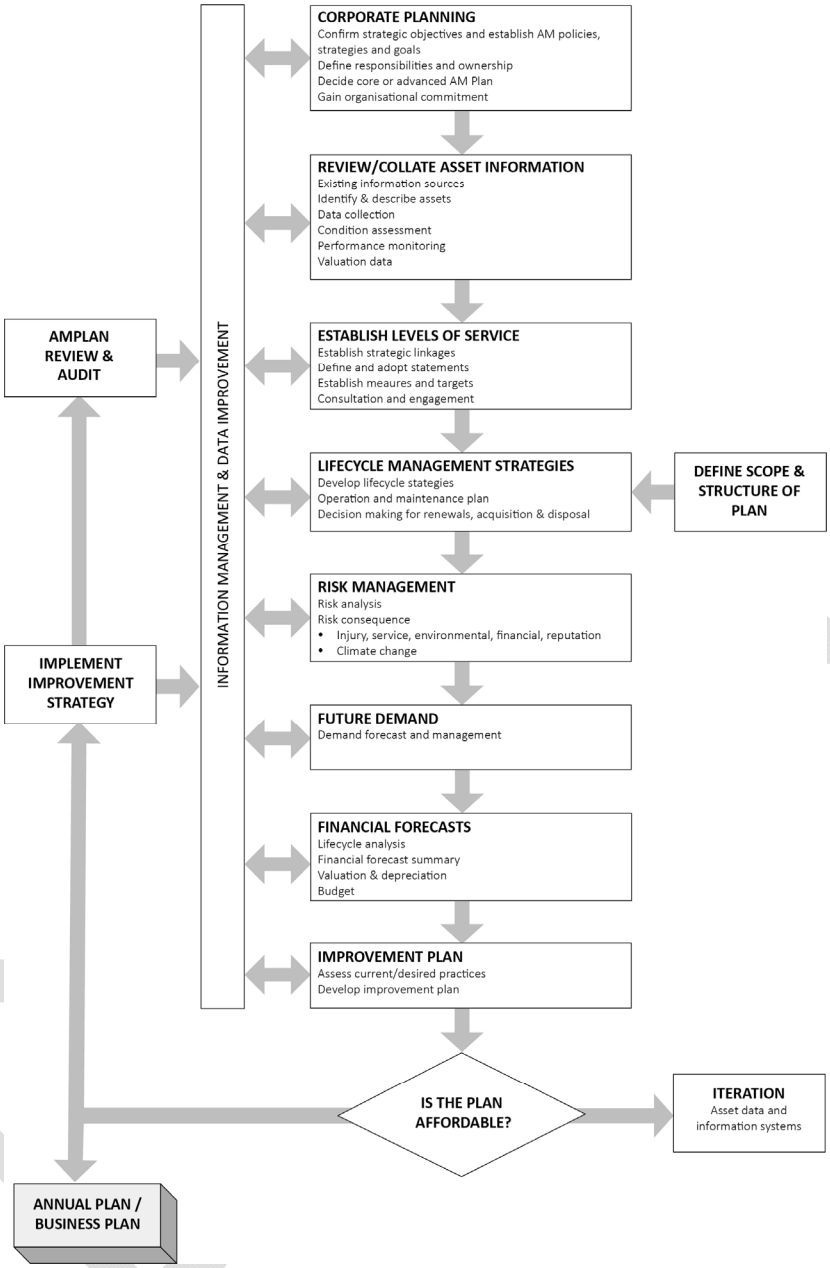
- International Infrastructure Management Manual 2015 [1]
- ISO 55000[2]

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

[1] Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2| 13
[2] ISO 55000 Overview, principles and terminology

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



2.0 LEVELS OF SERVICE

The community generally expect that Council will have the necessary infrastructure and operation and maintenance practices in place to manage Councils Open Space assets.

Levels of service relate to outcomes the customer receives in terms of quality, quantity, responsiveness and performance as provided by the asset, they area developed in line with Councils strategic and corporate goals and legislative requirements. Level of service delivery are summarised in Table 2.1.1 Community Levels of Service, Table 2.1.2 Technical Levels of Service and Table 2.1.3 Operational Standards Levels of Service.

Community Levels of Service relates to the service outcomes that the community wants in terms of quality, quantity, responsiveness, amenity, safety and financing.

Table 2.1.1 Community Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Desired Level of Service
CUSTOMER (COMMUNITY) LEVEL OF SERVICE				
Quality	Open Space assets are damage free and clean	Community survey FY2021/22 Number of customer requests	Not known at this time 50 recorded customer requests per year	7 or above – community satisfaction survey result 10 recorded customer requests per year
Function	Provide opportunities for sports, recreation and enjoyment	Community survey FY2021/22	Not known at this time	7 or above – community satisfaction survey result
Capacity	Assets designed to cater for current and future demand Community participation	Review of usage data and need Community survey FY2021/22	Building capacity is being assessed in the lead up to major renewal or new projects Not known at this time	Building capacity is being assessed in the lead up to major renewal or new projects 7 or above – community satisfaction survey result
Safety	Facilities and free from hazards and accessible to all groups Provide safe suitable facilities free from hazards	Number of incidents/injury reports Average number of safety defects per asset. Legislative compliance	1 recorded customer requests per year Report findings and action requirements	0 recorded customer requests per year Report findings and action requirements within budget allocation

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			within budget allocation	

Technical Levels of Service support the community service levels and are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the Council undertakes to best achieve the desired community outcomes.

Table 2.1.2 Technical Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Desired Level of Service
TECHNICAL LEVEL OF SERVICE				
Condition	Ensuring the physical state of the open space assets are in a serviceable condition	Ongoing maintenance or capital renewal of assets	Report findings and action requirements within budget allocation	Report findings and action requirements within budget allocation
Capacity	Assets have the capacity to meet community demand	Community survey FY2021/22 Develop an Open Space Recreation Strategy with community engagement and input	Not known at this time Future budget allocation provided FY2022/23. Referenced in Open Space Infrastructure Asset Management Plan	7 or above – community satisfaction survey result Implement outcomes from the Open Space Recreation Strategy
Safety	Open Space assets are safe and free of hazards	Legislative compliance for play equipment, asbestos, lead meeting EPA standards	Report findings and action requirements within budget allocation	Report findings and action requirements within budget allocation
Accessibility	Facilities are accessible to all	Compliance with Disability Discrimination Act (DDA), upgrading assets to meet standards	100%	100%

Table 2.1.3 Operational Standards Levels of Service

Descriptor	Class-A	Class-B	Class-C	Class-D	Class-E
Water	Lawns during summer	Summer lawn areas as required	Limited or no lawn irrigation	No lawn irrigation	No Lawn irrigation
	Trees and shrubs as required, drip irrigation to be installed where possible	Trees and shrubs as required, drip irrigation to be installed where possible	Hand water new revegetation areas	Hand water new revegetation areas	Hand water new revegetation areas, first summer only
	Read meters MONTHLY to monitor water use to adhere to water budgets	Read meters MONTHLY to monitor water use to adhere to water budgets	Check meter readings every 6 Months, unless turf irrigated then Monthly	Check meter readings every January and July if present	No water meters
Irrigation Systems	Repair sprinklers, valves and pipes as required	Repair sprinklers, valves and pipes as required	No/limited sprinklers systems, check taps/valves if present	No irrigation systems	No irrigation systems
	Sprinkler checks monthly Nov-Feb	Sprinkler checks monthly Nov-Feb	No/limited sprinklers	No sprinklers	No sprinklers
Mowing	Grass height between 80-100mm covering 30% of turf area	Grass height between 80-100mm covering 30 - 50% of turf area	Seasonally dependent especially on reserves with waterways and drains. Grass height between 100mm - 150mm covering >50% Reserve	Seasonally dependent particularly on reserves with waterways and drains. Grass height at ≥ 150mm covering >50% of Reserve	Seasonal mowing for firebreaks, grass height >150mm
Note 1: Mowing may be deferred if a community event is scheduled, this is to reduce the impact on the turfs health. **Note 2**: Slashing may be deferred for Class D & E reserves to allow native grasses to seed.					
Edging	Every 2-4 weeks or as required	Every Month	No edging, unless sloping sites	No edging	No edging
Brush Cutting	Around signage, furniture, structures every 1-2 weeks	Around signage, furniture, structures, path edges every 2-4 weeks	Around signs, furniture, path edges, drain heads every 4 weeks	Around signs, path edges and drain heads every 2 months or as season requires	Around revegetation sites, drain heads & fence lines-seasonal

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Poisoning	Around garden bed edges, base of trees, footpaths	Lawn edges, garden bed edges, base of trees, footpath surfaces, path edges	Bi-monthly around reserves, fence lines, obstacles, trees, walkways, steps; pest plants as required	Pest plants as required, path edges	Control environmental weeds and spray around new seedlings/revegetation sites
	Check fortnightly - seasonally dependent	Check monthly - seasonally dependent	Spray around new seedlings/revegetation sites	Spray around new seedlings/revegetation sites	Vertebrate pest control when necessary
Pruning / Spraying	Trees and shrubs as required to maintain tidy appearance and for plant health	Trees and shrubs as required	Prune damaged or hazardous branches	Prune damaged or hazardous branches	Pruning only for safety or vehicle access or fire hazard reduction
	Roses in winter and spent flowers as required	Roses in winter and remove flowers as they fade			
Hand Weed	Roses and garden beds where spraying not appropriate - check weekly	Roses and garden beds where spraying not appropriate - check every 2 weeks	No garden beds, spray where possible, some hand weeding of seedlings as required	No garden beds, spray where possible, some hand weeding of seedlings as required	Some hand weeding of seedlings as required
Dig, Plant, Maintain	Annual beds	Annual beds			Not applicable
Plant	Replacements as necessary and for improvements	Replacements as necessary and for improvements	Revegetation and screen plantings in winter	Trees/shrubs - screening and resident request	Trees/shrubs as per environmental and biodiversity planning and programmes
Fertilise	Turf/lawns Autumn and Spring	Lawns in Spring	No/limited fertilising	No fertilising	No fertilising
Top Dress	Lawns/turf to ensure even surfaces throughout	Top dress high traffic or damaged areas as necessary	Uneven surfaces for public safety & mower safety as required	Roll rough or stony areas that are mown	No top dressing
Maintain Assets and Play Equipment	Playground equipment in safe condition (Weekly Monitoring Inspections)	Playground equipment in safe condition (Weekly Monitoring Inspections)	Playground Equipment in a safe condition (Fortnightly Monitoring Inspections)		
	Furniture (seats, tables, bins, barbecues)	Furniture (seats, tables, bins, barbecues)			

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	Structures (e.g. shelters, rotundas, toilets/change rooms)	Structures (e.g. shelters, rotundas, toilets/change rooms)	Few or no structures to maintain	Little or no structures to maintain	Little or no structures to maintain
	Monthly inspection of all pathways, footbridges and walking trails in safe to easily accessible state	Monthly inspection of all pathways, footbridges and walking trails in safe to easily accessible state	Safe walkways by repairs to footpaths, walkways, steps, post and rail fences & hand rails as required	Check and maintain walkways/footpaths	Check and maintain walkways/fence lines
Hand Litter Pick Up	Daily to twice weekly (June, July, August)	Daily (Dec, Jan, Feb) - Weekly (May, June, July)	Check Monthly	Pick up as required	Pick up as required
Vandalism/ Repairs	Inspect & access within 24hrs Mon to Fri, carry out ASAP depending on damage/vandalism & required materials	Inspect & access within 24hrs Mon to Fri, carry out ASAP depending on damage/vandalism & required materials	Inspect & Access within 48hrs Mon to Fri, carry out ASAP depending on damage/vandalism & required materials	For safety if required or programmed	For safety if required or programmed

Note: Refer to Appendix E - Reserves & Parks Operational Maintenance Classifications

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3.0 FUTURE DEMAND

3.1 Demand Forecasts

Council's open space infrastructure supports its role as a service provider, together with the provision of spaces for community activities and recreation. During the life of this plan Council will conduct a review of its open space assets in consultation with the community to determine the appropriate asset distribution and classification to meet current and future demands.

Factors affecting demand include changes in demographics, customer preferences and expectations and economic factors, etc. Demand factor trends and impacts on service delivery are summarised in Table 3.1.1.

Table 3.1.1 Demand Factors, Projections and Impact on Services

Demand Driver	Present Position	Projection	Impact of Services
Demographics	Planned to accommodate for 19,358 by 2050. Since 2001, Council has had a greater proportion of the mature family demographic) people aged 5-17 years and 35 to 59 years) than Grater Adelaide. Between 2001 and 2016 the proportion of people aged between 60 and 84 years increased from 23.0% to 35.3%, and increase of 843 persons. (source, APC Strategic Plan 2020-2024)	Reliable forecasts suggest Adelaide Plans Council will have a high proportion of families and a growing proportion of population aged over 60 years at 2041. (source, APC Strategic Plan 2020-2024)	Changing nature of services delivered from facilities. Mobility considerations. Need to maintain facilities utilised by the younger population and families to support growth e.g. playgrounds.
DDA compliance	Accessibility to open space assets is important for all users.	When upgrading of open space assets to ensure Council meets DDA requirements and Council continues to monitor any changes to legislation.	Additional upgrade, renewal and maintenance costs to be allocated.
Climate/environmental changes	Exponential severe weather events to continue based on current trends.	Assets not reaching their stated useful lives due to lack of consideration of climate change.	Higher costs associated with construction methods that are environmentally sustainable.
Community facilities	Open Space assets such as seating and playgrounds are located in appropriate areas.	Increased public expectation for additional open space facilities.	Requiring whole of Life cost assessment.

		Develop an Open Space and Recreation Strategy 2022-23	
Technology change	Trends showing smart cities/townships creating services through smart technology.	Operating and maintenance costs can be reduced with the application of smart technology. Reduced water, power and waste consumption with all be a direct benefit to the environment.	Level of service improvements for parks, reserves will impact our maintenance and renewal programs.

3.2 Demand Impact and Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Council will determine the ability of the existing systems to manage increased requirements. Opportunities identified to date for demand management are shown in Table 3.1.2.

Further opportunities will be developed in future revisions of this asset management plan.

Table 3.1.2 Demand Management Plan

Service Activity	Demand Management Plan
Change in services	Further analysis of providing the service at current and target service levels.
	Managing existing assets through planned maintenance, renewal and upgrade.
	Providing new assets to meet demand.
	Communicate service levels to the community measured against current funding capacity.
	Greater budget allocation to cater for developers gifted assets i.e. lawned/grassed areas in parks and verges, playground/equipment, trees, seating and bin enclosures.
	Develop Open Space Recreation Strategy and Action Plan FY2022/23

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4.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Council plans to manage and operate the assets at the agreed levels of service (Refer to Section 2) while managing life cycle costs.

4.1 Background Data

Adelaide Plains Council's Open Space assets are located throughout several towns in the Council area.

- Structures
- Landscaping
- Site Improvements

4.2 Asset Capacity and Performance

Council's services are generally provided to meet design standards where these are available. Locations where deficiencies in service performance are known are detailed in Table 4.2.1

Table 4.2.1: Known Service Performance Deficiencies

Assets	Service Deficiency
Future Demand	Providing new assets to meet community demand.
Developers	Increase in quantity of assets requiring ongoing maintenance and renewal. Greater budget allocation to cater for developers gifted assets i.e. lawned/grassed areas in parks and verges, playground/equipment, trees, seating and bin enclosures.
Change in Services	Develop an Open Space Recreation Strategy and Action Plan 2022/23 financial year.

The above service deficiencies were identified and are being considered and prioritised. Refer to above Demand Management Plan.

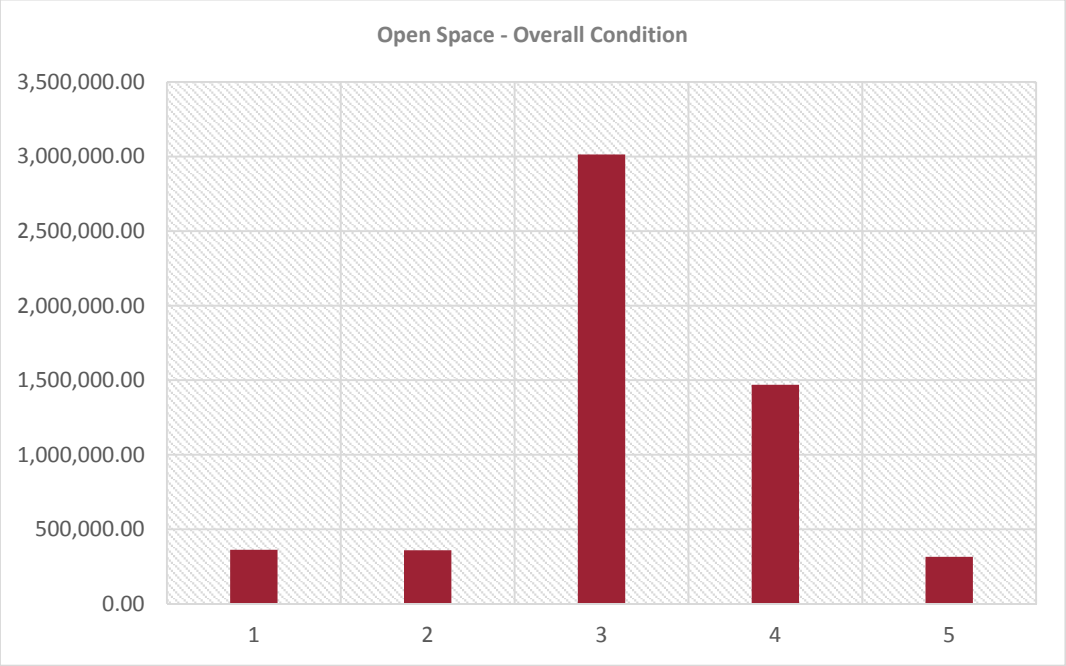
4.3 Asset Condition

Condition is currently monitored via field collection of open space at the time of asset revaluation.

Condition is measured using a 1 – 5 grading system[3] as detailed in Table 4.3.1. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication. Illustration showing the overall asset condition Figure 1.

[3] IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

Fig 1: Asset Condition – Overall



As shown in Figure 1, approximately 13.0% of the open space overall assets have a condition less than 2 with 54.6% at condition 3 the remaining 32.4% at condition 4 & 5.

Councils open space network is being maintained through preventive treatments.

Table 4.3.1: Condition Grading System

Condition Grading	Description of Condition
1	**Very Good**: free of defects, only planned and/or routine maintenance required
2	**Good**: minor defects, increasing maintenance required plus planned maintenance
3	**Fair**: defects requiring regular and/or significant maintenance to reinstate service
4	**Poor**: significant defects, higher order cost intervention likely
5	**Very Poor**: physically unsound and/or beyond rehabilitation, immediate action required

The overall condition score and subsequent consumption of the open space assets has been estimated based on a combination of available data such as age and the standard useful life of the asset.

Table 4.3.2: Asset Standard Useful Lives

Asset	Standard Useful Life
Landscaping - Oval Irrigation, Play Equipment, BBQs	10 years
Water Tanks, Bench Seating	15 years
Bollards, Boom Gates, Pergola	20 years
Sports Lighting, Block Paving, Gates, Hotmix Paving, Concrete Kerbing	25 years

Fencing, Flag Poles	30 years
Skate Ramp, Paving Masonry	40 years
Brick Shelter	50 years
Historic Wells Reserve	60 years
Statue on Base, Steel ANZAC Memorial, Plaques, War Tank	80 years
Stone Walls, Granite	100 years

4.4 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs and cleaning.

The trend in operations and maintenance budgets are shown in Tables 4.4.1

Table 4.4.1: Maintenance/Operations Budget Trends

Year		Reserves	Parks & Garden	Ovals	Playgrounds	Total
2019 - 2020	$ (Actual)	136,228	117,939	70,429	25,840	350,436
2020 - 2021	$ (Actual)	298,972	155,513	66,887	9,314	530,686
2021 - 2022	$ (Budget)	253,331	268,839	75,641	9,588	607,399

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

4.5 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 4.5.1. Asset useful lives were last reviewed on 30 June 2020.

Table 4.5.1: Useful Lives of Assets

Asset	Standard Useful Life

Landscaping - Oval Irrigation, Play Equipment, BBQs	10 years
Water Tanks, Bench Seating	15 years
Bollards, Boom Gates, Pergola	20 years
Sports Lighting, Block Paving, Gates, Hotmix Paving, Concrete Kerbing	25 years
Fencing, Flag Poles	30 years
Skate Ramp, Paving Masonry	40 years
Brick Shelter	50 years
Historic Wells Reserve	60 years
Statue on Base, Steel ANZAC Memorial, Plaques, Army Tank	80 years
Stone Walls, Granite	100 years

The estimates for renewals in this AM Plan were based on Method 2.

4.4.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).[4]

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.[5]

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 4.5.2

Table 4.5.2: Renewal Priority Ranking Criteria

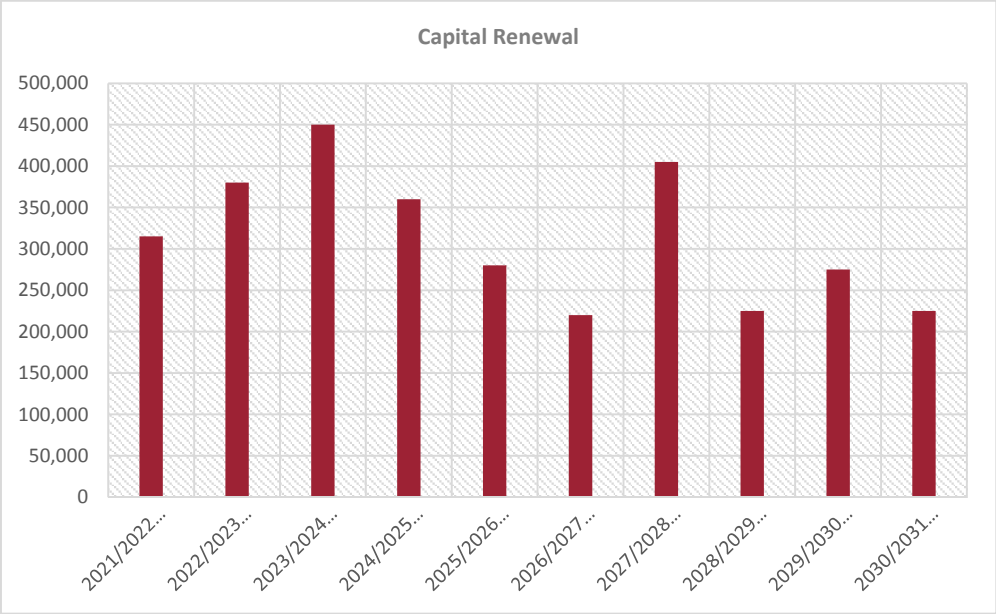
[4] IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.
[5] Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

Criteria	Weighting
Asset Condition Rating 4 or 5	60
Risks – Residual risk high or extreme	20
Safety and Compliance	20
Total	**100%**

4.5 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 4.5.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 4.5.1 Forecast Renewal Costs



All figure values are shown in current day dollars.

4.6 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated, gifted to Council.

4.6.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 4.6.1.1

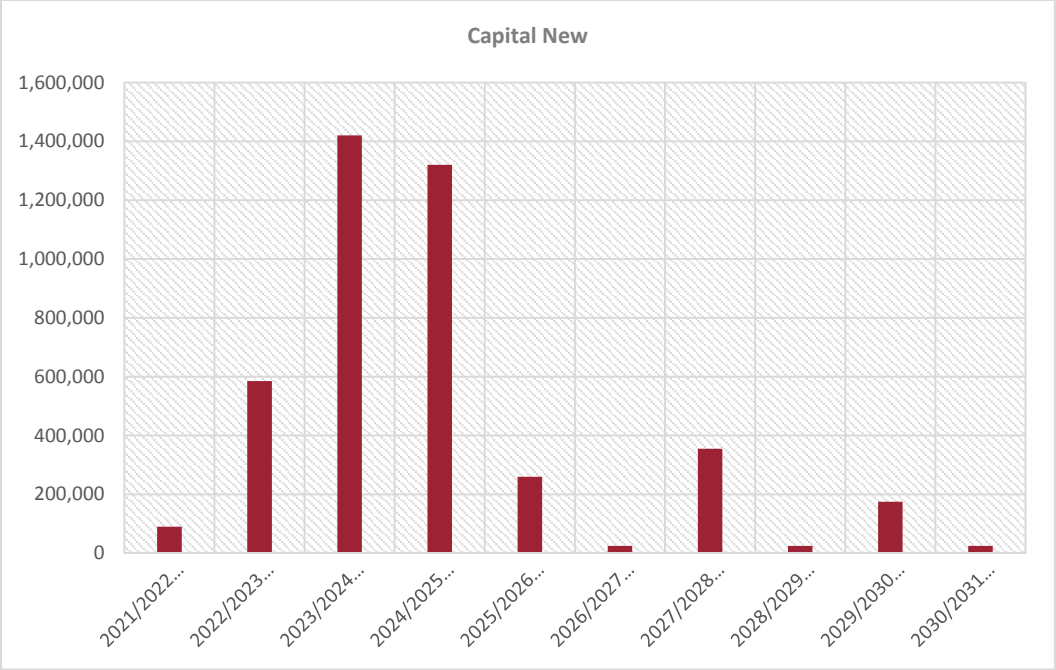
Table 4.6.1.1: Acquired Assets Priority Ranking Criteria

Criteria	Weighting
Safety and Compliance	30
Risks – Residual risk high or extreme	30
Demand	40
Total	**100%**

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 4.6.1.2 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

Figure 4.6.1.2: Acquisition New (Constructed) Summary



All figure values are shown in current day dollars.

4.7 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 4.7.1. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 4.7.1. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

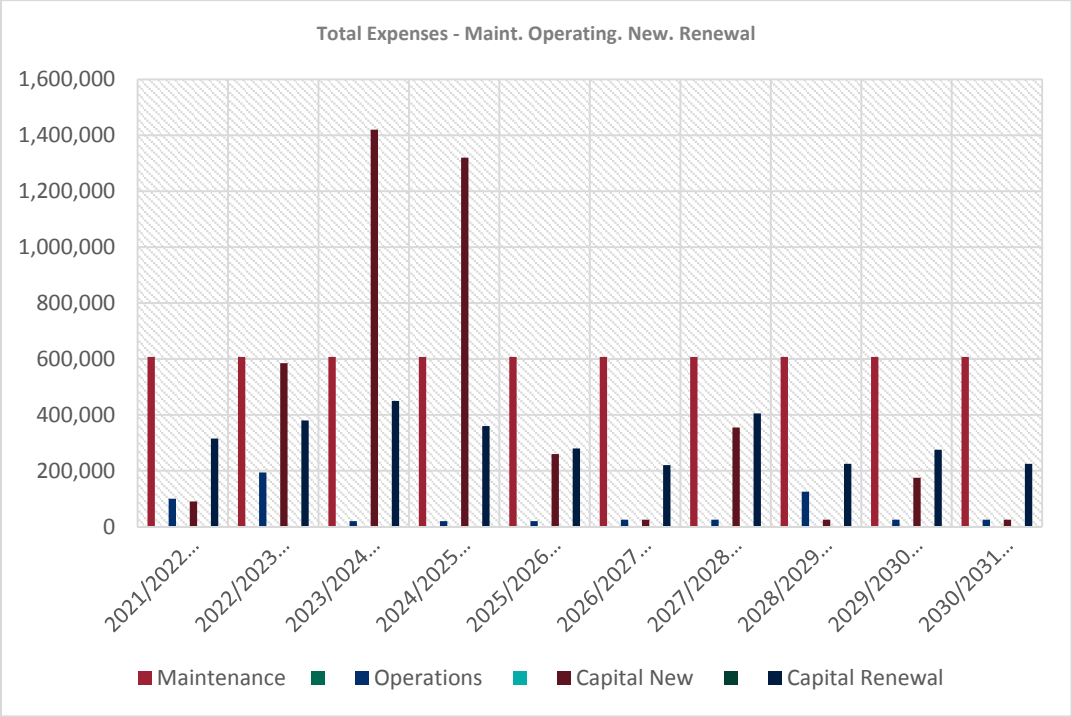
Table 4.7.1: Assets Identified for Disposal

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
None Known	NA	NA	NA	NA
None Known	NA	NA	NA	NA

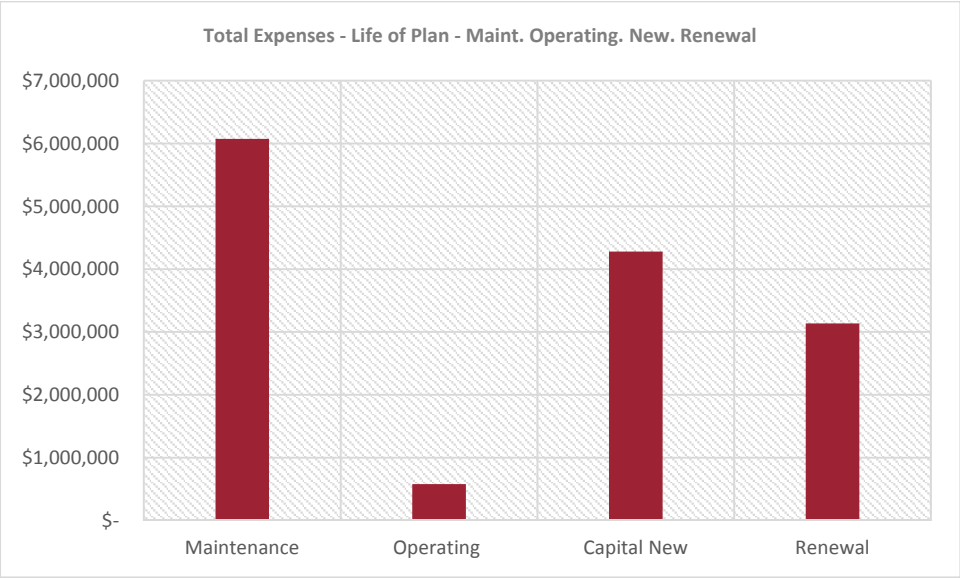
4.8 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 4.8.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

Figure 4.8.1: Lifecycle Summary



All figure values are shown in current day dollars.



All figure values are shown in current day dollars.

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5.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: 'coordinated activities to direct and control with regard to risk'[6].

An assessment of risks[7] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

5.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 5.1.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 5.1.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Play Equipment	Damage – Wear and Tear	Significant repairs or replacement of asset.
Structures	Lack of General Maintenance	Poor structural condition. Impact, not fit for purpose.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

5.2 Risk Assessment

The risk management process used is shown in Figure 5.2.1 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

[6] ISO 31000:2009, p 2

[7] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

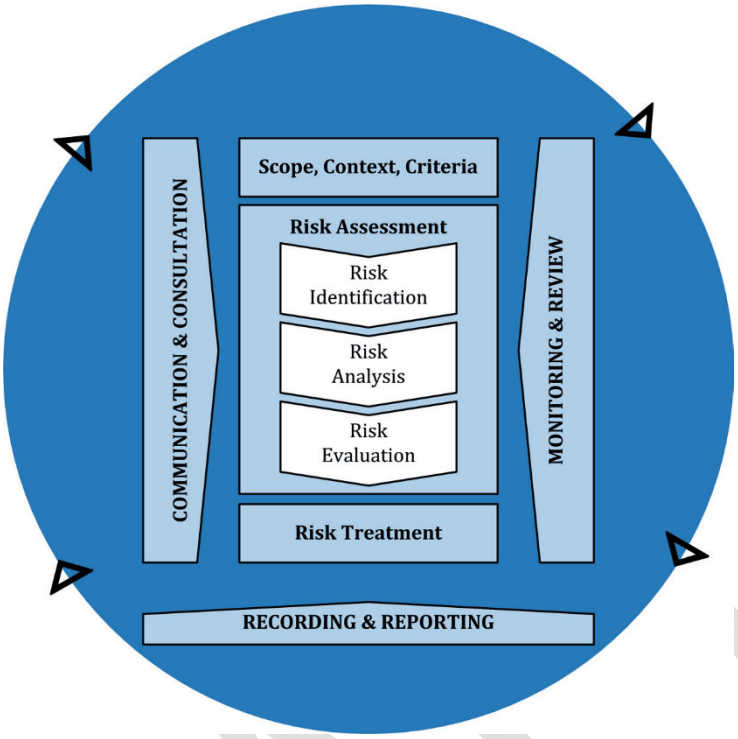

Fig 5.2.1 Risk Management Process – Abridged
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks[8] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 5.2.2. It is essential that these critical risks and costs are reported to the Executive Management Team.

[8] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

Table 5.2.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Play Equipment (compliance)	Asset failure, not conforming to Australian Standards	High	Undertake regular play equipment inspections, frequency as per Australian Standards	Low	Recurrent budget requirements for ongoing inspections.
Structures - structural failure	Insufficient maintenance and inspections. Aged structure.	High	Undertake regular site inspections, document findings/conditions.	Low	Ongoing budget requirements.

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

5.3 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale[9] in accordance with Table 5.3.1.

Table 5.3.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate ± 2%
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10%
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated ± 25%
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy ± 40%
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 5.3.2.

[9] IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Table 5.3.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	Very High	Council trends available, Refer to Council Strategic Plan 2020-2024
Growth projections	Very High	Council trends available, refer to Council Strategic Plan 2020-2024
Acquisition forecast	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
Operation forecast	High	Extrapolated from previous years
Maintenance forecast	High	Extrapolated from previous years
Renewal forecast - Asset values	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
- Asset useful lives	Very High	Reviewed in accordance via revaluation schedule
- Condition modelling	Very High	Reviewed in accordance via revaluation schedule and condition ratings
Disposal forecast	N/A	N/A

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Very High.

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6.0 PLAN IMPROVEMENT AND MONITORING

6.1 Status of Asset Management Practices[10]

6.1.1 Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is Authority.

6.1.2 Asset management data sources

This AM Plan also utilises asset management data. The source of the data is Conquest.

6.2 Improvement Plan

It is important that council recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 6.2.1.

Table 6.2.1: Improvement Plan

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue the development of open space implementation plans	Council Administration	As per asset condition assessment
3	Review service levels	Council Administration	As required
4	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
5	Develop Open Space & Recreation Strategy	Council Administration	FY2022/23
6	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

6.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each council election.

6.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,

[10] ISO 55000 Refers to this as the Asset Management System

- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 110%).

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7.0 REFERENCES

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- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Adelaide Plains Council Strategic Plan 2020 - 2024
- Adelaide Plains Council Annual Plan and Budget

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8.0 APPENDICES

Appendix A Acquisition Forecast (New)

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Street & Reserves/Parks Furniture Program	0	20,000	20,000	20,000	20,000	25,000	25,000	25,000	25,000	25,000	205,000
Streetscape and WSUD	0	50,000	50,000	50,000	0	0	0	0	0	0	150,000
Donaldson Road, Close Make Parkland/Rec Type Area	0	5,000	10,000	50,000	0	0	0	0	0	0	65,000
Parham Short Stay - Shelter/camp kitchen, upgrade surface, fencing renewal, landscaping and signage	0	0	200,000	0	0	0	0	0	0	0	200,000
Wetland Trails, Lewiston - seating, paths, signage	0	0	0	50,000	0	0	0	0	0	0	50,000
Bakers Wetland - seating, paths, signage	0	0	0	0	50,000	0	0	0	0	0	50,000
Hams Park, Stage 2, Relocate	0	0	0	0	40,000	0	0	0	0	0	40,000
Middle Beach - Foreshore upgrade	0	0	0	300,000	0	0	0	0	0	0	300,000
Open Space & Recreation Strategy Outcomes (Allocation)	0	0	50,000	0	50,000		50,000	0	50,000	0	200,000
Trail Strategy Outcomes (Allocation)	0	0	100,000	0	100,000		100,000	0	100,000	0	400,000
Parham Playground Landscaping, Shade, Furniture, Parking & Paths (Levee)	0	0	0	0	0	0	180,000	0	0	0	180,000
Council Boundary Signs - Allocation	0	60,000	0	0	0	0	0	0	0	0	60,000
Township Entrance Signs - Allocation	0	0	140,000	0	0	0	0	0	0	0	140,000

Parham Playground - Shade Shelter	60,000	0	0	0	0	0	0	0	0	0	60,000
Parham Playground - New Element	15,000	0	0	0	0	0	0	0	0	0	15,000
Mallala Playground - New Element	15,000	0	0	0	0	0	0	0	0	0	15,000
Stage 1 - Hart Reserve Development - Implementation (master planned 2020/21)	0	400,000	0	0	0	0	0	0	0	0	400,000
Stage 2 - Hart Reserve Development - Implementation (master planned 2020/21)	0	0	200,000	0	0	0	0	0	0	0	200,000
Stage 2 - Two Wells/Mallala Ovals - Implementation	0	0	500,000	0	0	0	0	0	0	0	500,000
Stage 2A - Two Wells/Mallala Ovals - Implementation	0	0	0	500,000	0	0	0	0	0	0	500,000
Stage 3 - Two Wells Oval - Additions, Support to Area (Possible New Sport Facilities)	0	0	0	350,000	0	0	0	0	0	0	350,000
Stage 1 - Police Block - Shelter, Skate Park, Masterplan/Concepts	0	50,000	0	0	0	0	0	0	0	0	50,000
Stage 2 - Police Block - Shelter, Skate Park, Masterplan/Concepts	0	0	150,000	0	0	0	0	0	0	0	150,000
	0	0	0	0	0	0	0	0	0	0	0
	90,000	585,000	1,420,000	1,320,000	260,000	25,000	355,000	25,000	175,000	25,000	4,280,000
TOTAL OPEN SPACE NEW	**90,000**	**585,000**	**1,420,000**	**1,320,000**	**260,000**	**25,000**	**355,000**	**25,000**	**175,000**	**25,000**	**4,280,000**

Appendix B Operation Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Roadside Vegetation Management Plan	0	100,000	0	0	0	0	0	50,000	0	0	150,000
Open Space & Recreation Strategy	0	60,000	0	0	0	0	0	50,000	0	0	110,000
Street/Verge Tree Planting	0	20,000	20,000	20,000	20,000	25,000	25,000	25,000	25,000	25,000	205,000
Implement, Eden and Liberty Recycled Water	0	4,000	0	0	0	0	0	0	0	0	4,000
Parham Campground - Formalise Land	0	5,000	0	0	0	0	0	0	0	0	5,000
Parham - Old Playground Block (Sell or Develop Site)	0	5,000	0	0	0		0	0	0	0	5,000
Stage 1 - Two Wells/Mallala Ovals - (Masterplan, Design/Costing/Consultation) includes car park, lighting, cricket nets etc.. (seeking grant $100k to match APC budgeted funds)	0	100,000	0	0	0	0	0	0	0	0	100,000
	0	0	0	0	0	0	0	0	0	0	0
	0	294,000	20,000	20,000	20,000	25,000	25,000	125,000	25,000	25,000	579,000
TOTAL OPEN SPACE OPERATING	**0**	**294,000**	**20,000**	**20,000**	**20,000**	**25,000**	**25,000**	**125,000**	**25,000**	**25,000**	**579,000**

Appendix C Maintenance Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Open Space Maintenance											
	607,399	607,399	607,399	607,399	607,399	607,399	607,399	607,399	607,399	607,399	6,073,990
	0	0	0	0	0	0	0	0	0	0	0
	607,399	607,399	607,399	607,399	607,399	607,399	607,399	607,399	607,399	607,399	6,073,990
TOTAL OPEN SPACE MAINTENANCE	**607,399**	**607,399**	**607,399**	**607,399**	**607,399**	**607,399**	**607,399**	**607,399**	**607,399**	**607,399**	**6,073,990**

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Appendix D Renewal Forecast Summary

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Open Space Capital Renewal											
Street & Reserves/Parks Furniture Program	20,000	20,000	20,000	20,000	20,000	20,000	25,000	25,000	25,000	25,000	220,000
Open Space & Recreation Strategy Outcomes (Allocation)	0	0	50,000	0	50,000	0	50,000	0	50,000	0	200,000
Wetland Trails - Lewiston Shelter	0	0	0	10,000	0	0	0	0	0	0	10,000
Bakers Wetland - Shelter	0	0	0	0	10,000	0	0	0	0	0	10,000
Two Wells Oval - Irrigation System	95,000	0	0	0	0	0	0	0	0	0	95,000
Two Wells Oval Entrance	70,000	0	0	0	0	0	0	0	0	0	70,000
Dublin Lions Park	70,000	0	0	0	0	0	0	0	0	0	70,000
Lewiston Reserve, Fencing	10,000	0	0	0	0	0	0	0	0	0	10,000
Reserve & Street Furniture (various locations)	15,000	0	0	0	0	0	0	0	0	0	15,000
Signage - Wayfinding & Information (various locations)	35,000	0	0	0	0	0	0	0	0	0	35,000
Two Wells Mainstreet Playground Upgrade	0	0	180,000	0	0	0	0	0	0	0	180,000
Lewiston Playground Upgrade	0	0	0	130,000	0	0	0	0	0	0	130,000
Dublin Playground Upgrade	0	130,000	0	0	0	0	0	0	0	0	130,000

Parham Playground Upgrade	0	0	0	0	0	0	130,000	0	0	0	130,000
Parham Camp Ground - Fencing	0	30,000	0	0	0	0	0	0	0	0	30,000
Future Site Improvements Renewal	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,800,000
	0	0	0	0	0	0	0	0	0	0	0
	315,000	380,000	450,000	360,000	280,000	220,000	405,000	225,000	275,000	225,000	3,135,000
TOTAL OPEN SPACE RENEWAL	**315,000**	**380,000**	**450,000**	**360,000**	**280,000**	**220,000**	**405,000**	**225,000**	**275,000**	**225,000**	**3,135,000**

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Appendix E Reserves & Parks Operational Maintenance Classifications

Adelaide Plains Council
Reserves & Parks Operational Maintenance Classifications

CLASS-A RESERVES & PARKS

Name	Location
Lewiston Playground	Lewiston
Lewiston Dog Off Leash	Lewiston
Two Wells Memorial	Two Wells
Two Wells Playground	Two Wells
Two Wells Village Green	Two Wells
Two Wells Sporting Complex	Two Wells
Two Wells Service Centre	Two Wells
Two Wells Main Street Gardens	Two Wells
East Reserve	Mallala
Mallala Office	Mallala
Mallala Playground	Mallala
Mallala Sporting Complex	Mallala
Dublin Lions Park	Dublin
Dublin Sporting Complex	Dublin

CLASS-B RESERVES & PARKS

Name	Location
Petticoat Lane	Two Wells
Historic Wells & Path	Two Wells
Dunstan Units	Mallala
Mallala Monument	Mallala
Mallala Hub	Mallala
Mallala Chamber	Mallala
Dublin Main Street	Dublin
Schlodder Shelter	Dublin
Dublin Playground	Dublin
Port Parham Playground	Port Parham
Two Wells Cemetery	Two Wells
Feltwell Cemetery	Mallala

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CLASS-C RESERVES & PARKS

Name	Location
Gameau Reserve	Two Wells
Hart Reserve	Two Wells
Dog Obedience	Two Wells
Dog Off-Leash Two Wells	Two Wells
Police Block	Mallala
Campground	Port Parham
Thompson Beach Foreshore Shelters	Thompson Beach
Grace Plains Cemetery	Grace Plains
Shannon Cemetery	Calomba
Dublin Cemetery	Dublin
Barabba Cemetery	Barabba

CLASS-D RESERVES & PARKS

Name	Location
Donaldson Road Reserve	Two Wells
Gameau Dam	Two Wells
Rockies Reserve	Barabba
Lewiston Wetlands	Lewiston
Camel Reserve	Lewiston
Fletcher Reserve	Lewiston
Aunger Ponds	Lewiston
Hams Park	Lewiston
Pony Track	Lewiston
Equus Reserve	Lewiston
Old Playground Block	Port Parham

CLASS-E RESERVES & PARKS

Name	Location
Harniman Reserve	Lewiston
Connel Vale Reserve	Lewiston
Humzy Reserve	Lewiston
Bakers Wetland	Lewiston
Greens Reserve	Lewiston

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Cannizzaro Reserve	Lewiston
Hancock Reserve	Lewiston
Bethesda Road Reserve	Lewiston
Hayman Reserve	Lewiston
Clysdale Reserves	Lewiston
Dragonfly Reserve	Lewiston
Gilks Reserve	Lewiston
Canala Ct Reserve	Two Wells
Rodeo Grounds	Two Wells
Avon Road Reserve	Dublin
Dublin Parklands	Dublin
Barabba Reserve	Barabba
Redbanks Reserve - Germantown Rd	Redbanks
Coleman road- Old Dump	Mallala
Limerock Road Old Dump	Lower Light
Rowe Road Ford Reserve	Lower Light
Blue Bonnet Reserve	Lower Light
Deviation Road Reserves	Lewiston
Various Closed Road Reserves	District

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ASSET MANAGEMENT PLAN
Stormwater

Document Control	Asset Management Plan				
Document ID :					
Rev No	**Date**	**Revision Details**	**Author**	**Reviewer**	**Approver**
V1.11	May 2021	Develop Stormwater Infrastructure Asset Management Plan	IAC		
V1.11	July 2021	For Review	IAC	GMEI EMT	EMT

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1.0 Introduction

1.1 Background

This AM Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period.

The AM Plan is to be read with the 2017 Two Wells Stormwater Management planning document. This should include the Asset Management Policy and Asset Management Strategy, where developed, along with other key planning documents:

- Strategic Plan
- Annual Business Plan
- Long Term Financial Plan

Council own and manage stormwater assets within the Council this includes: pipes, box culverts, pits, junction boxes, headwalls, gross pollutant traps and pump stations.

Stormwater assets located within road reserves owned by The Department for Infrastructure and Transport (DiT) that drain stormwater from both the DiT road and the Council drainage area.

This Stormwater Infrastructure Asset Management Plan provides for Councils stormwater drainage network and has been developed using an asset register which was digitised using historical plans and field collection during 2020. The register was valued as at 30 June 2020 and has been updated with 2021/2022 capital works to the value of $000.

The infrastructure assets included in this plan have a total replacement value of $11,517,680

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 1.1.1

Table 1.1.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Residents and Ratepayers	▪ Ultimate beneficiaries of the AMP process ▪ Feedback collected throughout the year ▪ Annual satisfaction survey undertaken
Visitor / Tourists	▪ Regular satisfaction surveys undertaken, and feedback collected
Insurers	▪ Local Government Mutual Liability Scheme
Council	▪ To act as custodians of community assets ▪ To set Asset Management Policy and vision ▪ Allocate resources to meet Council objectives in providing services while managing risks
Executive Management Team	▪ Responsible for the development, management and review of an Asset Management Strategy, associated plans, practices and reporting on the status and effectiveness of Council's asset management ▪ To monitor and review the performance of employees in achieving the asset management strategy, plans and practices

Key Stakeholder	Role in Asset Management Plan
	▪ To ensure sufficient resources are applied to manage the assets to legislative requirements; and ▪ Accountable for the management of assets within their areas of responsibility
Asset Manager and Staff	▪ To lead the development of the Asset Management Plans ▪ To develop and implement maintenance, renewal and capital works programs in accordance with the Asset Management Policy, Strategy, Plans, as well as budget allocations ▪ Develop Specific Management Plans (upgrade, renewal, maintenance, operations, disposal) ▪ To deliver levels of service to agreed risk and cost standards and expectations ▪ To report asset related risk and damage ▪ To establish and monitor asset compliance and risk inspection regimes ▪ To manage asset condition assessments ▪ To provide technical expertise to the Executive Management Team

1.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

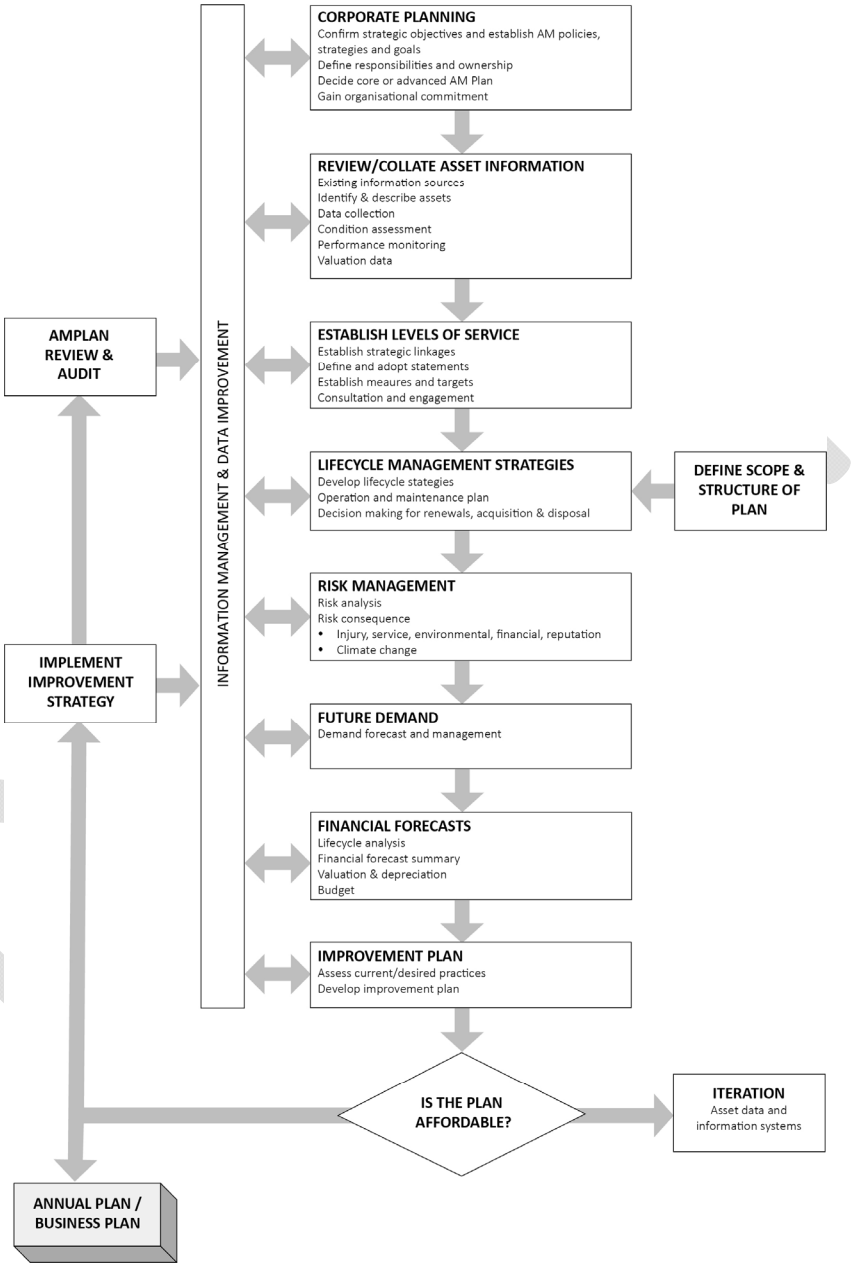
- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 [1]
- ISO 55000[2]

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan
Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



[1] Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2| 13
[2] ISO 55000 Overview, principles and terminology

2.0 LEVELS OF SERVICE

The community generally expect that Council will have the necessary infrastructure and operation and maintenance practices in place to control the stormwater in such a way that the tolerance to minor and major flooding is balanced against the cost to install and maintain a drainage system network.

Council has defined service levels in two terms and provides the level of service objective, performance measure process and service target in Table 2.1.1 and Table 2.1.2

Community Levels of Service relates to the service outcomes that the community wants in terms of reliability, responsiveness, amenity, safety and financing.

Table 2.1.1 Community Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Desired Level of Service
CUSTOMER (COMMUNITY) LEVEL OF SERVICE				
Quality	Stormwater network is generally unobstructed	Regular cleaning of stormwater pits and street sweeper activities	Proactive planned works undertaking of regular checking and cleaning of assets	Continue work practice - Proactive planned works undertaking of regular checking and cleaning of assets
Function/Capacity /Performance	Stormwater functions/capacity to required level (i.e. no flash flooding in events less than a 5Yr Annual Recurrence Intervals (ARI), protection of dwellings	When undertaking asset renewal and/or new works, consideration to future Annual Recurrence Intervals (ARI), events	Road and general stormwater levels, designs are considered during the design phase	Road and general stormwater levels, designs are considered during the design phase for projects Mallala Stormwater Flood Plain Management Plan & Stormwater Urban Master Plan to be developed 2022/24 AWE completed Two Wells stormwater review
Responsiveness	Reactive to services with determined response time	Time taken to respond to customer requests during and after office hours	Contact details are available on councils website, weather warning advice issued, APC resources are prepared to respond	Contact details are available on councils website, weather warning advice issued, APC resources are prepared to respond

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Technical Levels of Service support the community service levels and are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the Council undertakes to best achieve the desired community outcomes.

Table 2.1.2 Technical Levels of Service

TECHNICAL LEVEL OF SERVICE				
Condition	Physical state of stormwater assets is in serviceable condition	When undertaking asset renewal and/or new works, to consider future ARI events	Road and general stormwater levels, designs are considered during the design phase	Report findings and action requirements within budget allocation
Capacity	Assets have the capacity to meet community demand	When undertaking asset renewal and/or new works, to consider future ARI events	Road and general stormwater levels, designs are considered during the design phase	Report findings and action requirements within budget allocation may need future capital budget to undertake works
Safety	Stormwater assets are safe and free of hazards	Number of incidents/injury reports	0 recorded customer requests per year	0 recorded customer requests per year
Amenity	Maintain visual amenity of stormwater infrastructure	Maintain, clear debris and weeds from pit entry points	Weed spaying and debris clearing to suit seasonal conditions	Weed spraying and debris clearing as programmed

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3.0 FUTURE DEMAND

3.1 Demand Forecasts

Factors affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, economic factors, agricultural practices, environmental awareness etc. Demand factor trends and impacts on service delivery are summarised in Table 3.1.1.

Table 3.1.1 Demand Factors, Projections and Impact on Services

Demand Driver	Present Position	Projection	Impact of Services
Growth in stormwater drainage area due to new development areas	Limited capacity of underground stormwater network creates reliance on surface flow within the road carriageway.	Minor developments could impact on existing downstream properties.	Potential risk of creating flooding issues by approving development without understanding impact on performance of existing drainage system and upgrading capacity of the system to cope with development.
Flood protection	Flood plain areas.	Risk of flooding to property from runoff from large areas.	Emergency response and public awareness of risks and a need to identify priority capital works from finalised and adopted stormwater management plans.

3.2 Demand Impact and Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Council will determine the ability of the existing systems to manage increased requirements. Opportunities identified to date for demand management are shown in Table 3.1.2. Further opportunities will be developed in future revisions of this asset management plan.

Table 3.1.2 Demand Management Plan

Service Activity	Demand Management Plan
Stormwater drainage	Identify known local problem areas.
	Local area drainage modelling and develop upgrade concepts and costs for approval.
	Develop construction drawings and undertaken works.
	Evaluation of impact of new allotments on existing infrastructure.
	Planning to incorporate any identified growth over asset life.
	Develop Mallala Stormwater Flood Plain Management Plan and Stormwater Urban Management Plan to be developed 2022/24.
	Incorporate in future iterations of the Asset Management Plan as requirements are known per township stormwater implementation plans.

4.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Council plans to manage and operate the assets at the agreed levels of service (Refer to Section 2) while managing life cycle costs.

4.1 Background Data

Adelaide Plains Council's stormwater assets are located throughout several towns in the Council area.

- Stormwater Drains Assets
  - Pipes
  - Box Culverts
  - Headwalls
  - Junction Boxes
  - Pump Stations
  - Gross Pollutant Traps

4.2 Asset Capacity and Performance

Council's services are generally provided to meet design standards where these are available. Locations where deficiencies in service performance are known are detailed in Table 4.2.1

Table 4.2.1: Known Service Performance Deficiencies

Assets	Service Deficiency
Underground Pipe/Pit System	Identify known local problem areas.
Stormwater General - Mallala	Develop Mallala Stormwater Flood Plain Management Plan and Stormwater Urban Management Plan to be developed 2022 - 24.
Stormwater, Two Wells – AWE Stormwater Management Plan	Review and undertake necessary actions from the Two Wells Stormwater Management Plan.

The above service deficiencies were identified and are being considered and prioritised. Refer to above Demand Management Plan.

4.3 Asset Condition

Condition is currently monitored via field collection of stormwater at the time of asset revaluation.

Condition is measured using a 1 – 5 grading system[3] as detailed in Table 4.3.1. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

[3] IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

Table 4.3.1: Condition Grading System

Condition Grading	Description of Condition
1	**Very Good**: free of defects, only planned and/or routine maintenance required
2	**Good**: minor defects, increasing maintenance required plus planned maintenance
3	**Fair**: defects requiring regular and/or significant maintenance to reinstate service
4	**Poor**: significant defects, higher order cost intervention likely
5	**Very Poor**: physically unsound and/or beyond rehabilitation, immediate action required

The overall condition score and subsequent consumption of the stormwater assets has been estimated based on a combination of available data such as age and the standard useful life of the asset.

Table 4.3.2: Asset Standard Useful Lives

Asset	Standard Useful Life
Pipes (Concrete)	100 years
Pipes (PVC Underground)	70 years
Box Culverts	100 years
Pump Stations – Electrical & Concrete Structure	50 years
Station Pumps	15 years
Side Entry Pits, Junction Boxes, Grated Inlet Pits	80 years
Headwalls	80 years
Gross Pollutant Traps	80 years

4.4 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs and cleaning.

The trend in maintenance budgets are shown in Table 4.4.1

Table 4.4.1: Maintenance Budget Trends

Year	Maintenance Budget $
2019 - 2020	$35,000 (Actual)
2020 - 2021	$31,000 (Budget)
2021 - 2022	$36,000 (Budget)

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

4.5 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 4.5.1. Asset useful lives were last reviewed on 30 June 2020.

Table 4.5.1: Useful Lives of Assets

Asset	Standard Useful Life
Pipes (Concrete)	100 years
Pipes (PVC Underground)	70 years
Box Culverts	100 years
Pump Stations – Electrical & Concrete Structure	50 years
Station Pumps	15 years
Side Entry Pits, Junction Boxes, Grated Inlet Pits	80 years
Headwalls	80 years
Gross Pollutant Traps	80 years

The estimates for renewals in this AM Plan were based on Method 2.

4.4.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).[4]

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.[5]

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 4.5.1

Table 4.5.1: Renewal Priority Ranking Criteria

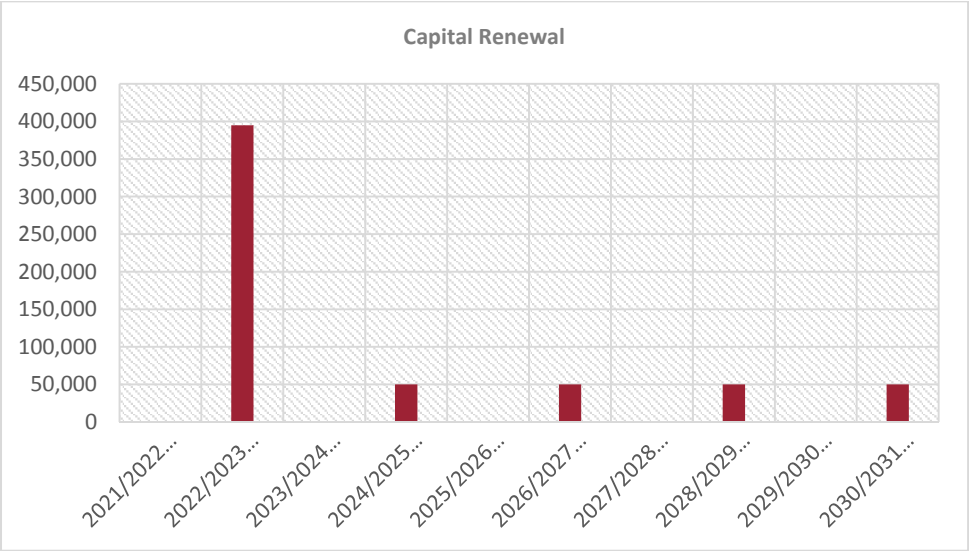
Criteria	Weighting
Asset Condition Rating 4 or 5	20
Risks – Residual risk high or extreme	30
Stormwater Management Plan Actions	50
Total	**100%**

4.5 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 4.5.2. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 4.5.2 Forecast Renewal Costs

[4] IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.
[5] Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.



All figure values are shown in current day dollars.

4.6 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated, gifted to Council.

4.6.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 4.6.1.1

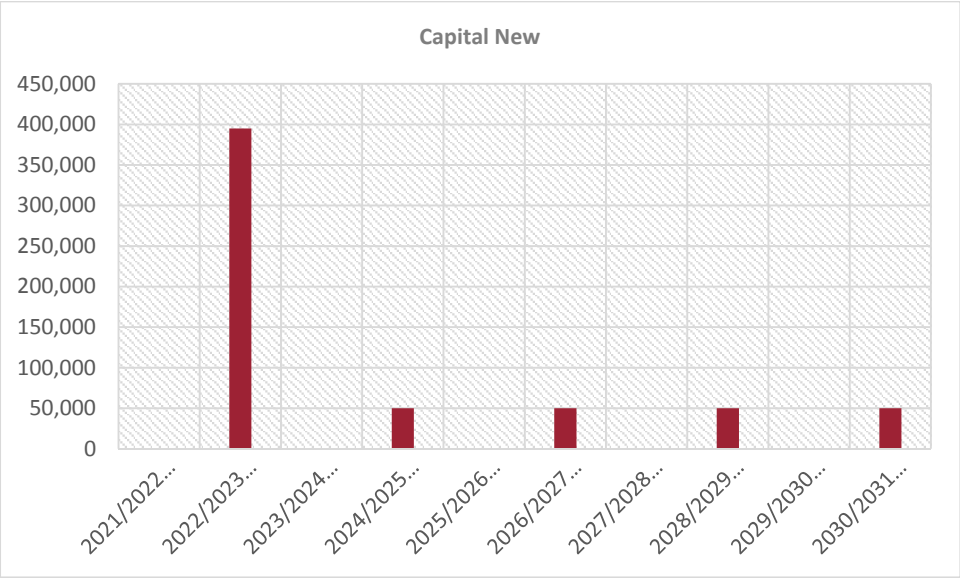
Table 4.6.1.1: Acquired Assets Priority Ranking Criteria

Criteria	Weighting
Gifted by Developers	60
Risks – Residual risk high or extreme	20
Stormwater Management Plan Actions	20
Total	**100%**

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 4.6.1.2 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

Figure 4.6.1.2: Acquisition New (Constructed) Summary



All figure values are shown in current day dollars.

4.7 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 4.7.1. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 4.7.1. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

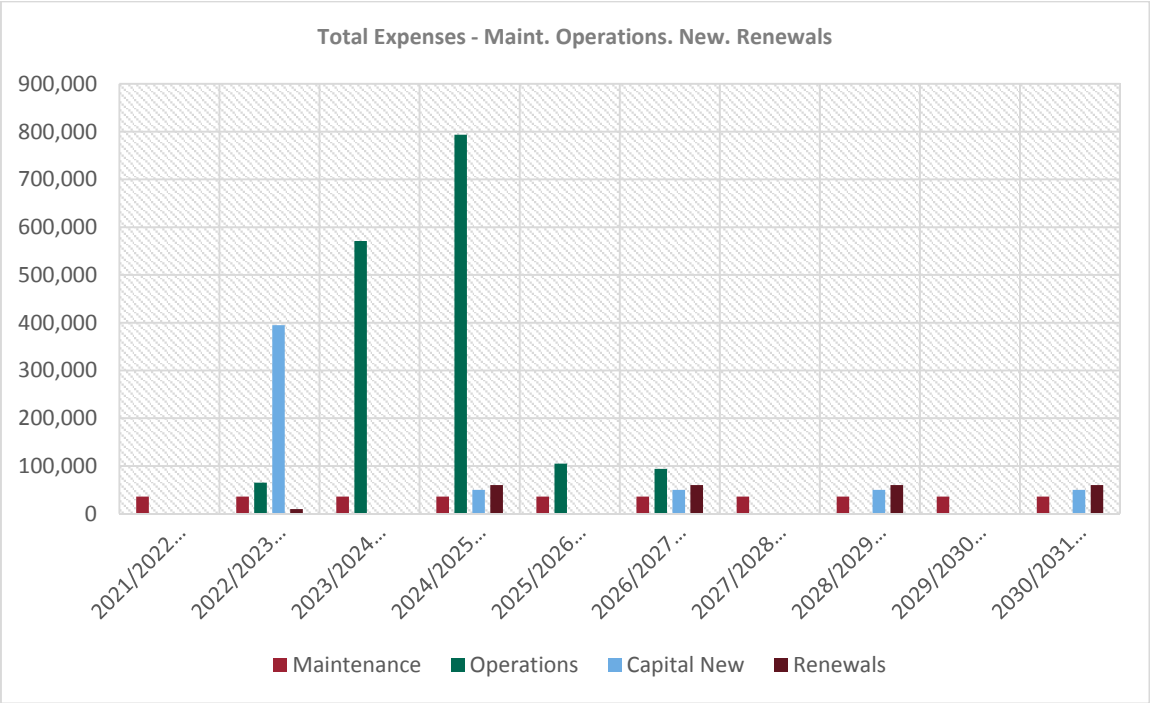
Table 4.7.1: Assets Identified for Disposal

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
None Known	NA	NA	NA	NA
None Known	NA	NA	NA	NA

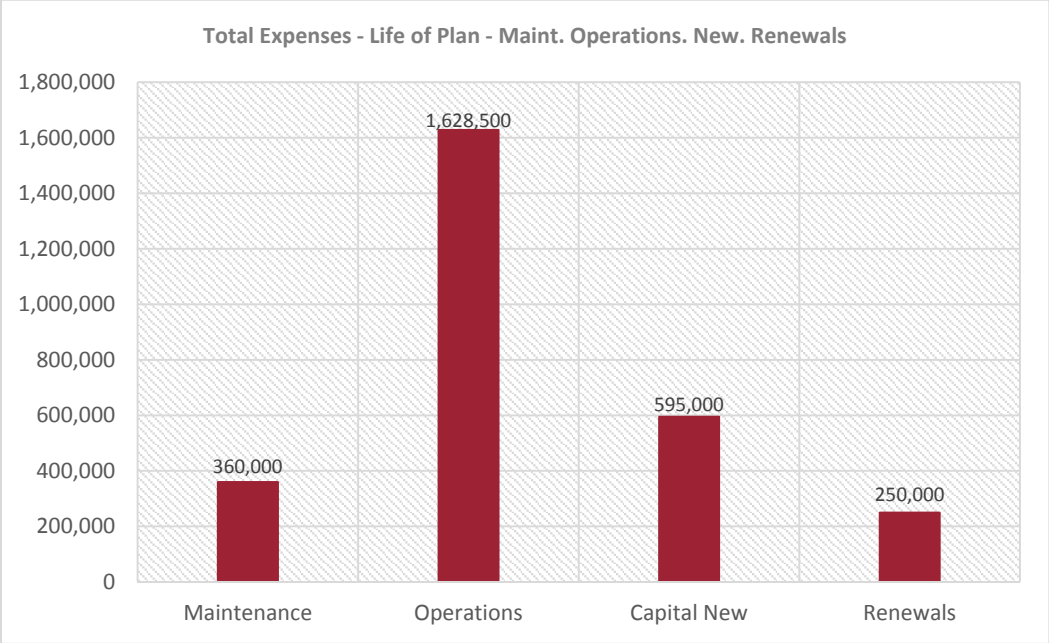
4.8 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.7.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

Figure 5.7.1: Lifecycle Summary



All figure values are shown in current day dollars.



All figure values are shown in current day dollars.

5.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: 'coordinated activities to direct and control with regard to risk'[6].

An assessment of risks[7] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

5.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 5.1.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 5.1.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Stormwater	Lack of Stormwater Capacity	Flooding of Properties
Stormwater	Climate Change	Stormwater outlets lower than sea level

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

5.2 Risk Assessment

The risk management process used is shown in Figure 5.2.1 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

[6] ISO 31000:2009, p 2

[7] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

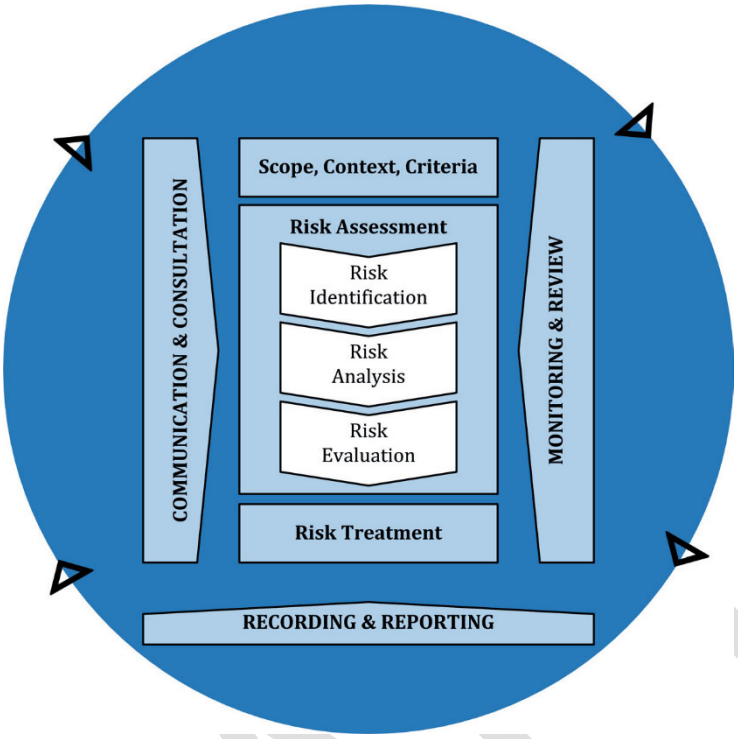


Fig 5.2.1 Risk Management Process – Abridged
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks[8] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 5.2.2. It is essential that these critical risks and costs are reported to the Executive Management Team.

[8] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

Table 5.2.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Climate Change	Rising sea levels and changes to weather patterns will impact on the capacity of the existing stormwater system and an increase in flood prone areas from more frequent extreme tidal and storm events.	VH	Two Wells AWE Stormwater Management Plan and Coastal Adaptation Study are considered and actioned	M	Continue to monitor, update Coastal Adaptation Study undertake Mallala Stormwater Management Plan

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

5.3 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale[9] in accordance with Table 5.3.1.

Table 5.3.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate ± 2%
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10%
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated ± 25%
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy ± 40%
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 5.3.2.

[9] IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Table 5.3.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	Very High	Council trends available, Refer to Council Strategic Plan 2020-2024
Growth projections	Very High	Council trends available, refer to Council Strategic Plan 2020-2024
Acquisition forecast	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
Operation forecast	High	Extrapolated from previous years
Maintenance forecast	High	Extrapolated from previous years
Renewal forecast - Asset values	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
- Asset useful lives	Very High	Reviewed in accordance via revaluation schedule
- Condition modelling	Very High	Reviewed in accordance via revaluation schedule and condition ratings
Disposal forecast	N/A	N/A

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Very High.

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6.0 PLAN IMPROVEMENT AND MONITORING

6.1 Status of Asset Management Practices[10]

6.1.1 Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is Authority.

6.1.2 Asset management data sources

This AM Plan also utilises asset management data. The source of the data is Conquest.

6.2 Improvement Plan

It is important that council recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 6.2.1.

Table 6.2.1: Improvement Plan

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue the development of stormwater implementation plans for each town as a follow-on from the stormwater management plans	Council Administration	As per revaluation requirements
3	Review service levels	Council Administration	As required
4	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
5	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

6.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each council election.

6.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,

[10] ISO 55000 Refers to this as the Asset Management System

- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 110%).

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7.0 REFERENCES

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- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Adelaide Plains Council Strategic Plan 2020 - 2024
- Adelaide Plains Council Annual Plan and Budget
- AWE Stormwater Management Plan - Two Wells Township

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8.0 APPENDICES

Appendix A Acquisition Forecast (New)

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Stormwater Capital New											
Redbanks Road (005) from Mallala - Two Wells Road to Irish Street	0	100,000	0	0	0	0	0	0	0	0	**100,000**
Dublin Stormwater Capture Project - Stage 1	0	170,000	0	0	0	0	0	0	0	0	**170,000**
Dublin Stormwater Capture Project - Stage 2	0	110,000	0	0	0	0	0	0	0	0	**110,000**
Mallala Stormwater Urban Management Plan Outcomes	0	0	0	50,000		50,000		50,000	0	50,000	**200,000**
Middle Beach - Tidal Drainage System	0	15,000	0	0	0	0	0	0	0	0	**15,000**
	0	**395,000**	**0**	**50,000**	**0**	**50,000**	**0**	**50,000**	**0**	**50,000**	**595,000**
TOTAL STORMWATER NEW	**0**	**395,000**	**0**	**50,000**	**0**	**50,000**	**0**	**50,000**	**0**	**50,000**	**595,000**

Appendix B Operation Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Stormwater Operating											
Mallala Stormwater Flood Plain Management Plan (report)	0	65,000	0	0	0	0	0	0	0	0	65,000
Mallala Stormwater Urban Management Plan (report)	0	0	55,000	0	0	0	0	0	0	0	55,000
Levee, Hickinbotham - Component D - Flood Management Timing Plan	0	0	500,000	0	0	0	0	0	0	0	500,000
Levee, Hickinbotham - Component A1 - Area 2 Flood Management Timing Plan	0	0	16,000	0	0	0	0	0	0	0	16,000
Levee, Hickinbotham - Component C - Area 6 Flood Management Timing Plan	0	0	0	716,500	0	0	0	0	0	0	716,500
Levee, Hickinbotham - Component A2 - Area 3 Flood Management Timing Plan	0	0	0	7,000	0	0	0	0	0	0	7,000
Levee, Hickinbotham - Component A3 - Area 4 Flood Management Timing Plan	0	0	0	70,000	0	0	0	0	0	0	70,000
Levee, Hickinbotham - Component A4 - Area 5 Flood Management Timing Plan	0	0	0	0	105,000	0	0	0	0	0	105,000
Levee, Hickinbotham - Component A5 - Area 6 Flood Management Timing Plan	0	0	0	0	0	94,000	0	0	0	0	94,000
	0	65,000	571,000	793,500	105,000	94,000	0	0	0	0	1,628,500
TOTAL STORMWATER OPERATING	**0**	**65,000**	**571,000**	**793,500**	**105,000**	**94,000**	**0**	**0**	**0**	**0**	**1,628,500**

Appendix C Maintenance Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Stormwater Maintenance											
General Maintenance Requirements - Recurrent Costs	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000	**360,000**
TOTAL STORMWATER MAINTENANCE	**36,000**	**36,000**	**36,000**	**36,000**	**36,000**	**36,000**	**36,000**	**36,000**	**36,000**	**36,000**	**360,000**

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Appendix D Renewal Forecast Summary

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
Stormwater Capital Renewal											
Mallala Stormwater Urban Management Plan Outcomes	0	0	0	50,000	0	50,000	0	50,000	0	50,000	**200,000**
Allocation - Pump Station, Pump Replacements (*Refer Below)	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	**50,000**
Tangari Estate Pump											
Fourth Street, Dublin											
Fifth Street, Dublin											
St George Boulevard, Lewiston											
	0	**10,000**	**0**	**60,000**	**0**	**60,000**	**0**	**60,000**	**0**	**60,000**	**250,000**
TOTAL STORMWATER RENEWAL	**0**	**10,000**	**0**	**60,000**	**0**	**60,000**	**0**	**60,000**	**0**	**60,000**	**250,000**

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ASSET MANAGEMENT PLAN
Community Wastewater Management System

(CWMS)

Document Control	Asset Management Plan				
Document ID :					
Rev No	**Date**	**Revision Details**	**Author**	**Reviewer**	**Approver**
V1.11	June 2021	Develop Community Wastewater Management System (CWMS) Infrastructure Asset Management Plan	IAC		
V1.11	July 2021	For Review	IAC	GMEI EMT	EMT

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1.0 Introduction

1.1 Background

The goal and purpose of this Community Wastewater Management System (CWMS) Asset Management Plan is to improve Council's long-term strategic management of its CWMS assets in order to cater for the community's desired levels of service in the future, in accordance with Council's key strategic documents and demonstrate reasonable management in the context of Council's available financial and human resources.

The CWMS Plan is maintained and managed in accordance with all regulatory requirements under the South Australian Water Act 2012, the Essential Services Commission of South Australia (ESCOSA) the Office of the Technical Regulator (OTR) and Local government Act 1999.

Council will continue to develop service levels and asset renewal projects to ensure needs for the community are delivered. These service levels have been set in accordance with user needs, regulations, industry practice and legislative codes of practice.

The Asset Management Plan is to be read with Asset Management Policy and Asset Management Strategy, where developed, along with other key planning documents:

- Strategic Plan
- Annual Business Plan
- Long Term Financial Plan

The basic function of a CWMS network is to convey household and commercial wastewater from sinks, bathrooms and toilets (everything that goes down the drain) to a point of disposal being a lagoon and/or treatment plant, prior to disposing of the wastewater.

This infrastructure asset management plan covers the following infrastructure assets owned by the Adelaide Plains Council:

- Pump stations (9) and associated assets (including mechanical, civil and electrical assets)
- Gravity Drainage Network
- Pumping Stations
- Rising Mains Network
- Wastewater Treatment Plants
- Lagoons
- Reuse Systems

This CWMS Infrastructure Asset Management Plan provides for Councils Community Wastewater Management System network and has been developed using an asset register which was digitised using historical plans and field collection during 2020. The register was valued as at 30 June 2020 and has been updated with 2021/2022 capital works to the value of $80,000.

The infrastructure assets included in this plan have a total replacement value of $6,575,990

Asset	Quantity	Renewal Value	Total Value
Pump Stations	9	$205,291	$205,291
Air Valve/Scour Valve	15	45,066	$45,066
CWMS Tanks	10	$108,369	$108,369
Domestic Pumps/Sumps	20	$393,393	$393,393
Gravity Pipes	74	$1,414,146	$1,414.146
Irrigation	31	$544,286	$544,286

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Pump Chambers	5	$142,817	$142,817
Maintenance Holes	69	$114, 969	$114,969
Various CWMS Infrastructure Assets	Items	$5,020,385	$5,020,385
Total			**$6,575,990**

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 1.1.1

Table 1.1.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Residents and Ratepayers	▪ Ultimate beneficiaries of the AMP process ▪ Feedback collected throughout the year ▪ Annual satisfaction survey undertaken
Insurers	▪ Local Government Mutual Liability Scheme
Lessees	▪ Leases operating who provide feedback on services, and have a range of maintenance responsibilities
State Government	▪ SA Health Authority ▪ Environment Protection Authority ▪ Essential Services Commission of South Australia (ESCOSA) - Office of the Technical Regulator (OTR)
Visitor / Tourists	▪ Regular satisfaction surveys undertaken, and feedback collected
Council	▪ To act as custodians of community assets ▪ To set Asset Management Policy and vision ▪ Allocate resources to meet Council objectives in providing services while managing risks
Executive Management Team	▪ Responsible for the development, management and review of an Asset Management Strategy, associated plans, practices and reporting on the status and effectiveness of Council's asset management ▪ To monitor and review the performance of employees in achieving the asset management strategy, plans and practices ▪ To ensure sufficient resources are applied to manage the assets to legislative requirements; and ▪ Accountable for the management of assets within their areas of responsibility
Asset Manager and Staff	▪ To lead the development of the Asset Management Plans ▪ To develop and implement maintenance, renewal and capital works programs in accordance with the Asset Management Policy, Strategy, Plans, as well as budget allocations ▪ Develop Specific Management Plans (upgrade, renewal, maintenance, operations, disposal)

Key Stakeholder	Role in Asset Management Plan
	▪ To deliver levels of service to agreed risk and cost standards and expectations ▪ To report asset related risk and damage ▪ To establish and monitor asset compliance and risk inspection regimes ▪ To manage asset condition assessments ▪ To provide technical expertise to the Executive Management Team

1.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 [1]
- ISO 55000[2]

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

[1] Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2| 13
[2] ISO 55000 Overview, principles and terminology

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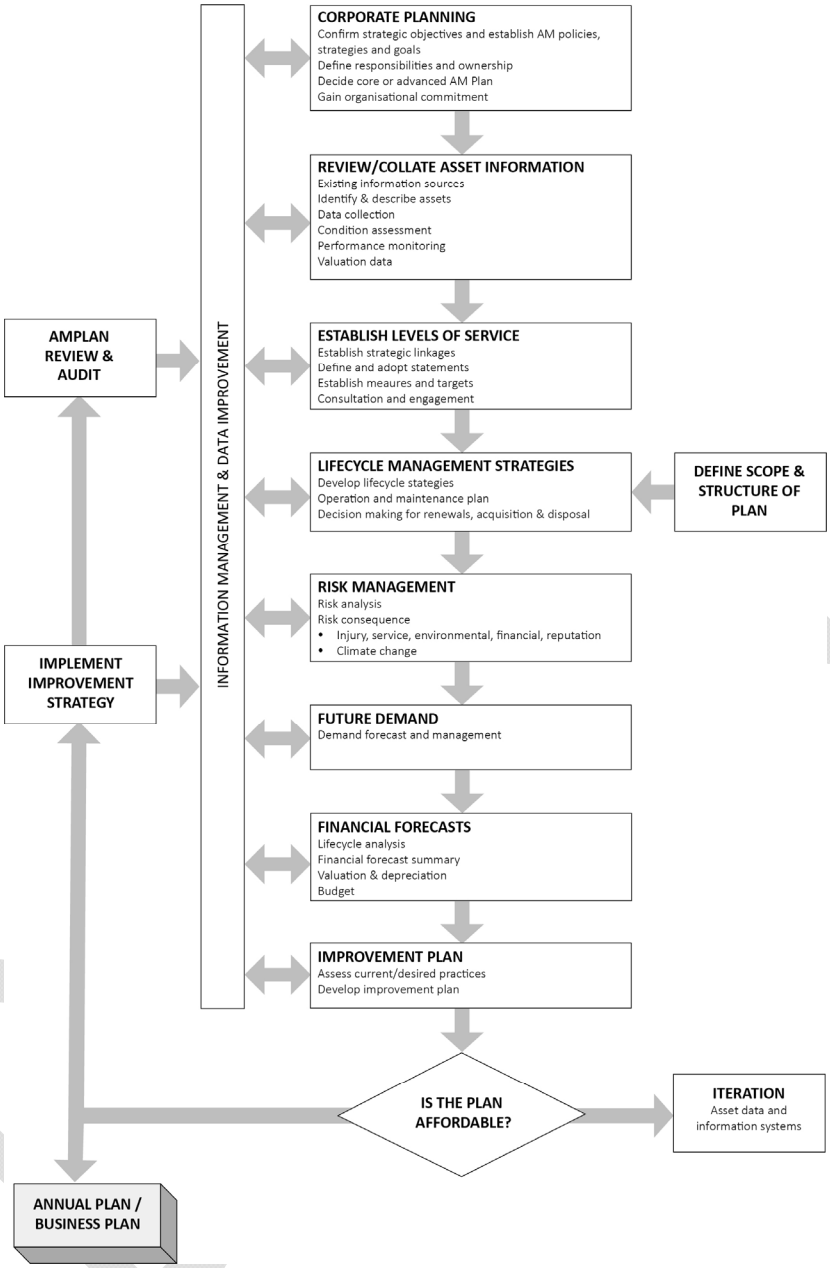
Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



2.0 LEVELS OF SERVICE

The community generally expect that Council will have the necessary infrastructure and operation and maintenance practices in place to manage Councils Community Wastewater Management System.

Levels of service relate to outcomes the customer receives in terms of quality, quantity, responsiveness and performance as provided by the asset, they area developed in line with Councils strategic and corporate goals and legislative requirements.

Community Levels of Service relates to the service outcomes that the community wants in terms of quality, quantity, responsiveness, amenity, safety and financing.

Table 2.1.1 Community Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Desired Level of Service
CUSTOMER (COMMUNITY) LEVEL OF SERVICE				
Quality	Well maintained and suitable wastewater collection and disposal system	Number of customer requests relating to CWMS maintenance	Acceptable compliance to SA Health and EPA requirements	Continuing to meet the service delivery needs of the community
Function	Meet SA Health Department & EPA standards	Compliance to approval conditions compliance to approval conditions	All uncontrolled releases from the network stopped within 4 hours of being reported	Continuing to meet community expectations
Responsiveness	Response time to customer requests & time taken to complete requests	> 90% of all requests adequately responded to and dealt with within 4 hours of being notified (excluding parts supply)	Acceptable compliance to SA Health and EPA requirements	Continuing to meet capacity requirements
Safety	Low level of risk to personal and environmental health	Overflows within the pipe network, treatment plant and/or at pump stations	Acceptable Compliance to SA Health and EPA requirements	Continuing to provide a low risk service to the community

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Technical Levels of Service support the community service levels and are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the Council undertakes to best achieve the desired community outcomes.

Table 2.1.2 Technical Levels of Service

TECHNICAL LEVEL OF SERVICE				
Operations Cost Effectiveness	Provide cost effective Community Wastewater Management System to meet Department of Health and EPA guidelines	Monitor energy usage	Energy usage maintained to current or below current levels	Review periodically - energy usage
Maintenance	Periodic visual assessment and servicing of access points	Routine removal and inspection of access lids	Ongoing inspections and flushing at intervals of not more than 12 months	Access to all reported blockages available within the 4 hour timeframe
	Periodic visual assessment to determine condition and function of drains	CCTV inspection (when required) and drain flushing	As per contract with Light Regional Council	Ongoing inspections and flushing at intervals of not more than 12 months
Condition	Network assets in good condition to ensure Community Wastewater Management System has appropriate design capacity	Continuous monitoring of pump stations operating hours	No pump station to operate for more than 12 hours per day as per SA Health guidelines	No pump station to operate for more than 12 hours per day as per SA Health guidelines
Renewal	Renewal of existing assets at an optimum time in their lifecycle	CCTV inspection and drain flushing	100% of network inspected at intervals of not more than 6 years	100% of network inspected at intervals of not more than 6 years
	Planned works that requires replacement identified as part of periodic inspection	Planned renewal works	As and where required as identified and planned from periodic visual inspection	As and where required as identified and planned from periodic visual inspection.
New/Upgrade	Targeted capital works if capacity or Work Health and Safety issue	Planned capital works	As and where required as identified and planned from periodic visual inspection	Developer liaison

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Function	Odour control from Wastewater Treatment Plant lagoon storage Septic Tank Cleaning (Middle Beach)	Periodic monitoring level of odour near Wastewater Treatment Plant lagoon & storage Septic Tank Cleaning Program (Middle Beach)	No reported incidents, monitor 100% of Septic Tanks cleaned on a 4 yearly cycle (Middle Beach)	Monitor Action 100% of Septic Tanks cleaned on a 4 yearly cycle (Middle Beach)
Safety	Planned renewal if Work Health and Safety component Treated water quality	Planned renewal works Compliance to reclaimed water guidelines	As and where required as identified and planned from periodic visual inspection Number of samples taken meet Department of Health and EPA guidelines	As and where required as identified and planned from periodic visual inspection Number of samples taken meet Department of Health and EPA guidelines

In addition to these, Council's Licence Agreement conditions in terms of operating the CWMS System require that APC contractor provide a monthly monitoring program to ensure that the water quality meets the Health Department and EPA Requirements.

A detailed analysis of the water quality monitoring program and sampling requirements are stored in Council's Electronic Document Management System.

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3.0 FUTURE DEMAND

3.1 Demand Forecasts

Drivers affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices and environmental awareness. The impact of these trends are regularly examined and demand management strategies are recommended as a technique to modify demand without compromising customer expectation. The Population Projections by Local Government Area predicts the Estimated Resident Population will increase as follows:

There is predicted to be stronger growth in Two Wells, Mallala and Dublin Townships, with a probable population of up to 19,358 people within the Adelaide Plains Council by 2050.

In forecasting on the future integration of land use and Community Wastewater Management System (CWMS) planning, the following are being reviewed:

- Opportunities for provision of reuse water to Council open space and recreation parks.
- Land use effluent disposal demand
- Effluent reuse
- Irrigation
- Urban Boundary Growth

Factors affecting demand include changes in demographics, customer preferences & expectations and economic factors, etc. Demand factor trends and impacts on service delivery are summarised in Table 3.1.1

Table 3.1.1 Demand Factors, Projections and Impact on Services

Present Position	Demand Forecast	Demand Impact (Projection)	Impact on Services
Population increase	Planned to accommodate for 19,358 by 2050. (source, APC Strategic Plan 2020-2024)	Increased demand and use of CWMS assets will affect the useful life of the assets which will increase the maintenance and renewal program.	A review needs to be undertaken to confidently determine capacity currently exists to accommodate potential future demand from zoned residential land.
Population	2016 Census (ABS) 8,801 Average growth rate of 5.5% per year between 2011-2016. (source, APC Strategic Plan 2020-2024)	It is projected to grow by 10,557 persons to a population of 19,358 by 2050 at 1.2% per annum. (source, APC Strategic Plan 2020-2024)	
Demographics	Population Growth - It is projected to grow by 10,557 persons to a population of 19,358 by 2050 at 1.2% per annum. (source, APC Strategic Plan 2020-2024)	Future growth rate will depend on timing of rezoning and servicing of additional land located in existing townships not connected to be investigated.	Potential impact from new land developments.

3.2 Demand Impact and Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Council will determine the ability of the existing systems to manage increased requirements. Opportunities identified to date for demand management are shown in Table 3.1.2.

Further opportunities will be developed in future revisions of this asset management plan.

Table 3.1.2 Demand Management Plan

Service Activity	Demand Management Plan
Wastewater Collection	Investigate Capacity assessment of each pump station.
	Evaluation of impact of new allotments on existing infrastructure.
	Assess Developer contributions per Council policy.
	Negotiated developer system augmentations where required.
Wastewater Treatment, Storage and Reuse	Review capacity assessment of wastewater harvesting facilities.
	Capacity assessment of wastewater treatment processes, transfer and storage of treated wastewater.
	Evaluation of impact of new irrigation areas.
	Plan to incorporate any identified growth of treated effluent demand for irrigation.
Trade Waste Discharge	Increased stormwater inflow into the wastewater network.
	These impacts will be minimised by applying strict water quality discharge limits on all trade waste connections to the system.
Stormwater inflow	Focused flow monitoring of system and smoke testing targeted areas.
	Public education plays a significant role in the minimisation of rainwater inflow into the wastewater network. Increasing community awareness on the effects of the excessive inflow rates will help in reducing the number of faulty private drains and illegal stormwater connections.

The new assets required to meet growth will be acquired free of cost from the land developments and constructed/acquired by Council.

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4.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Council plans to manage and operate the assets at the agreed levels of service (Refer to Section 2) while managing life cycle costs.

4.1 Background Data

Adelaide Plains Council's Community Wastewater Management System (CWMS) assets are located throughout the Adelaide Plains Council.

- Pump stations (9) and associated assets (including mechanical, civil and electrical assets)
- Gravity Drainage Network
- Pumping Stations
- Rising Mains Network
- Wastewater Treatment Plants
- Lagoons
- Reuse Systems

4.2 Asset Capacity and Performance

Council's services are generally provided to meet design standards where these are available. Locations where deficiencies in service performance are known are detailed in Table 4.2.1

Table 4.2.1: Known Service Performance Deficiencies

Assets	Service Deficiency
Future Demand	Providing new assets to meet demand.
Wastewater Treatment, Storage and Reuse	Plan to incorporate any identified growth of treated effluent demand for irrigation use.

The above service deficiencies were identified and are being considered and prioritised. Refer to above Demand Management Plan.

4.3 Asset Condition

Condition is currently monitored via field collection of CWMS at the time of asset revaluation.

Condition is measured using a 1 – 5 grading system[3] as detailed in Table 4.3.1. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

[3] IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

Table 4.3.1: Condition Grading System

Condition Grading	Description of Condition
1	**Very Good**: free of defects, only planned and/or routine maintenance required
2	**Good**: minor defects, increasing maintenance required plus planned maintenance
3	**Fair**: defects requiring regular and/or significant maintenance to reinstate service
4	**Poor**: significant defects, higher order cost intervention likely
5	**Very Poor**: physically unsound and/or beyond rehabilitation, immediate action required

The overall condition score and subsequent consumption of the CWMS assets has been estimated based on a combination of available data such as age and the standard useful life of the asset.

Table 4.3.2: Asset Standard Useful Lives

Asset	Standard Useful Life
Inspection, Maintenance Points and Holes	70 years
Return, Air & Scour Valves	30 years
Property Connection Pipe – 100 & 150mm	75 years
Gravity Pipes	60 years
Rising Mains	60 years
Irrigation & Pressure Pipes	60 years
Pump Chambers	50 years
Pump Stations	15 years
Pump Station Controller (Electrical)	30 years
Treatment Lagoon Lining	30 years
Irrigation Pumps	15 years

4.4 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs and cleaning.

The trend in operations and maintenance budgets are shown in Tables 4.4.1 and 4.4.2

Table 4.4.1: Maintenance Budget Trends

Year	Maintenance Budget $
2019 - 2020	$74,815 (Actual)
2020 - 2021	$86,431 (Budget)
2021 - 2022	$95,872 (Budget)

Table 4.4.2: Operations Budget Trends

Year	Operations Budget $
2019 - 2020	$182,221 (Actual)
2020 - 2021	$161,003 (Budget)
2021 - 2022	$196,632 (Budget)

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

4.5 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 4.5.1. Asset useful lives were last reviewed on 30 June 2020.

Table 4.5.1: Useful Lives of Assets

Asset	Standard Useful Life
Inspection, Maintenance Points and Holes	70 years
Return, Air & Scour Valves	30 years
Property Connection Pipe – 100 & 150mm	75 years
Gravity Pipes	60 years
Rising Mains	60 years
Irrigation & Pressure Pipes	60 years
Pump Chambers	50 years
Pump Stations	15 years
Pump Station Controller (Electrical)	30 years
Treatment Lagoon Lining	30 years
Irrigation Pumps	15 years

The estimates for renewals in this AM Plan were based on Method 2.

4.4.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or

- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).[4]

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.[5]

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 4.5.2

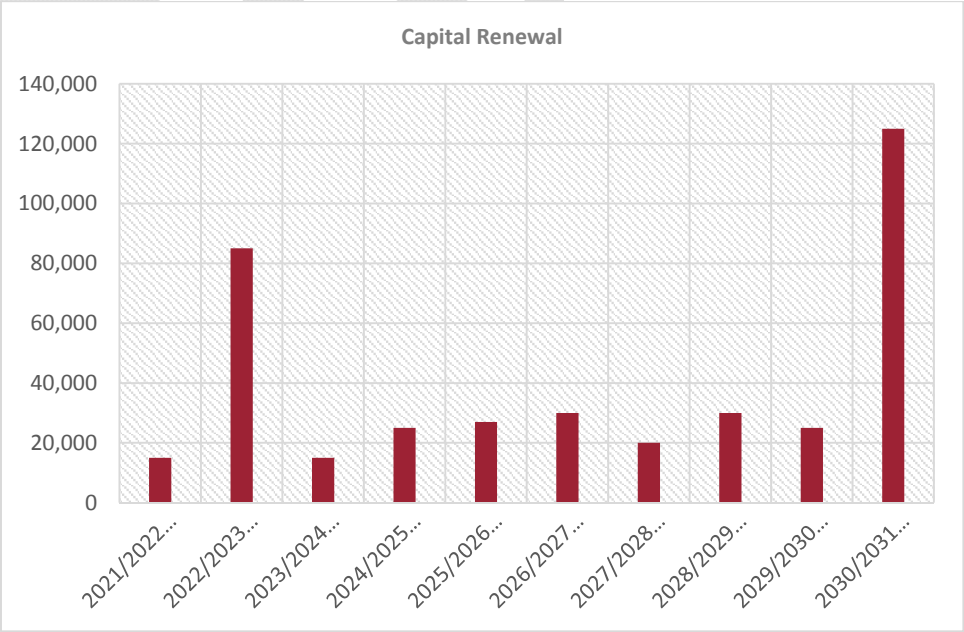
Table 4.5.2: Renewal Priority Ranking Criteria

Criteria	Weighting
End of Useful Life	20
Risks – Residual risk high or extreme	30
Safety and Compliance	50
Total	**100%**

4.5 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 4.5.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 4.5.1 Forecast Renewal Costs



[4] IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.
[5] Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

All figure values are shown in current day dollars.

4.6 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated, gifted to Council.

4.6.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 4.6.1.1

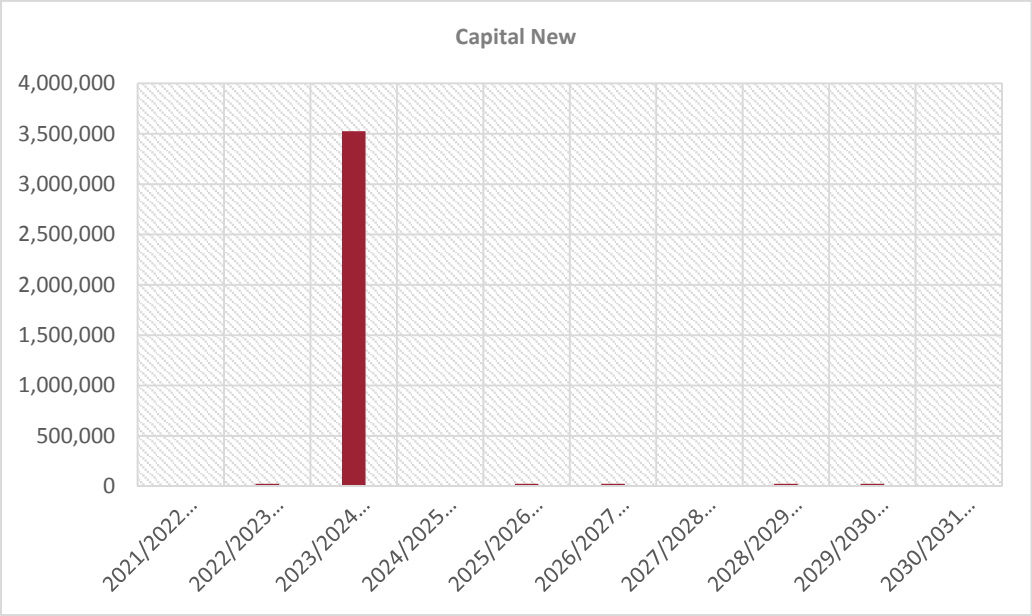
Table 4.6.1.1: Acquired (New) Assets Priority Ranking Criteria

Criteria	Weighting
Safety and Compliance	20
Risks – Residual risk high or extreme	20
Demand	60
Total	**100%**

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 4.6.1.2 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

Figure 4.6.1.2: Acquisition New (Constructed) Summary



All figure values are shown in current day dollars.

4.7 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 4.7.1. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 4.7.1. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

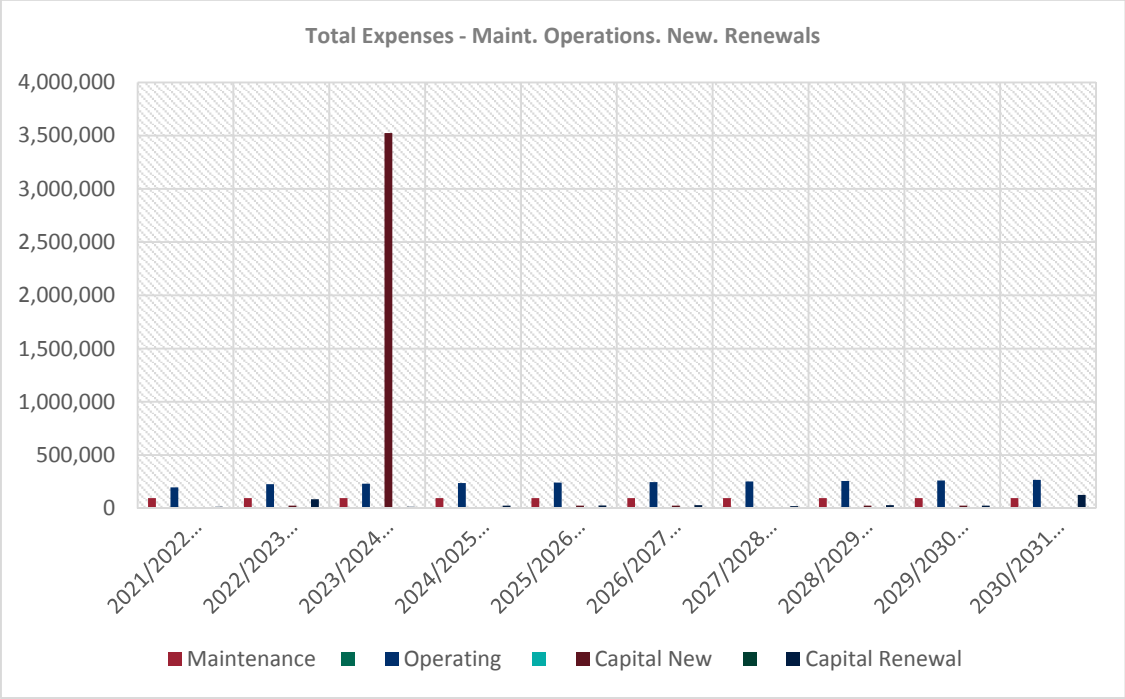
Table 4.7.1: Assets Identified for Disposal

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
None Known	NA	NA	NA	NA
None Known	NA	NA	NA	NA

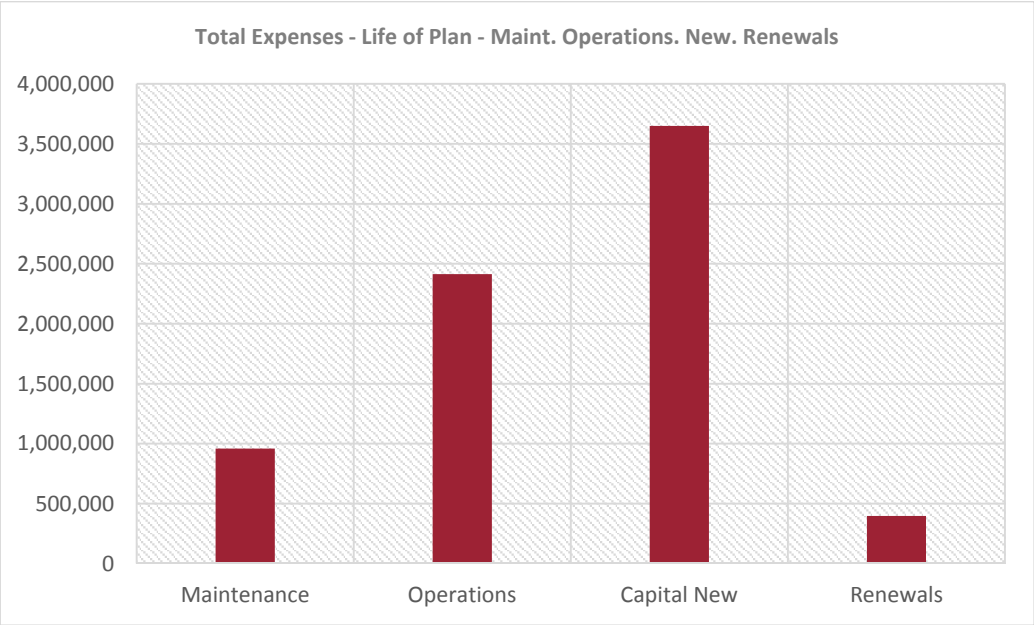
4.8 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 4.8.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

Figure 4.8.1: Lifecycle Summary



All figure values are shown in current day dollars.



All figure values are shown in current day dollars.

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5.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: 'coordinated activities to direct and control with regard to risk'[6].

An assessment of risks[7] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

5.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 5.1.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 5.1.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Pump Stations	Breakdowns	Possible Overflows
Treatment Lagoons	Over Topping	Possible Overflows

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

5.2 Risk Assessment

The risk management process used is shown in Figure 5.2.1 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

[6] ISO 31000:2009, p 2

[7] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

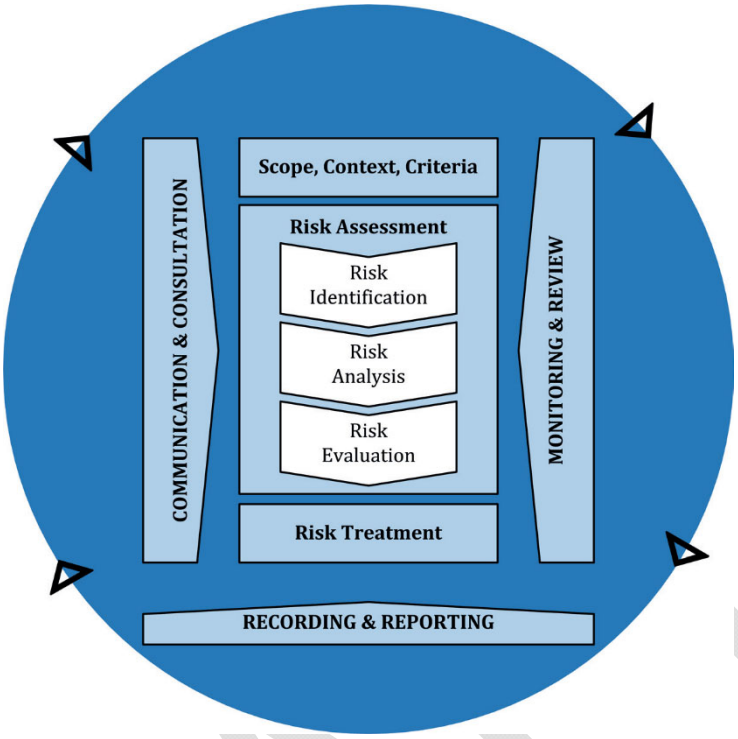

Fig 5.2.1 Risk Management Process – Abridged
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks[8] associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 5.2.2. It is essential that these critical risks and costs are reported to the Executive Management Team.

[8] REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

Table 5.2.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Treatment Plant	Discharge to environment from inadequacy capacity	High	Upgrade plant capacity/emergency flow storages.	L	Investigate costs.
Effluent Lines	Blockage	High	Program regular flushing of lines and inspections.	Low	Currently performed – service agreement with RL Council.
Pump Stations	Blockage	High	Program regular flushing of lines and inspections.	Low	Currently performed – service agreement with RL Council.
Pump Stations	Pump Failure	High	Upgrade telemetry monitoring, emergency response plan, determine requirements for emergency generator, emergency portable pump.	High	Investigate, APC own a mobile diesel generator.
Effluent Lines	Infrastructure damaged by excavation	High	Add GIS CWMS data to Dial Before You Dig service.	Low	Investigate cost.
Effluent Lines	Deterioration of existing lines	High	Systematic cleaning and inspection of drain and replace or repair when required.	High	Known at time before replacement occurs.

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

5.3 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale[9] in accordance with Table 5.3.1.

[9] IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Table 5.3.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate ± 2%
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10%
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated ± 25%
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy ± 40%
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 5.3.2.

Table 5.3.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	Very High	Council trends available, Refer to Council Strategic Plan 2020-2024
Growth projections	Very High	Council trends available, refer to Council Strategic Plan 2020-2024
Acquisition forecast	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
Operation forecast	High	Extrapolated from previous years
Maintenance forecast	High	Extrapolated from previous years
Renewal forecast - Asset values	Very High	Council trends available, refer to Council Strategic Plan 2020-2024. Align to LFTP – Capital Works Program
- Asset useful lives	Very High	Reviewed in accordance via revaluation schedule
- Condition modelling	Very High	Reviewed in accordance via revaluation schedule and condition ratings
Disposal forecast	N/A	N/A

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Very High.

6.0 PLAN IMPROVEMENT AND MONITORING

6.1 Status of Asset Management Practices[10]

6.1.1 Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is Authority.

6.1.2 Asset management data sources

This AM Plan also utilises asset management data. The source of the data is Conquest.

6.2 Improvement Plan

It is important that council recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 6.2.1.

Table 6.2.1: Improvement Plan

Task	Task	Responsibility	Timeline
1	Annually review 10 year capital works program, renewals and new	Council Administration	October/November each year
2	Continue CWMS scheduled and programmed maintenance requirements	Council Administration/CWMS Officer	Ongoing
3	Review service levels	Council Administration	As required
4	Long Term Financial Plan and Asset Management Plan align	Council Administration	As required
5	Review & Document Asset Management Plan Risks	Council Administration	Ongoing

6.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each council election.

6.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,

[10] ISO 55000 Refers to this as the Asset Management System

- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 110%).

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7.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- IPWEA, 2020 'International Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2018, Practice Note 12.1, 'Climate Change Impacts on the Useful Life of Assets', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2012, Practice Note 6 Long-Term Financial Planning, Institute of Public Works Engineering Australasia, Sydney, https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn6
- IPWEA, 2014, Practice Note 8 – Levels of Service & Community Engagement, Institute of Public Works Engineering Australasia, Sydney, https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn8
- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Adelaide Plains Council Strategic Plan 2020 - 2024
- Adelaide Plains Council Annual Plan and Budget
- Maintenance Contract with Regional Light Council

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8.0 APPENDICES

Appendix A Acquisition Forecast (New)

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
CWMS Capital New											
Two Wells - New Community Waste Management System	0	0	3,500,000	0	0	0	0	0	0	0	3,500,000
Two Wells - Eden and Liberty Estates, Recycled Water Reuse (reserves & parks)	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0	150,000
	0	25,000	3,525,000	0	25,000	25,000	0	25,000	25,000	0	3,650,000
TOTAL CWMS NEW	0	25,000	3,525,000	0	25,000	25,000	0	25,000	25,000	0	3,650,000

Appendix B Operation Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
CWMS Operating											
Materials, Power, Water, Dep & Insurance etc..	196,352	196,352	196,352	196,352	196,352	196,352	196,352	196,352	196,352	196,352	1,963,520
Two Wells - Liberty and Eden Estates, Recycled Water Costs (parks & reserves) - Allocation	0	30,000	35,000	40,000	45,000	50,000	55,000	60,000	65,000	70,000	450,000
	196,352	226,352	231,352	236,352	241,352	246,352	251,352	256,352	261,352	266,352	2,413,520
TOTAL CWMS OPERATING	196,352	226,352	231,352	236,352	241,352	246,352	251,352	256,352	261,352	266,352	2,413,520

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Appendix C Maintenance Forecast

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
CWMS Maintenance											
External Service Maintenance Contract Provider (RL Council)	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	**600,000**
Contractors Repairs	22,040	22,040	22,040	22,040	22,040	22,040	22,040	22,040	22,040	22,040	**220,400**
Internal Maintenance Staff	13,832	13,832	13,832	13,832	13,832	13,832	13,832	13,832	13,832	13,832	**138,320**
	95,872	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**958,720**
TOTAL CWMS MAINTENANCE	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**95,872**	**958,720**

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Appendix D Renewal Forecast Summary

FINANCIAL YEAR:	2021/2022 $	2022/2023 $	2023/2024 $	2024/2025 $	2025/2026 $	2026/2027 $	2027/2028 $	2028/2029 $	2029/2030 $	2030/2031 $	Total
CWMS Capital Renewal											
Mallala - Replacement of Property Pumps	15,000	15,000	15,000	15,000	20,000	20,000	20,000	20,000	25,000	25,000	190,000
Middle Beach - CWMS Shed	0	0	0	0	7,000	0	0	0	0	0	7,000
Middle Beach - Irrigation Pump	0	0	0	0	0	0	0	0	0	40,000	40,000
Middle Beach - Allocation	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	50,000
Mallala Treatment Plant (Chamber Protection Coating)	0	60,000	0	0	0	0	0	0	0	0	60,000
Two Wells - Allocation	0	0	0	0	0	0	0	0	0	50,000	50,000
	15,000	85,000	15,000	25,000	27,000	30,000	20,000	30,000	25,000	125,000	397,000
TOTAL CWMS RENEWAL	15,000	85,000	15,000	25,000	27,000	30,000	20,000	30,000	25,000	125,000	397,000

	14.2	Adoption of Annual Report 2020-2021
Adelaide Plains Council	Department:	Governance and Executive Office
	Report Author:	Acting General Manager – Governance and Executive Office
Date: 25 October 2021	Document Ref:	D21/45327

EXECUTIVE SUMMARY

- The purpose of this report is to provide Council Members with the draft 2020-2021 Annual Report for consideration and adoption.
- Section 131 of the Local Government Act 1999 provides that Council must, on or before 30 November each year, prepare and adopt an annual report relating to the operations of the Council for the financial year ending on the preceding 30 June.
- The draft Annual Report 2020-2021 therefore relates to the operations and activities of Adelaide Plains Council for the financial year 1 July 2020 to 30 June 2021.
- The Financial Statements (Appendix 1 to the annual report) for the same period have not been included as they are currently being finalised by Council's Auditors. The Statements will be presented to Council's Audit Committee, and subsequently presented to Council for adoption, in November.
- The draft Annual Report 2020-2021 is presented as **Attachment 1** (Under Separate Cover) for Council's consideration and adoption, subject to the adoption of the Audited Financial Statements.

RECOMMENDATION

"that Council, having considered Item 14.2 – *Adoption of Annual Report 2020-2021*, dated 25 October 2021, receives and notes the report and in doing so:

1. **Adopts the Annual Report 2020-2021 as presented in Attachment 1 to this Report, subject to endorsement of the Audited Annual Financial Statements 2020-2021 and**
2. **Authorises the Chief Executive Officer to make any necessary final minor and administrative amendments to the Annual Report."**

BUDGET IMPACT

Estimated Cost:	$3,910.50 (graphic design and compilation)
Future ongoing operating costs:	Nil
Is this Budgeted?	Yes

RISK ASSESSMENT

By adopting the Annual Report prior to 30 November 2021, Council will meet its legislative requirements in accordance with Section 131 of the Local Government Act 1999. If Council fails to adopt its Annual Report by this time, it will be in breach of the legislation.

Attachments

1. Draft Annual Report 2020-2021 (Under Separate Cover).

DETAILED REPORT

Purpose

The purpose of this report is to provide the draft Annual Report 2020-2021 to Council for consideration and adoption.

Background/History

The legislation requires Council to adopt an Annual Report on or before 30 November of each year. The draft Annual Report as presented in **Attachment 1** has been prepared in accordance with the requirements of the Local Government Act 1999 (the Act) and the Local Government (General) Regulations 2013 (the Regulations).

Discussion

The draft Annual Report 2020-2021 has been compiled having regard to the statutory requirements, the content of previous reports and of course, the relevant information for the 2020-2021 reporting period.

The draft Audited Annual Financial Statements for 2020-2021 will be considered by Council's Audit Committee at its meeting anticipated to be held on 15 November 2021, before being presented to Council for endorsement thereafter. Once endorsed, the Audited Annual Financial Statements will be appended to the final Annual Report prior to its publication. This is consistent with Council's approach in previous years.

Subject to Council's adoption, and in accordance with legislative requirements, the finalised Annual Report (together with the Financial Statements) will be:

- Made available for inspection at Council's offices and provided to each Council Member, the Presiding Members of both Houses of Parliament and the South Australian Local Government Grants Commission by 31 December 2021 (as is required by the Act and the Regulations)
- Provided to the Parliamentary Library and State Library (as required by the Libraries Act 1982) and
- Provided to the National Library of Australia (as required under the Copyright Act 1968).

Conclusion

It is recommended that Council adopt the draft Annual Report 2020-2021 as provided at **Attachment 1** (Under Separate Cover). This will allow Council staff adequate time to make any necessary final amendments prior to the adoption of the Audited Annual Financial Statements, ensuring Council meets its legislative obligations.

References

Legislation

Copyright Act 1968

Libraries Act 1982

Local Government Act 1999 – Section 131

Local Government (General) Regulations 2013 – Regulation 10

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

	14.3	Appointment of Deputy Mayor
Adelaide Plains Council	Department: Report Author:	Governance and Executive Office Acting General Manager – Governance and Executive Office
Date: 25 October 2021	Document No:	D21/45328

EXECUTIVE SUMMARY

- The purpose of this report is for Council to decide whether it wishes to appoint a Deputy Mayor, and if so, to make that appointment.
- Council, at its Ordinary Meeting on 26 October 2020, appointed Councillor Strudwicke as the Deputy Mayor from 22 November 2020 to 21 November 2021. It is therefore timely for Council to consider any further appointment from 22 November 2021 onwards.
- The Local Government Act 1999 (the Act), provides that Council may resolve to appoint a Deputy Mayor from amongst its members. If a Deputy Mayor is appointed, Council will determine the term of office of its Deputy Mayor, and the term must not exceed four (4) years. Of course, with the next General Election scheduled to occur in November 2022, it is recommended that if Council chooses to appoint a Deputy Mayor, the appointment is made until the expiration of the current term of the Council, being the date of the next General Election.
- Council may choose to appoint a Deputy Mayor by either a resolution or by an election process. The process associated with each option is outlined in detail within the body of this report.
- It is for Council to determine (a) whether it wishes to have a Deputy Mayor from 22 November 2021 onwards and, if it does, (b) how the Deputy Mayor will be appointed and (c) who the Deputy Mayor will be.

RECOMMENDATION 1

"that Council, having considered Item 14.3 – *Appointment of Deputy Mayor*, dated 25 October 2021, receives and notes the report and in doing so resolves that:

1. **The term of office for the position of Deputy Mayor for the Adelaide Plains Council be from 22 November 2021 until the expiration of the current term of Council, being the date of the next General Election in November 2022.**
2. **The method of choosing a Deputy Mayor be by motion and resolution/indicative vote/election to determine the preferred person; and**
3. **[If indicative vote] Upon completion of the vote Council will, by subsequent resolution, appoint the successful Council Member as its Deputy Mayor."**

RECOMMENDATION 2

"that Council, having considered Item 14.3 – *Appointment of Deputy Mayor*, dated 25 October 2021, appoints Councillor _____ as Deputy Mayor for the Adelaide Plains Council from 22 November 2021 until the expiration of the current term of Council, being the date of the next General Election in November 2022."

BUDGET IMPACT

Estimated Cost:	A Deputy Mayor is entitled to one and a quarter (1.25) times the allowance for councillors in a council. In this instance, the Deputy Mayor will be entitled to an annual allowance of $12,970 (compared to the annual allowance of $10,376 paid to a councillor who is not the Mayor or Deputy Mayor). Council Member allowances are due for periodic adjustment on 9 November 2021 following release of the September 2021 CPI.
Future ongoing operating costs:	N/A
Is this Budgeted?	Yes

RISK ASSESSMENT

The appointment of a Deputy Mayor will ensure the continued operation of Council in the event the Mayor is absent/not available. It is important for Council to have an appointed representative to preside over meetings, attend civic functions and ceremonies and provide a voice for Council and the community. The appointment of a Deputy Mayor ensures that these roles and responsibilities are undertaken in the absence of the Mayor.

Attachments

1. Extract from the Local Government Act 1999 (sections 51 and 58).

DETAILED REPORT

Purpose

The purpose of this report is for Council to decide whether or not it wishes to appoint a Deputy Mayor, and if so, to make that appointment.

Background/History

Section 58 of the Local Government Act 1999 (the Act) outlines the specific role of the principal member (Mayor). Section 51 of the Act provides that that if Council has a Mayor, there may also be a Deputy Mayor, if the Council so resolves. Council may determine the term, with that term not exceeding four (4) years. A copy of sections 58 and 51 of the Act is provided for as **Attachment 1** to this Report.

Council, at its Ordinary Meeting on 26 October 2020, appointed Councillor Strudwicke as the Deputy Mayor from 22 November 2020 to 21 November 2021:

Moved Councillor Keen Seconded Councillor Boon ***2020/357***

"that Council, having considered Item 14.2 – Appointment of Deputy Mayor, dated 26 October 2020, appoints Councillor Strudwicke as Deputy Mayor for the Adelaide Plains Council for a period of twelve (12) months commencing from 22 November 2020 and concluding on 21 November 2020 (inclusive)."

CARRIED

It is therefore timely for Council to consider any further appointment from 22 November 2021.

Discussion

Appointing a Deputy Mayor

In accordance with Section 51 of the Act, the Deputy Mayor is to be chosen by the Members of the Council from among their own number and will hold office for a term determined by Council.

The Council may choose not to appoint a Deputy Mayor, in which case a Member must be chosen from among the Council Members each time there is a requirement to replace the Mayor in his official duties when the Mayor is absent.

A Deputy Mayor provides crucial support to the Mayor through strengthening the leadership and stability of the Council and ensuring the continued operation of Council in the event that Mayor is absent/not available. Operational duties include the role of Chair at meetings, attending civic functions and ceremonies and providing a voice for Council and the community. A Deputy Mayor who has a broad understanding of the role local government plays in its community and possesses a sound knowledge of the Act, particularly insofar as meeting procedures are concerned, is advantageous.

All councillors are eligible for appointment, including any previous Deputy Mayor who is eligible for re-appointment.

Term of Office

It is for Council to decide the term of office that the Deputy Mayor will be in the role. Historically Council has appointed the role for a period of twelve (12) months. Of course, on this occasion with the next General Election scheduled to occur in November 2022, it is recommended that if Council chooses to appoint a Deputy Mayor, the appointment is made until the expiration of the current term of the Council, being the date of the next General Election.

Allowance

A member of council is entitled to the allowance determined by the Remuneration Tribunal in relation to the member's office, and indexed in accordance with Section 76(9) of the Act.

On 30 August 2018, the Remuneration Tribunal determined the allowance payable to elected members of Local Government Councils constituted under the Act. A Deputy Mayor is entitled to an allowance which is 1.25 times that of the annual allowance for Councillors who are not the Mayor or Deputy Mayor. In accordance with Section 76(9) of the Act, allowances are adjusted on the first, second and third anniversaries for the periodic election in accordance with a calculation method described in Regulation 4(2) of the Local Government (Members Allowances and Benefits) Regulations 2010.

Accordingly, the current annual allowance payable to a Deputy Mayor is $12,970. Council member allowances are due for periodic adjustment on 9 November 2021 following release of the September 2021 CPI.

Method of Appointment

The Act does not stipulate the method for appointing a Deputy Mayor.

Based on Guidelines prepared by the Local Government Association (LGA) and further to previous legal advice received, it is recommended that Council appoint a Deputy Mayor using one (1) of the following methods:

1. By resolution **or**
2. By indicative vote and subsequent resolution **or**
3. An election process determined by the Council.

Whichever method is used, <u>the term of office must be determined first</u>.

The method determined by Council may depend on the number of candidates or nominations received. It is recommended that the simple resolution process (option 1) be used if there is only one candidate, the indicative ballot and subsequent resolution (option 2) if there is between 1-2 candidates, and an election process and subsequent resolution (option 3) if there are more than two candidates.

Below is a summary of the different methods for Council's information.

1. By resolution (1 candidate)

A Deputy Mayor may be appointed by direct resolution however appointment by resolution can be complicated if there is more than one candidate. It is necessary for each motion nominating a member to be considered individually and voted upon before any further motion is considered. The Mayor would have to ascertain those voting for, those against and declare the result.

If the first candidate is successful then no further nominations can be considered (except through the process of revoking, in which case Council's meeting procedures would need to be complied with and a motion on notice would need to be submitted). This also means that no other candidate could be considered if the first motion is successful.

2. By indicative vote followed by a resolution (1-2 candidates)

A variation of the option of resolution only, is that of the Mayor taking an informal vote of Members present at the meeting, while meeting procedures are suspended, to determine the preferred person and then the Council, by formal resolution, appointing that person as the Deputy Mayor.

Council would need to agree on this method by resolution as it is not within the ambit of the Mayor alone to decide the process.

3. By an election process (and resolution) determined by Council (more than 2 candidates)

This method enables multiple nominations to be considered at the same time.

Nominations will be invited by the Mayor from amongst the members. They do not have to be in writing nor do they have to be seconded. Nominations will be achieved simply by indicating *"I nominate Councillor _____"*.

The Mayor will then enquire as to whether the person nominated is prepared to accept the nomination. While that person may agree to accept the nomination, she/he has the right to withdraw at any time before the matter is put to a vote. If a member is absent from the meeting this would not preclude them from being nominated. They would need to have advised the Mayor prior to the meeting as to whether or not they are prepared to accept the nomination.

If only one person is nominated, that person will be declared elected. If more than one person is nominated, the matter will proceed to a vote. All Members present are required to vote in the election. In this case, it is not a conflict of interest to vote for yourself if you have been nominated.

Council must determine the method of voting, which can be by a show of hands or by secret ballot.

Should only two nominations be received, the successful candidate will be the one with the greater number of votes.

If more than two nominations are received, Council must determine the method of voting, e.g. first past the post, preferential system (eliminating candidate with lowest vote and distribute remaining votes by preference).

Mayor's Vote

In accordance with section 86(6) of the Act, the Mayor does not have a deliberative vote in a question for decision before Council, but only a casting vote. **This restriction does not apply to the Mayor's participation in an indicative preferential vote conducted while meeting procedures are suspended under Regulation 20 of the Act, or a secret ballot.** These are not questions for decision (i.e. a formal resolution) before Council for the purposes of the Act.

Conflict of Interest Considerations

The identification of a preferred member for the position of Deputy Mayor through taking an indicative vote or an election process does not attract the application of the conflict of interest provisions. In other words, all persons nominated for such a position are able to participate in the indicative ballot or election process.

However, an appointment by motion and resolution or the confirmation of the outcome of an indicative ballot by motion and resolution (Recommendation 2 above) will result in the nominated person receiving payment of an allowance greater than that set for Council Members. This means that the Council Member whom it is proposed to appoint will receive a direct financial benefit by way of an increased allowance payment. In these circumstances, the conflict of interest provisions operate to require the Council Member who is to be nominated by the motion to declare a 'material conflict of interest' and to remove themselves from the decision making process as required by Section 74(1) of the Act.

Conclusion

The Act provides that Council may resolve to appoint a Deputy Mayor from amongst its members.

The appointment of a Deputy Mayor will assist with strengthening the leadership and stability of the Council, and it will ensure that the necessary mechanisms are put in place to support the Mayor in carrying out civic duties. Through appointment, Council will not be required to revisit the appointment of a replacement to fulfil the Mayor's official duties, each time that the Mayor is absent. It is recommended that Council appoint a Deputy Mayor from 22 November 2021.

References

Legislation

Local Government Act 1999

Local Government (Members Allowances and Benefits) Regulations 2010

Council Policies

Code of Practice – Meeting Procedures

Chapter 5—Members of council

Part 1—Membership

51—Principal member of council

(1) A council may be constituted—

(a) on the basis that the principal member is to be appointed[1] or elected as a representative of the area as a whole (in which case the principal member is to be called a mayor); or

(b) on the basis that the principal member is to be chosen by the members of the council from amongst their own number (in which case the principal member may be called chairperson (the title used in this Act), or have another title, as the council decides).

(2) The term of office of a chairperson must not exceed 4 years.

(3) If a council has a mayor, there may also be, if the council so resolves, a deputy mayor and if a council has a chairperson, there may also be, if the council so resolves, a deputy chairperson.

(4) If there is to be a deputy mayor or deputy chairperson, he or she will be chosen by the members of the council from amongst their own number and will hold office for a term determined by the council.

The term must not exceed 4 years.

(5) On the expiration of a term of office, a chairperson, deputy mayor or deputy chairperson is eligible to be chosen for a further term.

(6) In the absence of the mayor or chairperson, a deputy mayor or deputy chairperson may act in the office of mayor or chairperson.

(7) If the mayor or chairperson is absent from official duties and there is no deputy mayor or deputy chairperson, or the deputy mayor or deputy chairperson is not available to act in the office of mayor or chairperson, a member chosen by the council may act in the office of mayor or chairperson during the relevant period.

(8) If a person is to be chosen by the members of the council to fill an office under this section and the votes for two or more candidates for the office are equal, lots must be drawn to determine which candidate or candidates will be excluded.

(9) The mayor of the City of Adelaide is entitled to the rank and title of Lord Mayor.

(10) In the event of a casual vacancy in the office of mayor, subsections (6) and (7) operate subject to any appointment made by the council under section 54(8).

Note—

1 An appointment may occur under section 10 of this Act or section 8 of the *Local Government (Elections) Act 1999*.

52—Councillors

(1) The members of a council, other than the principal member, will be known as councillors.

(ii) the terms of which entitle the council to receive a payment exceeding $100 000, or payments exceeding $100 000, on account of the disposal by the council of an asset of the council; or

(c) enters into a lease under which the rent payable by the lessee in any period exceeds $100 000,

without the approval of the Minister, the contract or lease is liable to be voided by the Minister.

(4) However, subsection (3) does not apply to—

(a) a contract or lease entered into by the council to give effect to any expenditure or revenue measure contained in a budget adopted by the council before the commencement of the relevant period; or

(b) a contract or lease of a kind excluded from the operation of that subsection by the Minister (on conditions, if any, determined by the Minister).

(5) An approval granted by the Minister for the purposes of this section has no effect unless the council had, before submitting the relevant contract or lease to the Minister for approval, resolved that it would, subject to the approval of the Minister, enter into the contract or lease.

(6) If—

(a) the Minister voids a contract or lease under this section; and

(b) the Minister or the council incurs a liability by reason of or in relation to the contract or lease,

the Minister or the council (as the case may be) may recover the whole of the amount of the liability as a debt from the persons who were members of the council at the time that the contract was made or lease was entered into or made, or from any of them, or from any one of them.

Part 3—Role of members

58—Specific roles of principal member

(1) The role of the principal member of a council is—

(a) to preside at meetings of the council;

(b) if requested, to provide advice to the chief executive officer between council meetings on the implementation of a decision of the council;

(c) to act as the principal spokesperson of the council;

(d) to exercise other functions of the council as the council determines;

(e) to carry out the civic and ceremonial duties of the office of principal member.

(2) Subsection (1)(c) does not apply in circumstances where a council has appointed another member to act as its principal spokesperson.

59—Roles of members of councils

(1) The role of a member of a council is—

(a) as a member of the governing body of the council—

	14.4	Ordinary Council Meeting Schedule 2022
Adelaide Plains Council	Department: Report Author:	Governance and Executive Office Acting General Manager – Governance and Executive Office
Date: 25 October 2021	Document Ref:	D21/45329

EXECUTIVE SUMMARY

- The purpose of this report is for Council to adopt its Ordinary Meeting Schedule for 2022.
- Section 81 of the *Local Government Act 1999* (the Act) provides that "ordinary meetings of a council will be held at times and places appointed by a resolution of the council". The Act further stipulates that there must be at least one ordinary meeting in each month.
- Council, at its Ordinary Meeting on 14 December 2021, adopted its Ordinary Meeting Schedule for the 2021 calendar year. It is therefore timely that Council now consider its Ordinary Meeting Schedule for 2022.
- It is proposed that Council continue its current practice of holding its Ordinary Council meetings in the Mallala Council Chamber at 6.00pm on the fourth Monday of every month, with the exception of January, April and December 2022 to take into account public holidays, as set out within the recommendation below.

RECOMMENDATION

"that Council, having considered Item 14.4 – *Ordinary Council Meeting Schedule 2021*, dated 25 October 2021, receives and notes the report and in doing so resolves that Ordinary Council Meetings for the 2022 calendar year will be held in the Mallala Council Chamber at 6.00pm on the fourth Monday of the month with the exception of:

1. **January 2022, where the Ordinary Council Meeting will be held on the fifth Monday of the month due to the Australia Day public holiday**
2. **April 2022, where the Ordinary Council Meeting will be held on the fourth Tuesday of the month due to the ANZAC Day public holiday and**
3. **December 2022, where the Ordinary Council Meeting will be held on the third Monday of the month due to the Christmas closure/holiday period."**

BUDGET IMPACT

Estimated Cost:	Not Applicable
Future ongoing operating costs:	Not Applicable
Is this Budgeted?	Not Applicable

RISK ASSESSMENT

Council must, by resolution, set the times and places of its Ordinary Council Meetings. At least one Ordinary Meeting must be held per month. If the time and place of a meeting has not been appointed by Council for a particular month, the Chief Executive Officer will make the appointment for that month in accordance with the *Local Government Act 1999*.

A meeting schedule will assist Council Members and Management in planning their own schedules and availability and ensures that the community is provided with advance notice of Ordinary Meetings.

Attachments

Nil

DETAILED REPORT

Purpose

The purpose of this report is for Council to adopt its Ordinary Council Meeting Schedule for the period January 2022 – December 2022, in accordance with the requirements of the *Local Government Act 1999* (the Act).

Background/History

Section 81 of the *Local Government Act 1999* (the Act) provides that "ordinary meetings of a council will be held at times and places appointed by a resolution of the council". The Act further stipulates that there must be at least one ordinary meeting in each month.

Council, at its Ordinary Meeting on 14 December 2020, adopted its Ordinary Meeting Schedule until December 2020 as follows:

14.2 Ordinary Meeting Schedule 2021

Moved Councillor Parker *Seconded Councillor Keen* ***2020/438***

"that Council, having considered Item 14.2 – Ordinary Council Meeting Schedule 2021, dated 14 December 2020, receives and notes the report and in doing so resolves that Ordinary Council Meeting for the 2021 calendar year will be held at 6.00pm on the fourth Monday of the month with the exception of:

1. ***January 2021, where the Ordinary Council Meeting will be held on the fourth Wednesday of the month due to the Australia Day public holiday;***
2. ***April 2021, where the Ordinary Council Meeting will be held on the fourth Tuesday of the month due to the Easter Monday public holiday; and***
3. ***December 2021, where the Ordinary Council Meeting will be held on the second Monday of the month due to the Christmas closure/holiday period."***

CARRIED

It is therefore timely that Council now consider its Ordinary Meeting Schedule for 2022. Determining the meeting schedule in October will allow sufficient time for forward planning and will also enable Council's Ordinary Meeting Schedule to be published in the final edition of Council's Communicator Newsletter, scheduled for postage in late November, which is provided by post and email to ratepayers and residents across the APC region.

Discussion

Day, Time and Location

It is proposed that Council continue its current practice of holding its Ordinary Council meetings at 6.00pm on the fourth Monday of every month with the exception of:

1. January 2022, where the Ordinary Council Meeting will be held on the fifth Monday of the month due to the Australia Day public holiday
2. April 2022, where the Ordinary Council Meeting will be held on the fourth Tuesday of the month due to the ANZAC Day public holiday and
3. December 2022, where the Ordinary Council Meeting will be held on the third Monday of the month due to the Christmas closure/holiday period.

From an administrative perspective, Monday remains the preferred day on which to schedule Ordinary Council Meetings for the following reasons:

- In accordance with section 84 of the Local Government Act, an agenda must be published three (3) business days prior to an Ordinary Council Meeting – for a Monday meeting, the agenda is therefore due for distribution by 5pm the Thursday prior. This leaves the Friday to finalise and distribute hard copy documents and attend to other follow-up tasks.
- Following a Monday meeting, Management meet on Tuesday morning to debrief and allocate actions. Being able to facilitate this on a Tuesday provides ample time for majority of tasks to be finalised in the same week of the meeting.
- In accordance with section 91 of the Local Government Act, minutes of an Ordinary Council Meeting are due to be supplied to all Members and provided for public display within five (5) days after the meeting. Following a Monday meeting, there are four (4) full working days in which to finalise and distribute the minutes.

Of course, notwithstanding the above, the Ordinary Meeting Schedule is entirely a matter for Members to determine.

Public Access

In accordance with section 302B of the Local Government Act and Council's Code of Practice – Access to Council Meetings and Documents, public access can continue to be provided by electronic means for the duration of the public health emergency. No resolution/decision is required in this regard.

Summary of Proposed Dates

In accordance with the above recommendation, the schedule of Ordinary Council Meeting dates for 2022 would be as follows:

- Monday 31 January 2022 (with public holidays falling on Monday 3 January 2022 (New Year's Day) and Wednesday 26 January 2022 (Australia Day), holding the January meeting on the fifth Monday of this month is preferred and recommended)
- Monday 28 February 2022
- Monday 28 March 2022

- Tuesday 26 April 2022 (Monday 25 April being ANZAC Day public holiday)
- Monday 23 May 2022
- Monday 27 June 2022
- Monday 25 July 2022
- Monday 29 August 2022
- Monday 26 September 2022
- Monday 24 October 2022
- Monday 28 November 2022
- Monday 19 December 2022

Conclusion

The Local Government Act requires Council to hold at least one Ordinary Council Meeting each month and to set, by resolution, the time and place for its Ordinary Meetings.

It is recommended that Council continue its current practice of holding its Ordinary Council meetings at 6.00pm on the fourth Monday of every month at the Mallala Council Chamber.

References

Legislation

Local Government Act 1999 (SA) – Section 81

Council Policies/Plans

Code of Practice – Access to Council Meetings and Documents

Code of Practice – Meeting Procedures

Strategic Plan 2021-2024 Proactive Leadership

	14.5	Consultation – Proposed Community Engagement Charter
Adelaide Plains Council	Department:	Governance and Executive Office
	Report Author:	Acting General Manager – Governance and Executive Office
Date: 25 October 2021	Document Ref:	D21/46433

EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider providing feedback to the Local Government Association (LGA) in relation to the proposed arrangements for new community engagement provisions in the Local Government Act 1999 (the Local Government Act).
- As Members will recall, the Local Government Reform Program commenced in early 2019. Information, via email and also formal reports, has been provided to Council regularly since. The Statutes Amendment (Local Government Review) Act 2021 (the Amendment Act) passed through Parliament on 10 June 2021.
- As a result of the amendments to the Local Government Act, a large number of prescriptive statutory provisions related to public consultation will be deleted and matters relating to public notice and community engagement will be regulated by a Community Engagement Charter (Charter) published by the Minister for Local Government (in the form of a Notice in the Gazette) which will apply state-wide and a mandatory Community Engagement Policy adopted by each council which must not be inconsistent with the Charter. The LGA has prepared a detailed Discussion Paper, provided as **Attachment 1**) to this Report.
- In preparation for these changes, the LGA facilitated a working group comprised of council community engagement specialists. That working group produced a proposed Charter (**Attachment 2**) and a model Community Engagement Policy (**Attachment 3**).
- The proposed Charter identifies Category A and Category B decisions. Category A decisions are those decisions where community engagement is required by the Local Government Act and the existing consultation requirements are prescriptive. For each Category A decision, the proposed Charter provides a menu of engagement options from which councils may choose. Councils must choose at least one option from the menu and may take additional engagement steps at their discretion, provided that at least one of the menu items is selected. The LGA has requested that councils review the list of Category A decisions and provide feedback on whether the list is appropriate both in terms of the decisions included and resources, capacity and circumstances necessary to comply with the mandatory requirements.
- The amended legislation will enable the Charter to include additional means by which councils can 'give public notice' of a decision – by (i) publishing information on the council website and (ii) making the information available for inspection upon request at the principal office of the council. This

would remove the requirement to publish a notice in the Gazette for particular matters. The LGA is seeking feedback on whether this is appropriate or whether it should remain mandatory for council to give notice in the Gazette on these matters. Alternatively, councils may have a view as to what other means may be used for the purpose of giving 'public notice'.

- Feedback is required by 28 October 2021. Following sector consultation, the LGA intends to propose a Charter to the Minister for consideration. It is important to note, however, that the ultimate decision regarding the content of any Charter will rest with the Minister.
- Management is relatively comfortable with the proposed Charter, particularly given that the document has been developed by a working group of sector experts and has also been reviewed by Norman Waterhouse Lawyers. It is, however, a matter for Council to consider whether it wishes to provide any specific feedback or suggest amendments in relation to the proposed Community Engagement Charter.

RECOMMENDATION 1

"that Council, having considered Item 14.5 – *Consultation – Proposed Community Engagement Charter,* dated 25 October 2021, receives and notes the report and acknowledges the opportunity to provide feedback to the Local Government Act in relation to the proposed Community Engagement Charter presented as Attachment 2 to this Report."

RECOMMENDATION 2

"that Council, having considered Item 14.5 – *Consultation – Proposed Community Engagement Charter,* dated 25 October 2021, instructs the Chief Executive Officer to notify the Local Government Association that it supports the proposed Community Engagement Charter as presented at Attachment 2 to this Report subject to the following:

_____."

BUDGET IMPACT

Estimated Cost:	Nil
Future ongoing operating costs:	Nil
Is this Budgeted?	Not Applicable

RISK ASSESSMENT

The LGA has already facilitated a thorough legal review of the proposed Charter and model Community Engagement Policy generally and also in order to ensure that councils are protected from the significant legal risks that arose after the 'Coastal Park' decision of the South Australian Supreme Court. In that case, because the council was found to have consulted in a manner differing from its written policies, the Court overturned the relevant council decision.

Attachments

1. LGA Discussion Paper – Proposed Community Engagement Charter and Model Community Engagement Policy – Consultation.
2. Proposed Community Engagement Charter.
3. Model Community Engagement Policy.

DETAILED REPORT

Purpose

The purpose of this report is for Council to consider providing feedback to the Local Government Association (LGA) in relation to the proposed arrangements for new community engagement provisions in the Local Government Act 1999 (the Local Government Act).

Background

As Members will recall, the Local Government Reform Program (the Reform) commenced in early 2019 and the Statutes Amendment (Local Government Review) Act 2021 (the Amendment Act) passed through Parliament on 10 June 2021. Information, via email and also formal reports, has been provided to Council regularly since commencement of the reform program.

As a result of the amendments to the Local Government Act, a large number of prescriptive statutory provisions related to public consultation will be deleted. This includes the removal of many obligations to:

- Place public notices in newspapers about council decisions.
- Place notices in the South Australian Government Gazette (the Gazette)
- Conduct public consultation in a specific manner (for example, the obligation to facilitate a one-hour public meeting each year on a council's draft annual business plan).

Instead, matters relating to public notice and community engagement will be regulated by a Community Engagement Charter (Charter) published by the Minister for Local Government (in the form of a Notice in the Gazette) which will apply state-wide and a mandatory Community Engagement Policy adopted by each council which must not be inconsistent with the Charter.

In preparation for these changes, the LGA facilitated a working group comprised of council community engagement specialists drawn from the Local Government Community Engagement Network. That working group produced a proposed Charter (**Attachment 2**) and a model Community Engagement Policy (**Attachment 3**).

Discussion

The proposed new approach to community engagement will reduce the prescriptive requirements contained within the Local Government Act. Councils will still be required to engage their communities in respect of many decisions, however, will have greater flexibility to tailor their approach to suit the particular decision and the community impact of that decision.

Category A Decisions and Means of Engagement

The proposed Charter (**Attachment 2**) identifies Category A and Category B decisions. Category A decisions are those decisions where community engagement is required by the Local Government Act and the existing consultation requirements are prescriptive:

- Section 12 – Composition and wards
- Section 13 – Status of a council or change of various names
- Section 50A – public consultation policies
- Section 92 – Access to meetings and documents – code of practice
- Section 122 – Strategic management plans
- Section 123 – Annual business plan and budget
- Section 151 – Basis of rating
- Section 156 – Basis of differential rates

For each Category A decision, the proposed Charter provides a menu of engagement options from which councils may choose. Councils must choose at least one option from the menu and may take additional engagement steps at their discretion, provided that at least one of the menu items is selected.

Requirement	Specified Means
1. Give notice of the proposed decision, activity or process by at least one of the specified means	• Notice in a newspaper or other publication circulating in the area of the council • Notice on a website determined by the council or chief executive officer • Notice on a social media platform maintained by the council • Notice published in the Gazette
2. Invite interested persons to make submissions by way of at least one of the specified means	• Written submission within at least 21 days of the giving of notice • Completion of a survey or questionnaire within at least 21 days of the giving of notice • Provision of an online response via social media within at least 21 days of the giving of notice • Attendance in person, by representative or via electronic means at a council meeting or public meeting held at least 21 days after the giving of notice • Attendance in person, by representative or via electronic means at a workshop, focus group or interview held at least 21 days after the giving of notice
3. Give consideration to any submissions made in response to an invitation by specified means, as appropriate	• Report presented to a council meeting for consideration by council members • Submissions considered by the person or body with delegated authority to make the proposed decision or undertake the proposed activity or process (if delegable)

4. Insofar as is reasonably practicable, provide information about how community views were taken into account and reasons for decisions or actions of council	• Report presented to a council meeting for consideration by council members • Information published on a website determined by the council or chief executive officer • Outcome of decision communicated to persons who made submissions • Outcome of decision communicated to person(s) affected by the decision

Feedback sought: the LGA has requested that councils review the list of Category A decisions and provide feedback on whether the list is appropriate both in terms of the decisions included and resources, capacity and circumstances necessary to comply with the mandatory requirements.
Category B decisions are those where community engagement is required by the Local Government Act, but a council has discretion as to how they conduct this.

Public Notice

The amended legislation will enable the Charter to include additional means by which councils can 'give public notice' of a decision.

Currently, public notice is achieved if a notice is published in the SA Government Gazette and on a website determined by the council's chief executive officer.

The proposed Charter includes that, for the decisions listed below, councils could alternatively give public notice by (i) publishing information on the council website and (ii) making the information available for inspection upon request at the principal office of the council. This would remove the requirement to publish a notice in the Gazette for the following matters:

- Section 93(2) – Meeting of electors
- Section 184(4) – Sale of land for non-payment of rates
- Section 197(1) – Adoption of management plan
- Section 198(4) – Amendment or revocation of management plan
- Section 219(7) – Adoption or altering of a policy relating to assigning or changing a name of a road or public place
- Section 237(4) – Notification of removal of vehicle where the owner is unknown or cannot be found
- Section 234A(6a) – Prohibition of traffic or closure of streets or roads

Feedback sought: the LGA is seeking feedback on whether this is appropriate or whether it should remain mandatory for council to give notice in the Gazette on these matters. Alternatively, councils may have a view as to what other means may be used for the purpose of giving 'public notice'.

Draft Model Policy

The LGA is not seeking feedback in relation to the draft Model Policy (Attachment 3) however this document is included for completeness and to demonstrate to Members how the Charter and Policy will interact with each other in practice. Councils will be required to develop and adopt a policy in due course, which must not be inconsistent with the Charter that is eventually approved by the Minister.

Conclusion

The LGA is seeking feedback from member councils by 28 October 2021. Based on member council feedback, the LGA Board will make a submission to the Minister on a proposed Charter. The Minister is not required to accept the sector's submissions and it is possible that the Minister will approve a Charter that has not been considered, or supported, by the sector. In any event, the relevant new provisions will commence on a date to be determined, currently anticipated to be mid-2022.

Management is relatively comfortable with the proposed Charter, particularly given that the document has been developed by a working group of sector experts and has also been reviewed by Norman Waterhouse Lawyers. It is, however, a matter for Council to consider whether it wishes to provide any specific feedback or suggest amendments in relation to the proposed Community Engagement Charter

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References

Legislation

Local Government Act 1999

Statutes Amendment (Local Government Review) Act 2021

Council Policies/Plans

Public Consultation Policy

Strategic Plan 2021-2024 – Proactive Leadership

Proposed Community Engagement Charter and Model Community Engagement Policy - Consultation

Feedback from member councils is sought on the proposed arrangements for the new community engagement provisions in the Local Government Act.

Background

As a result of the amendments to the *Local Government Act 1999* (the Local Government Act), a large number of prescriptive statutory provisions, relating to public consultation will be deleted. This includes the removal of many obligations to:

- Place public notices in newspapers about council decisions.
- Place notices is the South Australian Government *Gazette* (the Gazette).
- Conduct public consultation in a specific manner (eg the obligation to facilitate a one-hour public meeting each year on a council's draft annual business plan).

The changes mean that these matters will be regulated by:

1. A Community Engagement Charter (CEC), published by the Minister (in the form of a Notice in the *Gazette*), which will apply state-wide.
2. A mandatory Community Engagement Policy adopted by each council, which must not be inconsistent with the CEC.

In preparation for these changes the LGA Secretariat facilitated a working group comprised of council community engagement specialists, drawn from the Local Government Community Engagement Network. This working group produced a proposed CEC and a model Community Engagement Policy.

Both the proposed CEC and model Community Engagement Policy have been reviewed by Norman Waterhouse Lawyers, who incorporated changes intended to protect councils from the significant legal risks that arose after the 'Coastal Park' decision of the South Australian Supreme Court[1]. In that case, because the council was found to have consulted in a manner differing from its written policies, the subsequent council decision was overturned by the court.

The LGA Secretariat acknowledges that the documents are less community-friendly in their use of language as a consequence of the legal advice. However, a greater priority is to give councils confidence that their community engagement and decision-making process are consistent with the new legal obligations and will withstand legal challenge.

It is important to note that whilst the LGA intends to propose a CEC to the Minister for consideration, the ultimate decision with respect to the content of the CEC will rest with the Minister.

The LGA submits these two draft documents to member councils, as the basis for consultation with the sector.
Feedback from member councils is requested by 28 October 2021.

[1] Coastal Ecology Protection Group Inc & Ors v City of Charles Sturt [2017] SASC 136 (21 September 2017)

Proposed Features of the new arrangements

The proposed new arrangements will significantly reduce the prescriptive requirements contained in the current Local Government Act. Councils will still need to engage their communities in respect of many council decisions. However, councils will have far greater flexibility to tailor their approach to the particular decision and the community impact of the decision.

Changes to community engagement provisions were controversial in the Parliament and only passed with a narrow margin. If the new arrangements are not deemed (by the public and MPs) as sufficient, then Parliament may decide to legislate for additional mandatory requirements.

For this reason, the LGA proposed CEC contains some mandatory engagement requirements that go beyond the requirements in the Local Government Act, itself.

The approach taken in the proposed CEC is as follows:

- a small number of important sections in the Local Government Act are deemed to be 'Category A' decisions. These are decisions where community engagement is required by the Local Government Act and the existing consultation requirements are prescriptive. The list included in the proposed CEC is set out below.
- For each Category A decision, the CEC provides a menu of engagement options from which councils may choose. Councils must choose **at least** one option from the menu. Councils are entitled to take additional engagement steps at their discretion, provided that at least one of the menu items is selected.

The LGA requests councils review the list of Category A decisions carefully and provide feedback on whether the list is appropriate both in terms of the decisions included and resources, capacity and circumstances necessary to comply with the mandatory requirements.

Category A Statutory Processes
• Section 12 – Composition and wards • Section 13 – Status of a council or change of various names • Section 50A – Public consultation policies • Section 92 – Access to meetings and documents – code of practice • Section 122 – Strategic management plans • Section 123 – Annual business plan and budget • Section 151 – Basis of rating • Section 156 – Basis of differential rates

- Category B decisions are those where community engagement is required by the Local Government Act, but councils have discretion as to how they conduct this.

The proposed CEC empowers each council to make choices, which will then be set out in the council's Community Engagement Policy. By conducting community engagement consistent with the proposed CEC and the model policy, we are advised that councils will minimise the risks of a successful legal challenge, as occurred in the Coastal Park decision.

Public Notice

The new legislation enables the CEC to include additional means, by which councils can give 'public notice' of a decision.

Currently, public notice[2] is given if a notice is published in the SA Government *Gazette* and on a website determined by the chief executive officer.

The proposed CEC includes that, for the decisions listed below, councils could alternatively give public notice by (i) publishing the information on the council website and (ii) making the information available for inspection upon request at the principal office of the council. This would remove the requirement to publish a notice in the *Gazette* for the matters listed.

The proposed specific matters to which this change would apply are:

Section 93(2) – Meeting of electors
Section 184(4) – Sale of land for non-payment of rates
Section 197(1) – Adoption of management plan
Section 198(4) – Amendment or revocation of management plan
Section 219(7) – Adoption or altering of a policy relating to assigning or changing a name of a road or public place
Section 237(4) – Notification of removal of vehicle where the owner is unknown or cannot be found
Section 234A(6a) – Prohibition of traffic or closure of streets or roads

Feedback is sought on whether this change is appropriate or whether it should remain mandatory for council to give notice in the Gazette on these matters. Alternatively, councils may have a view as to what other means may be used for the purpose of giving 'public notice'.

Next Steps

To implement the new community engagement changes, the following steps must be taken:

1. Based upon member council feedback, the LGA Board will make a submission to the Minister, on a proposed CEC. The Minister is not required to accept the sector's submissions. One possible outcome is for the Minister to approve a CEC with additional mandatory steps, not supported by the sector.
2. Once the CEC is approved, councils can deliberate on their respective Community Engagement Policy. The LGA's model policy will be available to assist councils in their deliberations.
3. Councils must consult their communities on their proposed Community Engagement Policy. Councils will use the current 'public consultation' provisions in the Local Government Act to gauge their community's views on the new community engagement policy.
4. Based upon community feedback and other considerations, councils will finalise and adopt their Community Engagement Policy.
5. The new provisions relating to the CEC and mandatory council Community Engagement Policy will commence on a date to be determined. At the time of writing, this is expected to be mid-2022.

[2] Section 4(1aa), *Local Government Act 1999*

Proposed Community Engagement Charter (CEC)

Consultation Version

September 2021

INDEX

This document sets out the LGA proposed Community Engagement Charter (CEC) for the purposes of consultation with the sector.

Following receipt of feedback the final version of the proposed CEC will be presented to the LGA Board for approval for submission to the Minister for Local Government.

The Minister retains the discretion to determine the content of, and publish, the CEC in accordance with the requirements of section 50(1) of the Local Government Act 1999.

This resource has been prepared by the Local Government Association of SA (LGA) to assist councils with implementation of legislative changes arising from Local Government Reforms, incorporating advice from Norman Waterhouse, for the guidance of and use by member councils.

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Introduction

The *Local Government Act 1999* (the Act) recognises that it is not always appropriate for legislation to mandate that all community engagement should be conducted in the same manner for all decisions in every region of South Australia. The Act encourages councils to take a more fit-for-purpose approach to engagement, taking into account the particular matter under consideration, the type and needs of the local community and the advantages of new technology.

The Principles of the Act

Section 50 of the *Local Government Act 1999* sets out the principles underpinning this Charter as follows:

1. members of the community should have reasonable, timely, meaningful and ongoing opportunities to gain access to information about proposed decisions, activities and processes of councils and to participate in relevant processes;
2. information about issues should be in plain language, readily accessible and in a form that facilitates community participation;
3. participation methods should seek to foster and encourage constructive dialogue, discussion and debate in relation to proposed decisions, activities and processes of councils;
4. participation methods should be appropriate having regard to the significance and likely impact of proposed decisions, activities and processes;
5. insofar as is reasonable, communities should be provided with information about how community views have been taken into account and reasons for actions and decisions of councils.

These principles are consistent with principles adopted by individual councils over many years. They are informed by the International Association for Public Participation (IAP2) Core Values.

Purpose of the Community Engagement Charter

The views of the community are essential in helping to inform council decision-making processes.

This Community Engagement Charter (the Charter) relates to:

- community consultation and participation with respect to any decision, activity or process where compliance with the Charter is required by the Act; and
- any other circumstance where compliance with the Charter is required by the Act.

The Charter provides members of the community with the information they need to understand how councils approach decisions and an understanding of how they can effectively engage in local government matters and inform decision-making by councils.

The Charter includes the following components:

- categories of statutory process;
- mandatory requirements for all councils;
- adoption of community engagement policy;
- measuring performance; and
- giving of public notice.

Nothing in this Charter should be taken to limit a council's ability to undertake other forms of community consultation or engagement, including other engagement methods, in respect of any decision, activity or process. However, a council, chief executive officer or delegate is not obliged to consider whether to undertake such other consultation or engagement before making the relevant decision or undertaking the relevant activity or process.

Categories of Statutory Processes

The Act provides the Charter may establish categories of statutory processes to which various parts of the Charter will apply.

The following categories are established:

Category A Statutory Processes	Category B Statutory Processes
• Section 12 – Composition and wards • Section 13 – Status of a council or change of various names • Section 50A – Public consultation policies • Section 92 – Access to meetings and documents – code of practice • Section 122 – Strategic management plans • Section 123 – Annual business plan and budget • Section 151 – Basis of rating • Section 156 – Basis of differential rates	• All other decisions, activities and processes where a council is required by the Act to undertake public consultation

Mandatory Requirements for all Councils

The Act provides the Charter may, in relation to each category of statutory processes established by the Charter, specify mandatory requirements.

Category A Statutory Processes

The mandatory requirements for community consultation and participation in relation to Category A statutory processes are as follows:

Requirement	Specified Means
1. Give notice of the proposed decision, activity or process by at least one of the specified means	• Notice in a newspaper or other publication circulating in the area of the council • Notice on a website determined by the council or chief executive officer • Notice on a social media platform maintained by the council • Notice published in the Gazette
2. Invite interested persons to make submissions by way of at least one of the specified means	• Written submission within at least 21 days of the giving of notice • Completion of a survey or questionnaire within at least 21 days of the giving of notice • Provision of an online response via social media within at least 21 days of the giving of notice • Attendance in person, by representative or via electronic means at a council meeting or public meeting held at least 21 days after the giving of notice • Attendance in person, by representative or via electronic means at a workshop, focus group or interview held at least 21 days after the giving of notice
3. Give consideration to any submissions made in response to an invitation by specified means, as appropriate	• Report presented to a council meeting for consideration by council members • Submissions considered by the person or body with delegated authority to make the proposed decision or undertake the proposed activity or process (if delegable)
4. Insofar as is reasonably practicable, provide information about how community views were taken into account and reasons for decisions or actions of councils	• Report presented to a council meeting for consideration by council members • Information published on a website determined by the council or chief executive officer • Outcome of decision communicated to persons who made submissions • Outcome of decision communicated to person(s) affected by the decision

There is no obligation on a council to utilise more than one of the specified means in respect of each requirement.

A determination about which specified means will be utilised for each requirement may be made by:

- the council;
- the chief executive officer; or
- a delegate with power to make the relevant decision or undertake the relevant activity or process.

Category B Statutory Processes

The mandatory requirements for community consultation and participation in relation to Category B statutory processes are as follows:

Requirement
Comply with the council's community engagement policy adopted under section 50A of the Act.

Adoption of Community Engagement Policy

Section 50A of the Act requires a council to prepare and adopt a policy relating to community engagement for the purposes of the Act. A council must undertake public consultation in the preparation of its community engagement policy.

Information about a council's community engagement policy, and how the community can have input into the policy, must be accessible on a council's website.

A community engagement policy adopted by a council must provide for the undertaking of community engagement in respect of Category B statutory processes.

A community engagement policy adopted by a council may provide for:

- the undertaking of additional community engagement in respect of a Category A statutory process;
- the undertaking of community engagement in respect of a decision, activity or process that is neither a Category A nor a Category B statutory process.

The following principles and performance outcomes must be considered when a council adopts or alters a community engagement policy or substitutes a new policy.

The principles are a reference point for good engagement. If councils have regard to the principles of engagement in the preparation a community engagement policy, then the public can have confidence that the community engagement conducted pursuant to that policy will be appropriate and effective.

It is acknowledged that a council may not necessarily be able to accommodate all views in a final outcome of a consultation process. However, engagement should seek for a wide spectrum of views to be captured and reported. Feedback gained during community engagement is one of many factors that will be considered by the decision maker.

Principle	Performance Outcome
Members of the community should have reasonable, timely, meaningful and ongoing opportunities to gain access to information about proposed decisions, activities and processes of councils and to participate in relevant processes.	Information about decisions and how to access and contribute to the decision-making process is available and facilitates participation by affected and interested people.
Information about issues should be in plain language, readily accessible and in a form that facilitates community participation.	Information is made available using communication methods that reach the affected stakeholders, who can access it and understand how the matter would affect them.
Participation methods should seek to foster and encourage constructive dialogue, discussion and debate in relation to proposed decisions, activities and processes of councils.	The engagement method(s) enable the participation of the community in deliberation on council decisions.
Participation methods should be appropriate having regard to the significance and likely impact of proposed decisions, activities and processes.	The engagement method(s) meet objectives specific to the engagement process.
Insofar as is reasonable, communities should be provided with information about how community views have been taken into account and reasons for decisions or actions of councils.	Where relevant, people understand how their views are considered, the reasons for the outcomes and the final decision that was made.

Measuring Performance

Community engagement is undertaken to achieve better outcomes, decisions, projects and policies.

Establishing engagement objectives, and then measuring progress, helps to gauge how successful the engagement process has been. Evaluation can build transparency and accountability. It can contribute to the evidence base, identify good engagement practice and improve future practice.

Examples of how councils may measure engagement processes:

- number of formats used to distribute information;
- number of views and downloads on a website;
- number of registrations for engagement activities;
- numbers of participation/interactions in engagement activities;
- number of comment forms or questions submitted;
- number of methods used to allow for dialogue and deliberation;
- number of objectives set for the decision-making process that were met;
- levels of satisfaction with the decision-making process.

Giving Public Notice

The Act provides the Charter may provide for the giving of public notice under the Act.

Where the Act requires public notice to be given, public notice may be given for a specified matter by a notice:

- published on a website determined by the council or chief executive officer; and
- available for inspection upon request at the principal office of the council.

The specified matters are as follows:

Section 93(2) – Meeting of electors
Section 184(4) – Sale of land for non-payment of rates
Section 197(1) – Adoption of management plan
Section 198(4) – Amendment or revocation of management plan
Section 219(7) – Adoption or altering of a policy relating to assigning or changing a name of a road or public place
Section 237(4) – Notification of removal of vehicle where the owner is unknown or cannot be found
Section 234A(6a) – Prohibition of traffic or closure of streets or roads

Further Information

The LGA Community Engagement Guide provides additional information and support resources that supplements this Charter.

If you would like more information about your council's approach to engagement or to learn about how you can be more involved, the starting place is your local council's website. If you do not have access to the internet, council staff will be able to assist.

Local Government Association of South Australia

LG Equip

Community Engagement Model Policy

- Consultation Version -

DRAFT
September 2021

Local Government Association of South Australia

LG Equip

This model policy was reviewed and substantially amended in August 2021, prompted by changes to the Local Government Act 1999 following the passage of the Statutes Amendment (Local Government Review) Act 2021.

This resource has been prepared by the Local Government Association of SA (LGA) to assist councils with implementation of legislative changes arising from Local Government Reforms, incorporating advice from Norman Waterhouse, for the guidance of and use by member councils.

For further information contact the Governance Team

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Format of this Model Policy

This model policy document has been developed to assist councils in the development of their own community engagement policies to ensure compliance with the requirements of the *Local Government Act 1999*.

Legal Framework

A councils legal obligations relating to community engagement are set out in the *Local Government Act 1999* (the Act), the Community Engagement Charter (the Charter) and their council community engagement policies, as amended from time to time.

Other publications may provide useful information for councils, council officers and communities, but do not form part of the legal framework. These publications include (but are not limited to) the Local Government Community Engagement Handbook, this Model Policy, council frameworks, documents and policies (other than the council community engagement policy) and information on a council website.

Effective engagement assists councils to make informed decisions that consider a number of factors, including legislative requirements, budget constraints, strategic directions, public safety, expert advice and community views. Councils must also weigh and balance competing social, economic, technical, environmental and cultural considerations before making each determination.

Section 50A of the Act requires councils to prepare and adopt a policy relating to community engagement which must be consistent with the Charter and provides for community consultation and participation.

A council's Community Engagement Policy, together with the Charter, will assist councils to make decisions that are representative of and support their communities.

Community Engagement Policy

Strategic Reference	
File reference	
Responsibility	
Revision Number	
Effective date	
Last revised date	
Minutes reference	
Next review date	
Applicable Legislation	Local Government Act 1999 s50A
Related Policies	
Related Procedures	

1. Introduction

Council is committed to open, accountable and responsive decision making, which is informed by effective communication and engagement between Council and the community.

Including communities in decision making processes is important to the successful development of appropriate and informed decisions and policies by Council.

Council's community includes people who live, work, study, own property, conduct private or government business, visit or use the services, facilities and public spaces and places of Council. Council recognises that a community may be a geographic location (community of place), a community of similar interest (community of interest) or a community of affiliation, practice or identity (such as industry or sporting clubs).

Section 50A of the *Local Government Act 1999* (the Act) requires Council to prepare and adopt a policy relating to community engagement for the purposes of the Act. The policy must be consistent with and comply with any requirements specified by the Community Engagement Charter (the Charter).

2. Policy Objectives

The purpose of this policy is to ensure that Council meets its legislative obligations regarding public consultation by:

- Using appropriate and cost effective community engagement methods which are relevant to each matters specific circumstances;
- Informing and engaging the local community, key stakeholders and interested parties; and
- Using feedback to enhance decision making.

3. Scope

This policy applies to decisions, activities or processes undertaken by the Council, a delegate of the Council or a person exercising power on the Council's behalf, where compliance with this policy is required by the Act or the Charter.

This policy does not apply where the Council is exercising powers and functions under any other Act. For example, the Council is required to undertake community engagement processes under the *Planning, Development and Infrastructure Act 2016* (PDI Act). Those community engagement processes are to be undertaken in accordance with the PDI Act and are not impacted by this policy.

4. Policy Statement

The preparation and adoption of this policy fulfils Council's obligations to prepare and adopt a policy under section 50A of the Act.

As required by the Charter, the following Principles and Performance Outcomes have been considered in the preparation of this policy:

Principle	Performance Outcome
Members of the community should have reasonable, timely, meaningful and ongoing opportunities to gain access to information about proposed decisions, activities and processes of Council and to participate in relevant processes.	Information about decisions and how to access and contribute to the decision-making process is available and facilitates participation by affected and interested people.
Information about issues should be in plain language, readily accessible and in a form that facilitates community participation.	Information is made available using communication methods that reach the affected stakeholders, who can access it and understand how the matter would affect them.
Participation methods should seek to foster and encourage constructive dialogue, discussion and debate in relation to proposed decisions, activities and processes of Council.	The engagement method(s) enable the participation of the community in deliberation on Council decisions.
Participation methods should be appropriate having regard to the significance and likely impact of proposed decisions, activities and processes.	The engagement method(s) meet objectives specific to the engagement process.
Insofar as is reasonable, communities should be provided with information about how community views have been taken into account and reasons for decisions or actions of Council.	Where relevant, people understand how their views are considered, the reasons for the outcomes and the final decision that was made.

Council will undertake public consultation in accordance with the requirements of the Act, the Charter and this Policy.

Council supports innovative approaches to community engagement, tailored to the individual circumstances of the proposed decision, activity or process. Council accepts that not all engagement approaches will be entirely successful and a well-intentioned engagement that does not generate the anticipated level of engagement, is not, in itself, a breach of this policy.

4.1. Categories of Statutory Processes

The Charter establishes categories of statutory processes to which various parts of the Charter will apply. The categories are as follows:

Category A Statutory Processes	Category B Statutory Processes
• Section 12 – Composition and wards • Section 13 – Status of a council or change of various names • Section 50A – Public consultation policies • Section 92 – Access to meetings and documents – code of practice • Section 122 – Strategic management plans • Section 123 – Annual business plan and budget • Section 151 – Basis of rating • Section 156 – Basis of differential rates	• All other decisions, activities and processes where a council is required by the Act to undertake public consultation

5. Consultation Requirements

5.1. Category A Statutory Processes

Council will comply with the mandatory requirements set out in the Charter in relation to Category A Statutory Processes.

5.2. Category B Statutory Processes

Council will undertake community consultation and participation (community engagement) in relation to Category B Statutory Processes as follows:

Requirement	Examples of Possible Approaches
1. Distribute information about the proposed decision, activity or process	• Information published in a newspaper, community newsletter or other publication circulating in the area of Council • Information published on a website or other consultation platform determined by Council or Chief Executive Officer (CEO) • Information published on a social media platform maintained by Council • Information published in targeted letters or leaflet drops • Information published in the Gazette
2. Invite interested persons to make submissions	• Written submissions • Completion of a survey or questionnaire • Provision of an online response via social media • Attendance in person, by representative or via electronic means at a Council meeting or public meeting • Attendance in person, by representative or via electronic means at a workshop, focus group or interview
3. Give consideration to any submissions made in response to an invitation	• Report presented to a Council meeting for consideration by Council members • Submissions considered by the person or body with delegated authority to make the proposed decision or undertake the proposed activity or process (if delegable)
4. Insofar as is reasonably practicable, provide information about how community views were taken into account and reasons for decisions or actions of councils	• Report presented to a Council meeting for consideration by Council members • Information published on a website determined by Council or CEO • Outcome of decision communicated to persons who made submissions • Outcome of decision communicated to person(s) affected by the decision

There is no obligation on Council to utilise more than one approach in respect of each requirement. The examples provided in the above table are non-exhaustive and Council may utilise different approaches that are not specified in the table depending on the particular decision, activity or process to be engaged in.

A determination about what approach will be utilised for each requirement may be made by:

- Council;
- the CEO; or
- a delegate with power to make the relevant decision or undertake the relevant activity or process.

5.3. Other decisions, activities and processes

As provided for in the Charter, Council may, in its community engagement policy, provide for the undertaking of community engagement in respect of a decision, activity or process which is neither a Category A or Category B statutory process.

Council recognises that there may be decisions, activities and process for which the Act and Charter are silent in relation to community engagement, but for which community engagement may nevertheless be appropriate.

Council also recognises that in some circumstances, Category A or Category B statutory processes could be better informed by additional engagement steps that are not required by the Act, Charter or this policy.

In these instances, Council, the CEO or the delegate with power to make the relevant decision or undertake the relevant activity or process may determine to undertake optional engagement or additional engagement steps in its absolute discretion. In making such a decision, reference may be had to the optional or additional engagement steps and methods specified below.

Examples of circumstances where it may be appropriate to undertake additional engagement include:

- projects involving expenditure deemed 'significant' by the CEO; or
- matters that are likely to be of significant community interest.

Optional or additional engagement steps - Examples
Examples of further optional or additional engagement steps that Council may wish to consider specifying include: • develop and adopt an engagement plan incorporating the provision of public notice on the proposed decision, activity or process and the method(s) by which an invitation to make submissions will be made. This plan could consider the requirements of the Act, the Charter and this policy and outline the scope of influence of the community on the matter. • conduct engagement activities on the proposal in accordance with the engagement plan. • consideration by Council or the person or body with delegated authority to make the proposed decision or undertake the proposed activity or process (if delegable) on the engagement activities undertaken, any submissions made. • communicate the outcome via a website determined by Council or CEO or such other method as appropriate.

Optional or additional engagement methods - Examples
If the Council, CEO or relevant delegate decides to undertake optional or additional engagement steps, the steps may be informed or guided by the LGA Community Engagement Handbook. Optional or additional consultation and engagement methods may include:

- Publication of information in a regular newsletter;
- Letters to residents and other stakeholders;
- Other direct mail publications or letterbox drops;
- Advertising in media outlets;
- Media releases to appropriate media outlets and community groups;
- Use of a community email database;
- Fixed displays, eg community notice boards; or
- Active and passive use of Council's website and social media;
- Community forums and stakeholder meetings;
- Direct consultation with community representative groups;
- Customer Surveys;
- Community group representations to Council workshops.

Council, the CEO or the relevant delegate is not required by this policy to undertake any optional or additional engagement steps or employ optional or additional engagement methods. Such a decision is at the absolute discretion of Council, the CEO or relevant delegate. In addition, Council, the CEO or relevant delegate is not required to consider, before making a decision or undertaking an activity or process, whether or not to undertake any optional or additional engagement steps or employ any optional or additional engagement methods.

6. Further Information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's website: www.xxxx.sa.gov.au

	14.6	Ombudsman SA Final Report and Recommendations
Adelaide Plains Council	Department:	Governance and Executive Office
	Report Author:	Acting General Manager – Governance and Executive Office
Date: 25 October 2021	Document Ref:	D21/45822

EXECUTIVE SUMMARY

- The purpose of this report is to provide Council with the Ombudsman SA (the Ombudsman) Final Report and recommendations, as required by Part 3 of the mandatory Code of Conduct for Council Members (the Code of Conduct).
- This matter was referred to the Ombudsman by the Independent Commissioner Against Corruption (the Commissioner) pursuant to section 24(2)(a) of the *Independent Commissioner Against Corruption Act 2012* (the ICAC Act), as raising a potential issue of misconduct in public administration within the meaning of the ICAC Act in relation to Adelaide Plains Council Member, Councillor Joe Daniele.
- An investigation was undertaken and the Ombudsman considered the following two issues:
    - *Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.1 during a council meeting held on 28 January 2020.*
    - *Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.11 during a council meeting held on 27 April 2020.*
- Following the investigation, the Ombudsman has prepared a Final Report (**Attachment 1**) which outlines his Opinion and Recommendations.
- The Ombudsman's Opinion, as set out within Attachment 1, is as follows:
    - In relation to the meeting held on 28 January 2020, the Ombudsman found that Councillor Daniele committed misconduct in public administration for the purposes of section 5(3)(a) of the ICAC Act by contravening the provisions of clause 3.13 of Part 3 of the Code in failing to deal with a perceived conflict of interest and
    - In relation to the meeting held on 27 April 2020, the Ombudsman found that Councillor Daniele did not breach the provisions of clause 3.13 of Part 3 of the Code of Conduct by failing to declare a conflict of interest and, therefore, did not commit misconduct in public administration for the purposes of section 5(3)(a) of the ICAC Act.

- The Ombudsman has recommended, under section 25(2) of the Ombudsman Act, that Council reprimand Councillor Daniele however has not recommended a specific manner of reprimand.
- Part 3 of the Code of Conduct (**Attachment 2**) states that, *"A report from the Ombudsman that finds a Council member has breached this Part (Misconduct) of the Code of Conduct must be provided to a public meeting of the Council. The Council must pass resolutions, that give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations."*
- This Report is, therefore, presented to Council in accordance with Part 3 of the Code of Conduct, and indeed the Ombudsman's recommendations and Recommendation 2 below provides the opportunity for Council to pass resolution/s that give effect to the Ombudsman's recommendations accordingly.

RECOMMENDATION 1

"that Council, having considered Item 14.6 – *Ombudsman SA Final Report and Recommendations*, dated 25 October 2021 receives and notes the report and in doing so acknowledges the Ombudsman SA's:

1. **Opinion that Councillor Daniele committed misconduct in public administration for the purposes of section 5(3)(a) of the Independent Commissioner Against Corruption Act 2012 by contravening the provisions of clause 3.13 of Part 3 of the Code of Conduct for Council Members in failing to deal with a perceived conflict of interest during the council meeting on 28 January 2020 and**
2. **Recommendation, made under section 25(2) of the *Ombudsman Act* 1972 (SA), that Council reprimand Councillor Daniele."**

RECOMMENDATION 2

"that Council, having considered Item 14.2 – *Ombudsman SA Final Report and Recommendations*, dated 25 October 2021, and in accordance with the recommendations made by the Ombudsman SA under section 25(2) of the *Ombudsman Act* 1972 (SA):

1. **Resolves to reprimand Councillor Joe Daniele by/through _____ and**
2. **Instructs the Chief Executive Officer to report to the Ombudsman by 29 December 2021 on the steps that have been taken by Council to give effect to the Ombudsman's recommendation, including details of the actions that have been commenced or completed and relevant dates of the actions taken to implement the recommendation."**

BUDGET IMPACT

Estimated Cost:	Not Applicable
Future ongoing operating costs:	Not Applicable
Is this Budgeted?	No

RISK ASSESSMENT

Council must consider the report of the Ombudsman at a public meeting and must pass resolutions, that give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations, as required by Part 3 of the Code of Conduct for Council Members.

If a Council Member fails to comply with a Council requirement made as a result of an Ombudsman recommendation, the Member will be taken to have failed to comply with Chapter 5 Part 4 of the Local Government Act 1999.

Attachments

1. Final Report Ombudsman SA dated 6 October 2021.
2. Code of Conduct for Council Members.

DETAILED REPORT

Purpose

The purpose of this report is to provide Council with the Ombudsman SA (the Ombudsman) Final Report in relation to the findings concerning the conduct of Council Member, Councillor Joe Daniele, as required by Part 3 of the mandatory Code of Conduct for Council Members (the Code of Conduct).

Background/History

This matter was referred to the Ombudsman by the Independent Commissioner Against Corruption pursuant to section 24(2)(a) of the *Independent Commissioner Against Corruption Act 2012* (the ICAC Act), as raising a potential issue of misconduct in public administration within the meaning of the ICAC Act.

Following the referral by, a full investigation was undertaken by the Ombudsman in relation to the conduct of Councillor Daniele. The Ombudsman has now provided his Final Report dated 6 October 2021 (**Attachment 1**) for Council's consideration (the Report).

Part 3 of the Code of Conduct (**Attachment 2**) provides as follows:

> *A report from the Ombudsman that finds a Council member has breached this Part (Misconduct) of the Code of Conduct must be provided to a public meeting of the Council. The Council must pass resolutions, that give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations.*

Discussion

The Ombudsman considered the following two issues:

1. *Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.1 during a council meeting held on 28 January 2020.*
2. *Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.11 during a council meeting held on 27 April 2020.*

Full details of the investigation are contained within the Report.

Members will note that the Ombudsman has provided a summary of his investigation and made a series of recommendations for Council's consideration. These are provided below (as they appear in the Report).

> ***Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.1 during a council meeting held on 28 January 2020***
>
> *… my view is that Cr Daniele committed misconduct in public administration for the purposes of section 5(3)(a) of the ICAC Act by contravening the provisions of clause 3.13 of Part 3 of the Code in failing to deal with a perceived conflict of interest during the council meeting on 28 January 2020.*

As a contravention of the Code is a breach of section 63 of the Local Government Act, I am also of the view that Cr Daniele appears to have acted in a manner that was contrary to law within the meaning of section 25(1)(a) of the Ombudsman Act.

To remedy this error, I recommend under section 25(2) of the Ombudsman Act that the council reprimand Cr Daniele.

Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.11 during a council meeting held on 27 April 2020

… my view is that Cr Daniele did not breach the provisions of clause 3.13 of Part 3 of the Code of Conduct by failing to declare a conflict of interest at the council meeting held on 27 April 2020 and, therefore, did not commit misconduct in public administration for the purposes of section 5(3)(a) of the ICAC Act.

Summary and Recommendation

…My view is that by failing to comply with clause 3.13 of Part 3 of the Code of Conduct, in relation to Agenda Item 14.1 during council a meeting held on 28 January 2020, Cr Daniele acted contrary to law for the purposes of section 25(1)(a) of the Ombudsman Act.

To remedy these errors, I recommend under section 25(2) of the Ombudsman Act that the council reprimand Cr Daniele.

The Report was emailed to Council's Mayor and Chief Executive Officer by the Ombudsman on 6 October 2021.

As mentioned above, the Code requires for Council to consider any report from the Ombudsman that finds a breach of Part 3 of the Code, within two ordinary meetings following receipt of the Ombudsman's recommendations.

Manner of Reprimand

The Ombudsman has not provided any specific recommendations as to how Council ought to reprimand Councillor Daniele.

The relevant legislation does not provide guidance in this regard. Generally, a reprimand is 'a formal expression of dissatisfaction' and a council may consider making a reprimand through the minutes, website and/or issuing of a public statement.

In the absence of a recommendation by the Ombudsman, the manner of reprimand is entirely a matter for the Council to determine.

Conclusion

Council must consider the Report of the Ombudsman and *give effect to any recommendations received from the Ombudsman*, in accordance with Part 3 of the Code. The Ombudsman has also requested, in accordance with section 25(4) of the Ombudsman Act, that Council report back by 29 December 2021 on what steps have been taken to give effect to the recommendations. In the event that no action has been taken, reason(s) for the inaction should be provided to the Ombudsman.

References

Legislation

Local Government Act 1999

Ombudsman Act 1972

Independent Commissioner Against Corruption Act 2012

Council Policies/Plans

Code of Conduct for Council Members

Complaints Handling Procedure Under Council Members' Code of Conduct

Report

Full investigation pursuant to referral under section 24(2)(a) of the *Independent Commissioner Against Corruption Act 2012*

Public Authority	**Adelaide Plains Council**
Public Officer	**Councillor Joe Daniele**
Ombudsman reference	**2020/05131**
ICAC reference	**2021/000145**
Date of referral	**19 October 2020**
Issues	**Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.1 during a council meeting held on 28 January 2020** **Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.11 during a council meeting held on 27 April 2020**

Jurisdiction

This matter was referred to the Ombudsman by the Independent Commissioner Against Corruption (**the Commissioner**) pursuant to section 24(2)(a) of the *Independent Commissioner Against Corruption Act 2012* (**the ICAC Act**), as raising a potential issue of misconduct within the meaning of that Act (**the referral**).

Section 14B of the Ombudsman Act provides:

> **14B–Referral of matter by OPI or ICAC**
>
> (1) If a matter is referred to the Ombudsman under the ICAC Act, the matter–
> (a) will be taken to relate to administrative acts for the purposes of this Act; and
> (b) must be dealt with under this Act as if a complaint had been made under this Act and–
> (i) if the matter was the subject of a complaint or report under the ICAC Act –as if the person who made the complaint or report under that Act was the Complainant under this Act; or
> (ii) if the matter was assessed under that Act after being identified by the Commissioner acting on the Commissioner's own initiative or by the Commissioner or the Office in the course of performing functions under any Act–as if the Commissioner was the complainant under this Act.

(2) In this section–

Commissioner means the person holding or acting in the office of the Independent Commissioner Against Corruption under the ICAC Act;

ICAC Act means Independent Commissioner Against Corruption Act 2012;

Office means the Office for Public Integrity under the ICAC Act.

This report concerns an alleged breach by Cr Daniele of clause 3.13 of Part 3 of the Code of Conduct for Council Members (**the Code**). Failure by a council member to comply with Part 3 of the Code constitutes misconduct. As a contravention of Part 3 can constitute grounds for disciplinary action under the *Local Government Act 1999*, I have considered these matters under section 5(3)(a) of the ICAC Act.

I have also considered whether Cr Daniele acted in a manner that was contrary to law within the meaning of section 25 of the Ombudsman Act. In doing so, I have utilised the Ombudsman's powers to conduct an 'own initiative' investigation under section 13(2) of the Ombudsman Act.

Investigation

My investigation has involved:

- assessing the information provided by the reporter
- seeking a response from Cr Daniele
- seeking a response from Mayor Mark Wasley
- considering the Ombudsman Act, the ICAC Act, the Code and the *Local Government Act 1999*
- preparing a provisional report, and seeking a response to the provisional report from the interested parties
- preparing this report.

Standard of proof

The standard of proof I have applied in my investigation and report is on the balance of probabilities. However, in determining whether that standard has been met, in accordance with the High Court's decision in *Briginshaw v Briginshaw* (1938) 60 CLR 336, I have considered the nature of the assertions made and the consequences if they were to be upheld. That decision recognises that greater care is needed in considering the evidence in some cases.[1] It is best summed up in the decision as follows:

> The seriousness of an allegation made, the inherent unlikelihood of an occurrence of a given description, or the gravity of the consequences flowing from a particular finding, are considerations which must affect the answer to the question whether the issue has been proved … .[2]

Procedural fairness

The interested parties did not provide a response to my provisional report dated 13 September 2021.

[1] This decision was applied more recently in *Neat Holdings Pty Ltd v Karajan Holdings Pty Ltd* (1992) 110 ALR 449 at pp449-450, per Mason CJ, Brennan, Deane and Gaudron JJ.

[2] *Briginshaw v Briginshaw* at pp361-362, per Dixon J.

Background

1. It was reported to the Commissioner that the council is redeveloping Old Port Wakefield Road in Two Wells (**the redevelopment**).

2. Further, it was alleged that Cr Daniele owns four properties on Old Port Wakefield Road, and failed to declare a material conflict of interest during two council meetings, held on 28 January 2020 and 27 April 2020, where motions relating to the redevelopment were debated and voted on.

<u>Meeting held on 28 January 2020</u>

3. It was unclear from the Minutes of the meeting, which specific items concerned the development that related to Cr Daniele's properties.

4. Cr Daniele did not shed light on this issue in his response to enquiries by my investigation. Cr Daniele submitted that Item 14.7 concerned the development of a 'pump track', but further enquiries by my investigation have clarified that the proposed pump track bears no relevance to the redevelopment or concerns about Cr Daniele's alleged conflict of interest.[3]

5. The reporter clarified that the relevant motion considered at the 28 January 2020 meeting was Item 14.1, which set out the following:

> 14.1 Moved Councillor Panella Seconded Councillor Boon **2020/ 004**
>
> **"that Council, having considered Item 14.1 – *Drought Communities Programme Stage 2,* dated 28 January 2020, allocate an amount of $700,000 for the Two Wells Main Street public realm upgrade, which would include a focus on infrastructure between Mallala Road and the Two Wells Post Office; projects to include:**
>
> - **Toilet upgrade**
> - **Town square**
> - **Pedestrian linkages (up to and including the Liberty development)**
> - **Safer pedestrian crossing points**
> - **Street trees and greening**
> - **Street furniture**
> - **Wayfinding and Signage**
> - **Consultancy/labour expenditure associated with the project subject to all relevant considerations associated with the development of the Town Square project firstly being undertaken, including (but not limited to) land tenure investigations, detailed design, and stakeholder engagement so that the project can be delivered by the 31 December 2020 deadline."**

6. The reporter further explained that the Item above was to seek funding for improvements in the council area generally, and that the items referred to above are essentially a 'wish list' proposed by the council that had not been finalised.

7. Whilst not specified in the Minutes, it was understood by the council that the wish list included:
   - improvements to unspecified shopfronts, which had the potential to include the buildings owned by Cr Daniele
   - pedestrian upgrades on the road opposite (western) to buildings owned by Cr Daniele (eastern side)

[3] This was established during a telephone call with the reporter on 30 March 2021.

- improvements to buildings, including the post office, within the vicinity (ranging from 10 metres and further) of Cr Daniele's buildings.

8. The Drought Communities Programme referred to in Item 14.1 above appears to be a federal grant program the council had applied for, which serves the following purpose:

> …The extension of the Drought Communities Programme (the program) will provide total funding of $301 million over three years from 2018-19 to Eligible Councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.
> The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:
>
> - local community infrastructure and
> - other drought relief projects.
>
> Funding will target infrastructure and other projects that:
>
> - provide employment for people whose work opportunities have been impacted by drought
> - stimulate local community spending
> - use local resources, businesses and suppliers
> - provide a long-lasting benefit to communities and the agricultural industries on which they depend.
>
> The intended outcomes of the program are to, within a three year timeframe:
>
> - increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought
> - improve levels of economic activity in regions
> - increase productivity in regions
> - enable better retention of businesses, services and facilities.

9. The Minutes of the meeting held on 27 April 2020 reflect that the following motion was moved and then seconded by Cr Daniele:

> 14.11 Moved Councillor Boon Seconded Councillor Daniele 2020/ 133
> …that Council, having considered Item 14.11 – Funding Opportunities, dated 27 April 2020, receives and notes the report and in doing so: 1. Instructs the Chief Executive Officer to apply for grant funding of $50,000 through the SA Bicycle Fund for the Old Port Wakefield Road (Two Wells/Mallala Road to Gawler Road) pedestrian upgrade and 2. Subject to external funding, endorses a budget revision of $25,000 (50% of $50,000) for Council's contribution for the Old Port Wakefield Road (Two Wells/Mallala Road to Gawler Road) pedestrian upgrade.

10. It is my understanding that Item 14.11 reflects an application for grant funding for the pedestrian upgrades to the western side of the road as described above.

11. In response to enquiries by my investigation, Cr Daniele submitted that in regard to the meeting held on 27 April 2020:
    - he does not consider he has a conflict of interest in relation to the redevelopment as he and his family merely own the relevant buildings, not the shops that occupy those buildings
    - Mallala Road, Old Port Wakefield Road and Gawler Road are situated half a kilometre from the township.

12. My legal officer contacted Mayor Wasley, in his capacity as principal officer of the council, by telephone on 19 January 2021 to seek his views on Cr Daniele's assertions that he did not have a conflict of interest in relation to the redevelopment of Port Wakefield Road.

13. In regard to the assertion that as a building owner, rather than a commercial tenant, Cr Daniele would not receive any benefit from the redevelopment, Mayor Wasley disagreed.

14. Mayor Wasley suggested that the redevelopment would likely bring in more residents, businesses and revenue to the area, and that Cr Daniele could possibly raise the rent on those properties.

15. In regard to the proximity of the relevant buildings owned by Cr Daniele to the township, Mayor Wasley also suggested that Cr Daniele would nonetheless receive a benefit, as the redevelopment concerned Old Port Wakefield Road itself and would result in improvements right in front of the buildings.

Relevant law

16. Section 5(3) of the ICAC Act provides:

> (3) ***Misconduct in public administration*** means–
>
> (a) contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or
>
> (b) other misconduct of a public officer while acting in his or her capacity as a public officer.

17. Section 73(1) of the Local Government Act provides (my emphasis):

> **73-Material conflicts of interest**
>
> (1) Subject to this section, for the purposes of this Subdivision, a member of a council has a ***material conflict of interest*** in a matter to be discussed at a meeting of the council if any of the following persons <u>would</u> gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting:
>
> (a) the member;
>
> (b) a relative of the member;
>
> (c) a body corporate of which the member is a director or a member of the governing body;
>
> (d) a proprietary company in which the member is a shareholder;
>
> (e) a beneficiary under a trust or an object of a discretionary trust of which the member is a trustee;
>
> (f) a partner of the member;
>
> (g) the employer or an employee of the member;

(h) a person from whom the member has received or might reasonably be expected to receive a fee, commission or other reward for providing professional or other services;

(i) a person of a prescribed class.

(2) A member of a council will not be taken to have a material conflict of interest in a matter to be discussed at a meeting of the council–

(a) if the relevant benefit or loss would be enjoyed or suffered in common with all or a substantial proportion of the ratepayers, electors or residents of the council area; or

(b) on account of an interest under subsection (1) of a relative of the member, other than the member's spouse or domestic partner, if the member does not know, and could not reasonably be expected to know, of the interest.

18. Section 75 of the Local Government Act provides:

75–Actual and perceived conflicts of interest

(1) In this Subdivision–

actual conflict of interest–see section 75A(1)(a);

conflict of interest–see subsections (2) and (3);

perceived conflict of interest–see section 75A(1)(b).

(2) For the purposes of this Subdivision but subject to this section, a *conflict of interest* is a conflict between–

(a) a member of a council's interests (whether direct or indirect personal or pecuniary); and

(b) the public interest,

that might lead to a decision that is contrary to the public interest.

(3) A member of a council will not be regarded as having a conflict of interest in a matter to be discussed at a meeting of the council–

(a) by reason only of–

(i) an engagement with a community group, sporting club or similar organisation undertaken by the member in his or her capacity as a member; or

(ii) membership of a political party; or

(iii) membership of a community group, sporting club or similar organisation (if the member is not an office holder for the group, club or organisation); or

(iv) the member having been a student of a particular school or his or her involvement with a school as parent of a student at the school; or

(v) a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a council; or

(b) in prescribed circumstances.

(4) A member of a council will not be taken, for the purposes of this Subdivision, to have a conflict of interest in a matter to be discussed at a meeting of the council if the relevant member's interest in the matter is held in common with all or a substantial proportion of the ratepayers, electors or residents of the council area.

19. Section 75A of the Local Government Act provides:

75A—Dealing with actual and perceived conflicts of interest

(1) If, in relation to a matter to be discussed at a meeting of a council, a member of the council—

(a) has a conflict of interest in the matter (an ***actual conflict of interest***); or

(b) could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter (a ***perceived conflict of interest***),

the member must deal with the actual or perceived conflict of interest in a transparent and accountable way.

(2) Without limiting subsection (1), the member must inform the meeting of—

(a) the member's interest in the matter; and

(b) if the member proposes to participate in the meeting in relation to the matter, how the member intends to deal with the actual or perceived conflict of interest.

(3) If a quorum at a meeting cannot be formed because a member of a council proposes to exclude himself or herself from the meeting in order to comply with subsection (1), the member will not be taken to have contravened subsection (1) by participating (including by voting, for example) in the meeting in relation to the matter if the attendance of the member, together with any other required number of members, forms a quorum for the meeting.

(4) If a member of a council discloses an actual or perceived conflict of interest in a matter to be discussed at a meeting of the council, the following details must be recorded in the minutes of the meeting and on a website determined by the chief executive officer:

(a) the member's name;

(b) the nature of the interest, as described by the member;

(c) the manner in which the member dealt with the actual or perceived conflict of interest;

(d) if the member voted on the matter, the manner in which he or she voted;

(e) the manner in which the majority of persons who were entitled to vote at the meeting voted on the matter.

(5) To avoid doubt, it is declared that non-participation in a meeting of a council is not the only way in which a member of the council may appropriately deal in a transparent and accountable way with an actual or perceived conflict of interest of the member in a matter to be discussed at the meeting.

(6) This section does not apply to a matter of ordinary business of the council of a kind prescribed by regulation for the purposes of this section.

20. The Code of Conduct provides:

3.13 Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.

21. Section 63 of the Local Government Act provides:

Code of conduct for members

(1) The Governor may, by regulation, prescribe a code of conduct to be observed by the members of all councils.

(2) Council members must observe the code of conduct.

22. Clause 3.13 of Part 3 of the Code of Code of Conduct provides:

Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the *Local Government Act 1999*.

Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.1 during a council meeting held on 28 January 2020

23. The purpose of Item 14.1, discussed at the meeting held on 28 January 2020, was to highlight the following potential projects that could be funded from the council's application for funds from the Drought Communities Programme:

- Toilet upgrade
- Town square
- Pedestrian linkages (up to and including the Liberty development)
- Safer pedestrian crossing points
- Street trees and greening
- Street furniture
- Wayfinding and Signage
- Consultancy/labour expenditure associated with the project subject to all relevant considerations associated with the development of the Town Square project firstly being undertaken, including (but not limited to) land tenure investigations, detailed design, and stakeholder engagement so that the project can be delivered by the 31 December 2020 deadline."

IMAGE: Birdseye overview of area subject to proposed developments in Item 14.1[1]

24. Under the Local Government Act, a conflict of interest is classified as being either material, actual, or perceived. I will consider each of these conflicts of interest in turn.

Material conflict of interest

25. Section 73(1) of the Local Government Act sets out that a council member has a material conflict of interest in a matter to be discussed at a meeting of the council if they, a relative, or other prescribed person:[4]

> …would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting. [my emphasis]

26. I am not persuaded, on balance, that Cr Daniele had a material conflict of interest in relation to Agenda Item 14.1 at the council meeting held on 28 January 2020, as I am not satisfied there is sufficient evidence that he would have gained a direct or indirect benefit as a result of any decisions regarding the proposed redevelopments.

27. I do not accept Cr Daniele's statement that the proximity of buildings owned by him to the township (approximately half a kilometre away) eliminates any connection to his properties and the proposed redevelopments.

28. As submitted by Mayor Wasley, the council was seeking to make improvements and increase value to the area surrounding Cr Daniele's buildings, and increased traffic and business in that area could potentially indirectly benefit the businesses occupying Cr Daniele's buildings.

29. In the event of any indirect benefit to the businesses occupying Cr Daniele's buildings, Cr Daniele could therefore increase the rent for those occupants.

[1] Old Port Wakefield Road, Two Wells Master Plan. May 2020, <https://www.apc.sa.gov.au/home/latest-news/update-two-wells-main-street-concept-plans>

[4] As set out under section 73(1) of the *Local Government Act 1999*.

30. Further, the reporter's submission reflects that there was an understanding that there was potential for the funding to be used to improve shopfronts. Although this proposal appears to have been very speculative, and no shopfronts had been specified for improvement, there is a possibility that the proposal for funding eventually could have been used for improvements to buildings owned by Cr Daniele.

31. I am of the view, however, that any potential for future rental income increases, as was suggested by Mayor Wasley, or increases in value to Cr Daniele's properties as a result of these developments, are speculative at this stage.

32. Accordingly, I do not consider that Cr Daniele had a material conflict of interest in the matters.

Actual and perceived

33. I will now consider whether Cr Daniele had an 'actual' or 'perceived' conflict of interest in relation to each matter.

34. Section 75A(1)(a) of the Local Government Act sets out that an **actual** conflict of interest arises when a council member:

> …has a conflict of interest in the matter (an ***actual conflict of interest***)

35. A conflict of interest, for the purposes of section 75A(1)(a) above, is a conflict between:

> …a member of council's interests (whether direct or indirect personal or pecuniary)…[and] the public interest, that might lead to a decision that is contrary to the public interest.[5]

36. A **perceived** conflict of interest exists in relation to a matter to be discussed at a council meeting where a council member:

> …could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter...

Actual conflict of interest

37. The reporter and Mayor Wasley suggested that any upgrades within the vicinity of Cr Daniele's buildings have the potential to benefit the businesses occupying those buildings, as a result of increased local traffic and business occupancy, therefore potentially indirectly benefiting Cr Daniele by increasing the value of his properties and rental income.

38. It was also suggested by the reporter that there had been previous discussions that the funding could be also be used to improve shopfronts, including, potentially those owned by Cr Daniele. The potential projects listed in the relevant Item for this meeting, however, do not include these shopfronts. Although the design plans, dated May 2020,[6] include shopfront improvements, it is not clear from the evidence currently before me that this concept was relevant to the discussion, or a potential project consideration, at the time of the meeting held on 28 January 2020.

39. I therefore do not consider that the potential shopfront improvements ought to be considered in the context of determining whether Cr Daniele had an interest in the

[5] *Local Government Act 1999,* section 75(2).
[6] Old Port Wakefield Road, Two Wells Master Plan. May 2020, <https://www.apc.sa.gov.au/home/latest-news/update-two-wells-main-street-concept-plans>

relevant matter, as it is not clear that shopfront improvements were given consideration as part of the potential projects at the time of the meeting.

40. I accept the opinion, however, of Mayor Wasley and the reporter, that these broad improvements to the area aim to improve the amenities of the area near and surrounding buildings owned by Cr Daniele, therefore potentially increasing the value of his buildings and rental value. There is insufficient evidence before me, however, to satisfy me that whatever interest Cr Daniele had as a result of his property ownership conflicted with the public interest so as to give rise to an actual conflict of interest.

Perceived conflict of interest

41. As noted above, the proposed projects intended to improve the amenities and general appearance of the Two Wells main street and surrounding area.

42. I consider that the following knowledge should be imputed to the impartial, fair-minded person:
    - the council was considering application of the fund to various projects in a relatively broad area
    - that area includes Old Port Wakefield Road
    - the nature of the proposed projects (which appear aimed at making the area more user friendly and attractive) was extensive
    - Cr Daniele owns properties on the eastern side of Old Port Wakefield Road
    - those properties are leased by Cr Daniele to local businesses.

43. I consider that it is likely that an impartial, fair-minded person would reasonably consider that Cr Daniele had an indirect personal and/or pecuniary interest in the redevelopments, given the council's explanation that its purpose is to increase local traffic and business occupancy by improving local facilities. In contrast to the pedestrian upgrade considered on 27 April 2020, which would arguably have limited impact on the value of Cr Daniele's properties, it could be reasonably taken that the motion, if passed could benefit Cr Daniele as a property owner in the relevant area.

44. It is therefore likely that Cr Daniele, in the mind of an impartial observer, would have a more obvious interest in the redevelopments than the community at large.

45. I consider that the public interest in this particular matter was that the funds be allocated and projects prioritized, taking into account the interests of the community as a whole. On balance, I consider that it could be reasonably perceived that Cr Daniele's indirect personal interest conflicted with that public interest, such that it might lead to a decision contrary to the public interest.

46. In forming that view, I have considered whether section 75(4) of the Local Government Act applies (i.e. on the basis that Cr Daniele's interest was held in common with all or a substantial proportion of ratepayers, electors or residents of the council area). I do not consider that to be the case, given that the proposed upgrades would impact a limited area of the greater council area.

47. In light of the above, I consider that Cr Daniele had a perceived conflict of interest which he failed to appropriately declare and manage as required by section 75A of the Local Government Act.

Opinion

In light of the above, my view is that Cr Daniele committed misconduct in public administration for the purposes of section 5(3)(a) of the ICAC Act by contravening the provisions of clause 3.13 of Part 3 of the Code in failing to deal with a perceived conflict of interest during the council meeting on 28 January 2020.

As a contravention of the Code is a breach of section 63 of the Local Government Act, I am also of the view that Cr Daniele appears to have acted in a manner that was contrary to law within the meaning of section 25(1)(a) of the Ombudsman Act.

To remedy this error, I recommend under section 25(2) of the Ombudsman Act that the council reprimand Cr Daniele.

Whether Cr Daniele committed misconduct by failing to properly deal with a conflict of interest in relation to Agenda Item 14.11 during a council meeting held on 27 April 2020

48. Item 14.11, discussed at the meeting held on 27 April 2020 proposed to:
    - submit an application to seek grant funding from the South Australian Bicycle Fund, external from the council's own funds, to go towards the Two Wells/Mallala Road to Gawler Road pedestrian upgrade
    - match 50% of the potential grant funding by allocating $25,000 of the council's own funds towards the project.

Material conflict of interest

49. I am not persuaded, on balance, that Cr Daniele had a material conflict of interest in relation to Agenda Item 14.11 at the meeting held on 27 April 2020, as I am not satisfied there is sufficient evidence that he would have gained a direct or indirect benefit as a result of any decision regarding the proposed pedestrian upgrades.

Actual conflict of interest

50. In considering whether Cr Daniele had a conflict of interest for the purposes of section 75(2) of the Local Government Act, I have firstly turned my mind to whether he had a direct, indirect, personal or pecuniary interest in relation to Item 14.11.

51. As noted above, the proposed pedestrian upgrades affect the western side of the road, opposite to buildings owned by Cr Daniele.

52. I have attempted to obtain a better visual understanding of the proposed upgrades, and how upgrades to one side of the road could benefit the opposite side, by viewing the relevant section of Old Port Wakefield Road online. Example pictures of that section of the road appear as follows:

53. As these photos demonstrate, the road is quite wide, and it is unclear to me whether pedestrian upgrades would increase traffic to the area, or beautify the area significantly so as to improve the value of businesses on the opposite side of the road.

54. I do not consider that a potential conflict of interest arises in relation to any decision of the council to apply for external funding. There is a general public interest in the council prioritising its own expenditure having regard to the best interests of the community as a whole, which may conflict with narrower personal interests. That said, while each matter would need to be considered on its facts, where a council is simply deciding to seek external funding (rather than prioritising its own expenditure), such a conflict is less likely to arise. In light of that, the focus of my consideration has been the decision of the council to allocate $25,000 to the project.

55. The only evidence before me of Cr Daniele's interest is that he owned properties on the eastern side of Old Port Road. While it could be argued that, on that basis, he had an indirect personal or pecuniary interest in upgrades that might impact on the general amenity of the area, there is insufficient evidence before me that Cr Daniele's interest as a property owner was necessarily in conflict with the public interest, so as to give rise to an actual conflict of interest.

Perceived conflict of interest

56. I consider that the following knowledge should be imputed to the impartial fair-minded person:
    - the council was considering whether to allocate $25,000 of its own funds to a pedestrian upgrade on the western side of Old Port Wakefield Road
    - Old Port Wakefield Road is a wide road, divided in the middle
    - Cr Daniele owns properties on the eastern side of Old Port Wakefield Road
    - those properties are leased by Cr Daniele to local businesses

- the proposed pedestrian upgrades would not be in the immediate vicinity of Cr Daniele's properties.

57. It is possible that pedestrian upgrades may improve the general amenity of the area and on that basis increase the value of Cr Daniele's properties. It is also arguable, however, that the potential consequences to businesses on the opposite side of quite a wide road, are too remote for the impartial, fair-minded person to reasonably form the view that the owner of buildings occupied by those businesses would have an interest in the pedestrian upgrades.

58. My view would be different if the pedestrian upgrades were adjacent to competing businesses, which might gain a competitive advantage over the businesses occupying Cr Daniele's businesses, or if the pedestrian upgrades provided a specific attraction that would cause more people to stop in that area and therefore visit local businesses, rather than facilitate people walking or cycling past the area.

59. In the absence of any other information linking the pedestrian upgrades to Cr Daniele's buildings, however, having regard to *Briginshaw*, I cannot be satisfied that an impartial, fair-minded person would necessarily form the view that Cr Daniele had an interest that conflicted with the public interest.

Opinion

In light of the above, my view is that Cr Daniele did not breach the provisions of clause 3.13 of Part 3 of the Code of Conduct by failing to declare a conflict of interest at the council meeting held on 27 April 2020 and, therefore, did not commit misconduct in public administration for the purposes of section 5(3)(a) of the ICAC Act.

Summary and Recommendation

In light of the above,

- I am not persuaded that Cr Daniele had a material, actual or perceived conflict of interest in relation to Agenda Item 14.11 at the meeting held on 27 April 2020.

- While I am not persuaded that Cr Daniele had a material or actual conflict of interest in relation to Agenda Item 14.1 during a council meeting held on 28 January 2020, I am of the view that Cr Daniele had a perceived conflict of interest which he failed to appropriately declare thereby failing to comply with clause 3.13 of Part 3 of the Code of Conduct.

My view is that by failing to comply with clause 3.13 of Part 3 of the Code of Conduct, in relation to Agenda Item 14.1 during council a meeting held on 28 January 2020, Cr Daniele acted contrary to law for the purposes of section 25(1)(a) of the Ombudsman Act.

To remedy these errors, I recommend under section 25(2) of the Ombudsman Act that the council reprimand Cr Daniele.

Final comment

I now report Cr Daniele's misconduct to the principal officer of the council, as required by section 18(5) of the Ombudsman Act.

In accordance with Part 3 of the Code of Conduct for Council Members, this report must be provided to a public meeting of the council within two ordinary meetings of the council receiving my report.

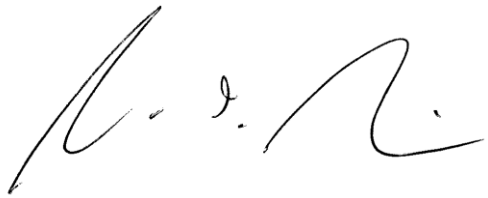
In accordance with section 25(4) of the Ombudsman Act, I request that the council report to me by **29 December 2021** on what steps have been taken to give effect to my recommendation/s above; including:

- details of the actions that have been commenced or completed
- relevant dates of the actions taken to implement the recommendation.

In the event that no action has been taken, reason(s) for the inaction should be provided to the Ombudsman.

Pursuant to section 263B(2) of the Local Government Act, if a council member fails to comply with a council requirement made as a result of an Ombudsman recommendation such as that above, the council member will be taken to have failed to comply with Chapter 5 Part 4 of the Local Government Act. In this event, the council is to ensure that a complaint is lodged against the member in the South Australian Civil and Administrative Tribunal.

I have also sent a copy of my report to the Minister for Local Government as required by section 25(3) of the *Ombudsman Act 1972*.



Wayne Lines
SA OMBUDSMAN

6 October 2021

CODE OF CONDUCT FOR COUNCIL MEMBERS

Local Government Act 1999: Section 63 (1)

NOTICE under Clause 3.10 of the Code of Conduct for Council Members published by the Minister for Planning for the purposes of Section 63 (1) of the Local Government Act 1999.

For the purposes of Clause 3.10 of the Code of Conduct for Council Members adopted for the purposes of Section 63 (1) of the Local Government Act 1999 and published in the *Gazette* on the day on which this Notice is made, the value of $100 is specified.

Dated 18 August 2013.

JOHN RAU, Deputy Premier, Minister for Planning

Code of Conduct for Council Members

Published by the Minister for Planning for the purposes of Section 63 (1) of the Local Government Act 1999.

This Code of Conduct is to be observed by all Council members.

Council members must comply with the provisions of this Code in carrying out their functions as public officials. It is the personal responsibility of Council members to ensure that they are familiar with, and comply with, the standards in the Code at all times.

PART 1—PRINCIPLES

1. Higher principles—Overarching Statement

This part does not constitute separate enforceable standards of conduct.

Council members in South Australia have a commitment to serve the best interests of the people within the community they represent and to discharge their duties conscientiously, to the best of their ability, and for public, not private, benefit at all times.

Council members will work together constructively as a Council and will uphold the values of honesty, integrity, accountability and transparency, and in turn, foster community confidence and trust in Local Government.

As representatives of open, responsive and accountable government, Council members are committed to considering all relevant information and opinions, giving each due weight, in line with the Council's community consultation obligations.

In the performance of their role, Council members will take account of the diverse current and future needs of the local community in decision-making, provide leadership and promote the interests of the Council.

Council members will make every endeavour to ensure that they have current knowledge of both statutory requirements and best practice relevant to their position. All Councils are expected to provide training and education opportunities that will assist members to meet their responsibilities under the Local Government Act 1999.

Council members will comply with all legislative requirements of their role and abide by this Code of Conduct.

PART 2—BEHAVIOURAL CODE

2. Behavioural Code

In line with 'Part 1—Higher Principles' of this Code, the following behaviour is considered essential to upholding the principles of good governance in Councils.

This Part is for the management of the conduct of Council members that does not meet the reasonable community expectations of the conduct of Council members. It deals with conduct that does not, and is not likely to, constitute a breach of Part 3—Misconduct or criminal matters such as those contained in the Appendix to this document.

Robust debate within Councils that is conducted in a respectful manner is not a breach of this Part.

It is intended that each Council will adopt a process for the handling of alleged breaches of this Part. This process will be reviewed within 12 months of a general Local Government election.

Council members must:

General behaviour

2.1 Show commitment and discharge duties conscientiously.

2.2 Act in a way that generates community trust and confidence in the Council.

2.3 Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.

2.4 Show respect for others if making comments publicly.

2.5 Ensure that personal comments to the media or other public comments, on Council decisions and other matters, clearly indicate that it is a private view, and not that of the Council.

Responsibilities as a member of Council

2.6 Comply with all Council policies, codes and resolutions.

2.7 Deal with information received in their capacity as Council members in a responsible manner.

2.8 Endeavour to provide accurate information to the Council and to the public at all times.

Relationship with fellow Council Members

2.9 Endeavour to establish and maintain a respectful relationship with all Council members, regardless of differences of views and opinions.

2.10 Not bully or harass other Council members.

Relationship with Council staff

2.11 Not bully or harass Council staff.

2.12 Direct all requests for information from the Council administration to the Council's Chief Executive Officer or nominated delegate/s.

2.13 Direct all requests for work or actions by Council staff to the Council's Chief Executive Officer or nominated delegate/s.

2.14 Refrain from directing or influencing Council staff with respect to the way in which these employees perform their duties.

Requirement to report breach of Part 3

2.15 A Council member who is of the opinion that a breach of Part 3 of this Code (Misconduct)— has occurred, or is currently occurring, must report the breach to the Principal Member of the Council or Chief Executive Officer, the Ombudsman or the Office for Public Integrity.

2.16 A failure to report an alleged or suspected breach of Part 3 of this Code is in itself a breach under this Part (Behavioural Code).

Complaints

2.17 Any person may make a complaint about a Council member under the Behavioural Code.

2.18 Complaints about behaviour alleged to have breached the Behavioural Code should be brought to the attention of the Principal Member or Chief Executive Officer of the Council, or nominated delegate/s.

2.19 A complaint may be investigated and resolved in any manner which that Council deems appropriate in its process for handling alleged breaches of this Part. This can include, but is not limited to: a mediator or conciliator, the Local Government Governance Panel, a regional governance panel or an independent investigator.

2.20 A complaint may be considered within this process to be trivial, vexatious or frivolous, and accordingly not investigated.

2.21 A failure of a Council member to cooperate with the Council's process for handling alleged breaches of this Part may be referred for investigation under Part 3.

2.22 A failure of a Council member to comply with a finding of an investigation under this Part, adopted by the Council, may be referred for investigation under Part 3.

2.23 Repeated or sustained breaches of this Part by the same Council member may be referred, by resolution of the Council, to the relevant authority as a breach of Part 3.

2.24 A breach of the Behavioural Code must be the subject of a report to a public meeting of the Council.

Findings

2.25 If, following investigation under the Council's complaints handling process, a breach of the Behavioural Code by a Council member is found, the Council may, by resolution:

2.25.1 Take no action;

2.25.2 Pass a censure motion in respect of the Council member;

2.25.3 Request a public apology, whether written or verbal;

2.25.4 Request the Council member to attend training on the specific topic found to have been breached;

2.25.5 Resolve to remove or suspend the Council member from a position within the Council (not including the member's elected position on Council);

2.25.6 Request the member to repay monies to the Council.

PART 3—MISCONDUCT

3. Misconduct

Failure by a Council member to comply with this Part constitutes misconduct. The provisions within this Part may refer to statutory matters under the Local Government Act 1999. Any breach of these provisions will be investigated under that legislation.

Any person may report an alleged breach of this Part to the Council, the Ombudsman, the Electoral Commissioner (for alleged breaches of Code 3.8) or the Office for Public Integrity. Alleged breaches of this Part made to a Council or to the Office for Public Integrity may be referred to the Ombudsman for investigation under Section 263 of the Local Government Act 1999, by the Council's Chief Executive Officer or by the Independent Commissioner Against Corruption, where he or she so determines.

A report from the Ombudsman that finds a Council member has breached this Part (Misconduct) of the Code of Conduct must be provided to a public meeting of the Council. The Council must pass resolutions, that give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations.

An investigation under Part 3 of this Code does not preclude an investigation being launched as a potential breach of the criminal matters listed in the Appendix to this document.

Member duties

Council members must:

3.1 Act honestly at all times in the performance and discharge of their official functions and duties;

3.2 Perform and discharge their official functions and duties with reasonable care and diligence at all times;

3.3 Not release or divulge information that the Council has ordered be kept confidential, or that the Council member should reasonably know is information that is confidential, including information that is considered by Council in confidence;

3.4 Not exercise or perform, or purport to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform;

3.5 Not attempt to improperly direct a member of Council staff to act in their capacity as a Local Government employee for an unauthorised purpose;

3.6 Ensure that relationships with external parties cannot amount to interference by improper influence, affecting judgement, decisions and/or actions.

Gifts and benefits

3.7 Council members must not:

3.7.1 Seek gifts or benefits of any kind;

3.7.2 Accept any gift or benefit that may create a sense of obligation on their part or may be perceived to be intended or likely to influence them in carrying out their public duty;

3.7.3 Accept any gift or benefit from any person who is in, or who seeks to be in, any contractual relationship with the Council.

3.8 Notwithstanding Code 3.7, Council members may accept campaign donations as provided for in the Local Government (Elections) Act 1999.

3.9 Notwithstanding Code 3.7.3, Council members may accept hospitality provided in the context of performing their duties, including:

3.9.1 Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:

3.9.1.2 Council work related events such as training, education sessions workshops and conferences;

3.9.1.3 Council functions or events;

3.9.1.4 Social functions organised by groups such as Council committees and community organisations.

3.9.2 Invitations to, and attendance at, local social, cultural or sporting events.

3.10 Where Council members receive a gift or benefit of more than a value published in the *Government Gazette* by the Minister from time to time, details of each gift or benefit must be recorded within a gifts and benefits register maintained and updated quarterly by the Council's Chief Executive Officer. This register must be made available for inspection at the principal office of the Council and on the Council website.

Register of Interests

3.11 Council members must lodge with the Council a complete and accurate primary return of their interests, and subsequent ordinary returns, as required by legislation.

Campaign donation returns

3.12 Council members must ensure that following each election an accurate campaign donation return is provided to the Chief Executive Officer of the Council as required by legislation.

Conflict of interest

3.13 Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.

Misuse of Council resources

3.14 Council members using Council resources must do so effectively and prudently.

3.15 Council members must not use Council resources, including services of Council staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate.

3.16 Council members must not use public funds or resources in a manner that is irregular or unauthorised.

Repeated or sustained breaches of Part 2

3.17 At the discretion of the Council to which the member is elected, repeated or sustained inappropriate behaviour, as listed in Part 2, may be escalated to an allegation of misconduct under this Part.

3.18 A failure to comply with a finding of inappropriate behaviour (by the Council, independent investigator or Ombudsman) under Part 2 is also grounds for a complaint under this Part.

APPENDIX—CRIMINAL MATTERS

The matters within this Appendix are matters for which a criminal penalty attaches. As separate legislation operates to cover such conduct, this part does not form part of the Code of Conduct for Council Members.

Allegations of conduct breaching these matters will be investigated in accordance with the legislation governing that conduct and they are included within this document only in order to provide a complete overview of the standards of conduct and behaviour expected of Council members.

Alleged breaches of matters outlined in this Appendix should be reported to the Office for Public Integrity in the first instance.

Breaches of the Local Government Act 1999

Member duties

A member of a Council must not, whether within or outside the State, make improper use of information acquired by virtue of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (3)).

A member of a Council must not, whether within or outside the State, make improper use of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (4)).

Provision of false information

A member of a Council who submits a return under Chapter 5 Part 4 (Register of interest) and Schedule 3 of the Local Government Act 1999, that is to the knowledge of the member, false or misleading in a material particular (whether by reason of information included in or omitted from the return) is guilty of an offence (Section 69).

Restrictions on publication of information from Register of Interests

A Council member must not publish information, or authorise publication of information, derived from a Register unless the information constitutes a fair and accurate summary of the information contained in the Register, and is published in the public interest, or comment on the facts set forth in a Register, unless the comment is fair and published in the public interest and without malice (Section 71).

Breaches of other Acts

Acting in his or her capacity as a public officer, a Council member shall not engage in conduct, whether within or outside the state, that constitutes corruption in public administration as defined by Section 5 of the Independent Commissioner Against Corruption Act 2012, including:

An offence against Part 7 Division 4 (Offences relating to public officers) of the Criminal Law Consolidation Act 1935, which includes the following offences:

- bribery or corruption of public officers;
- threats or reprisals against public officers;
- abuse of public office;
- demanding or requiring benefit on basis of public office;
- offences relating to appointment to public office.

Any other offence, including an offence against Part 5 (Offences of dishonesty) of the Criminal Law Consolidation Act 1935, committed by a public officer while acting in his or her capacity as a public officer, or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or to an attempt to commit such an offence.

Any of the following in relation to an offence referred to in a preceding paragraph:

- aiding, abetting, counselling or procuring the commission of the offence;
- inducing, whether by threats or promises or otherwise, the commission of the offence;
- being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
- conspiring with others to effect the commission of the offence.

	14.7	Request for Forum/Meeting – Thompson Beach Progress Association
Adelaide Plains Council	Department:	Governance and Executive Office
	Report Author:	Acting General Manager – Governance and Executive Office
Date: 25 October 2021	Document Ref:	D21/46751

EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider an invitation from the Thompson Beach Progress Association (TBPA) to a public forum and/or meeting to be held at the Community Shed on Ruskin Road.
- TBPA and Council's Mayor and Chief Executive Officer have been in communications since September 2021. Copies of all relevant communications, which have already been provided to Council Members by email, are provided as Attachment 1 to this Report.
- While it is not uncommon for the Mayor and Chief Executive Officer, or individual Council Members, to meet with representatives of various community groups, generally the mechanism for a community group to address *the whole of Council* is a deputation at a Council Meeting.
- However, on this occasion TBPA has indicated that a deputation is 'not preferred'.
- It is for Council Members to consider whether they wish to participate in a whole of Council meeting with TBPA and instruct the CEO accordingly.

RECOMMENDATION

"that Council, having considered Item 14.7 – *Request for Forum/Meeting – Thompson Beach Progress Association*, dated 25 October 2021, receives and notes the report and in doing so_____."

BUDGET IMPACT

Estimated Cost:	Nil
Future ongoing operating costs:	Nil
Is this Budgeted?	Not Applicable

RISK ASSESSMENT

The mechanism for a community group to address the whole of Council is generally a deputation at a Council Meeting. Members should consider parity amongst community groups and the precedent that such a forum/meeting might set for future requests. Of course, refusing a request to meet might raise a risk of reputational damage should the TBPA misinterpret the intention of same.

Attachments

1. Copy of various correspondence between Council and Thompson Beach Progress Association regarding forum/meeting.

DETAILED REPORT

Purpose

The purpose of this report is for Council to consider an invitation from the Thompson Beach Progress Association (TBPA) to a public forum and/or meeting to be held at the Community Shed on Ruskin Road.

Background/History

TBPA and Council's Mayor and Chief Executive Officer have been in communications regarding a forum/meeting since late July 2021. Copies of all relevant communications, which have been provided to Council Members by email since that time, are presented as **Attachment 1** to this Report and can be summarised as follows:

- TBPA Notice of Forum (sent to Council and residents)
- Letter from TBPA dated 13 September 2021 requesting a meeting with Council Members at the Community Shed on Ruskin Road
- Letter from Council dated 1 October 2021 seeking clarification as to whether the forum referred to at 1 above, and meeting referred to on 13 September 2021, were similar in nature and reiterating Council's earlier invitation to make a deputation to Council and
- Letter from TBPA dated 4 October 2021 clarifying TBPA's position and intentions.

Discussion

It is not uncommon for the Mayor and Chief Executive Officer, or individual Council Members, to meet with representatives of various community groups in the usual course of Council business. Generally, however, the mechanism for a community group to address *the whole of Council* is a deputation at a Council Meeting.

On this occasion, TBPA has indicated that a deputation is 'not preferred'. Instead, TBPA wishes to 'hear first hand what is planned for [the] area' and 'canvass… residents to gather topics for discussion'.

The CEO is seeking direction from Council Members as to whether they wish to meet with TBPA as requested. Irrespective of any decision in this regard, the CEO has extended an invitation for the CEO and Mayor to meet with the President and Secretary of TBPA to gain a better understanding of the group's points of interest and this invitation will remain open.

In considering TBPA's request for a whole of Council meeting, Members should be mindful of parity amongst community groups and the precedent that such a forum/meeting might set for future requests. As an alternative to participating in ad hoc forums/meetings with individual community groups on request, Council might consider the resumption of Community Engagement Forums, noting that the COVID-19 public health emergency is currently stable in South Australia (of course, this could change at any time).

Finally, should Council resolve to instruct the CEO to facilitate such a meeting with TBPA, it would be prudent that all Council Members are in attendance at that meeting.

Conclusion

TBPA has requested a whole of Council forum/meeting. It is for Members to consider whether they wish to meet with TBPA in this manner, and instruct the CEO accordingly.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

Code of Practice – Meeting Procedures

Community Engagement Strategy – Forums Across Adelaide Plains Council

Thompson Beach Progress Association Inc.
ABN: 42 659 900 987
PO Box 148, Dublin SA 5501
Phone: 0410576351
Email: tbpa-1@hotmail.com

THOMPSON BEACH PROGRESS ASS. INC.

TO: The Resident

Do you have issues, problems, suggestions or questions for our Local Council???

THIS IS YOUR OPPORTUNITY!!!

The TBPA would like to hear from you.

RSVP by 10/09/2021

Email:- tbpa-1@hotmail.com We will be inviting councillors to a forum in late September early October.

Maxine Mills

Thompson Beach Progress Association Inc.
ABN: 42 659 900 987
PO Box 148, Dublin SA 5501
Phone: 0410576351
Email: tbpa-1@hotmail.com

13/09/2021

Adelaide Plains Council
To: Mayor Mark Wasley
CEO James Miller
All Councillors
Reference: Meeting TBPA

Dear Sirs,

I am writing to you on behalf of the Thompson Beach Progress Ass. Inc. and the residents of Thompson Beach, regarding an invitation to you and the Councillors of our area to a meeting to be held at the Community Shed on Ruskin Road.

We are asking for this meeting to hear first hand from Council what is planned for our area and what infrastructure is needed to move our settlement forward into 2022 and beyond.

If you are able to advise a date and time suitable to your schedule for this meeting, we the committee of the TBPA will provide a list of items of concern for discussion.

We look forward to hearing from you soon so we can work together to provide a safe and welcoming environment here at Thompson Beach.

Thank you for your time.

Regards

Maxine Mills- Secretary
Thompson Beach Progress Association Inc.

Adelaide Plains Council

2a Wasleys Road
Mallala SA 5502

PO Box 18
Mallala SA 5502

Tel – 08 8527 0200
Fax – 08 8527 2242

info@apc.sa.gov.au
apc.sa.gov.au

ABN – 58 384 968 672

Our Ref: D21/43061

1 October 2021

Ms Maxine Mills
Thompson Beach Progress Association Inc.
PO Box 148
DUBLIN SA 5501

By email: TBPA-1@hotmail.com

Dear Maxine

Re: Formal Invitation for Mayor and Elected Members to Attend Meeting of TBPA

I refer to previous communications between the Thompson Beach Progress Association (TBPA) and Council and, in particular, your letter dated 13 September 2021 (refer **attached**).

You have invited Mayor Wasley, Elected Members and myself to a meeting with TBPA at the Community Shed. I note that this invitation follows an earlier exchange (July 2021) between Council and the TBPA where Council indeed invited the TBPA to make a deputation to a meeting of the Council to elaborate on any concerns that the Association might have and to speak to precisely what it is that the group desires from Council moving forward. To date, we have not received any response from TBPA in relation to this suggestion.

It is, of course, open to Mayor Wasley and any of Council's Elected Members to meet as individuals with any community groups or members and to that end, your request has been passed on.

I will also commit to ensuring your correspondence and associated invitation for the Mayor all Elected Members to meet with TBPA is tabled for information at our 25 October 2021 Council Meeting. Please note that without a resolution instructing me to facilitate a collective meeting of Elected Members and Management with TBPA, I will not be in a position to facilitate same.

Yours sincerely

James Miller
Chief Executive Officer

Thompson Beach Progress Association Inc.
ABN: 42 659 900 987
PO Box 148, Dublin SA 5501
Phone: 0456 255 379
Email: tbpa-1@hotmail.com

4 October 2021

The Chief Executive Officer,
James Miller.
Adelaide Plains Council,
P O Box 18,
MALLALA SA 5502

Dear Sir,

Re: Meeting with Thompson Beach Residents D21/43061

The main thrust of our approaches to the Council has been to raise the level of communication between our residents and the organisation that is responsible for the care and maintenance of the area in which we live.

Our request for a meeting and the timing to suit you, gave us the opportunity to canvas our residents to gather the topics for discussion that were meaningful to us.
The invitation to make a deputation was not preferred. While the use of “zoom" meetings might be convenient, even though no longer necessary in South Australia, it would only have involved one person and communicated nothing to the township’s residents.

Our prime aim is to do something to raise the level of communication in a way that is available to all residents, is clear and not reliant on the need for expensive equipment and the knowledge of how to use it. Placing information on the internet does not mean that it is properly disseminated.

Hopefully a public meeting would be beneficial to both parties.
Yours faithfully,

Ian Telfer
Chairperson - Thompson Beach Progress Association

	14.8	Dog and Cat Management Plan Review
Adelaide Plains Council	Department: Report Author:	Development and Community Manager Regulatory
Date: 25 October 2021	Document Ref:	D21/45394

EXECUTIVE SUMMARY

- The purpose of this report is for Council to review its Draft Dog and Cat Management Plan (the Plan) prior to making available for public comment in accordance with Council's *Public Consultation Policy.*
- Section 26A of the *Dog and Cat Management Act 1995* (the Act) requires all councils to develop a plan of management relating to dogs and cats within their area.
- Council staff have in recent years been active in preparing for changes associated with the update of the Act and in particular the introduction of the Dogs and Cats Online (DACO) database. Council officers continue to work with residents and businesses (in particular breeders and veterinarians) to increase understanding about the new statutory arrangements and to foster compliance. This activity has been a priority, particularly considering dog registrations in Adelaide Plains have increased since the introduction of DACO.
- A new Plan for Adelaide Plains has now been prepared, taking into account many factors (**Attachment 1**).
- Council members were invited to provide feedback to inform the preparation of the Plan at the 24 May 2021 ordinary meeting.
- The draft Plan was forwarded to the Dog and Cat Management Board (the Board) for comment and approval as required under the Act. A formal response has been provided, approving the Plan for a period of five years, from 17 December 2021 (with Council's endorsement) (**Attachment 2**).
- Subject to further amendment it is recommended that public consultation occurs, prior to a report considering any submissions being brought back to Council.

RECOMMENDATION 1

"that Council, having considered Item 14.8 – *Dog and Cat Management Plan Review*, dated 25 October 2021, receives and notes the report and in doing so instructs the Chief Executive Officer to:

1. **Commence public consultation on the draft Dog and Cat Management Plan presented as Attachment 1 to this report, in accordance with Council's Public Consultation Policy and**
2. **Report back to Council following completion of the public consultation process."**

BUDGET IMPACT

Estimated Cost:	$ 600 - public consultation
Future ongoing operating costs:	Not Applicable
Is this Budgeted?	Yes

RISK ASSESSMENT

By adopting the recommendation Council will ensure that a new Plan will consider feedback received from the community prior to adoption and implementation. Council's Strategic Plan 2021 – 2024 also identifies the review of Council's animal management plan as a planned or legislated project.

Attachments

1. Draft Dog and Cat Management Plan
2. Dog and Cat Management Board Approval

DETAILED REPORT

Purpose

The purpose of this report is to provide members with a Draft Dog and Cat Management Plan (the Plan) for review, and seek endorsement to proceed with public consultation in accordance with Council's *Public Consultation Policy*.

Background/History

Section 26A of the *Dog and Cat Management Act 1995* (the Act) requires all councils to develop a plan of management relating to dogs and cats within their area.

In 2012, Council adopted the Animal Management Plan 2012 – 2017. This Plan provided a framework which has subsequently guided day to day operations regarding dog and cat management throughout the Council area.

In recent years Council was active in preparing for changes associated with the 2016 update of the Act, and in particular the introduction of the Dogs and Cats Online (DACO) database. Community safety and administration staff were extensively involved in the planning, testing and implementation process, and continue to work with residents and businesses (in particular breeders and veterinarians) to increase understanding about the new statutory arrangements and to foster compliance. This activity has been a priority.

A report to Council on 22 February 2021 provided a range of information about dog management. The report included the below table which provides an indication of increasing dog registrations in Adelaide Plains since the introduction of DACO.

	2018/2019	2019/2020	2020/2021
Individual Dog Registrations	4611	5167	5473
Business Dog Registrations	110	117	124

Discussion

A new draft Plan for Adelaide Plains has been prepared (**Attachment 1**). Various factors have provided important guidance for the scope and content of the Plan, including the following:

- Legislative – Important for statutory compliance.
- Existing by-laws, policies and other statutes – Important to understand these with respect to dogs and cats. This ensures the Plan has a clear dog and cat scope, and aligns with existing by-laws and other policy/legislative documents.
- Economic, social and environmental trends – it is important to recognise dogs and cats are integral to the ongoing economic and social life of Adelaide Plains. This includes growth of animal based businesses and for residential living. It is also important with respect to responsible dog and cat management regarding the environment, including the Adelaide International Bird Sanctuary.

- Other Councils Plans – It is important to understand how comparative councils are approaching their Dog and Cat Management Plans. Informal discussions were undertaken.
- Resources – Important for long term financial and annual business planning.

A table summarising the above factors was provided in an information report to the 24 May 2021 ordinary meeting. The draft Plan was subsequently forwarded to the Dog and Cat Management Board (the Board) for comment and approval as required under the Act.

On 23 September 2021 the Board provided a formal response to the Chief Executive Officer (**Attachment 2**). In accordance with the Act, the Board has approved the Plan for a period of five years, and may come into effect from 17 December 2021 (with Council's endorsement).

Subject to Council making any amendments to the draft Plan, it is recommended that public consultation occurs, prior to a report considering any submissions being brought back to Council.

Along with the general notice, officers intend to engage with resident groups, dog based local community organisations, local vets, and State wide peak bodies, such as the RSPCA and Animal Welfare League. The goals of the consultation are to:

- meet the consultation policy
- enable community and stakeholder groups with interest in dog and cat management to understand the purpose of the Plan, and Council's role in dog and cat management, and
- enable local input to inform the actions in the Plan.

Conclusion

Achieving responsible dog and cat management by owners and breeders is the outcome of education, encouragement and where needed, enforcement.

These themes recognise the importance of Council's role in sharing information about responsible dog and cat management, encouraging owners and breeders in fulfilling their responsibilities, and where necessary, Council exercising its enforcement powers.

The themes also inform the Plan's objectives and actions, recognising that legislation contained within the Act along with an intent to provide customer service drives dog and cat management day to day operations and the preparation of a Plan itself.

The high level vision intended to be worked towards is that the dogs and cats of Adelaide Plains are responsibly managed to enable businesses to thrive, residents are able to enjoy animals safely, and for the environment to be protected.

To support this vision a new draft Plan is presented to Council for consideration, with a recommendation to proceed with public consultation in accordance with Council's *Public Consultation Policy*.

References

Legislation

Dog and Cat Management Act 1995

Council Policies/Plans

Enforcement Policy

Dogs By-Law 2019

Roads By-Law 2019

Local Government Land By-Law 2019

Planning and Design Code

Lewiston Dog Park Opening 2021

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Council acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

Adelaide Plains Council acknowledges the in kind support of several councils, in particular Light Regional Council, as well as the Dog and Cat Management Board.

Version	Date	Details
Q2 2021	April – June 2021	Staff and GM
17 June	June 2021	Dog and Cat Board
Public Consultation	October/November 2021	

DRAFT

A MESSAGE FROM THE MAYOR

Dogs and cats are valued within the Adelaide Plains community. From the companionship they provide in our homes and on our properties to the work they do as part of our agricultural based businesses, dogs and cats are important.

We know wandering dogs and cats, barking and attacks or harassment to people and other animals, present problems that need addressing. The introduction of new legislation in 2016 and Dogs and Cats OnLine in 2018 has seen an increase in registrations and microchipping of dogs and cats.

South Australia's *Dog and Cat Management Act 1995* provides a range of tools to enable Council officers to work with community members to encourage responsible dog and cat ownership. Our combined understanding about responsible ownership goes a long way to ensuring dogs and cats can coexist successfully in our communities. This plan builds on the work of the former Plan and continues activities to support educating our community about responsible dog and cat ownership. From time to time, this requires Council officers to enforce expected behaviour. The background to this plan provides a summary of how Council manages other animals.

Council has effectively managed dogs and cats in the past. In the context of the SA wide legislation and Council's bylaws, this plan presents the objectives to be worked towards through education, encouragement and where necessary, enforcement over the next five years.

Our vision is that the dogs and cats in Adelaide Plains are responsibly managed to enable our businesses to thrive, our residents to enjoy animals safely, and for our environment to be nurtured.

INTRODUCTION

Purpose

The purpose of this Plan is to guide Adelaide Plains Council's management of dogs and cats for the next five years (2022-2027).

This Plan addresses dog and cat management at a strategic level in order to inform day to day operations.

In particular this Plan:

- Promotes responsible dog and cat ownership
- Provides for the welfare and safety of dogs and cats
- Works to ensure public safety
- Harnesses the benefits of dog and cat ownership
- Fulfils statutory requirements and local laws.

This Plan's actions cover education, encouragement, and enforcement. The intent is to foster attitudes and behaviours which promote responsible dog and cat ownership.

Part One provides statutory background, research, an overview of Council's animal management services, and dog and cat statistics.

Part Two contains the Plan's vision, objectives, actions and measures.

Our vision is that the dogs and cats in Adelaide Plains are responsibly managed to enable our businesses to thrive, our residents to enjoy animals safely, and for our environment to be nurtured.

Our objectives are

- All dogs and cats registered
- All dogs and cats microchipped and de-sexed
- Wandering dogs returned to care
- Reduce the impact of excessive barking on the community
- Supporting responsible dog and cat ownership
- Responsible dog and cat ownership through community education
- All dog and cat breeders registered

This Plan has been prepared in accordance with Section 26A of the *Dog and Cat Management Act 1995* (the Act) which requires all councils in South Australia to develop a plan of management relating to dogs and cats within their area. This plan builds on the previous Plan.

DRAFT

How the Plan Was Developed

Preparing this Plan included reviewing the previous Plan and incorporating actions that remain current. Preparing also considered Council's existing dog and cat management services and statistics and changes to the *Dog and Cat Management Act 1995*.

This Plan has been developed with input from Council Members, Council staff from a variety of professional disciplines, Light Regional Council, and local animal businesses and stakeholders.

Council recognises the value of collaborating with a range of stakeholders to build partnerships and projects for the responsible and effective management of dogs and cats.

Some stakeholders identified as having an interest in the management of dogs and cats within Adelaide Plains Council include:

- Local schools
- Dog and cat owners
- Veterinary clinics
- Dog training clubs
- Adjoining councils particularly Light Regional Council
- Animal Welfare League (AWL)
- RSPCA
- Department for Environment and Water
- Local media
- Sports clubs and park users
- Animal businesses and organisations.

Council members were given the opportunity to provide input in May 2021 and endorsed consultation in October 2021.

Community consultation was undertaken from XX to XX 2021. The draft Plan was available via:

- Council website
- Hard copy from Mallala and Two Wells Council offices
- Direct communication with relevant stakeholders

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PART ONE - CONTEXT & BACKGROUND

About Adelaide Plains

Adelaide Plains Council comprises well established rural production areas in the north, horticulture and animal husbandry in the south, several areas of natural scrub throughout, and conservation areas along the coast. Many activities within the Council are animal based and are an integral part of the economic and social life of Adelaide Plains.

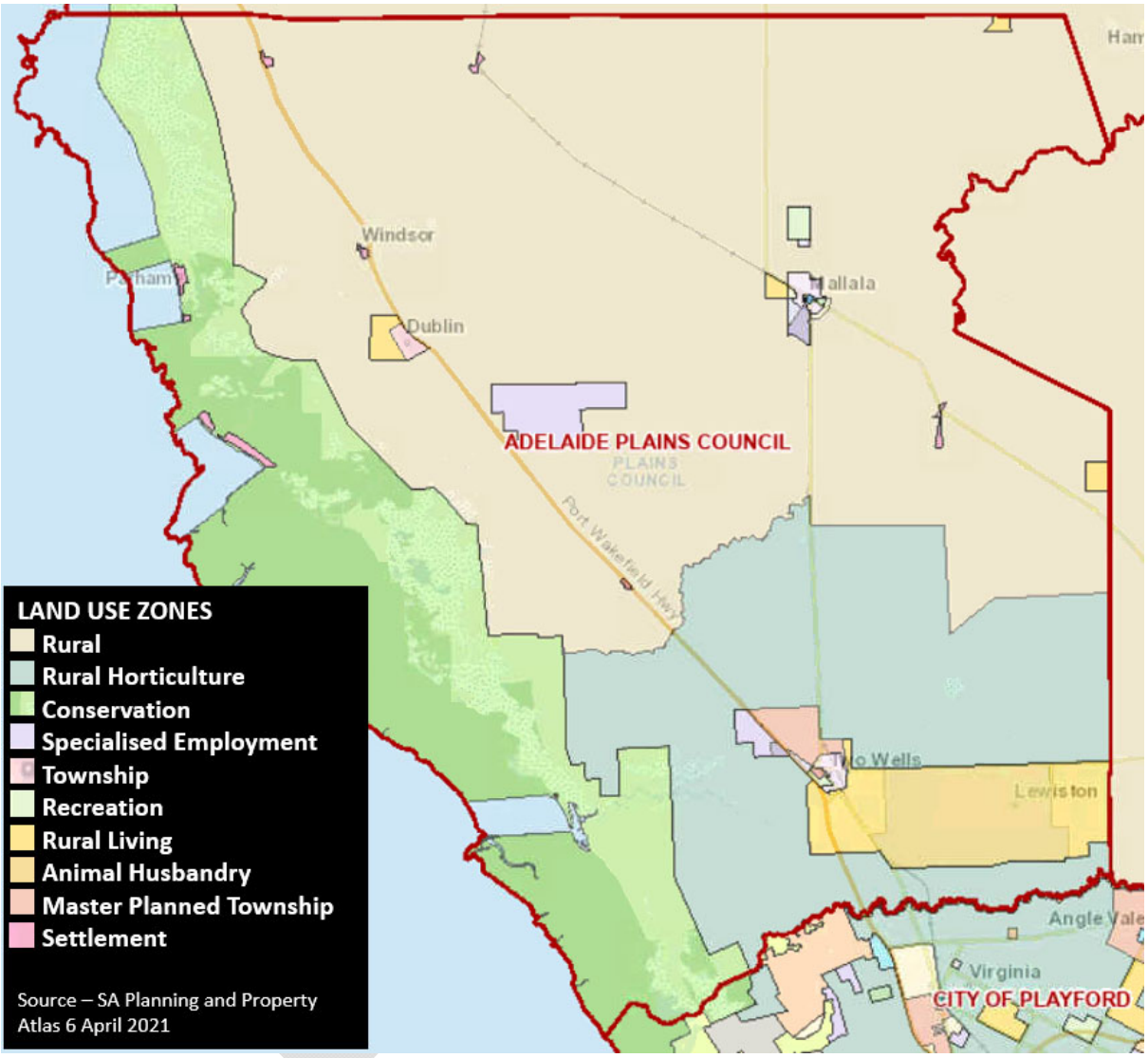

Image - Summary of Land Use Zones in Adelaide Plains

The southern half is prone to flooding and under normal conditions, bushfire risk is general.

Adelaide Plains includes the townships of Two Wells, Dublin and Mallala, each surrounded by rural areas. Settlements are Lewiston, Redbanks, Lower Light, Windsor, Wild Horse Plains, Long Plains, Fischer and Barabba, whilst coastal settlements are Parham, Thompson Beach, Webb Beach and Middle Beach.

Lewiston includes the long established unique Rural Living and Animal Husbandry area. Many dog breeding kennels, catteries and horse keeping yards are situated within this area.

Population

The population of Adelaide Plains is growing. With a population of 9,441 in 2020, this is a growth of around 300 residents per annum.

Elements of the population are also ageing, and with a slow increase in mature families, empty nesters, and lone person households.

Around 12% of households rent, this being substantially lower than the 28% of Greater Adelaide. 4% of households speak a language other than English at home, this being substantially lower than the 20% of Greater Adelaide.

Steady growth in population is mirrored with steady growth in dog and cat registrations, noting the introduction of Dogs and Cats Online in 2018 increased rates of dog registration.

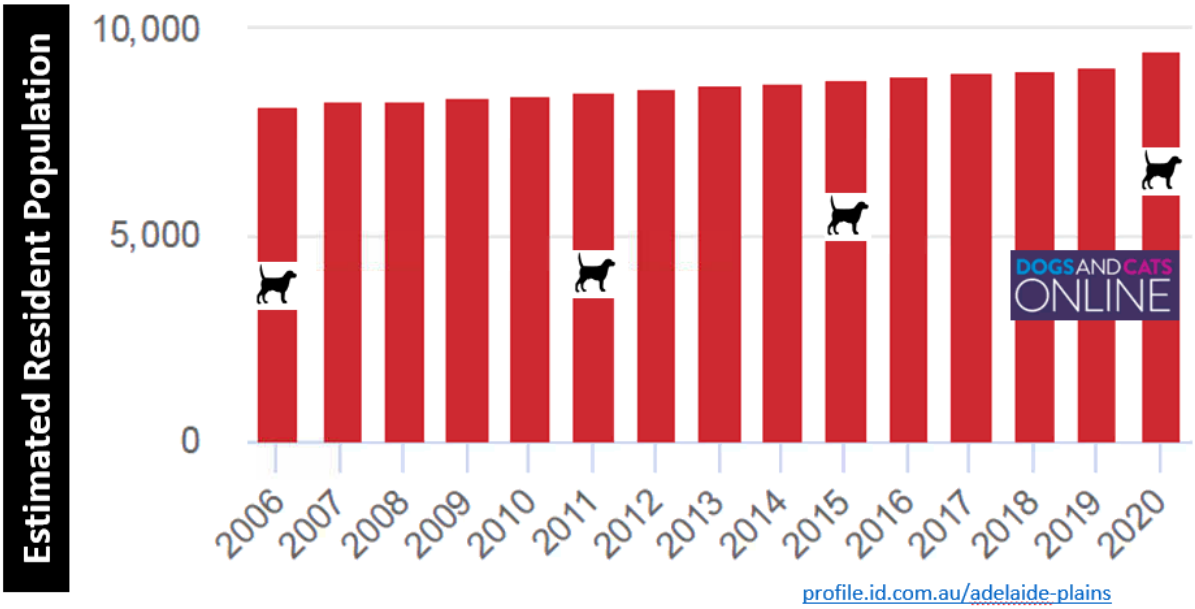

Image – Steady Population Growth is mirrored with Slow Dog Registration Growth

Following land rezoning at Two Wells in 2013, and subsequent residential land division, the town is expanding at a rapid rate. From a population of around 800 in 2016, the new subdivisions will enable Two Wells to grow to around 10,000 residents over the next 20 years.

Considering opportunities associated with this growth, such as park areas for dogs, is flagged in this Plan. This includes areas associated with the new subdivisions as well as the regeneration of the main street, noting the existing Wells Road Dog Park. Each opportunity will need investigation and possible community engagement.

Past Achievements

Council has been active in managing dogs and cats. The 2012 Animal Management Plan provided a framework which has guided day to day operations, particularly related to dogs and cats.

Ongoing activities have involved:

- Dog registrations
- Semi-regular door knocks
- Responding to complaints about dog's wandering, attacks or harassment, cat complaints and with respect to other animals
- Wells Road Dog Park
- Promotion of responsible dog and cat management information
- Processing of development applications for dog and other animal based businesses
- Organisation and promotion of micro-chipping days

2012	2013	2014	2015	2016
Animal Management Plan created	Policies and procedures updated	Bag dispensers installed in each town and settlement Gameau Reserve, Two Wells, trialled as dog on leash 8am – 6pm	Ongoing activities	Use of land for dog obedience approved in Lewiston
2017	**2018**	**2019**	**2020**	**2021**
Ongoing activities	Assisted residents and businesses to prepare for new State wide dog registration and cat management processes. DOGS AND CATS ONLINE	Assisted residents and businesses with new State wide dog registration and cat management processes. Introduced a dog / cat vehicle.	Commenced work for new Lewiston off-leash dog park	Opened Lewiston Off-leash Dog Park. Commenced preparing new plan.

Image – Notable Dog and Cat Achievements

Lewiston Off-Leash Dog Park

Opened in 2021, the Lewiston off-leash Dog Park enables residents, businesses and visitors a dedicated space for off-leash dog activity. The Park has a space for puppies and small dogs, and another space for older, larger dogs. It complements an existing small dog park in Two Wells.

Lewiston has a significant dog population, with multiple dogs on larger allotments and larger allotments often developed leaving limited open areas for dogs.

A Council planner designed the park and approval was secured, including with respect to being located in a flood zone and with public notification. Funding from dog registrations and $60k of Drought Communities funding enabled development of the facility. The total budget for the project was $115k which included the initial grass, paths and fencing.

When fully complete, the Park will incorporate a graded level base and mounds, irrigation, power, grass, fencing, shade shelters, seats, drinking fountains, jumps, tunnels, trees, waste disposal, signage, and lighting.

Importantly, the off-leash park complements the existing adjoining playground ensuring the overall space is used extensively. This provides an important social space for the residents of Lewiston, from children to adults.

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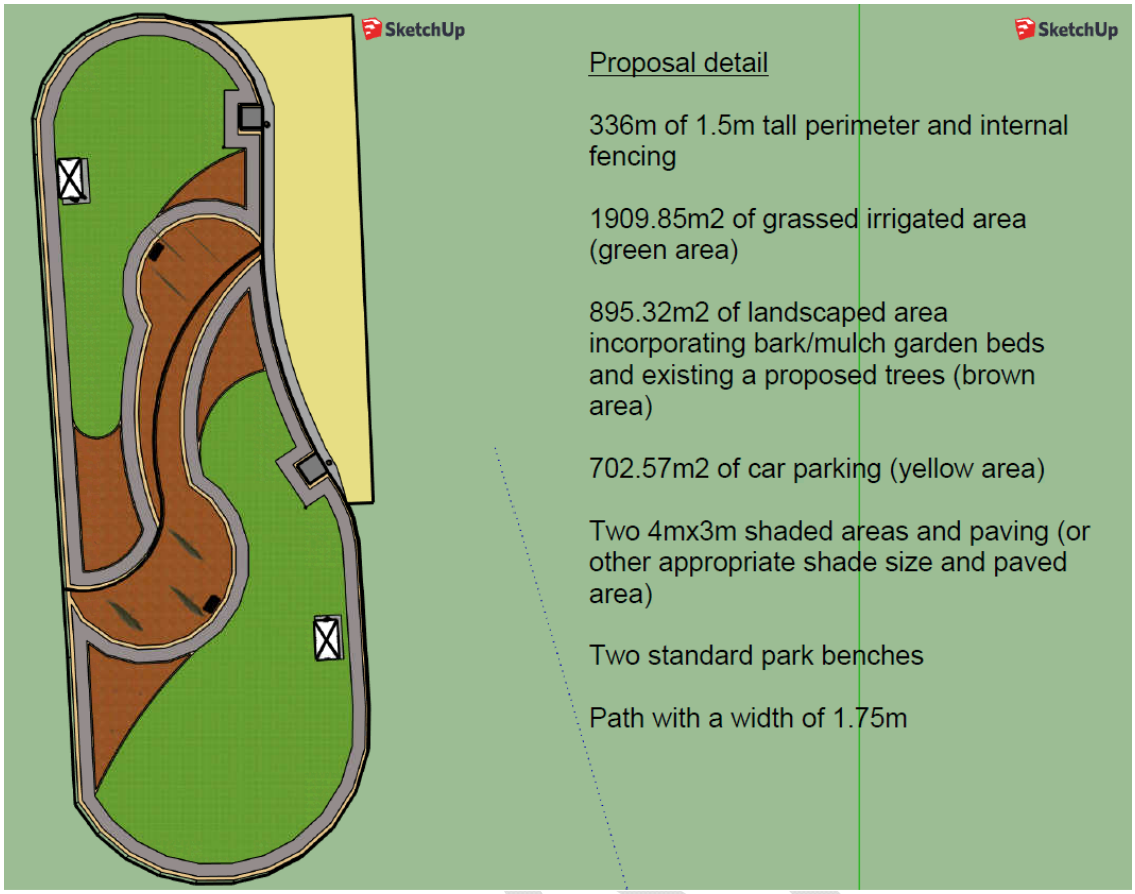
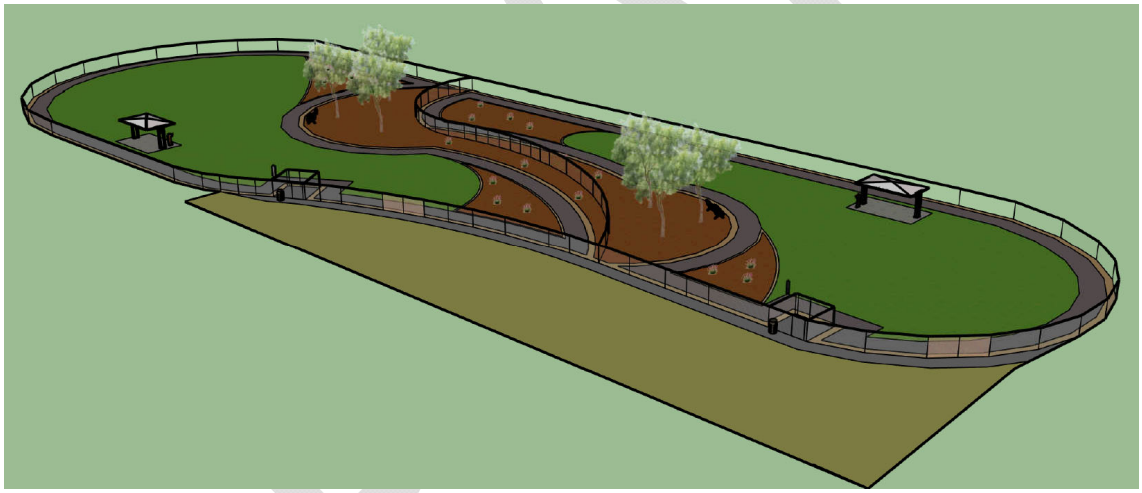

SketchUp
SketchUp
Proposal detail
336m of 1.5m tall perimeter and internal fencing
1909.85m2 of grassed irrigated area (green area)
895.32m2 of landscaped area incorporating bark/mulch garden beds and existing a proposed trees (brown area)
702.57m2 of car parking (yellow area)
Two 4mx3m shaded areas and paving (or other appropriate shade size and paved area)
Two standard park benches
Path with a width of 1.75m



Lewiston Off-Leash Dog Park Opening March 2021

Dog & Cat Management Act - Council Responsibilities

The *Dog and Cat Management Act 1995* (the 'Act') is 'An Act to provide for the management of dogs and cats'. The Act's main objectives are to:

- encourage responsible dog and cat ownership
- reduce public and environmental nuisance by dogs and cats
- promote the effective management of dogs and cats

Adelaide Plains Council's responsibilities under the Act that are relevant to this Plan, and how they are addressed, are summarised in the table below.

Council Responsibilities under Act	How Addressed
Dog registration	
Maintain a register of dogs (26 (1) (a))	Via DACO
Appoint a suitable person to be the Registrar (26b)	Appointed by CEO
Make satisfactory arrangements for issuing and replacing certificates of registration and registration discs (c)	Via DACO
Appoint at least one full-time authorised person or make other satisfactory arrangements for the exercise of the functions and powers of authorised persons (26d)	Three full time authorised officers
Make satisfactory arrangements for the detention of dogs seized under this Act; (and may make such arrangements for cats seized under this Act) (26e)	Dog Pound established at Two Wells Depot
Make satisfactory arrangements for fulfilling other obligations under this Act (26f).	Via day to day operations
Money received	
Money received by a council under this Act must be expended in the administration or enforcement of the provisions of this Act relating to dogs and cats (26 (3))	Through Annual Budget and Business Planning
Payment into Fund	
A Council must pay into the Fund the percentage fixed by regulation of the dog registration fees received by the council (26 (5))	Payments of invoices as required to Dog and Cat Management Board – 12% contribution

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Setting of fees	
Council has the responsibility for setting and reviewing registration fees each financial year.	Through Annual Budget and Business Planning
Establishing By-laws	
Councils can pass a by-law for the control and management of dogs and cats within their area (Section 90).	Dog By-Law introduced in 2020
Plans of Management relating to dogs and cats	
Under the Act, each Council must prepare a plan relating to the management of dogs and cats within its area (26A 1). The Board must approve the plan of management before it takes effect.	This Plan
These plans must include provisions for parks where dogs may be exercised off-leash and for parks where dogs must be under effective control by means of physical restraint and may include provisions for parks where dogs are prohibited (26A 2).	Attachment A to this Plan

Dog & Cat Management Act - Owner and Breeder Responsibilities

Since 1 July 2018, it is compulsory for:

- All dogs and cats to be microchipped before 12 weeks of age and prior to sale.
- All new generations of dogs and cats (born after 1 July 2018) to be desexed before 6 months of age unless an exemption is applied.
- Breeders and sellers who breed dogs and cats for sale must register with the Dog and Cat Management Board of SA as a breeder.
- Any person who breeds or trades companion animals must also abide by the South Australian Standards and Guidelines for Breeding and Trading Companion Animals.
- Dog and cat sellers to provide certain information in advertisements (i.e. Breeder Registration Number) and to the buyer.

Under the Act, a person who owns or is responsible for the control of a dog is guilty of an offence if the dog (either alone or together with other dogs, whether or not in the same ownership) creates a noise, by barking or otherwise, which persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of a person. Dog control orders, an expiation fee (fine) and maximum penalty applies for a breach of this part of the Act.

Complaints relating to noise created by a barking dog are specifically excluded from the definition of a local nuisance under the *Local Nuisance and Litter Control Act 2016*. Therefore the ability for Council

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to take enforcement action is limited to the powers contained in the *Dog and Cat Management Act 1995* only.

Under the Act, a person who owns or is responsible for the control of a dog is guilty of an offence if the dog is found to be wandering at large. That person is also guilty of an offence if the dog attacks, harasses or chases or otherwise endangers the health of a person or an animal or bird owned by or in the charge of another person (whether or not actual injury is caused). As is the case with barking dogs, dog control orders, significant expiation fees and maximum penalties apply for a breach of the Act in these areas.

Dogs and Cats Online

Since 1 July 2018, Dogs and Cats Online (DACO) has operated as a state-wide registration system managed by the Dog and Cat Management Board. DACO combines dog and cat registrations, and microchip and breeder information to provide a central resource. Registration fees are paid through a central website.

Note that from 1 July 2017, dog registration categories in South Australia were simplified to:

- Standard Dog - a dog that is both microchipped and de-sexed
- Non-standard Dog - all other dogs.

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By-Laws

Council has several By-Laws relevant to the management of dogs. By-Laws are legally enforceable and penalties can apply.

Where complaints about dogs and cats are received, Council officers use a common sense approach involving education and encouragement to achieve satisfactory outcomes with enforcement only undertaken where necessary.

The 'educate, encourage, enforce' approach is based on Council's Enforcement Policy. This policy states 'Council adopts a broad definition of enforcement, which includes the provision of advice and ensuring compliance through formal action where necessary. It is intended that high levels of voluntary compliance with legal requirements, by both individuals and other bodies, will be achieved. Notwithstanding this, there will be occasions when immediate action is required and firm action against those who act unlawfully is warranted.'

apc.sa.gov.au/our-council/bylaws

Dog By-Law

Under the *Local Government Act 1999* and the *Dog and Cat Management Act 1995*, Council adopted the *Dogs By-Law 2019* which became operational in February 2020

In summary, the By-Law provides for the following:

Summary of Dog By Law	
Topic	By-Law
Dog On Leash Area	• Any park where organised sport is being played • Enclosed children's playground • Land within 5m of children's playground equipment if not enclosed or Wetland • Any local government land where Council resolved it to be a Dog On Leash area. Within Adelaide Plains, this is the Gameau Park in Tangari Estate, Two Wells.
Dog Free Area	• Any Council land where Council resolved it to be a Dog Free area. Within Adelaide Plains, no Council resolutions have been made to this effect.
Dog Exercise Area	• Any park • Any local government land where council resolved it to apply. Within Adelaide Plains, no Council resolutions have been made to this effect.
Limit on Dog Numbers	Prescribed limit: • Small premises - one dog • Within townships on premises other than small premises - three dogs • Outside a township (other than small premises in a Rural Living Zone) - five dogs • Outside a township (other than small premises within the Animal Husbandry Zone) - nine dogs • Outside a township on any other premises - five dogs Prescribed limit excludes • Any dog less than three months of age • Outside a township, up to five working livestock dogs kept on premises • Approved kennel establishment

	• Veterinary practice • Pet shop • Any premises exempted from this limit by Council • Any business involving dogs provided that business is registered in accord with *Dog and Cat Management Act 1995.*
Signs and Information	Where Council designates a dog exercise area, dog on leash area, or dog free area, Council needs to install signs designating the area and provide information on the website.

Local Government Land By-Law

Under the *Local Government Act 1999* Council adopted the *Local Government Land By-Law 2019*.

Council's *Local Government Land By-Law 2019* has certain powers with respect to animals and local government land. The By-Law defines 'animal' broadly, and by implication, includes dogs and cats.

In summary, the By-Law provides that a person must not on any local government land without the permission of Council

- Cause or allow any animal to stray onto, move over, graze or be left unattended
- Ride, lead or drive any horse, cattle or sheep, except on any track or car park on local government land that the Council has set aside (through the erection of signage) for the use by, or in connection with that animal
- Cause or allow any animal under his or her control to swim or bathe in any waters to which council has resolved this subparagraph will apply
- Allow any animal in that persons control, charge or ownership to damage Council property
- Release or leave any domestic animal

Roads By-Law

Council's *Roads By-Law 2019* has certain powers with respect to animals and roads. The By-Law defines 'animal' as including birds and poultry but does not include a dog.

Under the Roads By-Law, a person must not without the permission of Council:

- 'cause or allow any animal, to stray onto, graze, wander on or be left unattended on any road except where the Council has set aside a track or other area for use by or in connection with an animal of that kind and, then only if under the effective control of a person'
- 'lead, drive, exercise any animal in such a manner as to endanger the safety of any person'

Cat Management and By-Laws

The *Dog and Cat Management Act 1995* contains a scheme for managing cats. The cat management scheme is very different from the scheme for managing dogs. The dog management scheme requirements include prohibition on wandering at large, registration, and seize and detain provisions. The Act contains no such requirements for cats. Many aspects of cat management rely on a council making a by-law. Some councils have called for a consistent scheme for cats to be included in the *Dog and Cat Management Act 1995*.

Of 68 councils, 31 (21 non-metro, 10 metro) have no cat by-law. Of the 37 with by laws:

- 20 have cat registration (10 have registration with fees, 8 can enact registration by council decision, two are in train)
- 17 have no cat registration
- Majority (74%) contain provisions regarding nuisance (noise, odour, toileting, wandering, aggression)
- 6 recent by-laws have introduced curfews/containment (Adelaide Hills Council to implement from 1 January 2022)

Summary of Councils Cat By-Laws[1]

Council	Date made	Number of Cats	Registration	Nuisance including wandering	Curfew/ containment
Adelaide Hills	24/7/18	2	Yes on council decision	Yes	From 1/1/22
Mt Barker	2/9/19	2	Yes	Yes	Yes
Light	22/9/15	4	No	No	No
Gawler	In train	2	Yes	Yes	Yes
Yorke Peninsula	29/7/20	2	Yes on council decision	No	No
Yankalilla	20/2/18	2	Yes	Yes	Yes
Cleve	7/8/18	2	Yes on council decision	Yes	No
Peterborough	24/11/18	2	Yes	Yes	Yes
Ceduna	16/10/19	2	No	Yes	No
Adelaide City	14/8/18	2	No	No	No
Holdfast Bay	9/7/19	2	Yes on council decision	Yes	No
Charles Sturt		2	No	No	No
Campbelltown	In train	2	Yes	Yes	Yes

[1] Information Courtesy of Dog and Cat Management Board April 2021

The Dog and Cat Management Board has received advice about whether the issues being faced by councils in managing cats could be addressed via regulation or the preparation of a model by-law to be adopted by all councils. The advice received by the Board was that the Act itself would need to be amended. The Dog and Cat Management Board advises that a review of the Act is scheduled to commence in late 2022.

In the meantime councils are being encouraged to work with their neighbouring councils to make by-laws to manage cats.

Cat Management in Other Legislation

A range of options exist for the management of nuisance cats which are set out in various Acts. Generally these options are only available where the cat owner has been identified. These may include:

- Council making an order under the insanitary condition provisions of the *South Australian Public Health Act 2011*. Council only has power to issue such an order where it has sufficient evidence to show that the manner in which a cat(s) is kept gives rise to insanitary conditions.
- *Planning, Development and Infrastructure Act 2016*– Unauthorised (unapproved) business activity. If Council determines that there is an unauthorised (unapproved) business activity relating to the keeping of cats being conducted on land, the owner may be asked to submit a development application for approval and other necessary actions deemed appropriate at the time, depending on the issue(s);
- The *Landscape South Australia Act 2019* provides provisions for the management of feral cats.

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Council Statutory Responsibility for Animals

Adelaide Plains has a wide variety of animals. Various regulations exist in order to address the different impacts of animals, be it barking, wandering, noise, or upon the general amenity of an area.

Other laws exist that promote the welfare and/or management of animals. Council interacts with these from time to time:

- *Animal Welfare Act 1985*
- *Impounding Act 1920* (which describes how stray livestock may be managed)
- *National Parks and Wildlife Act 1972* (conservation and protection of native animals)
- *Natural Resources Management Act 2004* (e.g. control of pest animals).

The below table summarises how the impacts of different animals are regulated.

HOW IMPACTS OF DIFFERENT ANIMALS ARE MANAGED		
Impact	**How regulated on private land**	**How regulated on public land, e.g., roads, footpaths & parks**
Dog barking	If the barking is impacting people, Council regulates this under the *Dog and Cat Management Act 1995*. The *Local Nuisance and Litter Control Act 2016* identifies barking as not a local nuisance the 'noise created by a dog barking or otherwise that may be the subject of an offence under section 45A(5) of the Dog and Cat Management Act 1995'	
Dog attack on person or stock, or a wandering dog	Council regulates this under *Dog and Cat Management Act 1995*. The keeper of a dog is liable for a civil wrong for injury, damage or loss by their dog.	
Cat wandering	Council regulates this under the *Dog and Cat Management Act 1995.* Cats are required by the *Dog and Cat Management Act 1995* to be microchipped and desexed. Nuisance cats can be dealt with under the *Local Nuisance and Litter Control Act 2016.*	
Stock wandering	If stock are wandering on other private land, this is a civil matter.	In the first instance, the responsibility for wandering stock rests with the owner of the stock. If stock are wandering on public land such as a road or in a park, Council has discretion to regulate the 'nuisance' under the *Local Nuisance and Litter Control Act 2016*. This particular nuisance relies on whether or not the owner of the stock is known to Council. Under S254 of the *Local Government Act 1999*, Council also has powers regarding addressing a hazard adjoining a public road. Council has discretion

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		to require the owner of land adjoining a road to fence the land to prevent wandering stock Under Council's *Roads By-Law 2019*, a person must not without the permission of Council: • 'cause or allow any animal, to stray onto, graze, wander on or be left unattended on any road except where the Council has set aside a track or other area for use by or in connection with an animal of that kind and, then only if under the effective control of a person' • 'lead, drive, exercise any animal in such a manner as to endanger the safety of any person' In this By-Law, 'animal' includes birds and poultry but does not include a dog
Amenity of an Area	Any adverse effect on an amenity value of an area that— (i) is caused by — (B) animals, whether dead or alive' can be addressed by Council through the *Local Nuisance and Litter Control Act 2016*. However, investigations to determine who is responsible for the particular animal behaviour can be challenging. Amenity value is defined as '… any quality or condition of an area that conduces to its enjoyment.'	

Emergency Planning

Large portions of land within Adelaide Plains are at risk of being impacted by fire and/or flooding. Many animals including pets, assistance animals, livestock and wildlife are at risk of separation from their owners, injury or death due to associated major emergencies.

Under the State Emergency Management Plan, Primary Industries and Regions SA (PIRSA) is the lead agency responsible for the coordination of official animal relief support services during major emergencies.

Experience and research nationally and internationally shows that incorporating animal management welfare into emergency plans significantly improves animal welfare outcomes and the ability of the community to recover from emergencies.

This Plan acknowledges the importance of emergency planning for dogs and cats as part of separate planning for emergencies.

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Strategic Plan 2020 - 2024

Council's Strategic Plan 2020 – 2024 identifies an updated Animal Management Plan as a planned or legislated project to be undertaken. An updated Animal Management Plan is one of several Council activities that manages growth to sustain our townships and helps to build community capacity, health and connection.

Planning for responsible dog and cat management by owners and breeders, and Council's role in that, is a key contributor to the long term future of Adelaide Plains.

Vision

Adelaide Plains is:

Productive: A leading supplier of primary produce to local, national and international markets.
Proximity to markets and natural growing conditions provide competitive advantages for primary producers on the Adelaide Plains that has seen our economy emerge as a key contributor to the region's prosperity.

Diverse: A more diverse community with access to a greater mix of local opportunities.
Increased employment, services and education attracts and retains a diverse community that chooses to live, learn and work in the region.

Location: A lifestyle location connected to the Barossa, Coast and Adelaide.
Adelaide Plains is a quiet community that offers residents time and space with convenient access to the benefits of Greater Adelaide, the coast and the Barossa region.

Welcoming: A proud, spirited and generous community.
This is a place that everyone belongs, where community connection and care is strong and someone is always available to help when a neighbour is in need.

Ambition: Advancing infrastructure and technology to foster a competitive local economy.
Modern practice, research and innovation, and efficient access to export centres and local markets builds an economic environment and reputation that rivals the State's major primary productions regions. With employment opportunities diversifying and new housing products in abundance, Adelaide Plains will become the place of choice for the Northern Adelaide Plains.

Leadership: A decisive and proactive Council.
Our Elected Members share a vision of prosperity founded on courage, robust deliberation, transparency and forward thinking and investing.

Attractive: A Place of choice for businesses, residents and visitors.
Our townships are inviting, well cared for, filled with character and provide a range of services, facilities and accommodation that caters for all people and our landscapes, events and infrastructure provide memorable experiences.

THE LOCAL PICTURE

Dog Facts

In mid-2021, there were 7,333 registered dogs. There are 124 dog based businesses and around 5,500 individual dogs registered. The introduction of DACO in 2018 and associated measures to increase registration has led to a steady increase in dogs being registered.

The number of dog based businesses remains steady. Businesses include dog kennels or dog keeping which are subject to a Development Approval as well as business registration. Dog breeders and sellers have had to be registered since 2018 and includes individuals that could be characterised as a form of home based or micro dog business.

Dog Registrations									
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Total (individual and business [1])	5071	5112	5187	5111	4962	5388	6261	6922	6914
Individual	3237	3256	3327	3432	3401	3207	3588	4295	5054
Dog Breeders Registered						N/A	N/A	N/A	216
Dog based Businesses	121	119	117	114	117	120	110	117	124
[1] Dog based businesses are assumed an average of 15 dogs/business									

Townships with higher numbers of registered dogs[2] are:

- Lewiston 2,530
- Two Wells 1,350
- Mallala 246
- Dublin 232

The top seven registered breeds[2] include:

Breed	Number	% Registered Dogs
Greyhound	594	10.8
Australian Kelpie	344	6.3
German Shepherd Dog	277	5.1
Border Collie	263	4.8
Maltese	260	4.7
Staffordshire Bull Terrier	246	4.5
Australian Cattle Dog	195	3.6

[2] Dogs and Cats Online 29 April 2021

Dogs wandering at large continue to be a concern within Adelaide Plains Council, with attacks on other animals being another issue of note. When compared to other councils , the rate of dog complaints compares favourably.

Dog Complaints									
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Harass humans	0	7	5	3	6	2	1	0	3
Attack humans	3	0	2	2	2	0	0	5	1
Harass animals	7	5	3	6	2	1	0	1	2
Attack animals	17	6	7	13	10	6	3	10	14
Barking (nuisance)	4	4	3	2	1	2	4	15	4
Wandering	59	48	47	44	41	35	78	87	39
Total	90	70	67	70	62	46	86	118	TBC
Dogs Collected									
Returned without impounding	(no data)				8	2	2	0	0
Impounded	111	83	89	96	72	80	105	73	45
Impounded and subsequently returned	67 (60%)	52 (63%)	46 $52%)	55 (58%)	39 (54%)	39 (49%)	84 (80%)	55 (75%)	30 (66%)

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Dog Management Services

Where an animal can be identified (i.e. via a registration disk or microchip), Council makes every effort to return lost dogs to owners as soon as possible.

In 2020/21, Council returned 57 lost dogs to their owners.

Under current arrangements, dogs not immediately returned to their owner are transferred to the Council pound facility at the Two Wells Depot. If a dog is not claimed within 72 hours the dog is transported to the Animal Welfare League for assessment and possible rehoming. All dogs impounded can only be released to the owner if the dog is registered and relevant fees, including impounding and registration, are paid.

The General Manager Development and Community is the appointed Registrar as per the requirement under the Act (Section 26). There are three full-time equivalent authorised persons (two Community Safety Officers and Manager Regulatory). Appropriate training is part of officer professional development.

Council's dog management services are funded by a combination of general rate revenue, dog registrations, and expiation fees for breaches of the *Dog and Cat Management Act 1995*.

Dog registration fees collected in 2020/21 totalled $160,445. Twelve per cent (12%) of the fees are transferred to the Dog and Cat Management Board, and the remaining funds are allocated to a range of dog services including:

- Reuniting lost dogs with their owners
- Helping neighbours resolve dog related issues
- Providing after-hours callout services
- Investigating incidences of dog attacks and harassment
- Investigating nuisance barking complaints
- Providing funds to deliver impounded dogs to the Animal Welfare League
- Educating and liaising with pet owners about their responsibilities.

On a day to day level, Council administers, monitors, and enforces the provisions of the *Dog and Cat Management Act 1995*.

Council works closely in partnership with Light Regional Council and has a resource sharing agreement which facilitates a rotating weekend after hours Community Safety service between the two Councils.

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Cat Facts

There are around 450 microchipped cats and six registered cat breeders in Adelaide Plains.

Cat Management Services

Council provides a range of information about responsible cat ownership and promotes awareness about mandatory microchipping and desexing.

Since 2020, Council has covered the fee for unidentified or unowned cats including kittens taken to the Animal Welfare League by residents of Adelaide Plains. This has led to an average of 20 cats per month being captured and no longer presenting an environmental risk within the Council area.

Analysis indicates often a litter of kittens is involved, and locations of lost/found cats are associated with locations such as Two Wells, Lewiston, Dublin and Windsor.

The Department for Environment and Water address cats associated with the Adelaide International Bird Sanctuary.

Cats (including Kittens) taken to Animal Welfare League	
2020	Number
September	1
October	19
November	29
December	14
2021	
January	6
February	23
March	10
April	18
May	13
TOTAL	152

The practice of Council loaning cat traps created a situation where captured cats were often returned without any warning to the Council office. Staff were often attending to other customers and not available to take the cat to the Animal Welfare League. Noting the practice enabling residents to take cats directly to the Animal Welfare League is in its infancy, the diversion rate appears an effective outcome for the funds involved.

Lewiston Rural Living Animal Husbandry Area

The Lewiston Rural Living Animal Husbandry area has been planned for several decades to be developed for animal husbandry purposes. The Planning and Design Code introduced under the *Planning Development and Infrastructure Act 2016* in 2021 continues this policy setting. The Planning and Design Code envisages 'Large-scale horse keeping and dog kennelling in association with detached dwellings on large allotments' as the desired outcome for the area. The Code also seeks that development for dog kennelling and horse keeping avoids adverse impact on adjacent sensitive uses (which may be nearby dwellings) and that the rural amenity be maintained.

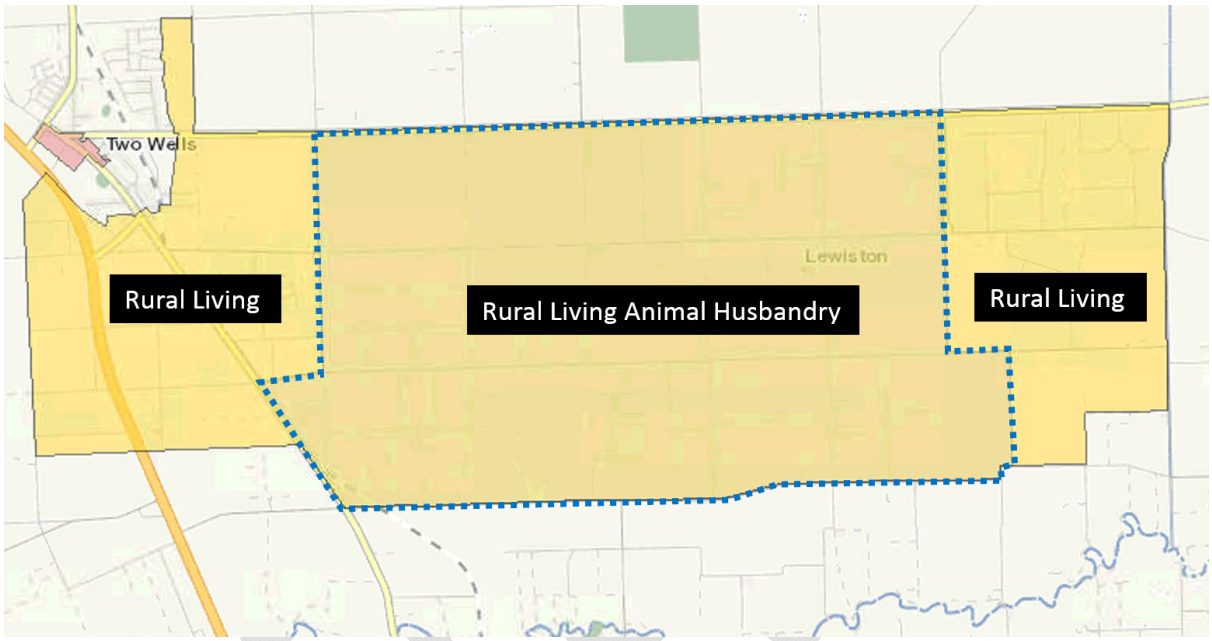

Image – 23km2 of Lewiston has been planned as an animal husbandry rural living area since the 1980's. Many dog and horse breeders operate businesses in this area

Arising from the area being planned for animal husbandry for some decades, many animal related businesses have been lawfully developed and operate in accordance with their relevant development approval.

People seeking to establish new animal husbandry based businesses – including dog based businesses - are invited to discuss their proposal with Council planning staff.

PART TWO – VISION, OBJECTIVES, ACTIONS & MEASURES

Vision

Our vision is that the dogs and cats in Adelaide Plains are responsibly managed to enable our businesses to thrive, our residents to enjoy animals safely, and for our environment to be nurtured.

Objective: All dogs and cats registered

In mid-2021, the total number of registered dogs was 6914, with 5054 individual dog registrations. The locations with higher numbers of registered dogs included Lewiston, Two Wells, Mallala and Dublin.

Dogs and cats are valued family members, so when they go missing it can be a stressful time for both the pet and the owner. Dog and cat registration assists Council to identify a lost dog or cat, ensuring a quicker return to the owner.

Dog and cat registration provides Council with a better understanding of the number and distribution of dogs and cats in the area which is a useful tool in planning, e.g. for off-leash dog exercise areas.

	Action	Measure
1	Continue to identify unregistered dogs and cats and undertake regular door knocks.	Number of registration uptakes.
2	Promote the benefits of dog and cat registration and implications of having an unregistered animal.	Information communicated via website and other formats.
3	Promote the Dog and Cat Management Board's information on the state-wide dog and cat registration system 'Dogs and Cats Online'.	
4	Continue to display signs in prominent locations promoting due date for dog and cat registration.	Signs displayed at prominent locations.
5	Review dog registration fees.	Review process completed and new fees promoted to community annually.

DRAFT

Objective - All dogs and cats microchipped and de-sexed

The desexing of all new generations of dogs and cats by six months of age was a key change under the 1 July 2018 changes to the *Dog and Cat Management Act 1995*. There is a statutory exemption from desexing for working livestock dogs, Greyhound Racing SA registered greyhounds and registered breeders. Exemptions are granted by the Dog and Cat Management Board.

Under the Act, a desexed animal means "to permanently render an animal incapable of reproducing".

There are many benefits of desexing a dog including:

- Reducing the tendency for aggressive behaviours towards people and other dogs
- Reducing the dog's tendency to wander
- Reducing anti-social behaviours like leg mounting and urine marking
- Reducing the likelihood of cancer and other diseases of the reproductive organs
- Increasing the likelihood of a dog enjoying a longer life (DCMB 2014).

	Action	**Measure**
1	Promote the Dog and Cat Management Board's information on mandatory microchipping and desexing.	Information communicated via website and other formats. Information distributed to local animal agencies/businesses and via rate notices.
2	Promote the National Desexing Network (NDS) including National Desexing month for low cost desexing of dogs and cats.	Information communicated via website and other formats.
3	Facilitate discounted microchipping events for dog and cat owners. These events could be undertaken in collaboration with shelters, veterinary clinics, adjoining councils and other animal related organisations.	Number of dogs and cats microchipped at subsidised event.

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Objective - Wandering dogs returned to care

Wandering dogs have been Council's top animal management complaint for the last five years, accounting for more than 75% of dog related complaints.

Dogs that are wandering without an owner can "cause a nuisance, are often distressed and may attack or harass people or other animals. In some cases they cause road accidents resulting in injury to the dog and on occasion to vehicle occupants and may cause property damage – all of which becomes the responsibility of the owner of the dog" (DCMB, 2014).

Dogs escape their yards for a variety of reasons including:

- Poorly maintained or inappropriate fencing
- Gates left open or not properly secured
- Dogs getting under roller doors when the owner is going in/out
- Dogs being spooked or frightened by loud noises such as thunder and fireworks.

In 2020/21, Council reunited 30 dogs with their owners that would otherwise have been directed to the Animal Welfare League at Wingfield.

A quick return of a wandering dog causes less stress to the dog and the owner, making the process simpler and preventing the animal being impounded at an unfamiliar location. Under current arrangements, dogs not returned home are transferred to the Council holding facility at Two Wells where they are held for at least 72 hours whilst attempts are made to locate the owner, after which the animal is transferred to the Animal Welfare League.

	Action	**Measure**
1	Develop a campaign to encourage dog owners to keep their dogs safe and contained in their yards. This could include: • Analysing data and targeting areas with high numbers of wandering dogs • Raising awareness with all residents of the implications of dogs wandering into paddocks with livestock.	Targeted campaign developed and implemented. Information communicated via website and other formats.
2	Conduct patrols in public areas to detain dogs wandering at large.	Targeted patrols implemented.
3	Continue to investigate the feasibility of re-homing dogs rather than taking to Animal Welfare League.	Investigation completed and next steps determined.

DRAFT

Objective - Reduce the impact of excessive barking on the community

In the last five years, Council received around four barking complaints annually, except for 2020 when 20 were raised. Nuisance barking was the second most frequent complaint reported to Council and associated investigations are often difficult and time consuming.

Although barking is a natural behaviour for dogs, nuisance barking can be annoying to their owners and to neighbours. The causes of dogs barking can range from boredom or frustration, being left alone, physical discomfort or pain, or reacting to an external stimulus such as a bird or someone passing by the fence.

If excessive barking is to be managed effectively, the trigger for the barking needs to be identified.

"... Dogs bark for a variety of reasons and it is important to work out why your dog is barking excessively. Once the underlying cause and 'triggers' for the barking are identified, training techniques can be used to treat the excessive barking in a humane way." (RSPCA, 2021 online)

Sometimes, dog owners don't know their dog is barking excessively or know where to go for help. For those owners who need assistance with dog behavioural issues such as nuisance barking the RSPCA Force-Free Trainers list is a good resource to find a qualified trainer.

	Action	**Measure**
1	Promote the RSPCA List of Force-Free Trainers to dog owners as a resource for dog behavioural issues such as excessive barking. This list could also be used as a resource to assist Council with public queries relating to dog training and behaviours.	Information communicated via website and other formats.
2	Develop an education brochure on barking for viewing online and suitable for download.	Monitor take up and amend as required.
3	Monitor implementation of Help Kit relating to nuisance barking for aggrieved residents.	Monitor take up
4	Continue to thoroughly investigate barking complaints in a timely manner	Complaints investigated and action taken as required

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Objective - Supporting responsible dog and cat ownership

Council provides a range of spaces for dogs and their owners including on-leash and off-leash exercise areas, sports ovals, walking trails and shared paths. Dogs must be on-leash within five metres of playgrounds and when organised sport is being played. Refer to **Appendix A** for information about off-leash and on-leash parks.

Two Wells is planned to grow from around 2,000 residents to around 10,000 residents. Considering opportunities with this growth, be it in the new estates or a regenerated main street – noting the existing Two Wells Dog Park – is important to enable readily accessible dog exercise opportunities.

Our coast's biodiversity has long been valued. In 2016, its role was recognised by its designation as part of the Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara (AIBS). The AIBS Management Plan states:

- 'People may walk and exercise their dog within the park however dogs must remain on a lead and under effective control.'
- 'People may bring their dog into the park however dogs must remain on a lead. Visitors with dogs will be encouraged to stay on beaches, signposted trails, and the tracks designated.'

Adjoining AIBS are Thompson Beach, Webb Beach, Middle Beach and Parham comprising some 540 residents. Striking a balance between residents dogs and cats with the areas recognised biodiversity and bird life is recognised as needing further work. This is flagged in this plan.

Adelaide Plains dogs, cats, livestock and wildlife are at risk in major emergencies, such as flood and fire, extreme weather or accidents. Under the State Emergency Management Plan, the Department of Primary Industries and Regions SA is the lead agency responsible for the coordination of animal relief services during major emergencies. Council plays a supportive role.

	Action	**Measure**
1	Investigate opportunities for dog off leash parks which may include dedicated 'dog parks'. This includes considering the Wells Road Dog Park as part of the regeneration of Two Wells Main Street.	Opportunities investigated.
2	Continue to investigate the approach to dog management associated with settlements near to areas of high conservation value, including coastal settlements and the Adelaide International Bird Sanctuary.	Investigation, engagement and consideration of options undertaken.
3	Develop strategies to assist the community to plan, respond and recover dogs and cats in natural disasters and emergencies. Recognising PIRSA's lead role with animals in emergencies and the role of the SES, this could include: • Providing information on how to prepare for animals in emergencies on Council's website and other formats • Sharing notifications regarding emergency warnings • Providing assistance to reunite pets after disasters.	Strategies developed and implemented.
4	Encourage the community to report dog wandering, attack and harassments to Council. This may include the provision of information at medical centres and veterinary clinics.	Number of dog wandering, attacks, and harassments reported.

Objective - Responsible dog and cat ownership through community education

Council recognises education and encouragement of owners and businesses leads to responsible dog and cat management. This includes educating existing and prospective dog and cat owners, children and the wider community. Education can take the form of online resources, seminars or presentations, school-based programs, or practical demonstrations.

Part of education is positive reinforcement training. The Dog and Cat Management Board *"believes a commitment to positive reinforcement training is an aspect of being a responsible dog owner. The Board does not condone training methods that cause a dog to feel pain, fear, aggression or anxiety"* (DCMB 2017).

The AWL also promotes the use of positive reinforcement methods for training of animals. The RSPCA (SA) promotes the use of Force-Free dog training methods and have developed a list of Force-Free Dog Trainers in SA (RSPCA, 2017).

Agencies who offer educational programs and resources include the Royal Society for Prevention of Cruelty to Animals, the Animal Welfare League and the Australian Veterinary Association.

	Action	**Measure**
1	Review Council information sheets in response to legislative changes.	Information sheets updated.
2	Develop accessible information to promote off-leash and on-leash areas. This could include online information suitable for download.	Information communicated via website and other formats.
3	Develop a series of 'Did you Know' messages to promote responsible pet ownership e.g. yearly calendar of key messages.	
4	Develop a campaign to raise awareness of Council's animal management roles.	
5	Provide accessible information on responsible pet ownership including: dog selection; environmental enrichment; importance of puppy socialisation; dog bite prevention, safe interactions between dogs and children; good etiquette for dogs in public spaces; local laws in simple language; legislation and reform updates.	
6	Investigate working with other organisations, nearby councils, and individuals to deliver programs on responsible pet ownership. This includes positive reinforcement training. This could include collaborations with the RSPCA, AWL, dog trainers, veterinary clinics and University of Adelaide, Roseworthy Campus.	Investigations completed and next steps implemented.

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Objective - Encourage responsible cat ownership

Cats are companion animals for an estimated 29% of Australian households. Cats can be valuable family members providing companionship and affection, but they can also cause a nuisance in the community. Cats can stray from their property, defecate in neighbouring properties and cause environmental damage by attacking and harassing wildlife.

In 2020/21, there were six cat complaints formally recorded relating to nuisance cat behaviour.

	Action	Measure
1	Promote the Dog and Cat Management Board's information on the mandatory desexing and microchipping requirements for cats.	Information communicated via website and other formats.
2	Continue to promote the surrendering of captured, unidentified cats to a facility for the care of cats operated by the AWL.	
3	Develop information about the humane and legal process of trapping nuisance cats.	
4	Provide more accessible information on responsible cat ownership including: • Environmental enrichment for cats • Examples of cat containment options e.g. enclosures, cat runs, and cat fencing • Cat bylaw in plain language including the number of cats per property.	

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Objective - All dog and cat breeders registered

Since 1 July 2018, the *Dog and Cat Management Act 1995* requires:

- Dog and cat breeders and sellers to be registered with the Dog and Cat Management Board SA.
- Sellers of dogs and cats to provide certain information in advertisements such as their breeder registration number and provide the buyer with relevant paperwork
- Any person who breeds or trades companion animals must also abide by the new South Australian Standards and Guidelines for Breeding and Trading Companion Animals. These are administered by the Department for Environment and Water Resources, Animal Welfare Unit and enforced by the RSPCA.

	Action	**Measure**
1	Promote the Dog and Cat Management Board's requirements for dog and cat breeders and sellers.	Information communicated via website and other formats.
2	Ensure all dog and cat breeders are registered as a breeder with the Dog and Cat Management Board.	Reduction in the number of expiations issued for non-compliance with breeder registration over time.
3	Continue to provide advice as needed regarding proposed development applications for dog and cat breeding	Advice provided

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Attachment A - Dog Off Leash And On Leash Parks

Section 26A of the *Dog and Cat Management Act 1995* requires that 'A plan of management must include provisions for parks where dogs may be exercised off-leash and for parks where dogs must be under effective control by means of physical restraint, and may include provisions for parks where dogs are prohibited.'

The Act states that 'Park means a park, garden, reserve or other similar public open space, or a foreshore area, within the area of a council.'[3]

Under legislation, dogs can be off leash but under effective control in Council's parks, gardens and reserves except that dogs must be on leash:

- **Within 5m of playgrounds**
- **On foreshore areas**
- **When organised sport is being played.**

Effective control means the dog must

- respond to a command [or cue] e.g. come (recall), sit, wait
- be in close proximity to the responsible person/handler
- The responsible person must be able to see the dog at all times.

Council's community land register identifies land under Council's care and control that is held for a variety of purposes. This includes land held freehold, land held as a reserve, and land held as a drainage reserve. Dogs may be off leash on community land unless identified as on-leash through the By-Law or excluded from public access for a reason associated with community land status.

Recognising the intent of the Act is to identify areas where dogs may be exercised off leash, the below table identifies dog off leash/on leash areas in Adelaide Plains main parks.

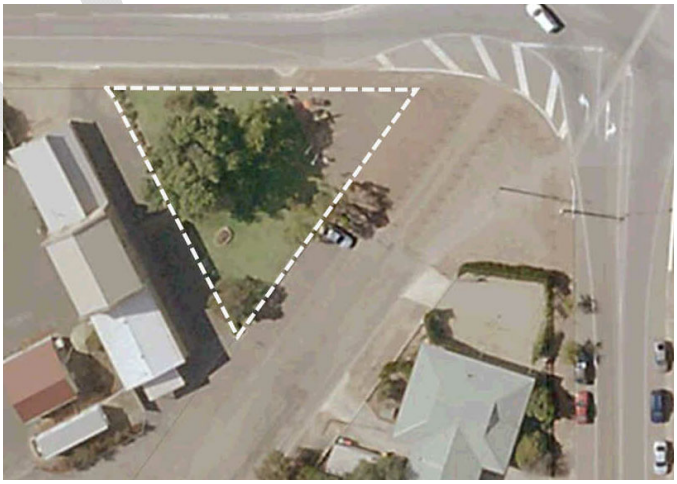
GUIDE TO DOG OFF LEASH/ON LEASH IN ADELAIDE PLAINS MAIN PARKS			
Park		**Off-Leash**	**On-Leash**
Two Wells Oval Complex and Memorial, Old Port Wakefield Road, Two Wells (refer Playground below) *Dog Bag Dispenser YES*		Y	When sport being played

[3] Dog and Cat Management Act 1995

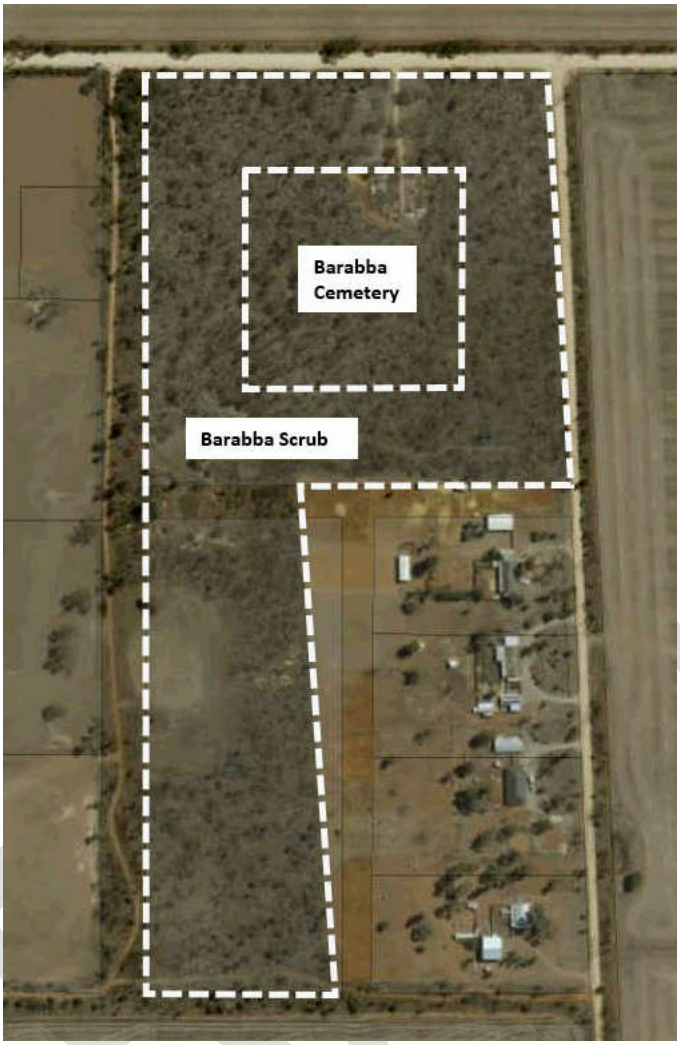
Park		Off-Leash	On-Leash
Playground, Old Port Wakefield Road, Two Wells		N	Y
Historic Wells, Wells Road, Two Wells *Dog Bag Dispenser YES*		Y	N

Park		Off-Leash	On-Leash
Two Wells Dog Off-Leash Wells Road, Two Wells *Dog Bag Dispenser YES*		Y	N
Hart Reserve Corner of Gawler Road and Old Mallala Road, Two Wells *Dog Bag Dispenser YES*		Y	N
Gameau Reserve Gameau Road, Two Wells *Dog Bag Dispenser YES*		6pm – 8am Council decision 27 January 2015	8am-6pm Council decision 27 January 2015

Park		Off-Leash	On-Leash
Reserves including Eden-Wildflower Park, Magnolia Boulevard, Lavender Drive, Two Wells *Dog Bag Dispenser YES*		Y	N
Clydesdale Reserve - Corner Williams Road/Hayman Road Two Wells *Dog Bag Dispenser NO*		Y	N

Park		Off-Leash	On-Leash
Reserve Hayman Road/Clydesdale Drive Two Wells *Dog Bag Dispenser NO*		Y	N
Mallala Oval Complex, Wasleys Road, Mallala *Dog Bag Dispenser YES*		Y	When sport being played
East Reserve Dublin Road, Mallala - Adjacent to the Mallala Museum *Dog Bag Dispenser YES*		Y	N

Park		Off-Leash	On-Leash
The Police Block/Australia Remembers Park Wasleys Road, Mallala *Dog Bag Dispenser NO*		Y	N
Rockies Reserve Kain Road, Barabba *Dog Bag Dispenser NO*		Y	N

Park		Off-Leash	On-Leash
Barabba Scrub Hamley – Barabba Rd, Barabba *Dog Bag Dispenser NO*		Y	N
Dublin Oval Complex and Playground, South Terrace, Dublin *Dog Bag Dispenser YES*		Y	When sport being played Within 5m of playground

Park		Off-Leash	On-Leash
Dublin Parklands North Terrace, Dublin *Dog Bag Dispenser NO*		Y	N
Dublin Lions Park Sixth Street, Dublin *Dog Bag Dispenser YES*		Y	N

Park		Off-Leash	On-Leash
Lewiston Playground, Corner Hayman and Pederick Roads, Lewiston *Dog Bag Dispenser YES*		Y	Within 5m of playground
Lewiston Dog Park adjacent Playground, Corner Hayman and Pederick Roads, Lewiston *Dog Bag Dispenser YES*		Y	N

Park		Off-Leash	On-Leash
Clara Harniman Reserve (Dog Obedience Club and Adelaide Plains Equestrian Club) Gawler Road/Boundary Road, Lewiston *Dog Bag Dispenser NO*		Y outside leased areas	N
Humzy Reserve Bethesda Road, Lewiston *Dog Bag Dispenser NO*		Y	N

Park		Off-Leash	On-Leash
Lewiston Trails/Wetlands, Hams Park, and **Aunger Ponds** 179 Dawkins Road, Kurt Way, Lewiston Dawkins Road Car Park *Dog Bag Dispenser YES*		Y	Wetland

Park		Off-Leash	On-Leash
Camel and Fletcher Reserves, Lewiston Hayman Road, James Road, Gawler-Two Wells Road, Louisa Road and Wirramulla Road, Lewiston Hayman Road Car Park *Dog Bag Dispenser YES*		Y	N

Park		Off-Leash	On-Leash
Aunger Ponds, Geoffrey Street, Lionel Road, Lewiston *Dog Bag Dispenser NO*		Y	N
Cannizzaro Park Reserve, Cannizzaro Road, Bethesda Road, Melbourne Ct, Lewiston *Dog Bag Dispenser NO*		Y	N
Equus Park Reserve, St George Boulevard, Lewiston *Dog Bag Dispenser NO*		Y	N

Park		Off-Leash	On-Leash
Pony Track Aunger Road/Betty Road, Lewiston *Dog Bag Dispenser NO*		Y	N
Greens Reserve, Corner Greens Road/Bethesda Road, Lewiston *Dog Bag Dispenser NO*		Y	N
Cavallaro Reserve, Cavallaro Place/ Hayman Road, Lewiston *Dog Bag Dispenser NO*		Y	N

Park		Off-Leash	On-Leash
Hancock Reserve Hancock Drive, Lewiston *Dog Bag Dispenser NO*		Y	N
Connell Vale Drainage Reserve Fletcher Road/Coombs Road, Lewiston *Dog Bag Dispenser NO*		Y	N

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Park		Off-Leash	On-Leash
Baker Wetland Baker Road, Lewiston *Dog Bag Dispenser NO*		N	Y Due to being a Wetland and the ByLaws requiring on leash in Wetland
Parham Playground, Esplanade, Parham *Dog Bag Dispenser YES*		N	Within 5m of playground

Park		Off Leash	On Leash
Foreshore areas, reserves, or other similar public open space sited within the Clinton Wetlands of National Importance (blue striped area on map) This includes foreshore areas and parks associated with Middle Beach, Thompson Beach, Webb Beach and Parham. Clinton Wetlands encompasses townships, roads and other land areas that are not 'parks' for the purposes of the *Dog and Cat Management Act 1995* Map via spatialwebapps.environment.sa.gov.au/naturemaps/?locale=en-us&viewer=naturemaps • Parham Campground • Webb Beach Boat Ramp/Shelter • Thompson Beach Shelter/Toilet • Middle Beach Boat Ramp/Toilet *Dog Bag Dispenser YES*		N	Y

References

Adelaide Plains Council *Annual Reports* 2012 to 2020

Adelaide Plains Council *Dogs By-Law* 2019

Adelaide Plains Council *Local Government Land By-Law* 2019

Adelaide Plains Council *Roads By-Law* 2019

Adelaide Plains Council *Enforcement Policy* 23 September 2019

Adelaide Plains Council (2016) *Regional Profile*

Adelaide Plains Council (2021) *Strategic Plan 2021 - 2024*

District Council of Mallala (2012) *Animal Management Plan 2012 - 2017*

Government of South Australia, Department for Environment and Water (2020) *Adelaide International Bird Sanctuary National Park – Winaityinaityi Pangkara Management Plan 2020* Adelaide, South Australia

Government of South Australia (1995) *Dog and Cat Management Act 1995*

Government of South Australia, Primary Industries and Regions SA (2017) *Managing Animals In Emergencies – A Framework for South Australia*

Government of South Australia *South Australia Planning and Property Atlas* accessed March to June 2021

Light Regional Council (2018) *Dog and Cat Management Plan 2018 – 2023*

Royal Society for the Prevention of Cruelty to Animals 2021 *RSPCA* – Accessed 25 May 2021 (kb.rspca.org.au/knowledge-base/what-causes-dogs-to-bark-excessively/)

DRAFT

Government of South Australia
Dog and Cat Management Board

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81-95 Waymouth Street
Adelaide SA 5000

GPO Box 1047
Adelaide SA 5001

Ph: 08 8124 4962
ABN 48100971189
www.dogandcatboard.com.au

23 September 2021

Mr. James Miller
Chief Executive Officer
Adelaide Plains Council
P O Box 18
MALLALA SA 5502

E: info@apc.sa.gov.au

Dear James,

RE: PLAN OF MANAGEMENT RELATING TO DOGS AND CATS

Thank you for submitting Adelaide Plains Council's Plan of Management relating to Dogs and Cats for the approval of the Dog and Cat Management Board (the Board).

The Board has delegated its power under section 26A of the *Dog and Cat Management Act* 1995 (the Act) to make decisions on Plans of Management relating to dogs and cats, to the Manager, Dog and Cat Management. The plan has been reviewed and approved under this delegated authority.

In accordance with the Act, the Plan is approved for a period of five (5) years and may come into effect from 17 December 2021 (with Council's endorsement).

If you have any questions or require any support with dog and cat management matters, please contact me on 8124 4962 or gayle.grieger@sa.gov.au.

Yours faithfully,

Gayle Grieger
Manager - Dog and Cat Management

CC: David Bailey – Strategic Project Officer – Development and Community
Brendon Schulz – Manager Regulatory – Development and Community

	14.9	Outcome of Public Consultation – Wasleys Bridge Closure or Load Limit Reduction
Adelaide Plains Council	Department:	Infrastructure and Environment
	Report Author:	General Manager Infrastructure and Environment
Date: 25 October 2021	Document Ref:	D21/46128

EXECUTIVE SUMMARY

- The purpose of this report to update Council Members in relation to the outcome of the public consultation carried out for the potential application of a load limit of 6.5 tonnes or closure of Wasleys Bridge, Barabba.
- Following the resolution of Council 2021/310 on 12 August 2021 public notices were placed in the Bunyip and Plains Producer newspapers on 1 September 2021, and on Council's website, inviting written submissions up until 24 September 2021 regarding the potential application of a load limit of 6.5tonnes or closure of Wasleys Bridge, Barabba.
- At the conclusion of public consultation, Council had received twelve (12) submission.
- The public consultation submissions are presented as **Attachment 1** to this report.
- The Wasleys Bridge Remediation Options report presented to Council on 12 August 2021 is presented as **Attachment 2** to this report, a summary of key elements are as followed;
    - The Bridge has further declined significantly in condition with an Independent structural report strongly recommending that Wasleys Bridge be reduced to 6.5 tonne limit and repairs be undertaken in the short term. The decline in condition is now exposing Council to significant risk if it is not actioned.
    - Through the Bridge Renewal Grant Program Council has secured $215,000 with Council contribution being $107,500.
    - A tender process was undertaken to ascertain level of interest, to seek costs and to engage suitably experienced, qualified and accredited bridge contractors to undertake the structural repairs and maintenance to Wasleys Bridge. The cost submitted were in the vicinity of $1 million.
- It is now for Council members to determine whether, based on community feedback, if it wishes to;
    - Reduce the load limit to 6.5 tonnes, and
    - Allocate budget to undertake the required repairs in to the Infrastructure and Asset Management Plan, or
    - Close the bridge.

RECOMMENDATION 1

"that Council, having considered Item 14.9 – *Outcome of Public Consultation – Wasleys Bridge Closure or Load Limit Reduction,* dated 25 October 2021, receives and notes the report and in doing so, acknowledges that Public Consultation was undertaken from 1 September 2021 to 24 September 2021 in accordance with Council's *Public Consultation Policy* and that twelve submission were received."

RECOMMENDATION 2

CLOSE WASLEYS BRIDGE

"that Council, having considered Item 14.9 – *Outcome of Public Consultation – Wasleys Bridge Closure or Load Limit Reduction,* dated 25 October 2021, and in doing so, instructs the Chief Executive Officer to;

1. **In accordance with the provisions of the Roads (Opening and Closing) Act 1991 (SA), close Wasleys Bridge (Light River), Barabba**
2. **Relinquish the Bridge Renewal Program - Round Five funding of $107,500, and**
3. **Reapportion the $107,500 at the first quarter budget review into other projects and programs."**

OR

REDUCE LOAD LIMIT AND COMMIT TO REPAIR WORKS

"that Council, having considered Item 14.9 – *Outcome of Public Consultation – Wasleys Bridge Closure or Load Limit Reduction,* dated 25 October 2021, and in doing so, instructs the Chief Executive Officer to;

1. **In accordance with the provisions of Section 32 of the Road Traffic Act 1961, a load limit of 6.5 tonnes, emergency vehicles, Council vehicles and service vehicles exempted, be applied to Wasleys Road Bridge (Light River), Barabba**
2. **Relinquish the Bridge Renewal Program – Round 5 funding of $107,500**
3. **Apply for Bridge Renewal Program – Round 6, with Council's contribution to be confirmed upon determination of the application."**

BUDGET IMPACT

Estimated Cost:	$1 million
Future ongoing operating costs:	Ongoing maintenance costs
Future ongoing operating costs	$50,000 (External assessments - Level 2)
Is this Budgeted?	No

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Policy and Procedure.

Financial - The cost of not undertaking the required Bridge repairs and maintenance works, costs are likely to escalate as the Bridge deteriorates further. This risk can be addressed through the Long Term Financial Plan. This risk is assessed as **high**.

Infrastructure and Assets - If Council does not undertake and proceed with the Bridge repairs and maintenance the asset will further decline in disrepair to a point that a Bridge replacement will be likely or higher renewal costs. This risk is assessed as **extreme**.

Environmental - There is potential for significant human and environmental concerns as the Bridge steel work contains leaded paint, this has been quantified by undertaking certified testing. Human and the environment is regarded as highly important, this will be managed by the contractor in accordance with the Environmental Protection Authority (EPA) standards and procedures. These risks will be managed through the development of an Environmental Management Plan (EMP) which has been addressed through Councils tender process. This risk is assessed as **high**.

Public Safety – It is possible that structural failure could occur where load limits of a bridge are not appropriately sign posted advising 6.5 tonne load capacity. It is known T44 (44 tonne semi-trailer) vehicles are using the asset. Structural failure could lead to death, permanent disability, or long-term hospital admission. This risk is assessed as **extreme.**

Attachments

1. Public consultation submissions
2. Wasleys Bridge Remediation Options report presented to Council on 12 August 2021

DETAILED REPORT

Purpose

The purpose of this report to update Council Members in relation to the outcome of the public consultation carried out for the potential application of a load limit of 6.5 tonnes or closure of Wasleys Bridge, Barabba.

Background/History

Council, at its Special Meeting on 12 August 2021, resolved as follows:-

4.2 Wasley Bridge Remediation Options

Moved Councillor Strudwicke Seconded Councillor Panella ***2021/ 310***

"that Council, having considered Item 4.2 – Wasleys Bridge Remediation Options, dated 12 August 2021, receives and notes the report and in doing so:

1. **Instructs the Chief Executive Officer to:**
    a. **Commence the necessary notification process under section 32(1) of the Road Traffic Act 1961 (SA) (the Road Traffic Act) in relation to the potential application of a load limit of 6.5tonnes to Wasleys Road Bridge (Light River), Barabba (with the exception of emergency vehicles, service vehicles and Council vehicles) and**
    b. **Bring back a report to Council pursuant to section 32(2) of the Road Traffic Act at the appropriate time in order for Council to give due consideration to all written submissions received prior to considering any resolution to apply a load limit to the Wasleys Road Bridge**
2. **Instructs the Chief Executive Officer to undertake the necessary consultation under the Roads (Opening and Closing) Act 1991 (SA) in relation to the potential closure of Wasleys Road Bridge (Light River), Barabba and**
3. **Acknowledges that if a load limit of 6.5tonnes is applied to the Wasleys Road Bridge, or the Wasleys Road Bridge is closed funding of $107,500 under the Bridge Renewal Program – Round 5 will be relinquished, as the relevant remediation works will not be undertaken."**

CARRIED

Discussion

Following the resolution of Council 2021/310 on 12 August 2021 public notices were placed in the Bunyip and Plains Producer newspapers on 1 September 2021, and on Council's website, inviting

written submissions up until 24 September 2021 regarding the potential application of a load limit of 6.5tonnes or closure of Wasleys Bridge, Barabba.

At the conclusion of public consultation, Council had received twelve (12) submission. The public consultation submissions are presented as **Attachment 1** to this report.

The Wasleys Bridge Remediation Options report presented to Council on 12 August 2021 is presented as **Attachment 2** to this report, a summary of key elements are as followed;

- The Bridge has further declined significantly in condition with an Independent structural report strongly recommending that Wasleys Bridge be reduced to 6.5 tonne limit and repairs be undertaken in the short term. The decline in condition is now exposing Council to significant risk if it is not actioned.
- Through the Bridge Renewal Grant Program Council has secured $215,000 with Council contribution being $107,500.
- A tender process was undertaken to ascertain level of interest, to seek costs and to engage suitably experienced, qualified and accredited bridge contractors to undertake the structural repairs and maintenance to Wasleys Bridge. The cost submitted were in the vicinity of $1 million.

Conclusion

It is now for Council members to determine whether, based on community feedback, if it wishes to;

- Reduce the load limit to 6.5 tonnes, and
- Allocate budget to undertake the required repairs in to the Infrastructure and Asset Management Plan, or
- Close the bridge.

References

<u>Legislation</u>

Statutory:

Roads (Opening and Closing) Act 1991

Local Government Act 1999

Department for Environment & Water – SA State Heritage

South Australian Heritage Register (12977, date listed 21/10/1993)

Standards:

Australian Standard AS 5100.7:2017

AS/NZS ISO31000:2018 Risk Management Guidelines

Council Policies/Plans

Risk Management Policy

Risk Management Procedure

Procurement Policy

Work Health & Safety Policy

Public Consultation Policy

Jeannie Robinson
[redacted]
MALLALA S.A 5502

FEEDBACK
WASLEYS ROAD BRIDGE

Good Afternoon,

In relation to the Wasleys Bridge Remediation Options. I have read the Infrastructure and Environment Committee – Decision Report – Wasleys Bridge Remediation Options – 4 h August 2021 and the Wasleys Bridge Remediation Options – 12th August 2021.

I am relatively new to Mallala and my feelings in relation to the fact the bridge is heritage listed is that it should be maintained even if this means with a lower load limit. It would be a shame to see a bit of history disappear.

I along with other road users use the Wasleys Road Bridge on a regular basis.
I personally use the bridge regularly as required, to commute to and from Wasleys, Freeling, Hamley Bridge, Roseworthy and also to get out to the highway.

I would like to see the Bridge stay

Regards
Jeannie Robinson

Adelaide Plains Council
RECEIVED
24 SEP 2021

TO THE CEO

ADELAIDE PLAINS COUNCIL

[redacted]

Mallala 5502

Dear Sir,

I must admit I was very alarmed at the proposal to close the Wasleys Road Bridge. Access across the River Light at that position is critical to the farming community. Otherwise the journey around Dolaghans Crossing Bridge or Murphys Crossing means a lot of farming equipment travelling on busy roads and taking up valuable time. I understand repairing the bridge will take much capital costing and a new bridge probably out of the question. As a last resort could your Council consider the option of a ford crossing. That may seem an old fashioned idea, but closing the bridge to cars only definitely is not an option.

Please understand this is a farming community and this crossing is vital to that continuing.

Yours sincerely

John Blacket

For Blacket Partners

Mallala

Adelaide Plains Council
RECEIVED
24 SEP 2021

PO BOX 23
Mallala SA
5502

To whom it may concern,

I am writing in regards to public consultation of Wasleys Road Bridge as per producer publication and council website.

I Sarah and Wayne Helps of Hancock Road Redbanks, would request to see the bridge remain open, we use this access to commute between our farms both here at Redbanks and Owen, also the daily drive to and from school, we understand the load limit will be 6.5tonnes and that is fine.

Kind Regards
Sarah & Wayne Helps

[redacted]

Adelaide Plains Council
RECEIVED
24 SEP 2021

PO BOX 23
Mallala SA
5502

Attn: Glenn Stanford,

I am writing in regards to public consultation of Wasleys Road Bridge as per producer publication and council website.

I David and Kay Helps of Butler Street Mallala, would request to see the bridge remain open, we use this access to commute between home and our farm at Helps Road Redbanks, also between there to farm land at and Owen, we understand the load limit will be 6.5tonnes and that is fine.

Kind Regards
David and Kay Helps

D A Helps 23/9/21

[redacted]

Adelaide Plains Council
RECEIVED
24 SEP 2021

PO BOX 23
Mallala SA
5502

To whom it may concern,

I am writing in regards to public consultation of Wasleys Road Bridge as per producer publication and council website.

I Geoff and Stephanie Helps of Helps Road Redbanks, would request to see the bridge remain open, we use this access to commute between our farms both here at Redbanks and Owen, also as an option to drive to and from place of work in Mallala, we understand the load limit will be 6.5tonnes and that is fine.

Kind Regards
Geoff Helps

G D Helps

[redacted]

Adelaide Plains Council
RECEIVED
24 SEP 2021

Adelaide Plains Council

To Whom It May Concern in regards to public consultation of Wasleys Road Bridge feedback.

I Thomas Abbott of Davies Rd Barabba want to see the bridge stay open. I use this access on a very regular basis, as I am a builder and require to drive regularly to all areas and it provides ease of options. I also have family nearby, in which I take this way to their residence.

Regards Tom Abbott

[redacted]

21/9/2021

To whom it may concern,

Re Wasleys Road bridge consultation

I am writing to voice my concerns over the Wasleys road bridge over the River Light. I write as a concerned member of the community, a member of the farming community and also as the Captain of the Mallala SACFS Brigade. I strongly believe that the bridge should remain open and no further load restrictions be placed upon the structure than the current 12 tonne limit. In fact I believe the bridge limit should be returned to its original limits with the required engineering repairs carried out to allow this.

My reasoning for this comes from several factors. These include but not limited to Emergency vehicle access, alternate traffic route in event of other access being restricted and safer movement of farm equipment across the River Light.

-Emergency vehicle access. There needs to be several points to cross the River Light East of Mallala to allow all emergency vehicles (Including Fire, Ambulance & Police) the best response times in attending emergency situations whether it be fire, flood or accident any time wasted in additional travel time to an incident may well cost someone's life or in the very least significant property damage. Swift response to all these is of the essence particularly in the event of one of the other access points across the river being blocked whether by the same incident or other reason. There are so many scenarios possible here that I could go on for a long time. A couple are:

*closest back up Fire brigade to Mallala is Woolsheds Wasleys road is the most direct and fastest route to Mallala from Woolsheds.

*ambulance to or from Hamley Bridge also our closest back up and conversely Mallala is Hamley Bridge's closest back up ambulance.

-As a member of the farming community it is widely known that if you are shifting large machinery the more time you can avoid main roads the less risk you pose to other road users. In fact it is the voiced preference of SA Police for us to shift machinery on secondary roads if possible for safety. Wasleys road bridge gives the farming community the option to keep off the Redbanks Road bridge which has both extremely high traffic volume and is hard to negotiate due to the curve in the road making visibility difficult. Due to the significantly lower volume of traffic Wasleys road bridge is a much better option and visibility is better. This has become a bit difficult in the past few years due to the restriction currently on the bridge and thus the preference for it being fully repaired.

-Alternate route. This bridge offers an alternative to the Redbanks road bridge if that is shut due to roadworks or any other reason. The other alternatives being the ford crossing at Murphy's or the Mallala to Two Wells road Paddys Bridge or even bridges in Hamley Bridge are all significant distances away if we were to lose access to Wasleys road bridge.

In closing argument the reduction in weight limit or closure of this bridge is simply not an option for the majority of the Mallala community.

Kind regards

Alex O'Loan

Captain Mallala CFS Brigade

Stacie Shrubsole

From: Philip Earl [redacted]
Sent: Wednesday, 22 September 2021 7:17 PM
To: Info
Cc: Kay Boon; Mark Wasley
Subject: Wasleys rd Bridge

I Write to you regarding the possible closure or weight reduction on the Wasleys rd Bridge.
In my opinion neither one of these are an option, I believe the bridge needs the maintance that is well over due to bring it up to a safe standard or if this is not feasible then council needs to look to the future & replace it with a new one.
I have serious concerns for Emergency vehicles having to detour around with the options put forward especially Fire Appliances which weigh 15 tonnes plus.
This is the preferred route for emergency services to get to the Woolsheds/ Wasleys, Freeling & Hamley Bridge areas & for those to get towards Mallala especially for road crash rescue where Hamley Bridge is to be responded.
The problem also is compounded if a detour is required for a motor vehicle accident on Redbanks rd, as has happened on numerous occasions in the past & any such detour would require all motorist to do increased kilometres to get a suitable road & crossing of the Light River.
As for local land owners this then pushes them onto more major roads with the movement of farm machinery.
This is a safety & public issue & it deserves the upgrades mentioned above.

Phillip Earl
Light Group CFS Officer

[redacted]

Wasleys

Adelaide Plains Council
RECEIVED
22 SEP 2021

Adelaide Plains Council

To Whom It May Concern, I Keith and Leonie Kluske are writing to you in regards to public consultation of Wasleys Road Bridge feedback.

We want to see the bridge remain open. We have used this access for many years and it is a quieter and more comfortable option for us to commute between home and Mallala on a regular basis. Also it would be disappointing to see a heritage bridge disused and alternatively become derelict.

Kind Regards Keith & Leonie Kluske

[redacted]
REDBANKS
[redacted]

Adelaide Plains Council
RECEIVED
22 SEP 2021

Adelaide Plains Council
To whom it may concern,

I Craig Kluske of Wasleys Road Redbanks, are contacting you in regards to public consultation of Wasleys Road Bridge as per producer publication and council website.

I would request to see the bridge remain open, I use this access to commute daily to school and Mallala. I am ok with the load being limited to 6.5 tonnes.

Kind Regards
Craig Kluske

PO Box 117
Mallala SA 5502

konzaggrains@gmail.com

Mr James Miller
CEO Adelaide Plains Council
PO Box 18
Mallala SA 5502

Dear Mr Miller,

I write to you in regard to the bridge over the River Light on Wasleys road, east of Mallala.

Please regard this email as my submission to Adelaide Plains Council (APC).

I recently read in the APC Communicator newsletter about council going to public consultation regarding either closing the bridge or reducing the load limit from the current 12t to 6.5t.

I am not sure if council's elected members understand the importance for local farmers being able to traverse the river somewhere other than the Redbanks bitumen road. The bridge on Wasleys road has been often used by local farmers to shift large and slow moving farm equipment and to avoid travelling on the busy Redbanks road. The reason for this is road safety for both the farmers and other road users. Unfortunately some road users don't have a good understanding of what to do when approaching large, slow moving farm equipment.

In 2019 the Mallala Ag Bureau hosted SAPOL at a meeting to discuss moving farm equipment safely between farms and the legal requirements when doing so. One of the officers present at the meeting said to the farmers keep to the back roads and we will leave you alone, but if you are on the bitumen roads we will pursue you. The vast majority of farmers shifting equipment are trying to do the right thing in regard to complying with the law, however the comments from the officer made everyone at the meeting nervous.

Safety of those on our roads is paramount, so last week I went and had a look at the bridge and I could definitely see the deterioration under the deck of the bridge.
It is my understanding that repairs to get the bridge to a usable standard may cost upward of $4million. A bridge with a load limit of only 6.5 tonnes is almost useless for traversing with farm equipment, which can weigh many times more than this.

Access for emergency services is also something that council need to consider. Our local CFS trucks and on farm fire trucks weigh more than 6.5tonnes. I shouldn't need to remind anyone of the devastation caused by the Pinery fire and the heroic work done by our volunteers. Quick access to a fire can be extremely important to reducing its overall impact on our communities and closing Wasleys road will not help.

I urge council to come up with an alternate solution.

Could it be to apply for additional grants to give the bridge a more usable load limit, perhaps 30t? Could it be to install a ford crossing, similar to Murphy's crossing that can be traversed during the majority of the year by farm machinery and heavy trucks? (The river doesn't flow very often anymore).

What ever council chooses to do please don't just close the bridge and block the road off as it will be to the detriment of the local community and safety of road users.

Yours Sincerely

Richard Konzag

Stacie Shrubsole

From: Christine Musolino [redacted]
Sent: Sunday, 19 September 2021 7:45 PM
To: Info
Subject: Feedback - Wasleys Road Bridge

Dear Sir/Madam

I write to you in regards to the deterioration of the Wasleys Road Bridge, and are saddened to read that a bridge built in 1913 and after 108 years of service, that our modern day authorities with all our technology, in our modern day vehicles and modern day machinery are unable to justify the maintenance and now the restoration of such a treasure. We should also commend the designers and builders, as this bridge has been under water on several occasions during the floods with fast flowing waters and large debris pounding against it and its structure. It is clear that the vehicle weights that it was intended for, has increased beyond its design, and the lack of continual repair & maintenance has contributed to its current condition.

I challenge your vehicle counter between 17/6/21 to 7/7/21, as this was a cold and wet period unlike the counter between 27/3/15 – 14/4/15 being a sunnier period and clearly showed a larger volume of vehicles. Working in the vicinity of the bridge in recent weeks astounded me to the volume of through traffic, when the weather is fine, people are on the move more, and much more than in June/July.

I would like to see the bridge staying open, with the reduced load limit if necessary and can confirm that the give way sign on the southern side of the bridge does encourage traffic stop and check for oncoming traffic, therefore only one vehicle is crossing the bridge at a time. Maybe put up further narrow bridge signage closer to the bridge to encourage those on the north side to cross singularly too.

Should you choose for the bridge to close, farming travel between paddocks will be greatly affected due to the distance needed to travel from one side of the river to the other should the bridge be closed, either via Pritchard Rd/Redbanks Rd/Barbara Rd/Wasleys Rd being and extra 11.5km each way or via Cheek Rd/Murphy's Crossing/Barbara Rd being an extra 27km each way. Also the affect of more slow moving farm vehicles/machinery which will now be travelling on a 100km sealed road (Redbanks Road) instead of less travelled gravel roads will certainly be more dangerous to all roads users. This includes all the local general farming community, the districts main industry.

Being an adjacent land owner to both sides of the Wasleys Road Bridge we would appreciate consultation and consideration to access our property if the bridge is closed now or in the future. Also consideration to possibly increased unauthorised dumping of rubbish that will be created if not done correctly.

Yours Sincerely

Adam & Christine Musolino
Phone: [redacted]
Mobile: [redacted]
Email: [redacted]

Adelaide Plains Council	**4.2**	**Wasleys Bridge Remediation Options**
	Department:	**Infrastructure and Environment**
	Report Author:	**General Manager – Infrastructure and Environment**
Date: 12 August 2021	**Document Ref:**	**D21/35786**

EXECUTIVE SUMMARY

- The purpose of this report is for Council to determine the direction of the Wasleys Bridge remediation.
- The Bridge has further declined significantly in condition since the Independent structural report was presented to Council in December 2016. The decline in condition is now exposing Council to significant risk if it is not actioned.
- Following the resolution of Council in August 2019, Management submitted and was successful in securing grant funding in 2020 through Round 5, Department of Infrastructure, Regional Development and Cities, Bridge Renewal Program and received $107,500, matched by Councils contribution, totalling $215,000 to undertake structural repairs during financial year 2021/22.
- Subsequent to the successful Bridge Renewal Program funding a select tender process was undertaken to ascertain level of interest, to seek costs and to engage suitably experienced, qualified and accredited bridge contractors to undertake the structural repairs and maintenance to Wasleys Bridge. The cost submitted were significantly more than anticipated.
- On the 4 of August 2021, the Infrastructure and Environment Committee recommended to Council (Resolution 2021/023) to lower the load limit on Wasleys Bridge from 12 tonne to 6.5 tonne. The Committee also discussed the remediation options presented within the report however prior to making any decision on the Bridge Renewal Program funding secured the committee requested feedback from the Commonwealth be obtained in relation to the change in scope and shortfall in budget.
- Management have discussed with the Commonwealth the change in scope (lowering from 12 tonne to 6.5 tonne) and shortfall in budget, their response presented as **Attachment 1** to this report.
- In light of the Commonwealth advice the Council has few options that it may wish to consider;
    - Option 1 – Undertake structural repairs and maintenance. – **Medium risk.**
    - Option 2 – Close the bridge. – **Low risk.**
    - Option 3 - Do nothing. – **Extreme risk.**
- While Management have recommended Option 2 - Close the bridge, it is for the Council to determine the direction of the Wasleys Bridge remediation.

RECOMMENDATION

OPTION 1 – Commence Process to Close Wasleys Road Bridge

"that Council, having considered Item 4.2 – *Wasleys Bridge Remediation Options,* dated 12 August 2021, receives and notes the report and in doing so:

1. **Instructs the Chief Executive Officer to commence the necessary process under the Roads (Opening and Closing) Act 1991 (SA) in relation to the potential closure of Wasleys Road Bridge (Light River), Barabba and**
2. **Acknowledges that if the Wasleys Road Bridge is closed:**
    a. **Funding of $107,500 under the Bridge Renewal Program – Round 5 will be relinquished, as the relevant remediation works will not be undertaken and**
    b. **Council's co-contribution of $107,500 will be reallocated to other projects at the next quarterly budget review."**

OR

OPTION 2 – Commence Process to Apply Load Limit to Wasleys Road Bridge

"that Council, having considered Item 4.2 – *Wasleys Bridge Remediation Options,* dated 12 August 2021, receives and notes the report and in doing so:

1. **Instructs the Chief Executive Officer to:**
    a. **Commence the necessary notification process under section 32(1) of the Road Traffic Act 1961 (SA) (the Road Traffic Act) in relation to the potential application of a load limit of 6.5tonnes to Wasleys Road Bridge (Light River), Barabba (with the exception of emergency vehicles, service vehicles and Council vehicles) and**
    b. **Bring back a report to Council pursuant to section 32(2) of the Road Traffic Act at the appropriate time in order for Council to give due consideration to all written submissions received prior to considering any resolution to apply a load limit to the Wasleys Road Bridge**
2. **Acknowledges that if a load limit of 6.5tonnes is applied to the Wasleys Road Bridge:**
    a. **Funding of $107,500 under the Bridge Renewal Program – Round 5 will be relinquished, as the relevant remediation works will not be undertaken, and**
    b. **Council's co-contribution of $107,500 will be reallocated to other projects at the next quarterly budget review."**

BUDGET IMPACT

Estimated Cost:	Identified in options 1-3 appearing on pages 5-6 of this report.
Future ongoing operating costs:	Identified in options 1-3 appearing on pages 5-6 of this report.
Future ongoing operating costs	$50,000 (External assessments - Level 2)
Is this Budgeted?	No

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Policy and Procedure.

Financial - The cost of not undertaking the required Bridge repairs and maintenance works, costs are likely to escalate as the Bridge deteriorates further. This risk can be addressed through the Long Term Financial Plan. This risk is assessed as **high**.

Infrastructure and Assets - If Council does not undertake and proceed with the Bridge repairs and maintenance the asset will further decline in disrepair to a point that a Bridge replacement will be likely or higher renewal costs. This risk is assessed as **extreme**.

Environmental - There is potential for significant human and environmental concerns as the Bridge steel work contains leaded paint, this has been quantified by undertaking certified testing. Human and the environment is regarded as highly important, this will be managed by the contractor in accordance with the Environmental Protection Authority (EPA) standards and procedures. These risks will be managed through the development of an Environmental Management Plan (EMP) which has been addressed through Councils tender process. This risk is assessed as **high**.

Public Safety – It is possible that structural failure could occur where load limits of a bridge are not appropriately sign posted advising 6.5 tonne load capacity. It is known T44 (44 tonne semi-trailer) vehicles are using the asset. Structural failure could lead to death, permanent disability, or long-term hospital admission. This risk is assessed as **extreme.**

Attachments

1. Bridges Renewal Program – Round Five – Commonwealth correspondence

DETAILED REPORT

Purpose

The purpose of this report is for Council to determine the direction of the Wasleys Bridge remediation.

Background/History

Wasleys Bridge is located on Wasleys Road, over the River Light at Redbank's, approximately five kilometres east of Mallala. The bridge is State Heritage listed, designed in 1913 and constructed soon after and is therefore just over 108 years old. The structure is a single span steel arch with a reinforced concrete deck. The span is 30.5 metres with a kerb to kerb width of 6.4 metres. The abutments and wingwalls each end are reinforced concrete.

On the 4 of August 2021, the Infrastructure and Environment Committee recommended to Council to lower the load limit on Wasleys Bridge from 12 tonne to 6.5 tonne.

7.3 Wasley Bridge Remediation Options

Moved Councillor Parker Seconded Mayor Wasley ***2021/ 023***

"that Infrastructure and Environment Committee, having considered Item 7.3 – *Wasleys Bridge Remediation Options*, dated 4 August 2021, receives and notes the report and in doing so recommends to Council that Council:

1. **Acknowledge the Tonkin Consulting Report - Wasleys Bridge Assessment, Load Capacity Assessment presented as Attachment 1 to this Report which strongly recommends the lowering of the Wasleys Bridge load limit from 12 tonne to 6.5 tonne.**
2. **In acknowledging 1 above, Wasleys Road Bridge be lowered in tonnage capacity to 6.5 tonne and measures implemented to ensure single vehicle access at any one time.**

CARRIED

The Bridge has further declined significantly in condition since the Independent structural report was presented to Council in December 2016. The decline in condition is now exposing Council to significant risk if it is not actioned.

Following the resolution of Council in August 2019, Management submitted and was successful in securing grant funding in 2020 through Round 5, Department of Infrastructure, Regional Development and Cities, Bridge Renewal Program and received $107,500, matched by Councils contribution, totalling $215,000 to undertake structural repairs during financial year 2021/22.

Discussion

Subsequent to the successful Bridge Renewal Program funding a select tender process was undertaken to ascertain level of interest, to seek costs and to engage suitably experienced, qualified and accredited bridge contractors to undertake the structural repairs and maintenance to Wasleys Bridge. The cost submitted were significantly more than anticipated.

In relation to the tender, a contractor has been conditionally selected to undertake tendered works. The contractor if awarded the works by mid-August can deliver works by the deadline December 2021.

The Committee also discussed the remediation options presented within the report however prior to making any decision on the Bridge Renewal Program funding secured the committee requested feedback from the Commonwealth be obtained in relation to the change in scope and shortfall in budget.

Management have discussed with the Commonwealth the change in scope (lowering from 12 tonne to 6.5 tonne) and shortfall in cost, their response presented as **Attachment 1** to this report.

Further to the 4 of August 2021 Infrastructure and Environment Committee meeting, Management will bring back a report to a future Infrastructure and Environment Committee meeting in relation to alternative options for the river crossing.

Options & Risk Implications

Below are further details in relation to options available;

Option 1

Undertake structural repairs and maintenance - Proceed as recommended, and previously resolved by Council (Resolution 2019/360), to undertake structural repairs and maintenance to Wasleys Bridge. The maintenance costs are much higher than anticipated and were an unbudgeted item. Noting the bridge repairs and maintenance will not provide greater strength to the bridge super structure or substructure, repairs and maintenance will assist by extending the life of the asset.

Submit a project variation request to the Commonwealth (covering scope and cost) noting that the ministerial approval process is potentially a drawn-out process given the dollar figure.

Costs:

$107,500	Income - Bridge Renewal Program, Round 5
$107,500	Council 50% Contribution, Budget 2021/22
$752,070	Additional Council Contribution
$967,070	Total Cost (Ex GST)

Risk Profile: Option 1 actioned, risk is assessed as ***medium***

Option 2

Close the bridge – Close the road and bridge to vehicular traffic, no action required for bridge structural repairs and maintenance, no need to lower load capacity or to install physical constraints. Given the nearby alternative routes available this option is to close the bridge to vehicular traffic. Council could;

- Temporarily close Wasleys Road Bridge
- Undertake a comprehensive consultation process to gain a better understanding of Wasleys Road Bridge utilisation
    - If consultation reveals community support for the bridge to remain open, seek funding through Bridge Renewal Program, Round 6 opening late 2021.
    - If consultation reveals community support for the bridge to be closed, undertake a permanent closure.

Costs:

$000	Income - Bridge Renewal Program, Round 5 (Return Funding)
$1,000	Consultation, Public Notification
$34,000	Council Cost - Roads (Opening and Closing) Act 1991 (fencing, barriers, signage, survey, documentation, project management)
$35,000	Total Cost (Ex GST)

Risk Profile: Option 2 actioned, risk is assessed as ***low***

Option 3

Do nothing - Not undertaking bridge structural repairs and maintenance. *The bridge condition is not 'fit for purpose,' therefore should be close to all vehicular traffic, until structural repairs and maintenance can be funded*. Noting, Wasleys Bridge is a State Heritage listed asset, demolition approval is unlikely.

Costs:

$000	Income - $107,500 Bridge Renewal Program, Round 5 (Return Funding)
$000	Council Contribution
$000	Total Cost (Ex GST)

Risk Profile: Option 3 actioned, risk is assessed as ***extreme***

Conclusion

While Management have recommended Option 2 - Close the bridge, it is for the Council to determine the direction of the Wasleys Bridge remediation.

References

Legislation

Statutory:

Roads (Opening and Closing) Act 1991

Local Government Act 1999

Department for Environment & Water – SA State Heritage

South Australian Heritage Register (12977, date listed 21/10/1993)

Standards:

Australian Standard AS 5100.7:2017

AS/NZS ISO31000:2018 Risk Management Guidelines

Council Policies/Plans

Risk Management Policy

Risk Management Procedure

Procurement Policy

Work Health & Safety Policy

Public Consultation Policy

	15.1	Council Resolutions – Status Report
Adelaide Plains Council	Department: Report Author:	Governance and Executive Office Acting General Manager – Governance and Executive Office
Date: 25 October 2021	Document Ref:	D21/45601

OVERVIEW

The purpose of this report is to provide an update in relation to the status of Council Resolutions currently being actioned, for Council Members' information and monitoring.

Attachment 1 provides the status of Council Resolutions that have not yet been finalised for the period February 2019 to August 2021. Previously outstanding items that have been finalised since the last report to Council are included by way of update. The Council Resolutions for September 2021 are provided, in full, for Council Members' information.

Management acknowledges the efficiencies afforded to both Council Members and staff by regular reporting and monitoring of the status of Council Resolutions. The practice of providing transparent updates also facilitates performance monitoring and builds confidence.

RECOMMENDATION

"that Council, having considered Item 15.1 – *Council Resolutions – Status Report*, dated 25 October 2021, receives and notes the report."

Attachments

1. Resolution Status Report

References

Legislation

Local Government Act 1999 (SA)

Local Government (Procedures at Meetings) Regulations 2013 (SA)

Resolution Register - February 2019 - August 2021 - Ongoing						
Meeting Date	**Item Number**	**Title**	**Resolution Description**	**Resolution Number**	**Status/ Comments ('Deferred, Ongoing, Forward Agenda, Agenda, Completed')**	**Responsible Department**
25-Feb-19	19.1	Motion Without Notice	**"that the Chief Executive Officer bring back a report to Council, with accompanying proposed policy in relation to the management of horses on the coastal beaches of the Adelaide Plains Council. The Policy should take into account:- 1. Consistency with the Adelaide International Bird Sanctuary Management Plan; 2. The ability to safely park horse floats in the proximity of areas allowed for exercising of horses; 3. The health and safety of the general public, horses and handlers; and 4. The potential impact on flora and fauna in coastal areas."**	**2019/080**	Forward Agenda - Late 2021. Discussion paper under preparation to be presented to members regarding horses and the coast.	Development and Community
25-Mar-19	12.2	Infrastructure and Environment Committee Meeting - 13 March 2019	**"that Council endorses resolution 2019/020 of the Infrastructure and Environment Committee, and in doing so instructs the Chief Executive Officer to have particular regard to the financial impact of relevant design specifications, in assessing Eden and Liberty development applications, until a policy is adopted."**	**2019/119**	A framework will be developed through the IAMP review	Infrastructure and Environment
25-Mar-19	18.2	Motion on Notice - APC Services	**"that the Chief Executive Officer initiate a review of services administered by Adelaide Plains Council to identify any areas of cost efficiency and or new processes not covered by the organisational review."**	**2019/129**	Preliminary service review has been incorporated into scope of works for Review of Office Accommodation	Governance and Executive Office
23-Sep-19	14.9	Two Wells Scout Group Relocation	**"that Council, having considered Item 14.9 – Two Wells Scout Group Relocation, dated 23 September 2019, receives and notes the report and in doing so, authorises the Chief Executive Officer to:- 1. Undertake engagement with relevant stakeholders including but not limited to Two Wells Bowling Club, Two Wells Tennis Club, Two Wells Football and Netball Club; 2. Formally request of the Two Wells Scout Group that Council be provided with the following information:- a. Proposed facility concept plan; b. Development Assessment Application; 3. To bring back a further report at the appropriate juncture."**	**2019/389**	Ongoing. Council is working with the Two Wells Scouts Group in relation to obtaining the necessary information prior to engaging with stakeholders including meeting with Scouts SA. Most recent meeting occurred Tuesday 15 September 2021	Governance and Executive Office/ Infrastructure and Environment
28-Oct-19	14.5	Horse Management In Coastal Areas	**"that Council having considered Item 14.5 – Horse Management in Coastal Areas, dated 28 October 2019, instructs the Chief Executive Officer to investigate with the Department of Environment and Water and Natural Resources Management and Department of Planning, Transport and Infrastructure, and introduce appropriate signage to promote Parham as an area suitable for well managed and environmentally sensitive horse float parking and horse riding, subject to a horse float parking area being approved at Section 631 The Esplanade, Parham, CR:6202/438."**	**2019/457**	Completed	Development and Community

24-Feb-20	14.7	Two Wells District Tennis Club Lease Request	**"that Council, having considered Item 14.7 – Two Wells District Tennis Club Lease Request, dated 24 February 2020, receives and notes the report and in doing so: 1. Authorises the Chief Executive to seek the assistance of Norman Waterhouse Lawyers and to negotiate and finalise the Lease Agreement between Council and the Two Wells District Tennis Club Inc for the lease of a portion of land within Crown Reserve 5753, Folios 647, adjacent to the Two Wells Netball Club on Old Port Wakefield Road, Two Wells 2. Authorises, pursuant to section 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Two Wells District Tennis Club and 3. In accordance with section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the whole of a portion of land within Crown Reserve 5753, Folios 647, adjacent to the Two Wells Netball Club on Old Port Wakefield Road, Two Wells, is being used by an organisation which, in the opinion of Council, provides a benefit or service to the local community, grants a discretionary rebate of 100% of the rates imposed, effective from the 2020/21 rating year."**	**2020/055**	Ongoing. Tennis Club has executed the lease. APC Mayor and CEO to execute upon receipt of Ministerial consent	Governance and Executive Office/ Infrastructure and Environment
23-Nov-20	14.6	Mallala Resource Recovery Centre - Twelve Month Closure Review	**"that Council, having considered Item 14.6 – Mallala Resource Recovery Centre – Twelve Month Closure Review, dated 23 November 2020, instructs the Chief Executive Officer to bring back a report to Council exploring future land use/disposal options in relation to the former Mallala Resource Recovery Centre site."**	**2020/407**	Forward Agenda - I&E Committee 2021	Infrastructure and Environment
14-Dec-20	14.7	Third Creek Road Closure - Outcome of Public Consultation	**"that Council, having considered Item 14.7 – Third Creek Road Closure – Outcome of Public Consultation, dated 14 December 2020, receives and notes the report and in doing so: 1. Acknowledges that public consultation was undertaken in relation to the proposed closure of Third Creek Road and that no submissions were received; and 2. Instructs the Chief Executive Officer to finalise Third Creek Road closure in accordance with the Roads (Opening and Closing) Act 1991."**	**2020/448**	Ongoing	Infrastructure and Environment
27-Jan-21	9	Motion Without Notice	**"that the Chief Executive Officer contact all relevant government agencies and stakeholder groups with a view of facilitating a community forum that seeks to address escalating trends associated with public nuisance/public safety throughout the Council area."**	**2021/002**	Forward Agenda - November 2021	Development and Community
28-Jan-21	14.12	Donaldson Road - Two Wells	**"that Council, having considered Item 14.12 – Donaldson Road – Two Wells, dated 27 January 2021 receives and notes the report and in doing so, endorses that a portion of Donaldson Road (D112594 Lot 53 to Elizabeth Street) is renamed to Longview Road."**	**2021/030**	Ongoing	Infrastructure and Environment
22-Feb-21	14.1	Light & Adelaide Plains Region Economic Development Authority - Regional Subsidiary Charter	**"that Council, having considered Item 14.1 – Light & Adelaide Plains Region Economic Development Authority – Regional Subsidiary Charter, dated 22 February 2021, receives and notes the report and in doing so: 1. Confirms its intention to establish a regional subsidiary under section 43 of the Local Government Act 1999, to be known as the Light & Adelaide Plains Region Economic Development Authority (the Regional Subsidiary) and 2. Instructs the Chief Executive Officer to, on the Council's behalf, and following a further joint Informal Gathering between Adelaide Plains Council and Light Regional Council, apply to the relevant Minister, under Schedule 2 Part 2 of the Local Government Act 1999, in relation to the proposed establishment of the Regional Subsidiary."**	**2021/062**	Ongoing. Minister requested further information, this has been provided. Awaiting outcome.	Governance and Executive Office
27-Apr-21	14.4	Mallala and District Lions Club - Mallala Oval Clubroom Proposal	**"that Council, having considered item 14.4 – Mallala and District Lions Club – Mallala Oval Clubroom Proposal, dated 27 April 2021, receives and notes the report and in support of the proposal instructs the Chief Executive to commence the public consultation process pursuant to Section 202 of the Local Government Act 1999 and in accordance with the Council's Public Consultation Policy, in regard to change of land use under the Community Land Management Plan and the leasing of a portion of Allotment 20 DP 95617, Mallala, known as Mallala Oval and comprised in Certificate of Title Volume 6163 Folio 218."**	**2021/164**	Completed	Infrastructure and Environment/ Governance and Executive Office
28-Jun-21	12.3	Committee Meetings	**"that Council endorses resolution 2021/015 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to bring back a report to the Infrastructure and Environment Committee into the financial costing structure of the Mallala Community Wastewater Scheme."**	**2021/226**	I&E Committee Forward Agenda	Infrastructure and Environment
28-Jun-21	12.3	Committee Meetings	**"that Council endorses resolution 2021/016 of the Infrastructure and Environment Committee and in doing instructs the Chief Executive Officer to bring back a further report to the Infrastructure and Environment Committee in relation to a potential community waste education process."**	**2021/227**	I&E Committee Forward Agenda	Infrastructure and Environment

28-Jun-21	14.1	Adelaide Plains Council Representation Review - Second Submissions Report	**"that Council, having considered Item 14.1 – Adelaide Plains Council Representation Review – Second Submissions Report, dated 28 June 2021, receives and notes the report and in doing so: 1. Acknowledges that public consultation was undertaken from 24 March 2021 until 26 April 2021 in relation to Council's in principle decisions for the principal member of Council to continue to be a Mayor elected by the community, wards to be abolished and the future elected body of Council comprise the Mayor and nine area councillors (the In Principle Decisions) 2. Receives and notes the four submissions received during public consultation and presented as Attachment 1 to this Report and the Second Submissions Report prepared by C L Rowe & Associates and presented as Attachment 2 to this Report 3. Reaffirms the In Principle Decisions and 4. Instructs the Chief Executive Officer to prepare and forward the necessary report and documentation to the Electoral Commissioner of South Australia pursuant to sections 12(11) and 12(12) of the Local Government Act 1999 in order to give effect to the Council's representation review."**	**2021/231**	Completed	Governance and Executive Office
28-Jun-21	14.2	Strategic Plan 2021-2024	**"that Council having considered Item 14.2 – Strategic Plan 2021 -2024, dated 28 June 2021, instructs the Chief Executive Officer to facilitate an Informal Gathering in July/August 2021, to be attended also by the Chairpersons of both the Audit Committee and the Infrastructure and Environment Committee, as a means of populating projects and priorities from the Strategic Plan 2021 -2024 into the Infrastructure and Asset Management Plan and Long Term Financial Plan."**	**2021/233**	Ongoing. Date to be confirmed.	Governance and Executive Office
28-Jun-21	14.2	Strategic Plan 2021-2024	**"that Council having considered Item 14.2 – Strategic Plan 2021 -2024, dated 28 June 2021, instructs that the Long Term Financial Plan is reviewed and updated by no later than 31 December 2021, noting that by that time determinations will have been made and resolutions likely adopted in relation to a number of strategic projects which carry significant expenditure."**	**2021/234**	Ongoing	Governance and Executive Office
28-Jun-21	18.1	Motion On Notice	**"that Council instructs the Chief Executive Officer to bring a report back to Council that explores opportunities surrounding uplift in building facades in the Two Wells Main Street. Such a report may examine, amongst other items: • similar initiatives undertaken by Wakefield Regional Council to improve the visual amenity of the Hamley Bridge Main Street • funding/co-funding opportunities • business incentive schemes • business engagement strategies • Two Wells Main Street masterplanning and design."**	**2021/256**	Agenda - 25 October 2021	Development and Community
28-Jun-21	18.2	Motion On Notice	**"that Council instructs the Chief Executive Officer to bring a report back to Council that explores opportunities to advance a caravan park proposal within the Dublin township, with such a report to examine, amongst other items: • land tenure opportunities/constraints • zoning opportunities/constraints • draft Tourism and Economic Development Strategy considerations • preliminary dialogue with SA Tourism, RDA and Caravan and Camping Industries Association of SA so as to understand supply/demand • soft market testing/EoI for the market place (process and procedure)."**	**2021/257**	Completed	Development and Community
26-Jul-21	18.1	Motion on Notice – Vanuatu Friendship City Arrangement	**"that a report come back to Council with further information on a proposal for a Friendship City arrangement with Vanuatu to encourage social, welfare, educational and cultural links to strengthen the bond with Vanuatu workers here in the Adelaide Plains."**	**2021/294**	Completed	Development and Community
26-Jul-21	18.1	Motion on Notice – Sealing Coastal Roads	**"that Council: 1. Instructs the Chief Executive Officer to undertake detailed design in relation to the construction and sealing of Parham Esplanade (north Parham Road to end of road south of Wilson Street – 1.32km) 2. Acknowledges that an allocation of $20,000 will be incorporated into the first quarter 2021/2022 budget revision."**	**2021/ 175**	Ongoing	Infrastructure and Environment

12-Aug-21	4.2	Wasleys Bridge Remediation Options,	**"that Council, having considered Item 4.2 – Wasleys Bridge Remediation Options, dated 12 August 2021, receives and notes the report and in doing so: 1. Instructs the Chief Executive Officer to: a. Commence the necessary notification process under section 32(1) of the Road Traffic Act 1961 (SA) (the Road Traffic Act) in relation to the potential application of a load limit of 6.5tonnes to Wasleys Road Bridge (Light River), Barabba (with the exception of emergency vehicles, service vehicles and Council vehicles) and b. Bring back a report to Council pursuant to section 32(2) of the Road Traffic Act at the appropriate time in order for Council to give due consideration to all written submissions received prior to considering any resolution to apply a load limit to the Wasleys Road Bridge 2. Instructs the Chief Executive Officer to undertake the necessary consultation under the Roads (Opening and Closing) Act 1991 (SA) in relation to the potential closure of Wasleys Road Bridge (Light River), Barabba and 3. Acknowledges that if a load limit of 6.5tonnes is applied to the Wasleys Road Bridge, or the Wasleys Road Bridge is closed funding of $107,500 under the Bridge Renewal Program – Round 5 will be relinquished, as the relevant remediation works will not be undertaken."**	**2021/310**	Agenda - 25 October 2021	Infrastructure and Environment
23-Aug-21	12.1	Infrastructure and Environment Committee Meeting – 4 August 2021	**"that Council endorses resolution 2021/022 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to release the draft Infrastructure Asset Management Strategy and Plans as presented in Attachment 2 to this report for public consultation in accordance with Council's Public Consultation Policy."**	**2021/315**	Completed. Agenda - 25 October 2021	Infrastructure and Environment
1-Sep-21	4.1	Chief Executive Officer Annual Performance Review August 2021	**"that Council, having considered Item 4.1 - Chief Executive Officer Annual Performance Review August 2021, dated 1 September 2021, resolves that the Mayor arrange for the Chief Executive Officer's employment contract to be reviewed, from an administrative perspective, as discussed."**	**2021/334**	Ongoing	Governance and Executive Office

Resolution Register - September 2021 - All						
Meeting Date	**Item Number**	**Title**	**Resolution Description**	**Resolution Number**	**Status/ Comments ('Deferred, Ongoing, Agenda, Completed')**	**Responsible Department**
27-Sep-21	2.1	Confirmation of Council Minutes	**"that the minutes of the Ordinary Council Meeting held on 23 August 2021 (MB Folios 17436 to 17444 inclusive), be accepted as read and confirmed."**	**2021/338**	Completed	Governance and Executive Office
27-Sep-21	2.2	Confirmation of Council Minutes	**"that the minutes of the Special Council Meeting held on 1 September 2021 (MB Folios 17445 to 17449 inclusive), be accepted as read and confirmed."**	**2021/339**	Completed	Governance and Executive Office
27-Sep-21	9.1	Motion Without Notice	**"that Council give in principle support to the direction that Parham and District Action Group and the Mallala and District Lions Club are taking with regard to the Parham Campground negotiations and the management thereof."**	**2021/340**	Completed	Governance and Executive Office
27-Sep-21	12.1	Adelaide Plains Historical Committee Meeting - 1 September 2021	**"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee meeting held 1 September 2021."**	**2021/341**	Completed	Development and Community
27-Sep-21	13.1	Gawler River Floodplain Management Authority Meeting - 19 August 2021	**"that Council receives and notes the minutes of Gawler River Floodplain Management Authority Meeting held on 19 August 2021."**	**2021/342**	Completed	Governance and Executive Office
27-Sep-21	13.2	Legatus Group – Annual General Meeting and Ordinary Meeting – 3 September 2021	**"that Council receives and notes the minutes of the Legatus Group Annual General Meeting and Ordinary Meeting held on 3 September 2021."**	**2021/343**	Completed	Governance and Executive Office
27-Sep-21	14.1	Hours of Operation - Christmas 2021	**"that Council, having considered Item 14.1 – Hours of Operation – Christmas 2021, dated 27 September 2021, receives and notes the report and in doing so resolves the following hours of operation for the Christmas 2021 period: 1. Mallala Principal Office, Two Wells Service Centre and Mallala Depot Administration to close at 12pm on Thursday 23 December 2021 and re-open at 9am on Tuesday 4 January 2022. 2. Two Wells Library to close at 7pm on Wednesday 22 December 2021 and re-open at 9am on Tuesday 4 January 2022. 3. Mallala Library to close at 12pm on Wednesday 22 December 2021 and re-open at 10am on Wednesday 5 January 2022. 4. Two Wells Transfer Station to close at 3.30pm on Wednesday 22 December 2021 and re-open at 9am on Sunday 2 January 2022."**	**2021/344**	Completed	Governance and Executive Office
27-Sep-21	14.2	Proposed Variation to Legatus Group Charter	**"that Council, having considered Item 14.2 – Proposed Variation to Legatus Group Charter, dated 27 September 2021, receives and notes the report and in doing so instructs the Chief Executive Officer to notify the Legatus Group that it endorses the proposed changes to the Legatus Group Charter Clause 7.2.2 as set out within Attachment 2 to this Report."**	**2021/345**	Completed	Governance and Executive Office
27-Sep-21	14.3	Local Government Reform Update and Implementation - September 2021	**"that Council, having considered Item 14.3 – Local Government Reform Update and Implementation – September 2021, dated 27 September 2021, receives and notes the report and in doing so acknowledges that the Statutes Amendment (Local Government Review) Act (Commencement) Proclamation 2021 was made on Thursday 16 September 2021, with various changes taking effect on Monday 20 September 2021."**	**2021/346**	Completed	Governance and Executive Office
27-Sep-21	14.3	Local Government Reform Update and Implementation - September 2021	**"that Council, having considered Item 14.3 – Local Government Reform Update and Implementation – September 2021, dated 27 September 2021 and, in consideration of the repeal of references to informal gatherings in sections 90(8) to (8e) of, and insertion of the new Section 90A to, the Local Government Act 1999, revokes Council's Informal Gatherings Policy."**	**2021/347**	Completed	Governance and Executive Office
27-Sep-21	14.3	Local Government Reform Update and Implementation - September 2021	**"that Council, having considered Item 14.3 – Local Government Reform Update and Implementation – September 2021, dated 27 September 2021 and, in consideration of the repeal of references to informal gatherings in sections 90(8) to (8e) of, and insertion of the new Section 90A to, the Local Government Act 1999, and the new Section 90(3)(o) which allows a council or council committee to order that the public be excluded from attendance at a meeting to receive, discuss or consider information relating to a proposed reward recipient before the presentation of the award, adopts the revised version of Council's Code of Practice – Access to Council Meetings and Documents as presented as Attachment 1 to this Report."**	**2021/348**	Completed	Governance and Executive Office

27-Sep-21	14.4	Outcome of Public Consultation - Draft Hart Reserve Masterplan	**"that Council, having considered Item 14.4 – Outcome of Public Consultation – Draft Hart Reserve Master Plan dated 27 September 2021, receives and notes the report and acknowledges that public consultation in relation to the Draft Hart Reserve Master Plan was undertaken and that three submissions, presented as Attachments 1-3 to this report, were received."**	**2021/349**	Completed	Development and Community
27-Sep-21	14.4	Outcome of Public Consultation - Draft Hart Reserve Masterplan	**"that Council, having considered Item 14.4 – Outcome of Public Consultation – Draft Hart Reserve Master Plan dated 27 September 2021: 1. Instructs the Chief Executive Officer to prepare an updated Draft Hart Reserve Master Plan that incorporates a skate park/ramp in a suitable location and bring back a further report to Council and 2. Acknowledges that a further round of public consultation, in accordance with Council's Public Consultation Policy, will be required in relation to the Draft Hart Reserve Master Plan once a skate park/ramp is incorporated."**	**2021/350**	Forward Agenda - November 2021	Development and Community
27-Sep-21	14.5	Two Wells Community Fund Committee - Membership Appointment	**"that Council, having considered Item 14.5 – Two Wells Community Fund Committee – Membership Appointment, dated 27 September 2021, receives and notes the report and in doing so: 1. Appoints: 1.1 the Hon John Dawkins MLC as the Committee's Independent Chairperson until 30 September 2022 (as per Terms of Reference clause 3.3); 1.2 Council's General Manager Development and Community as Council's representative to the Two Wells Community Fund Committee and the General Manager Infrastructure and Environment as the 'Alternate Member' until 30 September 2022 (as per Terms of Reference clauses 3.1 and 3.4); and 2. Acknowledges the appointment of Ruth Vagnarelli as Hickinbotham's representative to the Two Wells Community Fund Committee and Gillies Wilson as Hickinbotham's 'Alternate Member' until 30 September 2022 (as per Terms of Reference clauses 3.2 and 3.4). 3. And in exercise of the power contained in Section 44 of the Local Government Act 1999, the Council hereby delegates this 27th day of September 2021 to the person occupying the office of General Manager Development and Community and in their absence the General Manager Infrastructure and Environment as the 'Alternate Member' of the Council: 3.1 The power pursuant to Section 137 of the Local Government Act 1999 to expend the funds of the Council that have been paid into the Community Fund pursuant to the Development Deed between the Council and Hickinbotham Developments (Two Wells No.1) Pty Ltd, Hickinbotham Agricultural Projects Pty Ltd and Hickinbotham Developments (Two Wells No.4) Pty Ltd (collectively referred as "the Developer") dated 7 November 2012 (the Deed) up to a maximum amount of $10,000 in any one transaction; 3.2 The power pursuant to Section 36(1)(c) of the Local Government Act 1999 to approve expenditure from the Community Fund or actually make such expenditure for the purpose of funding the provision of community facilities or community programs up to a maximum of $25,000 per particular facility, program or project. 4. The powers delegated in paragraph 2 are subject to the following conditions: 4.1 The delegate/s must, in exercising all of the delegated powers, have regard to the decisions of the Community Fund Committee established pursuant to the Deed; 4.2 The delegate/s must before exercising the delegated power in paragraph 2.2, obtain the approval of the Developer."**	**2021/351**	Completed	Development and Community
27-Sep-21	14.6	Outcome of Public Consultation - Draft Lease Portion of Mallala Oval to Mallala and Districts Lions Club	**"that Council, having considered 14.6 – Outcome of Public Consultation – Draft Lease Portion of Mallala Oval to Mallala and Districts Lions Club, dated 27 September 2021, receives and notes the report and in doing so: 1. Authorises the Chief Executive to negotiate and finalise the Lease Agreement between Council and the Mallala and District Lions Club for the lease of a portion of land Allotment 20 DP 95617, Mallala (known as the Mallala Oval) and comprised in Certificate of Title Volume 6163 Folio 218, to the Mallala and District Lions Club. and 2. Authorises, pursuant to section 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Mallala and District Lions Club upon the necessary approvals being granted."**	**2021/352**	Ongoing	Governance and Executive Office
27-Sep-21	15.1	Council Resolutions - Status Report	**"that Council, having considered Item 15.1 – *Council Resolutions – Status Report* , dated 27 September 2021, receives and notes the report."**	**2021/353**	Completed	Governance and Executive Office
27-Sep-21	15.2	Infrastructure and Environment Department - Monthly Report - September 2021	**"that Council, having considered Item 15.2 – Infrastructure and Environment Department – Monthly Report – September 2021, dated 27 September 2021 receives and notes the report."**	**2021/354**	Completed	Infrastructure and Environment

27-Sep-21	15.3	Adelaide Plains Council Representation Review Update - September 2021	**"that Council, having considered Item 15.3 – Adelaide Plains Council Representation Review Update – September 2021, dated 27 September 2021, receives and notes the report."**	**2021/355**	Completed	Governance and Executive Office
27-Sep-21	15.4	Potential for Caravan Park in Dublin	**"that Council, having considered Item 15.4 – Potential for Caravan Park in Dublin – September 2021, dated 27 September 2021, receives and notes the report."**	**2021/356**	Completed	Development and Community
27-Sep-21	15.5	Friendship City Agreement	**"that Council, having considered Item 15.5 – Friendship City Agreement, dated 27 September 2021, receives and notes the report."**	**2021/357**	Completed	Development and Community
27-Sep-21	15.6	Horse Float Parking Parham Update - September 2021	**"that Council, having considered Item 15.6 – Horse Float Parking Parham Update – September 2021, dated 27 September 2021 receives and notes the report."**	**2021/358**	Completed	Development and Community
27-Sep-21	18.1	Motion on Notice – Mallala Cricket Club – Water Costs for the Cricket Pitch on the Mallala Oval	**"that Council instructs the Chief Executive Officer to bring back a report setting out the necessary considerations in order for Council to determine whether to fund the water costs for the cricket pitch on the Mallala Oval that are currently funded by the Mallala Cricket Club."**	**2021/359**	Forward Agenda - November 2021	Infrastructure and Environment
27-Sep-21	21.1	Crown Land, Two Wells - September 2021	**"that: 1. Pursuant to section 90(2) of the Local Government Act 1999, Council orders that all members of the public, except Chief Executive Officer, Acting General Manager – Governance and Executive Office, General Manager – Finance and Business, General Manager – Infrastructure and Environment, General Manager – Development and Community and Executive Support Officer/Minute Taker, Information Technology Support Officer, Mr Sean Keenihan, Chair, Norman Waterhouse Lawyers be excluded from attendance at the meeting of Council for Agenda Item 21.1 – Crown Land, Two Wells – September 2021; 2. Council is satisfied that pursuant to section 90(3)(b) and 90(3)(h) of the Local Government Act 1999, Item 21.1 – Crown Land, Two Wells – September 2021 concerns: a. commercial information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting business, or to prejudice the commercial position of Council, being information relating to ongoing negotiations and would on balance be contrary to the public interest; and b. legal advice, being a verbal briefing by Mr Sean Keenihan, Chair of the Board, Norman Waterhouse Lawyers in relation to the matter of Crown Land at Two Wells; 3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."**	**2021/360**	Completed	Governance and Executive Office
27-Sep-21	21.1	Crown Land, Two Wells - September 2021	**"that Council, having considered Item 21.1 – Crown Land, Two Wells – September 2021 dated 27 September 2021, receives and notes the report."**	**2021/361**	Completed	Governance and Executive Office
27-Sep-21	21.1	Crown Land, Two Wells - September 2021	**"that Council, having considered the matter of Item 21.1 – Crown Land, Two Wells – September 2021 in confidence under sections 90(2) and 90(3)(b) of the Local Government Act 1999, resolves that: 1. The report, Attachment 1, Attachment 2 and Attachment 3 of the meeting pertaining to Item 21.1 – Crown Land, Two Wells – September 2021 confidential and not available for public inspection until further order of the Council; 2. Pursuant to section 91(9)(a) of the Local Government Act 1999, the confidentiality of the matter will be reviewed every 12 months; and 3. Pursuant to section 91(9)(c) of the Local Government Act 1999, the Committee delegates the power to revoke this confidentiality order to the Chief Executive Officer."**	**2021/362**	Completed	Governance and Executive Office

27-Sep-21	21.2	Sale of Land for Non-Payment of Rates	**"that:- 1. Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public, except Chief Executive Officer, Acting General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Infrastructure and Environment, General Manager – Finance and Business, Administration and Executive Support Officer/Minute Taker and Information Technology Support Officer be excluded from attendance at the meeting of the Council for Agenda Item 21.2 – Sale of Land for Non-Payment of Rates; 2. Council is satisfied that pursuant to section 90(3)(a) of the Local Government Act 1999, Item 21.2 – Sale of Land for Non-Payment of Rates concerns information of a confidential nature the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), constituting information relevant to the sale of land for non-payment of rates; and 3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."**	**2021/363**	Completed	Governance and Executive Office
27-Sep-21	21.1	Sale of Land for Non-Payment of Rates	**"that Council, having considered Item 21.2 – Sale of Land for Non-Payment of Rates, dated 27 September 2021, receives and notes the report and in doing so: 1. Authorises the Chief Executive Officer to take action pursuant to Section 184 of the Local Government Act 1999 to recover outstanding rates in accordance with Rates Arrears and Debtor Management Policy from properties listed in Attachment 1 to this Report 2. Pursuant to Section 38 and 44 of the Local Government Act 1999 authorises the Chief Executive Officer and the Mayor to execute the necessary documents in relation to the sale of the respective properties (if any) under common seal and 3. Authorises the Chief Executive Officer or his delegate to call for Expressions of Interest from Licensed Real Estate Agents/Auctioneers to undertake the Auction of those properties that proceed to Public Auction (if any) to recover outstanding rates pursuant to Section 184 of the Local Government Act 1999."**	**2021/364**	Ongoing	Finance and Business
27-Sep-21	21.1	Sale of Land for Non-Payment of Rates	**"that Council, having considered the matter of Agenda Item 21.2 – Sale of land for Non-Payment of Rates in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999, resolves that: 1. Attachment 1 to Agenda Item 21.2 – Sale of Properties for Non-Payment of Rates remains confidential and not available for public inspection until further order of Council; 2. Pursuant to section 91(9)(a) of the Local Government Act 1999, the confidentiality of the matter will be reviewed every 12 months; and 3. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke this confidentiality order to the Chief Executive Officer."**	**2021/365**	Completed	Governance and Executive Office
5-Oct-21	4.1	Public Consultation - Revocation of Community Land Classification - Two Wells	**"that Council, having considered Item 4.1 – Public Consultation – Revocation of Community Land Classification – Two Wells, dated 30 September 2021, receives and notes the report and in doing so: 1. Instructs the Chief Executive Officer to undertake public consultation in relation to the proposed revocation of the Community Land classification of Section 180 Hundred of Port Gawler in the area named Two Wells, Crown Record Volume 5984 Folio 730 and Section 716 Hundred of Port Gawler in the area named Two Wells, Crown Record Volume 5755 Folio 739 in accordance with Council's Public Consultation Policy and 2. Acknowledges that upon completion of the public consultation period, a report detailing all submissions received, be returned to Council for consideration."**	**2021/366**	Ongoing. Consultation concludes at 5pm on Wednesday 3 November 2021.	Governance and Executive Office

Adelaide Plains Council	15.2	Infrastructure and Environment Department – Monthly Report – October 2021
	Department: Report Author:	Infrastructure and Environment General Manager Infrastructure and Environment
Date: 25 October 2021	Document Ref:	D21/46144

OVERVIEW

Purpose

The purpose of this report is to provide an update in relation to the status of the Infrastructure and Environment Department 2021-2022 Capital Works and Operating Program, for Council Members' information and monitoring.

Background

Council has adopted a significant Capital Works Program for delivery in 2021-22 totalling just over $5.2million, with an additional $3.4million allocated to Local Roads and Community Infrastructure and Local Government Partnership Program projects. Management have established a project management framework for managing and monitoring projects to ensure that every effort is made to deliver the projects on time and within budget.

Attachment 1 provides a list and status of the 2021-2022 Capital projects, and **Attachment 2** provides a list and status of the 2021-2022 Operating projects.

Additionally **Attachment 3** provides a list of Local Roads and Community Infrastructure projects, and **Attachment 4** provides a list of Local Government Partnership Program projects.

Further to this, Management provides the following update of some of the activities and projects carried out by the Infrastructure and Environment Department over the last month.

Re-Sheeting Program

Council's re-sheeting program is progressing as scheduled. Day Road, Navvy Hill Road, School Road, and Verner Road are completed. Wasleys Road and Boundary Road are currently underway.

Civil

The civil team is currently carrying out maintenance activities such as patrol grading of sheeted roads, stormwater drain cleaning and sealed road maintenance. The Coats Road construct and sealing project is currently underway, with the sealing contractor anticipated to be onsite November 2021.

Cheek Road construct and sealing project has commenced with an estimated completion date being December 2021.

Horticulture

The horticulture team is currently carrying out vegetation clearance along program re-sheeting roads, revegetation within reserves, slashing and also carrying out routine maintenance activities within parks, gardens and oval precincts.

Grant Applications

Building Better Regions Fund – Round 5

- Parham Camp ground upgrade ($200,000) – Successful application;
    - **Brief project description -** The Parham Short Stay is a popular destination for visitors to discover the region and the Adelaide International Bird Sanctuary. The revitalisation of the short stay, through the construction of a multipurpose camp kitchen, upgrade to unsealed surface, fencing, landscaping and signage, as well as the upgrades to the beach access, will enable the short stay to attract greater visitation, particularly in September, October, May and June, extending the existing peak period.
    - **Detailed description -** The revitalisation of the short stay, will consist of the construction of a multipurpose camp kitchen, fish cleaning facilities, upgrade to unsealed surface to address stormwater issues and pounding to enable use in the winter months, fencing, landscaping and signage, as well as the upgrades to the beach access.
    - **Project outcomes -** Multipurpose camp kitchen, fish cleaning facilities, upgrade to unsealed surface, fencing, landscaping and signage, as well as the upgrades to the beach access.
    - **Project cost:** $200,000 (50% Council contribution)
- Two Wells Food Festival ($20,000) - Unsuccessful application.
- Recreational Trail Strategy ($50,000) – Unsuccessful application.

Local Roads and Community Infrastructure Program – Round 3

The Federal Government recently announced additional funding through the Local Roads and Community Infrastructure Program – Round 3 (LRCI) which will see $690, 918 allocated to Council upon application. The funding is available from 1 January 2022 with construction due to be completed by no later than 30 June 2023. Management intends to hold an information/briefing session with the Elected Body sometime in November 2021 with a view of nominating projects at the 13 December 2021 Ordinary Council Meeting.

RECOMMENDATION

"that Council, having considered Item 15.2 – *Infrastructure and Environment Department – Monthly Report – October 2021*, dated 25 October 2021 receives and notes the report."

Attachments

1. Capital Project Progress Report 2021-2022 – October 2021
2. Operating Project Progress Report 2021-2022 – October 2021
3. Local Roads and Community Infrastructure 2021-2022 – October 2021
4. Local Government Partnership Program 2021-2022 – October 2021

References

Legislation

Local Government Act 1999

Council Policies/Plans

Annual Business Plan

Procurement Policy

Infrastructure and Asset Management Plan

Long Term Financial Plan

CAPITAL PROJECT PROGRESS REPORT 2021-2022 - OCTOBER 2021

Budget No	Project Name	Adopted Budget	Carried Forward from 20/21	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72817	Street Scape - Elizabeth Street - William Street to Donaldson Road	30,619		30,619	-	30,619	No	Aug-21	Feb-22	No	0%
72818	Street Scape - Donaldson Road - Elizabeth Street to Wilson Road	57,876		57,876	-	57,876	Yes	Aug-21	Feb-22	No	50%
72819	Street Scape - Second Street - Dublin - Sixth Street to Seventh Street	28,204		28,204	-	28,204	No	Aug-21	Feb-22	No	0%
72820	Street Scape - Mary Street - Chivell Street to Elizabeth Street	23,702		23,702	-	23,702	No	Aug-21	Feb-22	No	0%
72821	Street Scape - Elizabeth Street - Mallala - Joseph Street to Mary Street	41,141		41,141	-	41,141	No	Aug-21	Feb-22	No	0%
72822	Street Scape - Joseph Street - Chivell Street to Elizabeth Street	22,356		22,356	-	22,356	No	Aug-21	Feb-22	No	0%
72823	Street Scape - Butler Street - Irish Street to End of Seal	88,493		88,493	28,069	60,424	Yes	Aug-21	Feb-22	No	70%
74015	Pram Ramp renewal to DDA compliant	10,000		10,000	-	10,000	Yes	Dec-21	Jun-22	No	20%
72813	Sealed Roads - Intersection Upgrade - Hill Street - Dublin Road to Balaklava Road	100,000		100,000	-	100,000	No	Nov-21	Mar-22	No	0%
72814	Sealed Roads - Germantown Road - Gawler Road to Temby Road	110,000		110,000	69	109,931	No	Nov-21	Mar-22	No	0%
72815	Sealed Roads - Dawkins Road - Judd Road to Boundary Road	165,000		165,000	-	165,000	No	Nov-21	Mar-22	No	0%
72816	Sealed Roads - Hayman Road - Williams Road to Boundary Road	485,000		485,000	-	485,000	No	Nov-21	Mar-22	No	0%
72824	Resheet - Artesian Road West - Fertile Avenue to Buckland Park	21,384		21,384	-	21,384	No	Sep-21	Sep-21	No	0%
72825	Resheet - Boundary Road - Bache Road to Redbanks Road	68,957		68,957	10,424	58,533	Yes	Apr-22	May-22	No	30%
72826	Resheet - Bubner Road - Port Parham Road to Ruskin Road	46,561		46,561	-	46,561	No	Mar-22	Apr-22	No	0%
72827	Resheet - Cowan Road - Buckland Park Road to Halstead Road West	22,205		22,205	-	22,205	No	Oct-21	Oct-21	No	0%
72828	Resheet - Davies Road - Fidge Road to Collins Road	34,277		34,277	-	34,277	No	Nov-21	Nov-21	No	0%
72829	Resheet - Day Road - Hall Road to Gregor Road and Matters Road to Verner Road	67,108		67,108	9,115	57,993	Yes	Oct-21	Oct-21	Yes	100%
72830	Resheet - Frost Road North - Gawler Road to Sharpe Road	81,568		81,568	55,209	26,359	Yes	Aug-21	Sep-21	Yes	100%
72831	Resheet - Griggs Road - Port Gawler Road to Shellgrit Road	10,020		10,020	6,354	3,666	No	Oct-21	Oct-21	No	0%
72832	Resheet - Halstead Road West - Buckland Park Road to End	30,386		30,386	-	30,386	No	Oct-21	Oct-21	No	0%
72833	Resheet - Hunters Road - Port Wakefield Road to Shannon Road	71,136		71,136	-	71,136	No	Aug-21	Sep-21	No	0%
72834	Resheet - Johnson Road - Calomba Road to Shannon Road	90,172		90,172	3,750	86,422	No	Feb-22	Mar-22	No	0%
72835	Resheet - Navvy Hill Road - Porter Road to Church Road	47,024		47,024	17,450	29,574	Yes	Nov-21	Dec-21	Yes	100%
72836	Resheet - Owen Road - Farrelly Road to March Road	185,387		185,387	73	185,314	No	Dec-21	Dec-21	No	0%
72837	Resheet - Pritchard Road - Windsor - Long Plains Road to Avon Road	63,496		63,496	-	63,496	No	Jan-22	Jan-22	No	0%
72838	Resheet - School Road - Rowe to Church Road	21,350		21,350	5,282	16,068	Yes	Jan-22	Jan-22	Yes	100%
72839	Resheet - Shannon Road - Hunters Road to Carslake Road	98,234		98,234	-	98,234	No	Feb-22	Feb-22	No	0%
72840	Resheet - Temby Road - Williams Road to Hall Road	70,818		70,818	43,336	27,482	Yes	Aug-21	Aug-21	Yes	100%
72841	Resheet - Verner Road - Paddys Bridge Road to Tembys Road and Germantown to Hall Road	58,573		58,573	10,250	48,323	Yes	May-22	Jun-22	Yes	100%
72842	Resheet - Wasleys Road - End Bridge to Pritchard Road	20,093		20,093	2,924	17,169	Yes	Nov-21	Nov-21	No	30%
72843	Resheet - Welivere Road - Long Plains Road to House	20,052		20,052	-	20,052	Yes	Apr-22	Apr-22	Yes	100%
72844	Resheet - Williams Road - Kenner Road to Simpkin Road	34,210		34,210	17,980	16,230	Yes	Sep-21	Sep-21	Yes	100%
72845	Resheet - Windsor Road - Port Wakefield Road to Carter Road	31,989		31,989	-	31,989	No	Jan-22	Jan-22	No	0%
72846	Two Wells Oval - Irrigation system	95,000		95,000	-	95,000	Yes	Mar-22	Jun-22	No	20%
72847	Parham Playground - Shade shelter, New element & Mallala Playground - New element	90,000		90,000	-	90,000	No	Dec-21	Jun-22	No	0%
72848	Two Wells Oval Entrance - Paths, landscaping, furniture.	70,000		70,000	600	69,400	No	Oct-21	Dec-21	No	0%
72849	Dublin Lions Park - Paths, landscaping, furniture.	70,000		70,000	-	70,000	No	Mar-22	May-22	No	0%
72850	Lewiston Reserve - Fencing	10,000		10,000	7,217	2,783	Yes	Aug-21	Sep-21	No	85%
72851	Various locations - Reserve and Street furniture	15,000		15,000	-	15,000	No	Oct-21	Dec-21	No	0%
72852	Various locations - Signage - wayfinding and information	35,000		35,000	-	35,000	No	Nov-21	Jun-22	No	0%
72853	Parham Short Stay Facility Upgrade	200,000		200,000		200,000	No			No	0%
72854	Dublin Institute/ Hall - Toilets	80,000		80,000	104	79,896	No	Dec-21	Jun-22	No	0%
80064	Two Wells Levee	2,015,000		2,015,000	-	2,015,000	No	Jul-21	Jun-22	No	0%
75100	Plant and Equipment Program	822,000		822,000	-	822,000	No	Jul-21	Jun-22	No	0%

746 & 727	Two Wells Village Green including New Public Toilet		328,978	328,978	294,475	34,503	Yes	Jul-21	Oct-21	Yes	100%
72782	Sealing of Dawkins Road/Bethesda Road Intersection		70,000	70,000		70,000	No	Jul-21	Jun-22	No	0%
72802	Dublin Lions Park - Toilet Block Renewal		127,997	127,997		127,997	No	Jul-21	Oct-21	No	0%
72810	Sealing of Wheller Road		141,000	141,000	9,835	131,165	Yes	Aug-21	Dec-21	No	80%
		5,859,390	667,975	6,527,365	522,516	6,004,849					

OPERATING PROJECT PROGRESS REPORT 2021-2022 - OCTOBER 2021

Budget No	Project Name	Adopted Budget	Carried Forward from 20/21	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
80020	Installation of single lane roundabout	-	500,000	500,000		500,000	No	Jul-21	Jun-22	No	0%
80011	Two Wells Main Street Upgrade – Detailed design work	-	49,253	49,253		49,253	No	Jul-21	Jun-22	No	0%
80022	Relocation - TW Trotting Club	-	28,234	28,234		28,234	Yes	Jul-21	Dec-21	No	30%
80064	Two Wells Resource Recovery Centre - Bin Retaining Wall/Container for Mattresses	-	27,511	27,511	4,426	23,085	Yes	Jul-21	Sep-21	Yes	90%
			604,998	604,998	4,426	600,572					

LOCAL ROAD AND COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 1 (30 JUNE 2021)

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72803	RV dump point Two Wells	5,000	-	5,000	Yes	Jun-21	Jun-21	Yes	100%
72803	Mallala Museum – cleaning, upstairs painting and floor coverings	38,000	30,480	7,520	Yes	Feb-21	Feb-21	Yes	100%
72803	Clara Harniman Reserve – external fencing	8,060	8,060	-	Yes	Feb-21	Feb-21	Yes	100%
72803	Parham Campgrounds Toilet Facility	110,459	35,000	75,459	Yes	Jun-21	Oct-21	No	50%
72803	Mallala Museum - Upstairs air conditioning	11,940	6,351	5,589	Yes	Jun-21	Sep-21	Yes	100%
72803	Clara Harniman Reserve - water and power connection to APEC	10,000	1,728	8,272	Yes	Feb-21	Feb-21	Yes	100%
72803	Lewiston Reserve – Half Court Basketball and site improvements	22,000	-	22,000	Yes	May-21	May-21	Yes	100%
72803	Two Wells Oval – Toilet Block	140,000	49,500	90,500	Yes	Jun-21	Oct-21	No	50%
		345,459	131,119	214,340					

LOCAL ROAD AND COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 2 (31 DECEMBER 2021)

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion	Project Completed (Y/N)	Percentage of Completion
72805	Coats Road - Construct and Seal	376,000	194,817	181,183	Yes	Aug-21	Dec-21	No	80%
72812	Middle Beach - New shelter, Barbeque, seating and site improvements	94,489	-	94,489	No	Oct-21	Dec-21	No	0%
		470,489		275,672					

LOCAL ROAD AND COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 3 (30 June 2023)

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
									0%
									0%
		690,000		-					

LOCAL GOVERNMENT INFRASTRUCTURE PARTNERSHIP PROGRAM (31 DECEMBER 2023)

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72806	Aerodrome Road (Hall Street to Farrelly Road)	650,000	26,436	623,564	No	Feb-22	Apr-22	No	0%
72807	Barabba Road (Redbanks Road to Mallala Road)	1,020,000	40,346	979,654	No	Dec-21	Feb-22	No	0%
72808	Cheek Road (Redbanks Road to Wasleys Road)	620,000	20,267	599,733	No	Oct-21	Dec-21	No	0%
72809	Middle Beach Road (End of Seal to Start of Seal)	2,390,000	56,433	2,333,567	No	Mar-22	Nov-22	No	0%
		4,680,000	143,482	4,536,518					

	15.3	Outcome of SafeWork SA Investigation
Adelaide Plains Council	Department: Prepared on behalf of:	Governance and Executive Office Mayor Wasley
Date: 25 October 2021	Document Ref:	D21/45898

OVERVIEW

Purpose

The purpose of this report is to notify Council Members that a recent SafeWork SA (SafeWork) investigation in relation to a work health and safety complaint has now concluded and to provide an overview of the outcome of same.

Background

In July 2020, SafeWork contacted Mayor Wasley in relation to allegations, against the Chief Executive Officer and other senior employees, made by two former employees that they had been 'exposed to behaviours in the workplace that created a risk to their health and safety'.

Discussion

Upon receipt of the allegations, and due to their nature and the employees involved, Mayor Wasley engaged the services of Norman Waterhouse Lawyers to provide independent and impartial advice and assistance with the process. Accordingly, this matter cost the Council approximately $19,778 (incl. GST) in legal expenditure.

The SafeWork investigation took place over a period of approximately 14 months.

The process initially involved investigating the specific allegations, of which there were 15 in total. Then, in April 2021, SafeWork contacted every APC staff member directly by email and invited discussion regarding 'any issues or concerns relative to health (including psychological health) and safety at the workplace' that staff wished to bring to the attention of SafeWork.

At the conclusion of this process, SafeWork representatives met with Council's Mayor, Chief Executive Officer and Acting General Manager – Governance and Executive Office to deliver the preliminary outcome. At this meeting, Council was advised that SafeWork did not identify any evidence, beyond reasonable doubt (which is the relevant burden of proof in relation to breaches of the Work Health Safety Act 2012 (the WHS Act) of this nature) that APC had breached section 19 of the WHS Act or that any APC worker breached their duties under section 28 of the WHS Act in relation to the allegations.

Not directly related to the allegations, SafeWork then issued two Improvement Notices under section 191 of the WHS Act in relation to training – *Training for Managers and Supervisors* and *Training in*

relation to the Duties of Officers. The necessary training was duly arranged and SafeWork in turn advised that each Improvement Notice had been satisfied.

To formally conclude the matter, SafeWork wrote to Mayor Wasley on Friday 24 September 2021 advising that all actions in relation to this matter had been completed and that the file is to be closed with no further action by SafeWork. Relevantly, SafeWork confirmed:

- The Improvement Notices were complied with by APC and signed off by SafeWork – no further action is required in this regard and
- Having considered the allegations, the responses and supporting information provided by APC, in assessing compliance with the *Work Health and Safety Act 2012* (the Act), SWSA was unable to identify sufficient evidence, beyond reasonable doubt, that APC had breached section 19 of the Act, nor that any APC worker breached their duties as prescribed by section 28 of the Act, in relation to those allegations.

Naturally, SafeWork took the opportunity to remind Council that all workers, including managers and supervisors, are to be provided with ongoing adequate information, training, instruction and supervision that is necessary to prevent behaviour that could impact the health (including psychological health) and safety of workers at the workplace. Accordingly, work health and safety will continue to be a focus of Council's administration moving forward.

Conclusion

This report is presented to ensure transparency, and to provide assurance, to both Council Members and the community in relation to the work health and safety practices of Council and, specifically, to advise that following a lengthy and thorough investigation SafeWork has not found any breach of section 19 of the Act or section 28 of the Act.

RECOMMENDATION

"that Council, having considered Item 15.3 – *Outcome of SafeWork SA Investigation,* dated 25 October 2021, receives and notes the report."

Attachments

Nil

References

Legislation

Local Government Act 1999

Work Health and Safety Act 2012

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

	15.4	Two Wells Main Street Building Facades Upgrade
Adelaide Plains Council	Department: Report Author:	Development and Community Planning Officer
Date: 25 October 2021	Document Ref:	D21/46410

OVERVIEW

The purpose of this report is to outline relevant matters regarding potential opportunities to undertake building facade upgrades in the Two Wells Main Street as per Council resolution 2021/256.

Background

Council, at its Ordinary Council Meeting held on 28 June 2021 resolved as follows:

19.1 Moved Councillor Lush Seconded Councillor Parker ***2021/ 256***

"that Council instructs the Chief Executive Officer to bring a report back to Council that explores opportunities surrounding uplift in building facades in the Two Wells Main Street. Such a report may examine, amongst other items:

- ***similar initiatives undertaken by Wakefield Regional Council to improve the visual amenity of the Hamley Bridge Main Street***
- ***funding/co-funding opportunities***
- ***business incentive schemes***
- ***business engagement strategies***
- ***Two Wells Main Street masterplanning and design."***

CARRIED

Council has requested a report in relation to enhancing the main street of Two Wells through the upgrade of building facades. This report will include details about the Wakefield Regional Council's project to enhance the building facades and main streets in Hamley Bridge and Balaklava. The report will also include important considerations to assist in determining if Council wishes to proceed with a similar project in Two Wells.

Hamley Bridge and Balaklava Main Streets Upgrade

In 2020, Wakefield Regional Council secured $1.092m in Drought Communities Extension Program grant funding through the Australian Government and contributed an additional $450,000 to fund the upgrade of the Hamley Bridge and Balaklava main streets and key building facades. The combined budget of the project was $1.542m.

The funded works and features in both towns include:

- High profile buildings in the main streets received essential repairs, including repainting in heritage colour palettes
- Ground and building mounted spot lights installed to highlight high profile buildings
- New outdoor dining locations on George Street (Balaklava)
- New street furniture
- New kerbing and road improvements, including some resealing in Balaklava
- Footpath upgrades including new paving
- Planting trees and vibrant ground covers and installing locally made planter boxes.

Through the project, the council has sought to improve the attractiveness of the main streets in both towns to facilitate progressive growth and sustain existing small businesses and to provide more attractive and enjoyable places for locals and visitors.

The project roll out is well underway with a substantial number of the buildings either completed, undergoing or about to undergo external restoration or re-painting. Substantial upgrades to the roads, footpaths and landscaping are also well underway to ensure both towns achieve a good result from the money invested in them.

In discussions between Council staff and staff of Wakefield Regional Council, the Wakefield project team were strongly of the opinion that the project would not have been nearly as successful if the scope of works did not include the combined elements of main street public realm upgrades and building/building facade restorations. The works have substantially improved the look and feel of both townships.

Funding Considerations

There are a number of factors to be considered when determining if Council wishes to proceed with a project to restore and enhance building facades. The main factors include project funding costs, co-funding upgrades, specialist consultant (heritage) research, grant opportunities, staff resourcing and private sector involvement (building owners).

As stated above, it has been critical to the success of the Wakefield Regional Council main street project to tie in public realm upgrades with enhancement/restoration of private buildings facades to achieve a real uplift in the appearance of the main streets. Wakefield Regional Council committed $450,000 to the project which had a combined funding of $1.542m (including grants). The majority of buildings targeted for upgrades in both towns are existing local and State Heritage Places and a small number of attractive historic buildings (unlisted).

Wakefield Regional Council contributed 75% towards the costs involved in painting, repairing, replacing materials and restoring (e.g. stone repointing) to historic building facades. This generous financial contribution was seen as essential to gain buy-in from building owners and act as an incentive for building owners to participate due to the costs involved in undertaking the works. Only a couple of building owners in Hamley Bridge have declined to participate in the project.

The average cost of restoration works for each building is approximately $10,000. Larger buildings and/or buildings in poor condition have costed more to repair and restore. This average cost quoted is for the physical restoration works only and did not include council project team resourcing or specialist consultant reports. In some instances development approval may be required for necessary building work and this will add to both project costs and timing.

The Wakefield project team learned many lessons through the rollout of the project. For instance, the original extent of works proposed for upgrading and restoring building facades was modest. Upon further investigations of individual buildings, many had materials that were weathered or damaged and required replacement before painting work could commence. The team undertook a re-examination of the extent of facade works required for each building early on in the project to ensure there was enough funding to cover the additional works.

If Council wish to proceed with a project to upgrade building facades on the Two Wells main street, it will be necessary to engage a consultant heritage architect (or similar) to review suitable buildings and recommend the extent of restoration works required for each building to ensure their historic and heritage character is not undermined. For example, some buildings may only require repainting with a sympathetic colour scheme while others will require more extensive repairs and maintenance before repainting can occur.

There may be opportunities to obtain grants from the State Government and the Australian Government to assist in funding such a project. The Open Spaces and Places for People grant program (State Government) offers annual grant funding for main street projects. It is unclear if there any federal grants available following the completion of the Drought Communities Extension Program. Further investigations are required to determine other potential grant options.

Two Wells Main Street

As Council is aware, two major pieces of work have been prepared regarding upgrades to the Two Wells Main Street. Council engaged Jensen Plus in 2019 to develop a master plan and, through this process, identified a range of short and long term projects along Old Port Wakefield Road. A master plan was developed and illustrates the projects and program of works to be completed from December 2020 and beyond. In late 2019 and 2020, funding through the Australian Government's Drought Communities Programme assisted in accelerating a program to refresh elements of the main street of Two Wells.

In 2014 JPE Design Studio and Wax Design prepared main street design guidelines for Two Wells. The primary objective of this project was to develop a strong planning framework for the main street precinct to ensure the town centre could be expanded over time in a manner that strengthens its existing special character.

Council is currently investigating options to underground power lines along Old Port Wakefield Road between Gawler Road and Drew Street to improve business development opportunities as part of the Two Wells Main Street public realm upgrade.

The development of the Village Green in the Two Wells main street is an example of work already undertaken by Council that improves the appearance and function of the Two Wells Main Street.

Stakeholder Engagement

For a project of this nature to be successful it is essential for Council to successful engage and partner with local building and/or business owners. The project team involved in the Hamley Bridge and Balaklava upgrades garnered considerable interest from building and/or business owners by engaging them early in the process and working with them to develop positive outcomes for individual buildings and upgrades to the main streets. Only a couple of building owners have not shown interest in being involved in the project.

Council has an approved Public Consultation Policy which can used to guide and inform the approach to engaging local business and building owners, should Council commit to proceeding with a project in the future.

Conclusion

There is merit in coordinating an upgrade of building facades in the Two Wells Main Street. The restoration and enhancement of prominent buildings tied in with upgrades to the streetscape and public realm will lift the visual appeal of the Main Street in Two Wells and encourage new business activity and investment. There are many examples of successful main street upgrades in South Australian towns and metropolitan areas to further demonstrate that a renewed investment in a main street leads to a greater level of community pride and new business investment.

This report is provided for Members' information as per Council resolution 2021/256.

RECOMMENDATION

"that Council, having considered Item 15.5 – *Two Wells Main Street Building Facades Upgrade* dated 25 October 2021, receives and notes the report."

Attachments

Nil

References

Legislation

Local Government Act 1999

Planning Development and Infrastructure Act 2016

Council Policies/Plans

Old Port Wakefield Road, Two Wells Master Plan - June 2020 (Jensen Plus)

Two Wells, South Australia Main Street Design Guidelines 2014 (Wax Design)

Public Consultation Policy – April 2020 (Covid update)

Adelaide Plains Council	15.5	Library and Community Services Report – July to September 2021
	Department: Report Author:	Development and Community Manager Library and Community
Date: 25 October 2021	Document Ref:	D21/46167

OVERVIEW

Purpose

To provide an update about the various events and programs developed and implemented by the Library and Community Services staff for the period July 2021 to September 2021.

Discussion

Listed below are the events and programs that have been held since 1 July 2021 through to 30 September 2021.

South Australian Living Artists (SALA) – August 2021

During the month of August, hundreds of venues participated in the annual South Australian Living Artists (SALA) festival. The aim of SALA is to promote and celebrate the state's many talented artists' (both professional and amateur) work and provide an opportunity for these artists to display their original pieces for free.

The Two Wells Library was proud to host nine artists' work and a total of 25 unique pieces including a quilt, paintings, photographs and craft items were exhibited.

This year's theme was "Honouring our Heritage, Embracing our Future" and staff received many positive comments from the public regarding the standard of the artists' work. A couple of the artists approached the staff about the future possibility of having a solo exhibition in the Library. The Library lends itself to being a suitable 'gallery' area with its high walls for artworks to be displayed in a favourable light and certainly adds ambience and a talking focus for patrons.

Above - artist Lisa Philip Harbutt with Jason and Mason Fiedler

Mallala Primary School Visit – 26 August 2021

Library staff visited the Mallala Primary School during Children's Book Week and attended their weekly assembly. She then read stories to the preschool classes including "How Many Kittens Could ide a Shark? Creative Ways to Look at Length" before the children learnt new skills with a cup stacking exercise.

Allen Tiller – Author Event – 14 September 2021

On Tuesday 14 September 2021, Allen Tiller, one of Australia's leading paranormal historians, kept over 50 people on the edge of their seats with his numerous stories of alleged ghost sightings in the Adelaide Plains region. Mr Tiller has written a number of books including the "Haunts of Adelaide" and one member of the audience, whose raffle ticket was drawn by Mayor Wasley, was the lucky recipient of one of Allen's books.

Guests then enjoyed a home-made afternoon tea prepared by the Two Wells Bowling Club members and it was an opportunity for guests to catch up over a cup of tea. Although the library 'talks' are both informative and entertaining, they also play an important role in providing social interaction occasions for our residents.

Above – Allen Tiller with Anne Stoddart at the Two Wells Bowling Club

Citizenship Ceremony – 17 September 2021 (Australian Citizen Day)

On Friday morning, 17 September 2021 Mayor Wasley conducted a citizenship ceremony at the Two Wells Council Chambers and welcomed four residents as new Australian citizens. This year marks the 20th Anniversary of Australian Citizenship Day. This special day was introduced to provide a formal occasion to recognise the value of Australian Citizenship, including the responsibilities and privileges we enjoy in our country that embraces democratic values.

Limited family and friends were present (in line with COVID-19 government guidelines) to witness this special occasion and after the formalities, morning tea was served.

Above – New citizens proudly displaying their certificates

September/October 2021 School Holidays

Two school holiday programs were once again offered, and booked out, in the September/October 2021 school break.

A science based themed "Blast Off" workshop was held at the Two Wells Uniting Church on Tuesday afternoon, 28 September 2021. The presenter began the session covering various aspects of physics and chemistry, in relation to explosions and propulsion. The 28 children were enthralled with the balloon explosions and demonstrations of different coloured flames. Then the children had the chance to make their own paper or balloon rockets which created a lot of excitement. Interestingly, for a third of the children present, this was the first APC school holiday program they had attended.

Above – Presenter Lee (Mobile Science Education) and children at the “Blast Off’ event

On Thursday morning, 7 October 2021 50 children explored their musical talents, ably led by Bortier Okoe (African Soul) at the Two Wells Oval. Bortier started off his workshop talking about his birthplace of Ghana and its culture, before demonstrating traditional dance moves and musical instruments (bells, shakers and drums). It was not long before the children followed suit with lots of energy and passion. Staff received very positive feedback from both the children and parents.

Above – Bortier Okoe accompanied by local children

Two Wells Community Fund (TWCF) – 5th Round

Council at its September 2021 Ordinary Council meeting re-established the Two Wells Community Fund Committee (TWCFC). Applications for the fifth round opened on Wednesday 29 September 2021 and will close on Monday 25 October 2021. The pupose of the TWCF is to encourage and support locally based community organisations' projects or activites that make a positive contribution to the township of Two Wells.

For the fifth round the total amount of available funds is up to $30,000. The maximum amount for an individual grant is $7,500, however applications for a greater amount may be considered on merit by the Committee.

It is expected that the TWCFC will meet in November 2021 to assess submitted applications and determine the allocation of funds. Staff have emailed local community groups regarding the availabiltity of the Fund, forms are accessible on the Council website, hard copies can be collected from the Council Offices and Two Wells Library, and promotional posts have been loaded onto the Library facebook page.

Adelaide Plains Library Facebook Page

The Library's facebook page continues to promote our events and services and currently there are 734 people following our page.

Below are two of our recent posts which were well received.

Library Facebook Activity	April-June 2020	July-Sept 2020	Oct-Dec 2020	Jan-Mar 2021	April-June 2021	July-Sept 2021
Total number of posts	172 (57)	106 (35)	135 (45)	98 (32)	110 (37)	130 (43)
Total post views	37,807 *12,602*	22,303 *7,434*	32,966 *10,988*	47,854 *15,951*	25,846 (*8,615)*	86,944 (28,944)

(Monthly average in italics)

The **above** table highlights the Facebook statistics for the past 15 months. In this quarter some of our posts generated a lot of interest – eg: the Bushfire Ready workshop reached over 30,000 people.

Forthcoming Library and Community events – October to December 2021

Below is a list of events and programs staff are currently working on.

Australia Day 2022 – Call for Nominations

Nominations for the Australia Day Awards are now open and applications need to be submitted to Council by COB Wednesday 24 November 2021.

There are five categories:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year
- Community Project of the Year
- Community Group of the Year

The latter two categories are specific to Adelaide Plains Council and they aim to recognise achievements in our community.

A confidential report will be tabled at the December 2021 Ordinary Council Meeting for members to consider the merits of the submitted applications. Mayor Wasley will recognise the winners of our various Australia Day Awards at the Two Wells Community Centre on Wednesday morning, 26 January 2022.

Author event – Leonie Kelsall – Tuesday 9 November 2021

South Australian rural romance writer Leonie Kelsall will be our last guest author for 2021, speaking at the Two Wells Bowling Club. Her first novel published in 2020 – "The Farm at Peppertree Crossing" was well received by Australian readers and reached the 69th position in *Australia's Top 100 Reads* for 2021. Her recently published second novel "The Wattle Seed Inn" continues her strength as a successful rural romance writer.

Above – Leonie Kelsall flyer

RECOMMENDATION

"that Council, having considered Item 15.5 – *Library and Community Services – Report – July to September 2021,* dated 25 October 2021, receives and notes the report."

Attachments

Nil

References

Legislation

Libraries Act 1982

Council Policies/Plans

Strategic Plan 2021-2024